



Management Committee Meeting 12th November 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Ming Shu Yang. Apologies: Karen Sweep, Diane Swan.

- **Minutes of the previous meeting 8th October 2018:**

Bernice Shaw moved that the minutes be accepted as a true and accurate record of the meeting of the 8th October 2018. Seconded: Geoff Saxby. Carried.

- **Business arising from the minutes of the previous meeting 8th October 2018:**

Nil.

- **Matters Arising from Correspondence:**

- The club has been approached by a representative of St Faber's Green Auchenflower enquiring about sponsorship opportunities. Larry Moses will follow this up.
- An email was sent to Barbara O'Connor, the Head Scorer, asking her to reconsider her resignation in view of the changes noted in the October meeting. She confirmed her resignation. A new head scorer will need to be found. Larry will approach people who may be willing to take on this role. Barbara has provided a role description for this purpose.
- A number of members have contacted the committee expressing concerns about the use of defibrillators. The committee noted their concerns. These concerns will be taken into consideration in the training sessions and in giving members information about the use of defibrillators.

- **Treasurer's Report:**

The treasurer is absent so no report was presented.

- **Membership Update:**

Membership applications have been received from: Jill Duffield, Bill Duffield, Thais Morgan-Pertus, Peter Allen, Marye Fenwick, Luis Labanti. Chris Garvey moved that the applications be approved. Seconded: Geoff Saxby. Carried. TBC welcomes these new members.

- **Updated 2019 Program:**

Bernice Shaw proposed a number of final changes to the 2019 TBC program for the committee's consideration. The committee endorsed these proposals.

- **Disciplinary Matter:**

The committee noted that on 16th October the President emailed all committee members, pursuant to Rule 28 of the Constitution and Bylaw 3.2, copies of the following resolutions:

1. That a membership of Toowong Bridge Club be terminated; and
2. That the member be banned from competing in all Toowong Bridge Club events, whether as a visitor or otherwise.

The committee noted that nine committee members responded to the email advising their support for the resolutions, which were therefore deemed to be passed. The committee members have provided signed copies of the resolution.

Chris Garvey moved that the committee note and ratify the relevant resolutions. Seconded: Sharon Clifford. Carried.

- **Review of Handicapping System:**

Neil Strutton raised a number of concerns that have arisen with the current handicapping system. Further investigations will be conducted to find a more satisfactory handicapping method.

- **Dealing Machines:**

A Dealer 4 machine has been trialed over the past weeks. Sharon Clifford will make enquires about lease costs for our current machines and about options available for borrowing machines if repairs are required.

- **Purchase of New Boards and Boxes:**

New boards and boxes are needed to replace old and dilapidated ones and to cover busy times when a number of congresses are run as well as the normal sessions. Sharon Clifford moved that 20 new boxes be purchased at a cost of \$315 and ten sets of 36 boards be purchased at a cost of \$1300. Seconded: Neil Strutton. Carried.

- **Hon Life Membership Draft Report:**

Geoff Saxby presented his report on the procedures required to bestow Honorary Life Memberships and some information about previous recipients. Larry Moses moved that Sue Eix be nominated for Honorary Life Membership, to be confirmed at the 2019 AGM. Seconded: Geoff Saxby. Carried.

- **Internal Lighting:**

Some internal lights need replacing or repair. John Gralton will be asked to follow this up with the electrician who installed these LED lights at the time when the solar panels were installed.

- **Membership Fees:**

QBA and ABF fees have increased for a number of years without TBC membership fees being increased. These fees and the cost of red, green and gold points were increased by five percent for this year and again by five percent for the coming year. Larry Moses moved that the TBC membership fees be increased from the current \$50 to \$55 to reflect these increases. Seconded: Chris Garvey. Carried.

- **Defibrillator Training:**

Sharon will contact St John's Ambulance for a quote for a one hour session to train six to ten people in the use of defibrillators.

- **Education Sub-Committee Report:**

A report from the Education Sub-Committee was circulated before the meeting. The proposals in the report were endorsed by the committee.

- **General Business:**

- Members will be reminded of the importance of appropriate etiquette at the bridge table and also that system cards are required on the table for each pair.
- To avoid the need for extra laundering of the new table cloths, members will be asked to use the supplied old cloths when eating lunch at the table. Old table cloths that are no longer needed by TBC will be offered to Toogoolawah Club or any other club needing support.

- **Items for Future Meetings:**

- **Meeting Closed at 5.35 pm. Next meeting 10th December 2018 at 3pm.**



Management Committee Meeting 8th October 2018 Minutes

The meeting was opened by the president Larry Moses at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Wal Brake.

- **Minutes of the previous meeting 10th September 2018:**

Chris Garvey moved that the minutes be accepted as a true and accurate record of the meeting of the 10th September 2018. Seconded: Neil Strutton. Carried.

- **Business arising from the minutes of the previous meeting 10th September 2018:**

Nil.

- **Matters Arising from Correspondence – Resignation of Head Scorer:**

The committee has received an email from Barbara O'Connor, the head scorer, advising of her resignation, effective immediately. The Committee noted her resignation with considerable regret and expressed sincere thanks and appreciation for all that she has done in this role, recognising its importance to the Club, and also the heavy workload involved.

The Committee noted that although the notice about implementing a new system for timing sessions was premature and had not been discussed by the Committee, it was agreed that a solution is needed as the existing timers need to be replaced. It was agreed that:

1. Directors (and not scorers) will be responsible for setting up and controlling timers for all club sessions.
2. Before any further action is taken an instruction manual will be prepared and arrangements will be made to train all directors.
3. Acknowledging that the Head Scorer role is an onerous one further assistance will be sought to support the Head Scorer by dividing the tasks to reduce the workload. This will also enable succession planning when the Head Scorer wants to step down.

The committee agreed that a response be sent to Barbara outlining the thanks (as noted above), and the three items (above) that will be implemented, and asking her that, in view of these changes, she reconsider her decision.

