

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 15th July 2020 Minutes of Meeting

The meeting was opened by the Vice-President Neil Strutton at 1.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby (by teleconference), Neil Strutton, Lena Darlington, David Sydes, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan. Apologies: Terry Higgs

- **Minutes of the previous meeting 8th June 2020:**

Janet Lovell moved that the minutes be confirmed as a true and accurate record of the meeting of the 8th June 2020. Seconded: Diane Swan. Carried.

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

None.

- **Business arising from Correspondence:**

It was with much sadness that the TBC management committee accepted the resignation of John Densley as Treasurer. The committee members emphasised their gratitude for his dedication and achievements over his time as Treasurer. His achievements and innovations included: the introduction of timesheets for kitchen helpers; weekly electronic payroll submitted to ATO to comply with Single Touch Payroll requirements; payment of wages directly into employees' bank accounts; introduction of payslips for employees. The committee thanked John for his contributions. The committee endorsed the offer from David Sydes to take on the now vacant role of Treasurer and thanked him for this offer.

- **Treasurer's Report:**

Deferred till the next meeting.

- **Membership Update:**

Membership applications have been received from: Libby Roberts and Kerry Pope. Margaret Prentice moved that the applications be approved. Seconded: Diane Swan. Carried. TBC welcomes these new members. The committee noted that membership fees have been paid for the past four months when there was no play at the club. This matter will be considered when membership fees are next reviewed.

- **The Return of Face-to-Face bridge:**

The committee reviewed all aspects of the session held on Tuesday 14th July, the first session of play under the protocols of the committee's COVID Safe Plan. Some modifications to procedures have been suggested to streamline the process and improve the experience without compromising the safety of members. In view of the success of the first session and that directors and scorers have indicated their availability, further sessions will be introduced in the next week as the club advances its reopening. It is proposed that supervised play will be introduced from the beginning of August. Janet Lovell has trialed the software package, Acuity, which facilitates the collection of registrations for advertised sessions. Diane Swan moved that the version of Acuity that has been trialed be purchased. Seconded: Janet Lovell. Carried.

- **General Business:**

None.

- **Meeting Closed at 3.00pm. Next meeting 10th August 2020 at 3.00 pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 8th June 2020 Minutes of Meeting

The meeting was opened by the President Geoff Saxby at 2.00 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley (by tele-conference), Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes.

- **Minutes of the previous meeting 20th April 2020:**

Terry Higgs moved that the minutes be confirmed as a true and accurate record of the meeting of the 20th April 2020. Seconded: Diane Swan. Carried.

- **Business arising from the minutes of the previous meeting 20th April:**

None.

- **Business arising from Correspondence:**

None.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: Angela Lawson. Carried.

- **Finance Sub-Committee Report:**

The finance sub-committee proposes that all payments be made directly to bank accounts to comply with the club's constitution that all receipts be banked to the club's financial institution.

The finance sub-committee proposes that a payroll system be implemented requiring: -

- Timesheets be prepared recording hours worked at each bridge session and approved by the session director
- Payroll be prepared weekly electronically and submitted to the Australian Taxation Office complying with the STP (Single Touch Payroll) requirements
- Wages be paid directly to the employee's bank account on Wednesday the following week

- Payslips be prepared electronically and emailed each payday to the employees or delivered if the employee does not have an email address.
- The casual pay rate for a minimum of 2 hours work per occasion be at \$55 per session.

John Densley moved that these proposals be accepted. Seconded: Diane Swan. Carried.

The treasurer offered to investigate the costs involved in the club acquiring and using a portable EFTPOS machine to minimize the collection and handling of cash.

- **BCC and Parking Issues:**

Problems continue because the current TBC lease does not cover all the car park used by members. Angela Lawson moved that the committee obtain legal advice in regard to reviewing the current lease to include extra car parking and to deter non-members parking. Seconded: David Sydes. Carried.

- **Window Damage:**

An attempted break-in resulted in a broken window. The window has been repaired and an insurance claim will be submitted.

- **Order of Australia Nomination:**

The president has been contacted by The Australian Honours and Awards Secretariat in regard to a nomination for a member to be considered for an award within the Order of Australia. Margaret Prentice offered to ask Sue Eix to help with information for this nomination.

- **Matters relating to TBC going forward/re-opening :**

The management committee is committed to re-opening the club as soon as that is allowed and it is safe and practical to do so. There are many health and legal considerations and constraints that have to be addressed to ensure the safety and wellbeing of the TBC members. The committee will consider this matter again at the July meeting, or earlier, if there are changes to current government restrictions.

