



Minutes of the 53rd Annual General Meeting

Held at the Club House on 16th June 2018 at 10.30am

The President Geoff Saxby welcomed all to the AGM and declared the meeting open. A quorum was established.

- **Attendance:**
26 as per the attendance book.
- **Apologies:**
23 as per the apologies list. Geoff Saxby moved that the apologies be accepted.
Seconded: Peter Noble. Carried
- **Minutes of the previous AGM held on 17th June 2017:**
The minutes of the 2017 AGM were taken as read. Anne Griffin moved that the minutes be confirmed as a true and accurate record of the Annual General Meeting of 17th June 2017.
Seconded: Neil Strutton. Carried.
- **Business Arising from the minutes of the previous AGM:**
 - The issue of recruiting more volunteers was raised last year. Geoff said that this had been satisfactorily addressed through the weekly notices with many positions filled because of the increased awareness raised by this means of communication.
 - Problems with inappropriate phone use and also slow play were raised in last year's meeting. Geoff said that these issues are the responsibility of the directors and have been brought to their attention.
- **President's Report:**
The President reported that at present the Toowong Bridge Club membership stands at approximately 880, which makes it the biggest club in Queensland and the sixth biggest in Australia. Membership has remained relatively static over the past two years. Geoff said that the number of members is not the real measure of the club; it is the quality of those members and the culture of the club. In a quick look around at any session it is difficult to find one member who has not contributed to the club as a volunteer. Geoff listed the many roles through which people contribute and while it wasn't possible to list all the names he offered his heartfelt thanks for their contribution to the community as well as to the club. He wonders how viable the current situation is with more work than ever being done by these volunteers. There may be a need for the new committee to give consideration to employing a club administrator. He would support this if it doesn't impact on the general volunteering culture and also if it was not funded from usual sources. Such an initiative could be funded if the club gained sponsorship.

There are too many people to thank them all by name but Geoff did want to mention some:

- For those retiring from the committee:
Margaret Prentice who has contributed previously as President and very generously over a number of years and on a number of committees and through day to day involvement in all areas of the club.
John Gralton who has contributed greatly as infrastructure manager and grant funding coordinator. Recently he coordinated the project for the replacement of all the chairs in the club.
Sandra Mulcahy who has contributed through the outreach program, the marketing program and sponsorship proposals and her focus on future planning for both the club and the community.
Mandy Kennedy for her enthusiasm and generous contributions on the committee.
- Helen Clayton - the coordinator of the walk-in program. This is one of the most popular initiatives in recent years and the work Helen does in this role is very important to the club.
- Sue Eix as always has continued her generous contribution in many areas and particularly through the education program and as the teacher of classes for beginners.
- Janet Lovell's contribution as the website manager and congress convenor is also valued.

Geoff outlined some initiatives from his past year in office:

- Weekly notices have been expanded to include links to coming competitions and congress results and general news items. Consideration will need to be given to that small proportion of members who do not have computer access.
- The committee has looked at new sessions and formats and initiated the Friday afternoon session incorporating Nationwide Pairs. Numbers at the Thursday Night session have dwindled and a survey was conducted to obtain data and ideas to address this decline.
- Forward planning has been done with the completion of a strategic and operational plan.
- All chairs in both the back training room and the main room have been replaced.
- Despite an increase of QBA and ABF fees and the large outlay for the chairs, the careful financial management of the club has meant that there has been no need to increase membership or table fees.

Geoff thanked all members who have supported him during his time as President. It has been a very rewarding experience.

Geoff Saxby moved that the president's report be received. Seconded: Larry Moses. Carried.

- **Treasurer's Report and Financial Report:**

The treasurer's report and the financial report were included in the AGM documents

The Treasurer Karen Sweep referred to the reports included in the AGM documents. The club continues to be in a good financial situation despite some significant outlays for repairs and air-conditioning upgrades. There was a large water bill of approximately ten thousand dollars when an undetected leak in mains pipes occurred. Half of these costs have been met by the council. The replacement of all the chairs this year was another large out-lay.

Karen thanked all those who have supported her in her role.

Karen Sweep moved that the treasurer's report and the financial report be adopted. Seconded: Bill Heath. Carried.

- **Appointment of Auditor:**

Geoff Saxby moved that Marsh Tincknell again be appointed auditors. Seconded: Janet Lovell. Carried.