Further consideration was given to resourcing the new timer system for when training has been completed. The committee endorsed the suggestion to use any current usable computers.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. The balance for the installation of the automatic door has been paid to Autoingress. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan. Carried.

- **Membership Update:**

Membership applications have been received from: Paul Wright, Barbara White, Rose Sturley, Peter Munro, and Judy Nankiville. Chris Garvey moved that the applications be approved. Seconded: Diane Swan. Carried. TBC welcomes these new members.

- **Life Memberships:**

It has been some years since TBC has nominated members for honorary life memberships. Geoff Saxby agreed to the committee's request to prepare a report on any possible candidates using the guidelines outlined in the bylaws. Larry Moses moved that Geoff Saxby prepare this report for the committee. Seconded: Neil Strutton. Carried.

- **Christmas Charity:**

Elaine Kelly has suggested that, as in previous years, TBC supports the Women's House as our Christmas Charity. Lena Darlington moved that the Women' House be supported for the Christmas Charity. Seconded: Larry Moses. Carried.

- **TBC hosting of QBA Teams event on Sun 18th Nov:**

The club is hosting the interclub teams competition at which lunch will be provided. Diane Swan suggested that because there is a congress on the following weekend members can't be asked to prepare lunches on the 18th as well. Diane suggested that the club outsource the majority of the supply of prepared lunches. This was endorsed by the committee.

- **Disciplinary Matter:**

A complaint of alleged inappropriate behaviour by a member has been received and investigated, including receiving a response from the member concerned. Geoff Saxby moved that the committee finds that the complaint concerning alleged inappropriate behaviour on 15th September is upheld. Seconded: Chris Garvey. Carried. Geoff Saxby moved that given the history of poor behaviour and apparent lack of any effort to correct this behaviour the member should be asked to show cause why his TBC membership should not be terminated. Seconded: Sharon Clifford. Carried.

- **General Business:**

- A member has asked if she can advertise the sale of Lion's Christmas cakes in the weekly notices. The committee agreed to this request.
- Lena advised (for Sue Eix) that details are being finalised for the next guest presentation to be held on 17th November.

- **Items for Future Meetings:**

- **Meeting Closed at 5.30 pm. Next meeting 12th November 2018 at 3pm.**



Management Committee Meeting 10th September 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Chris Garvey, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Sharon Clifford, Geoff Saxby.

- **Minutes of the previous meeting 13th August 2018:**

Bernice Shaw moved that the minutes be accepted as a true and accurate record of the meeting of the 13th August 2018. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 13th August 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. The deposit for the automatic door has been paid to Autoingress, with the balance still to be paid. Karen Sweep moved that the report as circulated be adopted. Seconded: Chris Garvey. Carried.

- **Membership Update:**

Membership applications have been received from: Ken Fischer, Diane McClintock and Shirley O'Donoghue. Chris Garvey moved that the applications be approved. Seconded: Neil Strutton. Carried. TBC welcomes these new members.

- **Defibrillator/First Aid:**

Diane Swan circulated quotes and information about four different defibrillators. She moved that we purchase the Hearton A10 quoted at \$1995. Seconded: Lena Darlington. Carried. Ming will prepare a manual for its use and a notice outlining general emergency procedures. She will also monitor the first aid supplies.

- **Providing support for players with impaired vision:**
Wal Brake said there was a need for players with impaired vision to be assisted. He suggested that cards with clear large print be used in sections where this may be needed. Our current dealing machines cannot cater for this. Lena mentioned that some players are being helped by having the previous player leave their cards sorted into suits and in order. Members with impaired vision are encouraged to ask the appropriate player to do this for them and for directors to support this initiative.

- **Directors' Course:**
Larry Moses has approached Jan Peach about running a series of workshops for any members interested in becoming directors and for updating directors about new laws. She has offered to run a session on 29th September. The committee endorsed Larry's suggestion that he continue discussions with Jan on this matter and that TBC will cover any costs for the Toowong members who attend.

- **Dealing Machines:**
In the head dealer's absence Chris Garvey reported that investigations are being made into dealing machines. The current machines are now seven years old and are not always reliable. Sharon Clifford has organized with Paul Lavings to have a free month's trial of the Dealer4 Machine, the only alternative to the Duplimate machines currently being used. This machine does not need bar coded cards so it is possible that large print cards could be used. The committee endorsed the trial of the Dealer4 machine. The head dealer will be asked to organize this on her return and to report to the committee after the trial.

- **Session Timers:**
One of the session timers needs repairs. Larry Moses will compare repair costs with replacement costs. He will contact other clubs to see if they can recommend replacement timers.

- **Melbourne Cup Day Planning:**
Diane reported that planning is well underway for the Melbourne Cup Day celebrations. Caroline Nelson has offered to be convenor for the competition on the day. She will also oversee the kitchen helpers. Lee Rogers will direct the session.

- **General Business:**
 - Larry Moses expressed his thanks to Ian Swan for the professional consultation he has provided in decision making regarding the installation of the automatic opening door. The committee endorsed his vote of thanks and the suggestion to express this thanks with a bottle of wine to the value of fifty dollars.
 - Lena presented a brief report from Sue Eix, the Education Officer. The August series of classes for beginners has begun with good numbers for both the day and evening classes.

- **Items for Future Meetings:**

- **Meeting Closed at 4.45 pm. Next meeting 8th October 2018 at 3pm.**



Management Committee Meeting 13th August 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Neil Strutton.

- **Minutes of the previous meeting 9th July 2018:**

Geoff Saxby moved that the minutes as amended be accepted as a true and accurate record of the meeting of the 9th July 2018. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 9th July 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan. Carried.

- **Membership Update:**

Membership applications have been received from: Jamshid Vazirzadeh, Heather England, Misako James and Jenny Thompson. Wal Brake moved that the applications be approved. Seconded: Geoff Saxby. Carried. TBC welcomes these new members.