- **General Business:**

None.

- **Meeting Closed at 4.00pm. Next meeting 13th July 2020 at 3.00 pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 20th April 2020 Minutes of Meeting Held by Teleconference

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

- **Attendance/Apologies:**

Attendance: Geoff Saxby, John Densley, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes. Apologies: Neil Strutton.

- **Minutes of the previous meeting 9th March 2020:**

Terry Higgs moved that the minutes be confirmed as a true and accurate record of the meeting of the 10th February 2020. Seconded: Diane Swan. Carried.

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

None.

- **Business arising from Correspondence:**

None.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: David Sydes. Carried.

David Sydes offered to administer the provision of dealt boards for use outside of TBC. The rental fee for this use will be five dollars per box.

- **Membership Update:**

Membership applications have been received from: Margaret Brown, Joanne Bayett, John Cowen and Claudia Cowen. Margaret Prentice moved that the applications be approved. Seconded: Terry Higgs. Carried. TBC welcomes these new members.

- **Committee Ratification of Emailed 'Out of Meeting' Resolutions:**

Terry Higgs moved that out of meeting resolution to close the club from March 19th in line with government health guidelines be ratified. Seconded: Lena Darlington. Carried.

- **Review of Accounting Software:**
Deferred.

- **Payslips:**
Diane Swan moved that the payslip (as circulated before the meeting) be included on the director's form. Directors are to complete the payslip and include it with the payment for the tea assistant. Seconded: David Sydes. Carried.

- **BCC Meeting:**
Geoff and Margaret met with a council representative to complete a council census and discuss the on-going problem of non-club members using the TBC carpark. A solution to this problem is being followed up by the council.

- **AGM and 2020 Calendar:**
The club will re-open as soon as it is safe to do so. The committee endorsed the president's proposal that the club's signature event, The Grace MacDonald Trophy be postponed to be held during the first month after the club's return. The committee also endorsed the proposal that the AGM scheduled for June 13th be postponed and be held on a date four weeks after the re-opening of the club.

- **2021 Calendar:**
The committee endorsed the proposal by the QBA for TBC to host the QBA Graded Teams Championship on 22nd August 2021. Jan Peach will be approached to direct this event. TBC will run a graded pairs in November in place of the previously scheduled graded teams event. The proposal that novice events be changed from IMPS to MPS and that the Mixed Pairs event be changed to IMPS was endorsed.

- **Items for Future Meetings:**
Review of accounting software.

- **Meeting Closed at 4.55pm. Next meeting 8th June 2020 at 3.00 pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 9th March 2020 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan. Apologies: David Sydes.

- **Minutes of the previous meeting 10th February 2020:**

Janet Lovell moved that the minutes be confirmed as a true and accurate record of the meeting of the 10th February 2020. Seconded: Margaret Prentice. Carried.

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

Diane Swan reported that the contractor currently servicing the air-conditioning system is unable to continue. Janet suggested that she may be able to find a person willing to do this.

- **Business arising from Correspondence:**

The committee agreed that the president will respond to correspondence that has been received. The committee endorsed the proposed response.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: Diane Swan. Carried.

Margaret Prentice moved that the use of coupons for table fees be continued until the current supply is exhausted. The trial will then be terminated due to accounting issues. Seconded: Angela Lawson. Carried.

- **Membership Update:**

Membership applications have been received from: Robyn Wells, Danielle Wise, Anita Edmondson, Helen Woodhouse, Peter Visscher, Naomi Visscher, Janet Dupree, and Margaret Webb. Margaret Prentice moved that the applications be approved. Seconded: Terry Higgs. Carried. TBC welcomes these new members.

- **Committee Ratification of Emailed 'Out of Meeting' Resolutions:**

Diane Swan moved that the out of meeting resolution to purchase a new dishwasher be ratified. Seconded: Margaret Prentice. Carried.

Margaret Prentice moved that the out of meeting resolution to employ a contractor to carry out tree lopping be ratified. Seconded: Angela Lawson. Carried.

John Densley moved that the out of meeting resolution to appoint him as ATO contact be ratified. Seconded: Diane Swan. Carried.

- **Finance Sub-Committee Meeting Report:**

Diane Swan moved that the committee accept the finance sub-committee report tabled by the treasurer. Seconded: Neil Strutton. Carried.

- **BCC Meeting re Parking:**

A meeting will be held on the 18th March with a BCC representative and TBC management committee members to discuss the continuing and worsening parking issues.