- **Election of Management Committee Members:**

Margaret Prentice took the chair. She announced that all positions are uncontested and the new Management Committee is: President: Larry Moses; Vice President: Neil Strutton; Secretary: Lena Darlington; Treasurer: Karen Sweep; Committee Members: Sharon Clifford, Chris Garvey, Raelene Clarke, Bernice Shaw, Diane Swan, Ming Shu Yang and Geoff Saxby (immediate past president).

Larry Moses took the chair and he said that it was with some trepidation he had agreed to take on this important role. He wished to endorse and thank the previous management committee. They have quietly gone about their work and done a fantastic job.

He comes to the role with some innovations he hopes to implement. He outlined these as:

- Appointing club moderators. In the past the club has successfully used a moderator to circumvent difficult situations before they escalate and require referral to the committee. A moderator can arbitrate and counsel for better behaviour when needed. He has asked Denise and Lee Rogers if they would be willing to take on this role if this initiative is implemented.
- Use of mentors to facilitate more representation of TBC players at congresses. He plans to focus on the pathway from Lessons to Club Bridge and on to Congress Bridge. He would like to identify emerging stronger players who would benefit from mentoring by experienced players.
- Thursday Night Sessions will also be a priority with plans for mentors from other clubs to assist here. He has a proposal for the format for this session and has support from expert players from other clubs who have indicated their willingness to mentor in this session and assist with debriefing of hands.
- As an addition to the important Weekly Communiques/Notices he proposes to introduce Newsletters produced every two months with hard copies for those with no computer access. Someone willing to be the editor for this will need to be found.

Once again he thanked the outgoing president and the management committee. Larry looks forward to his term as president.

- **Approval for Disbursement of Honoraria:**

The schedule prepared by the honorarium sub-committee was circulated. Lee Rogers moved that the schedule be adopted. Seconded: Jim Porter. Carried.

- **Other Business:**

The issue of continuing inappropriate mobile phone use was raised. Directors will need to be reminded of their role in ensuring members know what is required.

The meeting closed at 11.45am.



Minutes of the 52nd Annual General Meeting Held at the Club House on 17th June 2017 at 10.30am

Welcome: The President welcomed all to the AGM and declared the meeting open. A quorum was established.

- **Attendance:**
25 as per the attendance book.
- **Apologies:**
29 as per the apologies list. Anne Griffin moved that the apologies be accepted. Seconded: Margaret Prentice. Carried
- **Minutes of the previous AGM held on 18th June 2016:**
The minutes of the 2016 AGM were taken as read.
Chris Garvey moved that the minutes be confirmed as a true and accurate record of the Annual General Meeting of 18th June 2016. Seconded: Anne Griffin. Carried.
- **Business Arising from the minutes of the previous AGM:**
The issue of the need for an awning over the entrance was raised at the 2016 meeting. This awning has been erected and has been partly paid for by a grant from the Gambling Community Benefit Fund.
There was a query in the 2016 meeting about the cost of photocopying. The treasurer reported that she has been able to negotiate a new contract that provides a later model photocopier and which should reduce the club's costs by one hundred dollars per month.
- **President's Report:**
Geoff Saxby spoke to his written report, particularly his introduction where he wrote of the club appearing to 'run itself'. He emphasized the importance of the role of the volunteers to achieve this, recognizing everything they do to ensure that all goes smoothly with the day-to-day running of the club. Geoff sees his role as president very much as focusing on the future and as he carries out his role with these priorities, others keep things running and ensure that there are cards dealt and clean table cloths and all the other essential tasks are carried out. He thanked Margaret Prentice, Anne Griffin, Lena Darlington and Sue Eix for their support.

The focus on the future is reflected in the minutes of the monthly Committee meetings. There are increasing numbers attending TBC events and congresses. The Grace McDonald Competition attracted the largest turnout so far with 48 pairs entering. Beginners classes have been full to capacity and the supervised play classes are stretching our resources. Novice participation at congresses is being encouraged. The club is at the stage of being a casualty of its own success with the club room at capacity at some competitions and the car park full at times. Geoff said that these issues and that of the clubhouse being flood prone will be considered in future planning.

He reiterated that our club relies totally on volunteers. There are a number of people who have been in long-standing positions which require them to give a lot of their time, often whole weekends. Margaret Prentice the congress caterer and providore, Janet Lovell the congress convenor and Sue Eix who works generously for the club have been giving more of their time and energy than we should expect. While these people never complain they cannot continue with this workload. This is one of the challenging issues that will be considered in the club's strategic planning.