- **Ladies Disabled Toilet:**

A raised seat needs to be installed in one of the cubicles in the ladies toilet to replace the damaged one that was there previously. The committee endorsed this. Lena Darlington will purchase one and install it.

- **2019 TBC Program:**
Bernice Shaw presented the proposed 2019 TBC program for the committee's perusal. Larry Moses suggested that the Novice Pairs event be held at the same time as the Toowong Open Pairs Championship. The committee endorsed this decision. Bernice will continue working on the program and will email directors for feedback of any problems they may anticipate.
- **First Aid Kit/Equipment:**
Sharon Clifford advised that the first aid kit needs attention. She will speak with the volunteer who looks after this to ensure it is restocked. The committee also agreed that there is a need for a defibrillator in the club. Sharon will investigate purchasing one that requires no training for its use.
- **Automatic opening door quotes:**
Quotes have been obtained for the supply and installation of automatic opening doors. An analysis of the quotes was conducted by Ian Swan of May and Swan Architects. The submitted report noted that "The existing swing doors do not comply with the current BCA/NCC as they do not comply with Australian Standard 1428 Access for the Disabled" and that "The installation of the automatic door would make the entry to the Club Entry comply with the current regulations." A list of questions and concerns from members was tabled. The committee is satisfied that the concerns raised in this document will be satisfactorily addressed by the proposed installation. Chris Garvey moved that the Autoingress quote to supply and install automatic opening doors at a quoted cost of \$8558 be accepted. Seconded: Wal Brake. Carried unanimously.
- **Workloads and Volunteers:**
A submission from a number of volunteers with large workloads was circulated for the management committee's perusal and discussion. The committee acknowledged that volunteers have found their workloads increasing beyond a sustainable level. The club has not decided to employ a paid manager at this stage so additional support for those with large workloads will need to come from other club members. Sharon Clifford outlined for the committee the areas noted in the document that particularly need addressing. The committee agreed that volunteers will be sought to fill the extra positions that have been proposed and to facilitate succession planning.
- **Testing of Exit Lighting/Safety Switch Device:**
Karen Sweep reported that the exit lighting and safety switch devices are due for testing. She will arrange Pearson Sellwood to carry out this testing.
- **Follow up of coupon booklet sale:**
The treasurer reported that there has been enthusiastic acceptance of coupons for payment of table fees. Eighty books of coupons have been sold. She has set up the accounting so that when a session coupon is used, it then becomes income for the club.
- **Resignation of Kitchen Manager:**
Margaret Prentice has resigned from the position of kitchen manager. This role involves coordinating the roster of kitchen staff and managing the staff and their duties. Diane Swan has offered to find a replacement. The committee passed a vote of thanks to Margaret for all she has done in this role in the past.
- **Handicapping:**
Sharon Clifford presented a submission from the head scorer after the trial of handicapping in a redpoint event. A number of concerns were raised in that submission and discussed by the committee. Handicapping will be introduced for red point events only at this stage. It was acknowledged that the availability of a scorer able to manage handicapping will need to be ensured for each of these sessions.

- **Grant Applications:**

TBC has received an invitation from Jane Prentice the local federal member to submit expressions of interest for funding from the Stronger Communities Program. Diane Swan offered to nominate the supply and installation of automatic doors project for this grant.

- **Paper only bins/recycling:**

Karen Sweep raised the issue of recycling. Bins at the tables are used for all rubbish, not just paper. Recyclable items are sometimes put in the council rubbish bins outside. Karen suggested that in attempt to facilitate better recycling, bins inside the clubhouse be labelled to indicate their use. She suggested buying extra bins to allow separation of rubbish as appropriate. She will also contact cleaners and kitchen staff to reinforce the club's recycling policy. The committee endorsed these initiatives.

- **Disciplinary Matters:**

Reports concerning a disciplinary matter were tabled. These reports related to a second alleged incident by a member and the follow up and responses to that incident. The committee considered these reports and decided that it would not accept another incident of inappropriate behaviour by this member and any further infringements will be dealt with accordingly. The president and the past president will speak with the member to convey this decision.

A complaint of inappropriate behaviour by another member has been made. This complaint and the response to the complaint by the club moderator have been recorded by the committee.

- **TBIB Sponsorship:**

TBIB has offered one thousand dollars in sponsorship. For this a representative will give short presentations to the members at a session on at most four occasions during the coming twelve months. The presentations will be two or three minutes in length. Posters advertising the company will be displayed in the clubhouse as well as business cards being made available to members. The committee endorsed this sponsorship deal.

- **Fund raising day for drought affected farming families:**

QBA will be supporting drought affected families through the Qld Drought Appeal and has suggested that the week of the 2nd to 8th September will be adopted by clubs to also support this appeal. This request was endorsed by the committee. Table fees at a session during this week will be donated to the appeal. The donations box will be available all that week for members to make their own donations.

- **General Business:**

- A report from the headscorer Barbara O'Connor was tabled outlining the dates of her absence and the provisions being made to cover this.
- At present there is no one prepared to coordinate Melbourne Cup entries. A volunteer will need to be found to take on this role.

- **Items for Future Meetings:** Providing support for players with impaired vision.

- **Meeting Closed at 6.25 pm. Next meeting 10th September 2018 at 3pm.**



Management Committee Meeting 9th July 2018 Minutes

The meeting was opened by the president Larry Moses at 3.10 pm.