- **BCC Club Census:**

The BCC club census has been completed by the president and treasurer.

- **Mentoring:**

The committee endorsed the research into one-on-one mentoring programs during regular sessions. This initiative will be re-instated as an integral part of the TBC education program.

- **2021 Program:**

The committee made some early considerations of the 2021 program.

- **Preparation for AGM:**

The preparation schedule has been circulated.

- **BCC Water Audit:**

The BCC's Water Efficiency initiative Team will conduct an audit of the club's water usage to help ensure efficient and minimum usage.

- **General Business:**

The next meeting is due to be held on 13th April, Easter Monday. With many committee members unable to attend that day, it will instead be held on the following Monday.

- **Items for Future Meetings:**

April meeting: review of accounting software.

- **Meeting Closed at 5.15 pm. Next meeting 20th April 2020 at 3.15pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 10th February 2020 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes.

- **Minutes of the previous meeting 9th December 2019:**

Neil Strutton moved that the minutes be confirmed as a true and accurate record of the meeting of the 9th December 2019. Seconded: Janet Lovell. Carried.

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

None.

- **Business arising from Correspondence:**

The president has received a complaint by email. He will follow up the matter with the member involved. The committee suggested ways in which the member's concerns could be addressed and Geoff will suggest these to him.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: Neil Strutton. Carried. John has been asked to provide an update of table numbers for the next meeting.

John has raised concerns about the control and recording of revenue collected from bridge sessions. There is a need for stronger integrity measures to be in place for those dealing with cash collection. John Densley moved that the new version of the form for the session cash summary be used. Seconded: Angela Lawson. Carried.

David Sydes moved that John Densley formulate a procedure for table fees collection and recording that addresses the concerns John has raised. Seconded: Diane Swan. Carried. The finance sub-committee will meet to discuss these matters further.

- **Membership Update:**
 Membership applications have been received from: Janeen Solomon, Margaret Brown, Bob Fitchew, Jen Hocking, Elizabeth Clarke, Pam Nearhos, Cora Guy, Cia Adermann, Lynne Hallt. Geoff Saxby moved that the applications be approved. Seconded: Diane Swan. Carried. TBC welcomes these new members.
- **Grace McDonald competition:**
 Keith McDonald submitted a proposal to the committee for the allocation of prize money from the Grace McDonald Trophy Fund. Geoff Saxby moved that Keith's proposal be accepted: that \$350 be allocated for prize money for each of the coming five years and the situation be reviewed after that. Seconded: Janet Lovell. Carried. Janet Lovell will advise Keith.
- **Chairs for Teaching Room:**
 Adhesive felt has been attached to the back of the chairs in the teaching room to prevent damage to the newly painted walls. As this has been found to be a successful initiative the committee has decided not to replace the chairs in in this room.
- **Birthday and Funeral Announcements (Privacy):**
 Some members have not welcomed their milestone birthdays being announced publicly for celebration at the club. Directors need to check with the person involved before any announcement is made. Similarly, checks need to be made with close family before announcements of funeral arrangements are made. Margaret will remind directors of these privacy considerations.
- **Federal Grant Offer (<\$5000 for Office Equipment):**
 The federal member for Ryan has advised the club that grants of up to \$5000 are available for eligible organisations. Geoff has suggested that a grant could be used to upgrade office equipment or dealing machines. The committee will consider at future meetings what our most pressing needs are.
- **Use of the 'Competitions' Notice Board:**
 One noticeboard needs to be kept free for competitions information. Janet Lovell will organize this.
- **Novel Coronavirus (2019-nCoV): Advice to Members:**
 Geoff will use the usual communication channels to ensure members have the necessary information about the corona virus and what they can do at the club to minimize any risk of the spread of the virus.
- **Spontaneous Red Point Sessions:**
 Sue Eix, the Masterpoint secretary prepared a proposal for the allocation of spontaneous red point sessions for 2020. Lena Darlington moved that the proposal be accepted. Seconded: Angela Lawson. Carried.
- **Calls to club phones during sessions:**
 The club house phone is not answered during play. Directors are to be reminded that the phone be checked for messages.
- **Dishwasher:**
 The dishwasher has been repaired twice recently. Diane Swan moved that the committee give in principal agreement that when the dishwasher next needs repairs it be replaced with a new one to the value of \$3500. Seconded: Margaret Prentice. Carried.