Geoff also mentioned others whose services are invaluable with the day to day running of the club. Helen Clayton oversees the standby/walk-in program, one of the most important and popular initiatives in recent years. The many hours of phone calls and emails that this job entails has been reflected in a small way by being included in the honorarium schedule this year. Chris Garvey has retired after years of being head dealer and is now taking on the equally important role of head scorer. Anne Griffin is retiring as vice president and has done a great job with Sue Eix in rewriting the by-laws. John Gralton's work on infrastructure projects was recognized and also his role in sourcing grants from the Gambling Community Benefit Fund. Lee Rogers has worked with John on the chair replacement strategy. Diane Swan has succeeded in finding mentors for all those novice players who signed up for this program.

Geoff Saxby moved that the president's report be received. Seconded: John Gralton. Carried.

- **Treasurer's Report:**

Diane Swan drew attention to her written report. She again thanked Judy Frazer and Wilhelmina McCartney for doing the banking every week. This is a time-consuming and important job. She thanked Dudley Darlington for managing the book table – a popular and important asset for the club. Diane moved that the treasurer's report be adopted. Seconded: Chris Garvey. Carried.

- **Financial Report:**

The treasurer said that the club is in a good financial situation. The closing cash balance has increased by \$40000 over last year's, mainly because our major infrastructure projects, in particular the installation of the solar panels, have been funded by grants. The details of the financial report can be found in the annual report. Diane moved that the financial report be accepted. Seconded: Anne Griffin. Carried.

- **Appointment of Auditor:**
Geoff Saxby moved that Marsh Tincknell again be appointed auditors. Seconded: Margaret Prentice. Carried.

- **Election of Management Committee Members:**
Geoff announced that all positions are uncontested and the new Management Committee will be:
President: Geoff Saxby; Vice President: Neil Strutton; Secretary: Lena Darlington; Treasurer: Karen Sweep; Committee Members: Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Diane Swan. Margaret Prentice will continue on the committee as the immediate past president. Geoff thanked Sheena Daly for her role on the committee over the past year.

- **Approval for Disbursement of Honoraria:**
The schedule prepared by the honorarium sub-committee was circulated. Anne Griffin moved that the schedule be adopted. Seconded: Neil Strutton. Carried.

- **Approval of Revised By-laws:**
The revised By-Laws had been circulated before the meeting and were available at the meeting.
Motion from Anne Griffin: On behalf of the Management Committee of Toowong Bridge Club Incorporated I move that the current By-Laws of this club (dated 2007) be rescinded and the revised and amended By-Laws as circulated be adopted. Seconded: Karen Sweep. Carried.

- **Other Business:**
 - Bill Heath spoke to the issue of enlisting more members to volunteer. He mentioned that in the past a pro-forma outlining areas where members could contribute has been sent with AGM papers. He suggested something similar could be done with weekly emails or newsletters. There was some discussion of ways in which the need for extra assistance could be advertised. This will be followed up.
 - Joan Mathias raised the issue of the inappropriate use of mobile phones, which she feels is increasing. She suggested that there should be a clearly outlined policy of what is acceptable.
 - Anne Griffin raised the matter of slow play resulting in averages needing to be taken and players having to rush when players ahead of them have been slow. Geoff said that this issue and the previous one of inappropriate phone use are issues for the directors. Announcements regarding these issues will be made so that players know what is expected of them.
 - Gillian McLelland mentioned that she thought it was not appropriate for players who did not bring food for the Christmas party to be expected to pay the usual table fees. She felt that all players should have their fees waived at that session. There was some discussion of this matter and it was noted and will be considered by the committee before this year's Christmas Party.

The meeting closed at 11.15am.



Minutes of the 51st Annual General Meeting Held at the Club House on 18th June 2016 at 10.30am

Welcome: The President welcomed all to the AGM and declared the meeting open. A quorum was established.

- **Attendance:**
27 as per attendance book.
- **Apologies:**
49 as per apologies list. Margaret Prentice moved that the apologies be accepted. Seconded: Anne Griffin. Carried
- **Minutes of the previous AGM held on 20th June 2015:**
The minutes of the 2015 AGM were taken as read.
Neil Strutton moved that the minutes be confirmed as a true and accurate record of the Annual General Meeting of 20th June 2015. Seconded: Geoff Saxby. Carried.
- **Business Arising from the minutes of the previous AGM:**
No business arising from the minutes.

- **President's Report:**

Margaret Prentice spoke to her written report. She thanked her committee who have supported her and been a pleasure to work with over the past year.