- **Attendance/Apologies:**
Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Diane Swan, Ming Shu Yang. Apologies: Bernice Shaw.
- **TBC Management Committee Vacancy:** Chris Garvey moved that the committee nominate Wal Brake to fill the vacancy created by the resignation of Raelene Clarke. Seconded: Lena Darlington. Carried. The committee welcomed Wal and thanked him for his willingness to take on this role.
- **Minutes of the previous meeting 18th June 2018:**
Geoff Saxby moved that the minutes be confirmed as a true and accurate record of the meeting of the 18th June 2018. Seconded: Sharon Clifford. Carried.
- **Business arising from the minutes of the previous meeting 18th June 2018:**
Nil.
- **Matters Arising from Correspondence:**
Nil.
- **Treasurer's Report:**
The treasurer reported that problems with software caused a delay in the circulation of this month's treasurer's report. Karen Sweep moved she upgrade the software being used to the online accounting package Saasu. Seconded: Geoff Saxby. Carried.
- **Membership Update:**
Membership applications have been received from: Peg Kershaw, Michelle Radke, Helen Michelmores, Alexia Lennon and Sue Kleeman. Chris Garvey moved that the applications be approved. Seconded: Sharon Clifford. Carried. TBC welcomes these new members.

- **Payment of Table Fees by Coupon:**
 Karen Sweep reported that BBC has been using payment by coupon for four years with great success. They provided useful information on how their system operates. Karen suggested that members be given the option of paying by direct credit as well as by cash. Consideration will be given to the use of an EFTPOS machine in the future. Larry Moses moved that Karen organises the printing of 2000 coupons. Seconded: Lena Darlington. Carried.
- **Club Entry Door:**
 Players using walking aids and players with mobility issues have difficulties accessing our current entrance door. Larry Moses has obtained information about the possibility and estimated cost of having automatic opening doors installed. Larry moved that he will obtain a number of quotes for supplying and the installation of automatic doors for the front entrance. Seconded: Geoff Saxby. Carried.
- **Areas of Responsibility:**
 The functional groupings in the Organisational Structure developed within the TBC Strategic Plan were reviewed to check those responsible for each grouping. Final updating of this will be done by Larry Moses and Geoff Saxby.
- **Club Maintenance:**
 Some club maintenance needs to be done. Larry has proposed a working bee to overhaul the garden and to undertake general outside cleaning etc. The painting of the cards on the building needs updating. Larry spoke to Councillor Peter Matic about this. He will get back to us about the possibility of using Council resources for this.
- **Review of the TBC Constitution:**
 Chris Garvey has had a look at the TBC constitution. Incorporated clubs like ours use model rules under the act. Scope for change is very limited. Chris will review the constitution to see what changes, if any can be made. This will take some time and he will report back when this review has been completed.
- **Annual Pest Inspection:**
 The annual pest inspection is due this month. Larry will deal with it.
- **Table Cloths:**
 Suitable fabric at a reduced price has been reserved for the club to replace all the tablecloths. The cost will be approximately seven hundred dollars. The cost for making is quoted at twenty dollars per cloth. Members will be asked to volunteer to do this. Diane Swan moved that the reserved fabric be purchased. Seconded. Sharon Clifford. Carried.
- **GNOT Eligibility Matter:**
 There have been some difficulties with the interpretation of GNOT eligibility. Entry forms will need to be amended in the future so there is no ambiguity about the requirements for TBC entries.
- **Book Stall Request:**
 Bronwyn MacLeod has asked if she could hold a book stall at the club on Thursdays during all three sessions. The committee agreed to this request. The bookstall may be held no more than twice a year.
- **Handicapping:**
 A test of handicapping has been run on our scoring system. Larry Moses moved that handicapping be trailed in the Thursday afternoon sessions for two weeks. Seconded: Geoff Saxby. Carried.

- **Disciplinary Matter:**

An incident has occurred and will be followed up. The committee noted that it is important that incidents are followed up in a timely manner. They need to be reported to Denise or Lee Rogers, the club moderators, as soon as possible.

- **General Business:**

- Karen Sweep will provide a glass kit for the entry door of the male toilet. Larry Moses will organize the installation.
- Sharon Clifford presented a report on the TBC outreach program. This has been very successful and enthusiastically supported by both TBC and Toogoolawah members. Credit from the trips will be deposited in the TBC account to cover any contingencies that may arise in future trips.
- Sharon mentioned that when an electrical problem occurred in the dealing room, the electrician also carried out testing and tagging. A book will be provided to record the dates when this occurs. The electrical contractors will need to ensure that the power supplies that should not be interrupted are not interrupted. LAN computer cables should not be touched.
- Lena Darlington presented (for Sue Eix) the results of the education survey.

- **Items for Future Meetings: None.**

- **Meeting Closed at 5.15 pm. Next meeting 13th August 2018 at 3pm.**



Management Committee Meeting 18th June 2018 Minutes

The meeting was opened by the president Larry Moses at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Raelene Clark, Sharon Clifford, Chris Garvey, Geoff Saxby, Diane Swan, Ming Shu Yang. Apologies: Bernice Shaw.

- **Minutes of the previous meeting 21st May 2018:**

Diane Swan moved that the minutes be confirmed as a true and accurate record of the meeting of the 21st May 2018. Seconded: Geoff Saxby. Carried.

- **Business arising from the minutes of the previous meeting 21st May 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Neil Strutton.

- **Membership Update:**

Membership applications have been received from: Kenn Winter, Chrissie Streitberg, Helen Poynten, Carol Findlay, Annie Farquhar, Alexandra Dent, David Phillips, Cheryl Bell, Natalie Green, Jill Rankine, Pam Willsher, Ros Parris, Deanne Dwyer, Terry Ford, and Sandy Young. Raelene Clark moved that the applications be approved. Seconded: Chris Garvey. Carried. TBC welcomes these new members.

- **Melbourne Cup Planning:**

Diane and Karen will be away on Melbourne Cup Day and the time leading up to the day. Someone will need to be found to do the overall organisation. Members will be advised that in order for the function to go ahead someone will need to volunteer. Karen will advertise this.