- **Servicing Air Conditioners:**

The air conditioners will be serviced this week. The filter in the wall above the ladies toilet will need to be checked for cleaning. Margaret will organize this.

- **General Business:**

- The secretary confirmed that the postal address for the Toowong Bridge Club is now 22 Roy Street Auchenflower, 4066. Australia Post has confirmed that all mail is being delivered to this address.
- The head dealer reported that half the boards have now been bar-coded.
- Sharp has offered another deal for the lease of the photocopier. As we are happy with the current photocopier, the cost and the prompt service we receive, it was decided not to change contracts at this stage.

- **Items for Future Meetings:**

Equipment updates for grant.

April meeting: review of accounting software

- **Meeting Closed at 5.20 pm. Next meeting 9th March 2020 at 3.15pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 9th December 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes. Apologies: None.

- **Minutes of the previous meeting 11th November 2019:**

Lena Darlington moved that the minutes be confirmed as a true and accurate record of the meeting of the 11th November 2019. Seconded: Margaret Prentice. Carried.

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

Two door mats have been ordered. Garden furniture has been delivered and will be concreted in place.

- **Business arising from Correspondence:**

None.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: Angela Lawson. Carried. John raised some concerns regarding financial controls. He suggested how these issues could be addressed and he will follow this up in the finance sub-committee meeting.

- **Membership Update:**

Membership applications have been received from: Brian Molloy, Michel Nashed, Desley Zosars, Ian Bannister and Cyril Barnes. Terry Higgs moved that the applications be approved. Seconded: Margaret Prentice. Carried. Toogoolawah players are continuing to avail themselves of TBC Country Membership.

- **AV system:**
The TV needs to be replaced. Geoff Saxby moved that we accept the quote from Popcorn Home Digital to supply and install a fifty inch TV at a total cost of \$1135.46. Seconded: Angela Lawson. Carried.
- **Mentoring:**
Geoff reported that formal mentoring sessions will resume in February.
- **Friday Nationwide Pairs:**
Geoff Saxby moved that the scoring procedures for Nationwide Pairs will continue as previously: the deal file will be attached, results will not be displayed on the day and one hand record is to be printed. Seconded: David Sydes. Carried.
- **Coffee Machine:**
Further investigations have been made. There are issues with cost but more importantly with the need for people to be willing to set up and clean the machines before and after use. Angela Lawson moved that the plans to purchase a coffee machine be abandoned. Seconded. Margaret Prentice. Carried.
- **Painting of Back Room:**
The painting has been completed. Window ledges need to be cleaned. Margaret will organize this to be done.
- **Chairs for Back Room:**
The chairs in the back room cause damage to the walls. Smaller chairs would allow more space. Diane Swan moved that she investigate the purchase of new smaller chairs for the back room. Seconded: David Sydes. Carried.
- **Slow Play (Mondays and Wednesdays):**
The problem of slow play on these days has been noted. The situation will be monitored.
- **Grace McDonald Prize Money:**
The allocation of prize money for The Grace McDonald Pairs Competition was discussed. The club will continue with its current practice.
- **General Business:**
None.
- **Items for Future Meetings:**
April meeting: review of accounting software.
- **Meeting Closed at 5.30 pm. Next meeting 11th February 2019 at 3.15pm.**



Management Committee Meeting 11th November 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Lena Darlington, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes. Apologies: Terry Higgs, Angela Lawson.

- **Minutes of the previous meeting 14th October 2019:**

Neil Strutton moved that the minutes be confirmed as a true and accurate record of the meeting of the 14th October 2019. Seconded: Diane Swan. Carried.

- **Business arising from the minutes of the previous meeting 14th October:**

None.

- **Business arising from Correspondence:**

None.

- **Treasurer's Report:**

The treasurer's reported was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded. Diane Swan. Carried. Motion: A sub-committee be inaugurated to allow consultation about the software used by the treasurer. The committee will be headed by the treasurer and include Janet Lovell, David Sydes and Diane Swan. Moved: Neil Strutton. Seconded: Janet Lovell. Carried.

- **Membership Update:**

Membership applications have been received from: Brian Molloy, Michel Nashed, Desley Zosars and Cyril Barnes. Margaret Prentice moved that the applications be approved. Seconded: Diane Swan. Carried.

