



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.**