- **Replacement of Convection Microwave Oven:**
The stainless steel combination microwave convection oven is no longer working as a microwave. A replacement is needed for catering for congresses. Diane Swan has found a smeg freestanding inverter microwave with convection oven at a cost of \$485 that will serve our purposes. Neil Strutton moved that Diane order this smeg oven. Seconded: Raelene Clarke. Carried.
- **Public Liability Cover:**
Chris Garvey has investigated our insurance policies. ABF has advised that our public liability policy covers TBC members when they go on outings such as to Toogoolawah and when other ABF-affiliated bridge club members use our premises. Non-bridge organizations using our premises do not appear to be covered.
- **Disciplinary Matter:**
An email was sent to a member after a complaint of inappropriate behaviour. The email included the details of the alleged incident and asked for a response within five days. No response has been received. On the available evidence and in the absence of a response to the contrary, the committee has decided that the offence has been substantiated. Larry Moses moved that the committee contact the offender to remind them of their obligations to behave appropriately in terms of bylaw 2.4 and that a further breach could result in suspension or expulsion. Seconded: Raelene Clark. Carried.
- **Christmas Parties Planning:**
There have been requests for an additional Christmas party. Tuesday 11th December has been added to the parties already in the program on Saturday 8th and Wednesday 12th December.
- **Providore Position:**
Margaret Prentice has resigned from her position of providore. The committee noted its appreciation of Margaret's contribution in this role. Diane Swan will advertise the need for a replacement. The person will be overseeing and coordinating others who are already helping in this area. Margaret has offered to assist the person as they take on the role.
- **New Website:**
Geoff reported that the new website should be up and running shortly.
- **Newsletters/notices - format and frequency:**
Larry would like to introduce newsletters with a social and 'newsy' focus every two months. Some hard copies will be provided for those with no computer access. An editor will need to be found. The president will continue to do the weekly notices.
- **Terry Khoo – Event Sponsorship:**
TBC member Terry Khoo has very generously offered to sponsor an event with a similar sponsorship format to that of the Grace McDonald event. Geoff will continue discussions with Terry about this.
- **Club Recorder:**
A recorder must be appointed for all club congress events. The director of the day will nominate the recorder.
- **QBA Delegates:**
TBC delegates to the QBA are: Sharon Clifford, Neil Strutton, Margaret Prentice, Sandra Mulcahy and Raelene Clark.

- **Outline of President's Proposed Initiatives:**

Larry Moses outlined a number of proposals he would like to initiate:

- Introducing handicapping in scoring so that all players have a reasonable chance of winning. Bridgemates could be used for this so that it is not difficult to facilitate scoring which shows both the regular scores and the handicap scores. Handicap prize winners could be eligible for prize money but not for ABF Masterpoints. This could be trialed for green points with further investigation before being trialed for a red point event.
- Introducing club moderators to deal with issues of inappropriate behaviour as they arise. They can arbitrate and counsel and thus issues may not escalate to needing referral to the committee. Larry has asked Denise and Lee Rogers to take on these roles.
- Introducing initiatives that foster increased TBC representation at Congress Bridge. Larry wants to focus on the pathway from lessons to Club Bridge to Congress Bridge. He hopes to use experienced players who are willing to mentor emerging players.

- **Thursday Night Session:**

Larry suggested that the format of the Thursday night session be changed to include mentoring and debriefing. His proposal is that it start at 6.30, twenty-four boards are played with no tea break. Debriefing will take place at the end. Players from other clubs would be invited. Larry will find mentors for this session. He plans to start 19th July. The committee endorsed this proposal. In the meantime the normal 7.30 session will continue.

- **Payment of Table Fees by Coupon:**

Some clubs have introduced the facility to pay table fees by coupon. This results in considerable convenience for both players and those collecting and counting money. The committee endorsed this proposal. Karen offered to investigate the cost of having these coupons printed for TBC.

- **General Business:**

- Geoff, Ming and Raelene will work together to ascertain what tech support skills they bring and what needs to be sourced to continue providing full technical support for the club.
- Sue Eix will no longer be coordinating the Australia Wide Open Pairs event. A replacement will be needed to run this event on Friday 31st August. Sue will assist the person as they take over.
- Ladies toilet – flexie hose from basin in the disabled toilet is very rusted and needs attention.
- The door to the male toilet needs a glass panel similar to that in the ladies to prevent collisions as people enter and leave.

- **Items for Future Meetings:**

- **Meeting Closed at 5.50pm. Next meeting 9th July 2018 at 3pm.**



Management Committee Meeting 21st May 2018 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Sandra Mulcahy, Margaret Prentice, Diane Swan. Apologies: John Gralton, Mandy Kennedy.

- **Minutes of the previous meeting 9th April 2018:**

Sandra Mulcahy moved that the minutes be confirmed as a true and accurate record of the meeting of the 9th April 2018. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 9th April 2018:**

Chris Garvey submitted a proposed change to the membership application form. The committee agreed that the Club's membership application form be amended to expressly state the constitutional requirement that the applicant's proposer and seconder be TBC members. It further agreed that Chris attend to the redrafting.

- **Matters Arising from Correspondence:**

Inwards: Email from Kim Ellaway of the QBA. She thanked TBC for the offer of any of our used chairs suitable for re-use. They will be stored and used for GNOT and also offered to clubs to borrow when extras are needed. Sharon Clifford moved that the incoming correspondence be accepted. Seconded: Diane Swan. Carried.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan.

- **Membership Update:**

Membership applications have been received from: Marcia Lewis, Helen Higgs, Jane Tagney, Gillian Long, Merita Pailthorpe, Simon Fleming, Robin Bishop, Robert Bland, Alison Banks, Paula Ryan, Sameer Pandya, Prasad Nettur, Elizabeth Bennett, Peter Burrows, Anne Lamport, Jill Magee, Terry Strong, Barbara Chambers and Will Taylor. Geoff Saxby moved that the applications be approved. Seconded: Neil Strutton. Carried. TBC welcomes these new members.