- **Committee ratification of 'out of meeting' resolutions:**
None.
- **Minutes of Sub-Committee Meetings:**
A report from the Education Sub-Committee was circulated before the meeting.
- **Painting of Training Room:**
Diane reported that she has been quoted \$450 for the training room to be painted. An adhesive stainless steel strip will be applied after the painting has been completed to prevent marking of the walls by the backs of the chairs. Diane Swan moved that she accept the quote of \$450 to complete the painting. Seconded: David Sydes. Carried.
- **AV system:**
Some problems arose with the AV system when linked to the TV on Melbourne Cup Day. Peter Noble has offered to look into the situation.
- **Front door mat:**
Diane reported that the front door mats need replacing. David Sydes moved that Diane Swan be allocated up to five hundred dollars to replace the front door mats. Seconded: Neil Strutton. Carried.
- **Lunch tablecloths:**
Margaret Prentice moved that the congress lunch tablecloths be made available for members to use when having lunch at the regular club sessions. Seconded: Janet Lovell. Carried. Margaret will email directors to ask them to remind players in their sessions.
- **Membership Renewal for 2020:**
Margaret will be sending out membership renewal emails. Home club membership is \$55 and associate members pay \$25.
- **Coffee Machine:**
Geoff had circulated the details of two options for coffee machines. Speed of operation is an important criterion for consideration. The contract document will be reviewed by the treasurer. Geoff Saxby moved that he will continue the negotiations with Segafredo to initiate a twelve month trial. Seconded: Janet Lovell. Carried.
- **Sponsorship opportunities:**
Geoff has followed up with St Faber's Green, Bernborough Ascot and Chelmer Regis Aged Care. No new sponsorship opportunities have arisen.
- **Garden area:**
The new furniture for the garden area has been ordered.
- **Office Holders and activities:**
Geoff had circulated an updated version of the TBC Office Holders and Activities Document. This document details the regular activities of the Toowong Bridge Club and assigns responsibility for the development, maintenance and administration of these activities to various sub-committees. Geoff Saxby moved that the committee endorses the document which outlines the day to day tasks administered by sub-committees under the auspices of the TBC management committee. Seconded: Lena Darlington. Carried.

- **Friday directing:**

Jo Neary has been gaining experience as a director in the Wednesday afternoon session. She is keen to gain further directing experience and is willing to direct the Friday afternoon session. Margaret Prentice moved that she discuss this with Jim Porter who currently directs this session with a view to finding a role for Jo in this session. Seconded: Janet Lovell. Carried.

- **General Business:**

Lena Darlington reported that there are still problems with 22 Roy Street being accepted by the Address Post section of Australia Post for the club's mail delivery. In the meantime Toowong Post Office holds any mail for the club at no cost. Lena will follow up with Australia Post to see if this matter can be resolved.

- **Items for Future Meetings:**

April meeting: review of accounting software.

- **Meeting Closed at 5.15 pm. Next meeting 9th December 2019 at 3.15pm.**



Management Committee Meeting 14th October 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes. Apologies: John Densley.

- **Minutes of the previous meeting 9th September 2019:**

Neil Strutton moved that the minutes be confirmed as a true and accurate record of the meeting of the 9th September 2019. Seconded: Angela Lawson. Carried.

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

Diane will speak to Larry Moses about organizing the painting of the teaching room with the left over paint.

- **Business arising from Correspondence:**

Geoff wrote to the Brisbane City Council regarding the ongoing parking problems. He requested a meeting. To date there has been no response.

- **Treasurer's Report:**

Apologies from the treasurer for this meeting and so no report this month.

- **Membership Update:**

Membership applications have been received from: Trisha Whalen, Sue Needham. Margaret Prentice moved that the applications be approved. Seconded: David Sydes. Carried. TBC welcomes these new members. Margaret Prentice moved that for new members joining after 1st November the fees cover 2020 membership. Seconded: Terry Higgs. Carried.

- **Committee ratification of 'out of meeting' resolutions:**

None.

- **Minutes of Sub-Committee Meetings:**

Margaret reported on behalf of the Education Sub-Committee: forty six people attended the David Beauchamp session on Saturday 12th October.

Geoff reported on behalf of the Bridge Systems Sub-Committee: progress is being made in setting up the partner finder function in Pianola.

- **Coffee machine:**

Geoff will follow up with representatives who are willing to come out and discuss options available which use fresh milk. Angel Lawson moved that a meeting be held on site with a coffee machine representative to assess if we can facilitate this on a trial basis. Seconded: Janet Lovell. Carried.

- **2020 Program:**

The Friday morning red point session has attracted only a small number of entries. Janet Lovell moved that for the 2020 program the Friday morning red point competition is removed and these red points are to be included in the random redpoint allocation for the Friday morning sessions. Seconded: Margaret Prentice. Carried.

