

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 8th August 2022 Minutes of Meeting

The meeting was opened by the Vice President Jo Neary at 1:20pm

1. Attendance/Apologies:

Attendance: Jo Neary, David Sydes, Janet Lovell, Kay Blackford, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen.

Apologies: Neil Strutton and Marsha Knoll

2. Minutes of the previous meetings July 11th:

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the June meeting.

Moved: Caroline Nelson; Seconded: Sue English. Carried.

3. Business arising from the minutes of the previous meeting:

(i) Job Descriptions for Committee Members

Work is progressing.

(ii) Volunteer recruitment

Some members are willing to be involved. Discussion about suitable tasks.

There are a range of jobs including inside maintenance, housekeeping,

providore, special events coordination and key management which could be allocated to others.

(iii) **Restricted Session.**

A meeting was convened on July 15th to discuss ongoing management of this programme. Janice Little provided a detailed report and recommendations re the ongoing functioning of the group. It was agreed that Jo Neary was to continue being responsible for the overall running of the programme and that other interested members would be involved. Larry Moses has volunteered to provide review of hands nominated by the participants. Kerry Dean is willing to Direct the group whilst playing with Jo Neary in the Open section. A Standby roster is being arranged so that all participants have less than 30 mps. The Committee wishes to thank Janice Little for her work in helping to establish this great initiative.

(iv) **Grants.**

Ongoing process. One has been lodged with the Gambling fund (GCBF). Another is being prepared to apply for funding with QRIDA

4. Business arising from the Correspondence:

(i) Email from Kim Ellaway. Distributed

(ii) Darling Downs Bridge Club invitation August 27th (Pairs) August 28th (Teams)

(iii) Members expressing concern at the amount of coughing at the tables. A sign was developed by Helen Hassall and is attached to the front door. Messages were sent out requesting people with respiratory problems, which may be infectious, to please not attend the Club. People who have coughs which are not infectious are fine to come.

(iv) Phone request for use of our parking spaces by a local business. Negative response.

5. Treasurer's Report: Treasurer's Report has been circulated electronically.

Motion that the Report be accepted, and the purchases be ratified.

Marge Henry will be filling in for David Sydes whilst he is away for 6 weeks and will be responsible for payments and Tyro management.

Term Deposits will be due soon. David to discuss with Marge. We have sufficient signatories to manage.

Moved: David Sydes; Seconded: Irene Koman; Carried.

6. Membership Report:

TBC has received applications for membership from the following people - Peter Fagan, Belinda Bennett, Trina Hickey, Karen Jenkins, Ken Fischer, Peter Wilce, Karen Beveridge, Kerry Barridge, Helen Murdoch. All except 1 are associate members.

Motion that these new members be welcomed to the Club and that the Membership Report be accepted.

Discussion re payment of membership fees by E H. To be further investigated by Jo

Neary.

Moved: Margaret Prentice; Seconded: David Sydes. Carried.

7. General Business:

(i) Visit to Toogoolwah

Discussion re previous visits which had been quite successful. Kay Blackford to follow up with Sandra Mulcahy who has been involved previously. Wishing to support the Club and have a social outing for members.

(ii) Discussion of Management of Kitchen

Questions re the feasibility of employing someone for this. First there is the employment legislation requiring a 4 hour shift. Secondly only two sessions have a break for morning tea. Many people have indicated they like to finish their Bridge early and get away. Members are enjoying getting a drink and a biscuit when they arrive and then get their own drinks at breaks in play. Volunteers are presently putting out and then replacing supplies each session and keeping the kitchen tidy. The takeaway hot drink cups are not recyclable and cost \$500 per month.

It was agreed that a letter be written and sent to members explaining the problem and the preferred option of the Committee that we recruit volunteers to continue to put out the supplies, put out the ceramic coffee cups, wash them and steam them and put them away and tidy the kitchen. The machine is easily operated, it takes a matter of minutes to get the steaming cycle completed and training in managing it will be given. The volunteers would be rewarded with a game voucher. It was also suggested members could be encouraged to bring in their own mugs. The new system will start August 22nd if we have interested volunteers.

(iii) Request to purchase a laser printer for use by Treasurer

David Sydes is doing a lot of printing at home. The Print quality is not as good and with frequent copying it is unsatisfactory. It was agreed that David would get some quotes in September when he returns.

(iv) Charity Day and Melbourne Cup Day

Questions about holding these events. It was agreed that the Charity Day to be held on Sept 6th would support a palliative care service provider called the Karuna Hospice Service Ltd. Caroline Nelson to follow up.