She reported that this year has seen the membership reach 888 and many successful projects and new initiatives have taken place, with a popular extra session on Wednesdays becoming permanent. The walk-in program has been very successful and she thanked Helen Clayton for coordinating the volunteers for this. The education program has continued with two series of beginners' lessons and five workshops throughout the year. The use of the web-based Pianola program continues to be a useful tool for communication with members.

Margaret thanked Peter Noble for his work on the rewiring and the electrical separation of the TBC power from the soccer club to ensure that power outages do not occur.

The solar panels have been installed and are now working and will significantly reduce electricity costs in the future. Margaret thanked John Gralton for all his work on this project which included arranging tree lopping and applying for a grant from the Gambling Fund as well. The grant has been received and will cover all costs. Further thanks were expressed to John for organizing the replacement of all lights with LED lighting and for the repainting of the line-marking in the car park.

New computers have been obtained and are being set up in both the office and the dealing room. Margaret thanked Geoff Saxby for his work with Chris Garvey in coordinating this initiative.

Sue Eix and Anne Griffin were thanked for their continuing work on the re-writing of the bylaws. This work is nearing completion. Margaret also acknowledged all Anne's work for the very successful function to celebrate the fiftieth anniversary of the Toowong Bridge Club. Many people attended this event and enjoyed marking this milestone in the club's history.

Margaret concluded that there are so many people who do so much for the club – like June Trudgion who provides lovely flowers, Wilhelmina McCartney and Judy Frazer who bank the money every week.

A final special thanks was extended to Sue Eix for all her support over the past two years and for all that she does for the club.

Margaret moved that her report be received. Seconded: Anne Griffin. Carried.

- **Treasurer's Report:**

In Diane Swan's absence Margaret Prentice read the Treasurer's report. She thanked Karen Sweep for taking over the cash book role.

Margaret moved on behalf of the treasurer that the treasurer's report be adopted. Seconded: John Gralton. Carried.

- **Financial Report:**

Margaret Prentice on behalf of the Treasurer spoke to the financial statement. Jill Kennard raised a concern about the cost of photocopying. Directors will be surveyed to determine if fewer hand records can be copied for each session.

Margaret moved on behalf of the treasurer that the financial report be accepted. Seconded: Chris Garvey. Carried.

- **Appointment of Auditor:**

Margaret Prentice moved that Marsh Tincknell again be appointed auditors. Seconded: Jill Kennard. Carried.

- **Approval for Disbursement of Honoraria:**

Margaret Prentice as acting Treasurer reported that the management committee had decided to follow the recommendations of the honorarium sub-committee. She outlined some minor changes from previous years. A list of suggested payments to various volunteer positions was circulated to members. Margaret moved that the schedule be adopted. Seconded: Julie Hankinson. Carried.

- **Election of Management Committee Members:**

Brian Hankinson took the chair. He thanked Margaret Prentice and the outgoing Committee for their excellent work over the past year.

He announced that all positions are uncontested and the new Management Committee to be:

President: Geoff Saxby; Vice President: Anne Griffin; Secretary: Lena Darlington; Treasurer: Diane Swan; Committee Members: Sheena Daly, Chris Garvey, John Galton, Bernice Shaw, Neil Strutton, Karen Sweep.

Brian moved a vote of thanks to the outgoing committee, carried by acclamation. He offered his congratulations to the new president and the new Committee members.

Geoff Saxby took the chair. He warmly thanked Margaret for what she has contributed in her role as president. She has been a quiet achiever working day by day with club members to achieve the best for the club. He knows he has a big job ahead of him and thanked those who encouraged him to take it on. This is an excellent club with a very large membership, one of the biggest in the country, and its greatest asset is the volunteer culture with which it approaches all that needs to be done. He hopes that all members will support the new Management Committee.

Geoff thanked Margaret again and Anne Griffin presented her with an orchid as an expression of thanks from the club for all Margaret has done over the past two years.

- **Other Business:**

- Gordon Plant raised the issue of the display of the result history on the bridgemates. There was some discussion of this. Geoff Saxby explained that the trial process had been shorter than anticipated because of the large majority of members indicating their preference for maintaining the current situation. Directors will be asked to remind all players to keep the time spent in discussion and reviewal of results to a minimum.
- Trudy Kerstens raised the need to have a shelter erected over the entrance door so that there is protection for those arriving in wet weather. This issue will be considered by the committee.
- Jill Kennard expressed thanks, on behalf of the membership, for all that is done by Sue Eix. Carried by acclamation.

The meeting closed at 11.15am.