- **Boards and cards:**

David reported that new boards and cards have been ordered. Boards will now be barcoded to ensure the boards are loaded in the correct sequence so that the cards are always in the correct boards.

- **ABF Novice magazine subscription:**

Sue Eix, the education Coordinator, has requested that the club subscribe to the digital version of the ABF novice magazine. An annual fee of one hundred dollars will cover all TBC novices for twelve months. Neil Strutton moved that the yearly subscription be approved. Seconded: Lena Darlington. Carried.

- **Nationwide Pairs:**

Geoff confirmed that the agreed arrangement for the Nationwide Pairs session is that one copy of the hand records be included in the box and the file be uploaded on the Monday after the session.

- **Sponsorship Opportunities:**

Geoff reported that another sponsorship opportunity has come to his attention. He will meet with representatives of Bernborough Ascot to discuss our sponsorship policy.

- **Garden Area:**

The issue of the installation of a rain water tank was revisited in view of existing council approval for its installation. David Sydes moved that the committee progress the investigations of a fully costed proposal to purchase and install a rain water tank. Seconded: Janet Lovell. Motion failed. Angela provided information about the investigations she has undertaken to source two new tables and benches to match those in the garden area. Angela Lawson moved that the quote for \$2950 including GST be accepted. Seconded: Diane Swan. Carried.

- **Succession Planning:**

Geoff raised the issue of succession planning. It's important for this to be considered at this stage. Nominations for positions will be called from April 1st next year.

- **Melbourne Cup Plans:**

Diane reported that planning is well under way. The event will follow a similar format to previous years, and with similar catering.

- **General Business:**

- Neil Strutton attended the QBA presidents' weekend on 28th and 29th September as the TBC representative. Neil presented a report to the committee outlining significant matters discussed that weekend.
- The Interclub Teams event will be held on November 17th. The criteria for the TBC representatives will be as in previous years: players should be TBC home club members, are contributing to the club in some way and have played competitively in the past. Neil will contact members who were suggested and finalize the TBC representative teams.
- Margaret will update the honour boards for 2019.
- Margaret will replace the faulty urn.
- Lena will be away in the two weeks leading up to the November meeting. Margaret has agreed to be acting secretary in that time.

- **Items for Future Meetings:**

None.

- **Meeting Closed at 6.00 pm. Next meeting 11th November 2019 at 3.15pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 9th September 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Bernice Shaw (see item 8). Apologies: Lena Darlington, Diane Swan, David Sydes.

- **Minutes of the previous meeting 12th August 2019:**

Angela Lawson moved that the minutes be confirmed as a true and accurate record of the meeting of the 12th August 2019. Seconded: Margaret Prentice. Carried.

- **Business arising from the minutes of the previous meeting 12th August 2019:**

Coffee machine: Space is the main issue. Some machines make very good coffee. Janet and Geoff to investigate. Rainwater tank/Garden: See item 18.

- **Business arising from Correspondence:**

Car park issue raised by Brisbane City Council: Geoff wrote a comprehensive letter but nothing positive received from BCC to date. Geoff will follow up.

Terry O'Dempsey wrote a comprehensive complaint about boards being out of order and that he was not happy with the director's action. It was decided that it is now too late for any action to be taken. Geoff to respond to Terry.

There is a State Presidents' meeting at QCBC on the weekend of 28/29 September. Geoff cannot attend so Neil is his replacement.

- **Treasurer's Report:**

The Treasurer's report was circulated before the meeting. There was some discussion and the following were decided:

- The group headings should be similar to the Financial Year audit report.
- Limits should be documented for out of meeting individual approvals. There are existing limits but no one remembers the amounts. \$2000 was suggested.

John Densley moved that the report as circulated be adopted. Seconded: Margaret Prentice.

- **Membership Update:**

Membership applications have been received from: Jenny McGowan, Jill Dunning, Sue Ziegenfuss, Kaye Shearn, Tracy Heading, Jane Strange, Jann Simmonds, Rosemary Thomson, Fay Wells, Annette Goudie and Lesley Pope. Terry Higgs moved that the applications be approved. Seconded: Angela Lawson. Carried. TBC welcomes these new members.

- **Committee ratification of 'out of meeting' resolutions:**

No out of meeting resolutions this month.