Melbourne Cup party to be organized. Calling for volunteers.

(v) Stand Bys will be required for the upcoming Congresses.

Meeting closed at 3:30pm. Next meeting September 12th at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 20th July 2022 Minutes of Meeting

The meeting was opened by the Vice President Jo Neary at 1:35pm
President Neil Strutton was delayed.

8. Attendance/Apologies:

Attendance: **Neil Strutton, Jo Neary, David Sydes, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen.**

Apologies: **Marsha Knoll, Kay Blackford and Janet Lovell**

9. Minutes of the previous meetings June 20th:

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the June meeting.

Moved: Irene Komenl; Seconded: Sue English. Carried.

10. Business arising from the minutes of the previous meeting:

(v) **Breaks in sessions**

Feedback from Jo Neary about Director and members attitude to breaks.

Some Directors are giving breaks others not. Some people like breaks

others not. Motion: Decision about having a break to be at the discretion of the Director.

Moved: Jo Neary; Seconded: Margaret Prentice. Carried.

(vi) **Resumption of extra sessions.**

Discussion re logistics of this. Need for extra Directors, Scorers and extra

work for dealers. Members seem to prefer the 10:00am start which would have to be brought forward to 9:30 to accommodate the afternoon session. Weather and Covid may be affecting attendance too. It was decided to maintain the status quo and to monitor session participation.

- (vii) **Development of specific Job descriptions**
Discussion re content. Suggestion that the Job Description should be a broad outline and a specific set of instructions for each role to be made available for each role holder. Some roles are quite specific. Other roles are much more complicated as they cover a large range of activities. Ongoing work on this.
- (viii) **Volunteer Recruitment.**
Ongoing need to attract volunteers to share in Club activities.
- (ix) **Reservation of Places**
Signs have been made and are currently being used. People with specific needs will notify if they are not coming for a scheduled session.

11. Business arising from the Correspondence:

Nil

- 12. Treasurer's Report:** Treasurer's Report has been circulated electronically. Motion that the Report be accepted, and the purchases be ratified. Comment that June was an exceptional month for expenses which are one off. Assistant to be recruited to assist whilst David Sydes is absent for 6 weeks from the middle of August.
Moved: David Sydes; Seconded: Jo Neary; Carried.

13. Membership Report: **Nil to report**

14. General Business:

- (vi) **Restricted Session**
Discussion re structure and function of this initiative. Consistency with Beginner Lessons and Supervised Practice is important. Is it meeting the needs of the players? Are they transitioning to open play? Neil Strutton, Jo Neary, Irene Komen, Janice Little and Margaret Prentice to meet and provide feedback to next meeting.
- (vii) **Members complaining about not having Kitchen Staff at tea breaks**
There are legal issues which need to be examined re the length of time people need to be employed under various awards. Current situation is that members are volunteering to set out supplies before the start of sessions. This seems to work well. Could this system be formalized? If breaks are not

taken no staff is required. For further discussion with Providore Marsha Knoll, Sue English and Margaret Prentice.

(viii) Committee Members cooperation with Congresses

Jo Neary asked for help in supporting the work of the Convenors for major events. To participate in these events and to encourage other members to be involved as competitors, as Stand by for Pairs and Teams in different categories and also for helping in the Kitchen with food and/or labour and caddying as required.

(ix) Communication re Tyro Payments for Competitions/ Congresses

Some payments for Congresses are being accepted by Tyro operators despite the entry form clearly stating that payment must be made by Bank transfer or my ABF. David Sydes has developed a spread sheet which Convenors and Membership Secretary will be able to access to check what payments have been made and how.

(x) Grant applications.

Two types of funding being sought. Application to the Gambling Fund for repair of Stumps and Asphalt. This closes Friday 15th.

Other is for recouping funds already paid for flood related repairs. Insurance claim not yet received. Caroline Nelson to follow up with Agent.

(xi) Programme Book.

Sue Eix provided information to the Committee about the changes which will be needed to the schedule for next year. There are movement of various events which are conflicting with other State and National events. Approval was given for Sue Eix to make the necessary decisions.

(xii) Air Conditioning Business Case.

Peter Noble is preparing a Business Case for the replacement of our Air conditioning equipment. He has been informed by the Sirius that it is likely that the system will fail within two years. It has provided good service for 20 years. It will be helpful to get this information in advance so that we can look for Grant funding to cover this cost.

15. Meeting Closed at 3:30pm. Next meeting 8th August at 1:30pm.

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 20th June 2022 Minutes of Meeting

The meeting was opened by the President Neil Strutton at 1:45 pm.