- **TBC Outreach Program:**

Sandra Mulcahy reported on the TBC Outreach Program. There will be a trip to Toogoolawah on Tuesday 29th May with a full bus again and a contingent going on the Mt Tamborine outing on 21st June (one seat left). The Christmas in July event on Tuesday the 10th is keenly anticipated with 32 people from TBC indicating interest. As well as the bus, several private vehicles will be making the trip. This event will also be a fundraiser for Esk hospital. The committee thanked Sandra for her continuing work on these outreach projects which have been welcomed by those outside Brisbane who are taking up bridge as well as being enthusiastically supported by our TBC members

- **Quote for new water main:**

John Gralton obtained a quote to replace the water main to prevent a repeat of the leak and excess water charge that occurred last year. In John's absence, Karen Sweep presented the details of this quote at a cost of \$3196.60. Monitoring of water usage would alert the club to a leakage. Karen Sweep moved that she will read the meter monthly to monitor usage for the coming twelve months and that the decision on replacing the water main be deferred. Seconded: Diane Swan. Carried.

- **Purchasing new Tablecloths:**

It has been suggested that some of the table cloths need to be replaced. Diane Swan moved that she will investigate prices and samples of colours for replacement table cloths. Seconded: Lena Darlington. Carried.

- **Reserving a table for mobility impaired players:**

The committee is mindful of the need for mobility impaired players to have their requests for particular seating arrangements met. Directors will accommodate these requests. Players are asked to arrive early or have their friends arrive early so that directors can be made aware of the necessary reservations.

- **Documents for AGM:**

Reports are ready to go to the printer. Karen Sweep will send the documents as soon as possible.

- **Review of the TBC Constitution:**

Chris Garvey will contact Kim Ellaway of the QBA to see if there is a current model for a constitution.

- **Thursday Night Session:**

Geoff reported on the results of the survey he conducted of current players and those who have previously played in the Thursday evening session. He will prepare a submission outlining the results and distribute it to these players giving them an opportunity to comment on the suggestions.

- **Education Sub-Committee Survey recommendations:**

Sharon Clifford, the education unit coordinator will follow this up.

- **Website upgrade:**

Issues around the TBC domain name ownership are still continuing. Margaret Prentice will call Steve Tollis regarding this matter. Sandra Mulcahy moved that if the issue of the release of the domain name cannot be resolved in five days that the club will use a new domain name. Seconded: Sharon Clifford. Carried.

- **Club recorder:**

Geoff will obtain the QBA regulations regarding the role of the recorder.

- **General Business:**

- An allegation of inappropriate behaviour by a club member has been received. This matter will be followed up by the committee.
- At some sessions the kitchen staff have not been using the centre table for tea and coffee service. Sandra Mulcahy moved that, in the interests of safety, for sessions in excess of ten tables cups should be put on the centre table for tea and coffee service. Seconded: Sharon Clifford. Carried.
- As this is her last meeting on this committee, Sandra wanted to mention her appreciation of the flowers that are being provided. The committee thanked Margaret and Jennifer Vickers for their contributions.
- Sandra suggested that in view of the increasing workloads for all our volunteers that the new committee gives consideration to employing a paid part-time office manager.
- Chris Garvey reported that our Public Liability Insurance covers TBC members on trips away. He will investigate the situation for the use of the clubhouse by outside interests.
- The committee gave a vote of thanks to our outgoing president, Geoff Saxby, and outgoing committee members Sandra Mulcahy, Margaret Prentice, Mandy Kennedy and John Gralton for their generous contributions during their time on the TBC committee.

- **Items for Future Meetings:**

- **Meeting Closed at 5.15pm. Next meeting 18th June 2018 at 3pm.**



Management Committee Meeting 9th April 2018 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Karen Sweep, Lena Darlington, Chris Garvey, John Galton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice. Apologies: Sharon Clifford, Neil Strutton, Diane Swan.

- **Minutes of the previous meeting 12th March 2018:**

John Galton moved that the minutes be confirmed as a true and accurate record of the meeting of the 12th March 2018. Seconded: Mandy Kennedy. Carried.

- **Business arising from the minutes of the previous meeting 12th March 2018:**

None.

- **Matters arising from Correspondence:**

None.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: sm.

- **Membership Update:**

Membership applications have been received from: Lynne Newcombe, Jeanette Laycock, Robyn Stevens, Babette Sutherland, Ellen Cannell, Adrian Millard, Peter Stephenson, Marianne Andrews, James O'Callaghan, Marge Henry, Peter Bristow, Karen Flynn, Frank Killbey, Rosie Carroll and Wendy Cuthbert. Chris Garvey moved that the applications be approved. Seconded: John Galton. Carried. TBC welcomes these new members.

- **TBC 2019 Calendar:**

Bernice Shaw, the TBC program coordinator, outlined the suggested dates for congresses in 2019. The committee agreed that the proposed congresses and their dates be submitted to the QBA. The committee thanked Bernice for her work.

- **Annual Membership Fees:**
The ABF and QBA have decided that their levies will be tied to the CPI resulting in increased charges for the coming year. The committee agreed that the club will absorb these extra costs and keep TBC annual membership fees as they are. Membership fees and table fees at TBC continue to be among the lowest in Brisbane.
- **Chairs:**
John Gralton reported that the new chairs have been ordered. The deposit of \$10,853 has been paid and delivery is due at the end of month. The current chairs need to be disposed of and the committee will investigate giving as many of these as possible to other clubs or organizations. The QBA will be contacted to see if a club in the Brisbane area can make use of some of them. John has been in contact with the Lavalla Conference Centre at Rosalie who have expressed interest. The chairs will be offered at no cost and are to be collected by those wishing to use them.
- **Water Bill:**
John is continuing discussions with Urban Utilities and the BCC and Councillor Peter Matic in regards to the outstanding water bill that resulted from the leak in the main water line. TBC may need to give consideration to putting in a new main line to prevent further leakages occurring.
- **Legal Issues:**
Chris Garvey has checked the Constitution and the Application for Membership Form. New members need to be proposed and seconded by current financial members. The Application for Membership Form needs to be changed to show this. Chris will amend the form to reflect this change and send his proposal to the membership secretary.
- **Thursday Night Session:**
Geoffrey Thomas has agreed to be the regular director for this session and convenor of competitions. The session will start at 7.30 and run without a break. The reasons for the decrease in numbers at this session need to be ascertained. Geoff will consider a plan for the data collection process.
- **TBC Outreach Program:**
Mt Tambourine Club has confirmed interest in a visit from TBC. The TBC support of Toogoolawah players continues with three players joining Sandra on a Sunday visit to the group.
- **Further delegation of tasks:**
Two tasks previously undertaken by Sue Eix are still to be allocated: the coordination of GNOT competitions in the club and the preparation of prize envelopes for club competitions.
- **Education sub-committee Survey:**
Sue Eix will prepare recommendations to be submitted for consideration at the next meeting.
- **Website Upgrade:**
Peter Busch has updated the website. Negotiations are continuing with our current web page provider to enable the transfer to this new website.
- **Strategic and Operational Planning:**
Geoff Saxby led a discussion on the aligning of Strategic and Operational Plans. Long term and Club Unit planning will be developed by the Heads of individual Club Units in consultation with their key Club Unit leaders.