- **2020 Program:**

Bernice Shaw led the discussion. The printing company quoted \$1540 for 700 copies and \$1680 for 800. It was decided that 700 is enough since most people check the website. Moved: Janet Lovell. Seconded: Margaret Prentice. The following were discussed:

- Australia Wide Novice Pairs - low registration;
- AGM clashes with other events on Gold Coast and Sunshine Coast;
- GNOT. Can it be changed to two sessions instead of 3?

Christmas parties will appear in the program. They will be initiated by the various session groups. No providore service will be provided. "Bring a plate" is the suggested source of party food. Bernice to provide an updated program.

- **Purchase of Boards and Cards:**

A proposal written by Terry Higgs (and supported by David Sydes) was circulated prior to the meeting. It suggests that we buy an extra 12 x 36 boards and cards to fill them. The most important point was that the extra boards allow the dealers to "deal ahead" when they want to. Preventing them from doing so is a disincentive. The cost of each board is \$3.30 which is a total of \$1425.60 not including cards. A budget amount of \$2800 for boards and cards was decided. Moved: Terry Higgs. Seconded: Neil Strutton. Carried.

The boxes borrowed by Pam should be invoiced to the Joan Butts business. Action: John Densley. The boxes need to be numbered so we have some control. Action Terry Higgs

- **ABF Novice magazine club subscription:**

Not discussed. Lena to advise.

- **Issue with Nationwide Pairs Results:**

Geoff explained how results achieved at the club level by a particular pair will always change when compared to a much larger Nationwide population. A similar effect is experienced when two sections in a club level competition are individually scored but are later scored 'across the board'.

- **Office Holders and Sub-Committees:**

Geoff tabled the draft of the new structure which was discussed. No objections were raised. The general structure will be based on a number of sub-committees to which responsibility of the day to day business of the club may be delegated – thus allowing the executive to operate at a more strategic level.

Structure agreed to date:

Executive:

- President
- Vice President
- Management Committee

Education Sub Committee (has operated very effectively for a number of years)

- Education co-ordinator
- Librarian
- Head Director

Bridge Systems Sub Committee

- Masterpoints Secretary
- Head Scorer
- Head Dealer
- IT Manager

Proposed Sub Committees to lead other high level roles will be tabled at the next meeting: e.g.

- Treasurer
- Secretary
- Membership Secretary
- Communications Co-ordinator
- Housekeeping
- Infrastructure etc.

Minutes of Bridge Systems Sub Committee were tabled:

- It was agreed that quotes from IT professionals should be sought to address the slowness of our network;
- A new procedure for NWP was discussed and agreed. The NWP deal file will be attached in Compscore2 but only published after the NWP period has elapsed. One copy of the hand record will be placed in the box for the use of the director.

- **Pianola Partnerships:**

Concerns were raised that the partnership search might create too many emails. Geoff Saxby will investigate further.

- **Strategic Planning. Vision, Mission Statements Regis Aged Care Chelmer:**

Geoff circulated proposed Vision and Mission Statements for the 2019 Strategic Plan.

Vision Statement: (how we see our club in the future)

The Toowong Bridge Club is a leader in facilitating benefits to our stakeholders (members, volunteers, governments, suppliers, sponsors and the wider community) through the playing of bridge. Our success will be driven through the adoption of best practice approaches and the empowerment of its members to innovatively add value to our relationships with all our stakeholders.

Mission Statement: (describes what we do now)

The Toowong Bridge Club fosters and promotes enjoyment and participation in bridge at all levels of competency.

Terry Higgs moved that the statements be accepted. Seconded: Neil Strutton. Carried.

- **St Faber's Green and Regis Aged Care:**
Geoff to follow up with each of these organisations.

- **Garden/Tank:**
The saving on water consumption does not appear to be significant for a small 10K litre tank. The threat of having equipment stolen is significant. There is very little space for the tank on the railway side of the building. It was decided that the space and the expenditure would be better utilised by another table and benches. These must be firmly attached to the ground so they will not be stolen. Moved: Angela Lawson. Seconded: Janet Lovell. Carried.

- **General Business:**
Frog and Toad Orders: The shop no longer has a fax. We should email the orders. Janet has posted instructions on how to email an order on the notice board behind the copier.

- **Items for Future Meetings:**
Succession planning.

- **Meeting Closed at 5.30 pm. Next meeting 14th October 2019 at 3.15pm.**

Minutes taken by Terry Higgs, in the secretary's absence.



Management Committee Meeting 12th August 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.15 pm.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan. Apologies: David Sydes.