16. Attendance/Apologies:

Attendance: Neil Strutton, Jo Neary, Janet Lovell, Caroline Nelson, Margaret Prentice, Sue English, Kay Blackford, Irene Komen.

Apologies: Marsha Knoll and David Sydes.

17. Minutes of the previous meetings May 8th:

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the April meeting.

Moved: Janet Lovell; Seconded: Sue English. Carried.

18. Business arising from the minutes of the previous meeting:

- (x) Rearrangement of Trophies has been carried out successfully. Repainting to be arranged.
- (xi) Roof repairs to be carried out by end of June.
- (xii) Grace McDonald Pairs and RCG Mixed Pairs very successful. Janet Lovell provided report. Grace McDonald Pairs to be maintained as only special event for Toowong players. Prizes were generous and catering after play was appreciated by members.
- (xiii) Coupon Book size was discussed. Size to be reviewed when we need to reorder.

19. Business arising from the Correspondence:

- (i) Vaccination Policy to be maintained.

- (ii) QBA Teams of three July 23 flyer displayed.

20. Treasurer's Report: Treasurer's Report has been circulated electronically. Motion that the Report be accepted, and the purchases be ratified.
Moved: Janet Lovell; Seconded: Jo Neary; Carried.

21. Membership Report: TBC has received applications for membership from the following people.
Colleen Carmody, Vivien Solo, Joyanne Gissing, Robyn Smith, Bruce Behrendorff, Alan Gibson, Marge Sullivan, Barbara Power and Bert Luchjenbroers.
Motion that these new members be welcomed to the Club and the membership report be accepted.
Moved: Margaret Prentice; Seconded: Jo Neary; Carried.

22. General Business:

(xiii) Covid status

Discussion re requirements for normal play and competitions. QBA maintaining checks. ABF has dropped requirements. Display sign stating players are asked to comply with our Covid policy as displayed.

(xiv) Breaks in Sessions

Leaving up to Directors. Jo Neary to consult with Directors re voting from the floor.

(xv) Resumption of Kitchen Staffing

Discussion re management. To be held over until Marsha Knoll returns as Providore manages staffing.

(xvi) Resumption of Tuesday and Wednesday sessions

Discussion re logistics. We need Directors and Scorers for new sessions. Jo Neary to discuss with current and potential directors.
Timing of sessions would need to be confirmed. Tuesday changed to 9:30 am ? with pm session beginning at 1:15pm. Perhaps a Monday pm session be considered? Discussion re ongoing restricted group and the transition to normal play. For discussion with Janice Little, Larry Moses and Sue Eix.

(xvii) Development of specific Job Descriptions.

A meeting of Committee Members after this meeting.

(xviii) Recruitment of Volunteers.

Discussion re same. Stand By needs more volunteers. There is a loyal and hardworking band but it would be helpful to have more willing to assist.
Margaret Prentice to advertise to recruit more.

(xix) Security of the Club.

The Club was left unlocked (both the front door and two side doors) and alarm not set for several hours one day. It was decided that it is the responsibility of the Director of each session to ensure that the Front Door is locked and if the Director plans to leave while other people are still in the Club that those people are requested to be responsible for setting the alarm when they leave. Neil Strutton to discuss with Directors if necessary.

(xx) Car Parking Problems.

Random citizens are parking in the parking lot. On red Point Tuesdays and other occasions on which we are expecting large numbers Wardens are required. Notices are to be placed on cars of those offending reminding them it is not a substitute for street parking.

Sue English offered for Bob English to put out the Club sign indicating that the parking was required for our Club members. Caroline Nelson to notify Soccer Club re Sunday 26th.

(xxi) BCC Maintenance and Development Plan.

Submitted by David Sydes.

(xxii) Welcome to 2022/23 Committee Members.

Kay Blackford and Irene Komen were warmly welcomed as new members to the Committee and returning members thanked for their continuing efforts.

Jo Neary reports that there were two people who may be able to make a significant contribution to the work of the Committee. Geoff Saxby continues his invaluable work in the management of IT issues. Mike Le Voi has offered to work with Geoff in this area.

(xxiii) Reservation of Places at the Tables.

John Cremona has suggested that places be reserved at Tables for the Director and the Scorer and other members who have specific needs for example wheel chair access or lighting requirements. If Directors are made aware that people with specific needs are coming to play a suitable table can be reserved. Janet Lovell will develop and laminate signs for use. Jo Neary to discuss with Directors.

23. Meeting Closed at 3:00pm. Next meeting is 11th July at 1:30pm.