- **General Business:**

- The use of dealt boards by Joan Butts is continuing. Payments for this service are made quarterly to TBC.
- John Gralton will continue to monitor fire safety procedures and requirements to ensure the club's compliance.
- Margaret Prentice noted that the club needs to appoint a recorder for our next congress. The recorder should be a TBC member.

- **Items for Future Meetings:**

- **Meeting Closed at 4.55pm. Next meeting 14th May 2018 at 3pm.**



Management Committee Meeting 12th March 2018 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan. Apologies: Lena Darlington.

- **Minutes of the previous meeting 12th February 2018:**

Margaret Prentice moved that the minutes be confirmed as a true and accurate record of the meeting of the 12th February 2018. Seconded: Diane Swan. Carried.

- **Business arising from the minutes of the previous meeting 12th February 2018:**

Chris Garvey advised he had written and signed letters on behalf of the Toowong Bridge Club, relating to alleged inappropriate behaviour at the Club in February, and they were hand delivered to the recipients on 9 March; copies have been provided to the Secretary for filing.

- **Correspondence:**

Inwards:

Thank you from Mercy Community Services for our generous donation of food and gifts in support of the Romero Centre for Christmas.

An email from a member regarding catering at the Toowong Novice Pairs event on 11 March was received. Diane Swan agreed to write acknowledging receipt and thanking the member for her input.

Sandra Mulcahy moved that the incoming correspondence be accepted. Seconded: Diane Swan. Carried.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting.

Karen Sweep moved that the report as circulated be adopted. Seconded: John Gralton. Carried. After discussion John Gralton agreed to contact our energy supplier to negotiate lower rates for the Club's use of gas and electricity.

- **Membership Update:** The Secretary advised new membership applications have been received from: Fran Kajlich, Julie Jeffries, David O'Gorman, Judy Hansen, Neil Hansen, Sue Gargett, Moira Daly, Ian Robson, Sunil Mukherjee and Geoff Toon

John Gralton moved a motion for Management Committee members present at this meeting to accept these applications for membership for classes as applied. Seconded Sharon Clifford. Carried, with 8 voting for and 2 voting against the motion.

It was noted Clause 8 paragraphs 4 to 6 of the Club's Constitution describes the process for accepting and rejecting applications for membership. Upon receipt of new member applications and payment of membership fees the applicants will be provisional members until the Committee votes to accept them.

- **Homeless Person Sleeping in TBC Grounds:**
The Committee noted that a homeless person is sleeping on the TBC Grounds. During discussion it was acknowledged that the person has not caused any problems to date. It was agreed not to take any action at this time but to monitor the situation, particularly in regard to safety of our members and security of our building, and review if required.
- **Delegation of Sue's Jobs:**
 - Organising competitions for Bridge for Brains – Judy Quick has expressed a willingness to take this on, however she will not be available for the 2018 Bridge for Brains competition; Caroline Nelson has agreed to organize this event for 2018.
 - Program Book – Bernice Shaw will take this over.
 - GNOT – Neil Strutton advised he doesn't have the necessary technical skills to organize these events. The President will approach other members to find a replacement organizer.
 - Prize Envelopes for competition winners – volunteer to be sought.
- **Savings from Solar:**
A paper was tabled outlining energy costs since the solar panels were installed. After discussion it was noted the Club is receiving minimal compensation for feedback of power to grid. Therefore it was agreed there is no advantage in purchasing a power storage battery.
- **Toogoolawah and Other Periphery Club Support:**
Sandra Mulcahy reported arrangements regarding the next visit planned for 27 March.
 - Two participants have pulled out so others are being approached to join the trip.
 - The Bus has been booked.
 - Bridgemates and a laptop will be used to enable allocation of green points for members who play on the day.
 - Participants have been asked to pay by Friday 16 March.
- **Strategic/Operational Planning:**
The President advised that the Strategic Planning document needs to be finalized in the near future and suggested a special meeting be held one Saturday to achieve this.
- **Website Upgrade:**
The President has been communicating with the Club's current domain owner to arrange a change of website administrator, enabling Peter Busch to redevelopment the Club's website. He will follow up to ensure this is completed in the near future.

- **Software/Firmware Upgrade:**

The President reported that another server had been purchased which would not work until the Club's Bridgemate Software was upgraded. This caused some problems with results being displayed on Bridgemates "across the field" rather than for each group. He is hopeful this problem will be resolved in the near future.

- **Legal Issues:**

Chris Garvey advised he had reviewed the Club's Public Liability Insurance and advised this is not tied to the Club's premises.

It was agreed he would contact Kim Ellaway at the QBA to obtain advice in writing regarding whether the ABF insurance permits the Club to allow another Club to use the premises, and whether the Club may carry out its business at another venue.

- **Thursday Night Session:**

Margaret Prentice moved that the Club recommences Thursday evening sessions from Thursday 15 March. Seconded John Galton. Carried.

Members noted Geoffrey Thomas has agreed to act as Director until Diana Dick is available again. Chris Garvey will contact Adrian to ensure he is available to act as scorer.

It was agreed that the Club will trial not having a tea break, and to canvas players to ascertain interest in commencing at 7pm rather than 7.30pm. Neil Strutton undertook to speak to players on Thursday night 22 March and report at the next meeting.

- **General Business:**

- Once the outcome of the Grant application to purchase chairs is advised (due to be notified by the end of March) the Club will move to order the new chairs.
- John Galton reported on investigations regarding the Club's air conditioning, advising that the current system had an uncontrolled inflow of air which is inefficient and proposed the Club purchases a CO2 detector to ensure better control of air and a more efficient system. John Galton moved a motion that the TBC Management Committee accepts the quotation of \$2,100.00 + gst for the supply and installation and commissioning of a Innotech Co2 Control System, including sensor and controller. Seconded Mandy Kennedy. Carried.
- The Education Sub-Committee has provided a report of its survey results, which will be discussed at the next meeting.
- Papers for the 2018 AGM will need to be prepared for distribution.
- Notices advertising events are to be given to the Secretary for display on Club Notice Boards.
- Promotion of Herbal Teas is to be removed from the Club's website as this has not been available for some time.

- **Items for Future Meetings:**

- Review QBA regulations for appointing a Recorder for all competitions.
- Education Survey
- 2019 Calendar
- Thursday night session – feedback from players
- Outreach Program

- **Meeting Closed at 5.30pm. Next meeting 9th April 2018 at 3pm.**

Minutes prepared by Sharon Clifford, Acting as Secretary for this meeting.



Management Committee Meeting 12th February 2018 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan. Apologies: John Galton.

- **Minutes of the previous meeting 11th December 2017:**

Sandra Mulcahy moved that the minutes be confirmed as a true and accurate record of the meeting of the 11th December 2017. Seconded: Sharon Clifford. Carried.

- **Business arising from the minutes of the previous meeting 11th December 2017:**

None.

- **Correspondence:**

Inwards:

Advice from the Brisbane City Council that the club's request for an extension to the area of the club's lease would be unlikely to be supported;

A thank-you from Lorraine Millard of Toogoolawah to TBC for welcoming the visitors to the Wednesday afternoon session on 3rd January.

Sandra Mulcahy moved that the incoming correspondence be accepted. Seconded: Diane Swan.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. It was also reported that an amount of \$1998 has been received from the Brisbane City Council as its annual grant to subsidise our water costs. Karen Sweep moved that the report as circulated be adopted. Seconded: Mandy Kennedy.

- **Membership Update:** TBC has welcomed the following new members: Sue Calthrop, Gillian Gilbert, Marilyn Crosby, Barbara Singleton, Richard Clarke, Beryce Nelson, Carol Barnes, Peter Moy, Gaye Clark, John Marley, Bob English, Anthea Stevenson, Barbara Duhig, Shan Hamson, Spencer Hamson, Alan Roughan and Karen Jorin.

- **Allocation of Random Spontaneous Red Point Sessions:**
The committee considered TBC's 2018 program and allocated the number of random spontaneous red point events that each session will be entitled to.
- **Positions that need to be filled/Jobs that need doing:**
With Sue Eix's changing roles there are a number of duties to be allocated. The list of duties will be considered and if volunteers can't be found, the need for these volunteers will be advertised in the weekly notices.
- **Toogoolawah Bridge Group Update:**
Sandra Mulcahy reported that she has organized another visit from TBC to Toogoolawah on the 27th March. Those on the wait-list from the previous trip and the members who have volunteered to mentor Toogoolawah players will ensure seven full tables will play on the day. This group of enthusiastic Toogoolawah players has been growing steadily. Some have become TBC members and have visited TBC to play. To accommodate TBC members who are interested in future trips to Toogoolawah or similar bridge outings to clubs outside Brisbane, the committee will consider offering trips later in the year.
- **Air temperature in club:**
There have been concerns about the temperature in the club at times with some members finding it too warm. The thermostat is permanently set at 22.5 degrees. Consideration will be given to moving some afternoon sessions away from the western windows to see if this helps the situation.
- **Finalise Strategic Planning:**
Committee members will update the strategic plan so that each functional unit is shown, where appropriate, as the unit responsible for that objective. All goals should be finalised for the next meeting so that these changes can be reviewed then.
- **Commence Operational Planning:**
Operational Planning will commence after the next meeting when the above changes to the Strategic Plan are complete.
- **Upgrade to Website:**
Peter Busch from Altosoft has agreed to redesign the TBC website. Janet Lovell will continue to be the club's website manager. Once the initial upgrade to the Altosoft design has been completed the club will be able to make changes to suit its specific needs.
- **Legal concerns regarding external use of club rooms:**
At times there are requests for the TBC club house to be used by others: TBC members for private functions and also other clubs or organisations. The legal situation needs to be clarified as regards to our BCC lease and our insurance policies. Chris Garvey will check the relevant documents. A list of all issues to be considered will be prepared.
- **Complaints re Inappropriate Behaviour - Friday 2 Feb:**
A complaint has been made about the inappropriate behavior of two players during the afternoon session on Friday 2nd February. The president will send a letter reminding these players of the club's expectations regarding appropriate behavior.

- **General Business:**

- Neil Strutton pointed out that the movements need to be considered when there are twelve tables on a Friday afternoon NWP session. Players will be reminded to arrive at the recommended time of fifteen minutes before the start of play so that the appropriate movement can be allocated.
- Diane Swan pointed out the damage to concrete edging around the garden beds near the steps. Quotes will need to be obtained for repairs and modifications to be done to this area. This will be left till John Galton returns.

- **Items for Future Meetings:**

None.

- **Meeting Closed at 5.20pm. Next meeting 12th March 2018 at 3pm.**