- **Minutes of the previous meeting 1st July 2019:**

Janet Lovell moved that the minutes be confirmed as a true and accurate record of the meeting of the 1st July 2019. Seconded: Margaret Prentice. Carried.

- **Business arising from the minutes of the previous meeting 1st July 2019:**

Margaret Prentice reported that the plumber recommended that a rainwater tank be used for the garden only. It would not be suitable to use a rainwater tank for supplying the toilets.

- **Business arising from Correspondence:**

Geoff Saxby reported that he had been contacted by the Brisbane City Council after an issue was raised with the council by a member of the public. The president will write to the council and the person concerned.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. John Densley moved that the report as circulated be adopted. Seconded: Geoff Saxby. Carried. John has offered to provide additional information with future reports to allow analysis of the finances of club activities and assist future decision making. He will begin by providing analysis of congress finances for the congress convenor.

- **Membership Update:**

Membership applications have been received from: Kris Sullivan, Patricia Noad, Jan Morrow, Gregory Quinn, Sonya Pozzi, Willie Walsh, Vanessa Brewis, Helen Fox and Peter Fox. Margaret Prentice moved that the applications be approved. Seconded: Neil Strutton. Carried. TBC welcomes these new members.

- **Use of Pianola for establishing partnerships:**
Geoff Saxby and Chris Farr will continue to work on this.
- **Outstanding issues from the previous committee:**
Geoff will review the details of the club's sponsorship agreements with St Faber's Green and clarify our on-going promotional obligations.
- **Committee ratification of 'out of meeting' resolutions:**
Geoff Saxby moved that the committee ratifies all the out of committee resolutions from the past month. Seconded: Neil Strutton. Carried.
- **Education Sub-Committee:**
The education sub-committee's membership will be extended to allow the committee to address a greater range of club activities. The librarian will be asked to join this group. The president has agreed to be an ex-officio member. Sue Eix will be asked to continue in her role as co-ordinator of all educational activities of the club.
- **Officeholders and Activities 2019:**
The document has been updated. Further changes will be made so that it reflects the model of sub-committees inherent in the club's operational and strategic planning. The positions of Masterpoint Secretary, Providore and Congress Standby Coordinator will be advertised in the notices.
- **Garden:**
Members of the committee have agreed to investigate the possibility of extending the garden and courtyard area. The feasibility and cost of installing a rainwater tank for supplying water to the garden will also be investigated.
- **Painting:**
The committee agreed that the left over paint from the recent clubhouse refurbishment could be used to paint the areas not covered in that scope of work. Diane Swan agreed to look into this.
- **Coffee Machine:**
Margaret Prentice and Geoff Saxby will investigate the feasibility of installing a coffee machine and introducing a three month trial.
- **Regis Aged Care Chelmer:**
Geoff is meeting with a representative regarding sponsorship opportunities.
- **Psyche bidding:**
The head director will be asked to provide information and instructions related to psyche bidding.
- **Smoking in the garden area:**
Members will be reminded that there is to be no smoking in the courtyard area. The designated smoking area is at the table at the far end of the verandah.
- **Responsibility for co-ordinating standbys for congresses:**
The position of stand-by co-ordinator will be advertised in the notices. It was also agreed that vouchers would be given to those who volunteer to be standbys, whether they are asked to come in or not.
- **2020 Program:**

Janet Lovell moved that first novice event of year should use match point scoring instead of IMPS. Seconded: Terry Higgs. Carried. She also recommended that IMP scoring be used for some club redpoint competitions as well.

- **General Business:**

None.

- **Items for Future Meetings:**

None.

- **Meeting Closed at 5.30 pm. Next meeting 9th September 2019 at 3.15pm.**



Management Committee Meeting 1st July 2019 Minutes

The meeting was opened by the President Geoff Saxby at 3.00 pm with a special welcome to the new members on the TBC committee.

- **Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, John Densley, Karen Sweep, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice, Diane Swan, David Sydes.

- **Minutes of the previous meeting 13th May 2019:**

Karen Sweep moved that the minutes be confirmed as a true and accurate record of the meeting of the 13th May 2019. Seconded: Diane Swan. Carried.

- **Business arising from the minutes of the previous meeting 13th May 2019:**

None.

- **Correspondence:**

Correspondence was received from Sue Eix thanking the committee for awarding her honorary life membership. She appreciated this honour and thanked all involved in preparing the nomination and for the celebration on the day.

- **Treasurer's Report:**

The treasurer's reported was circulated before the meeting by the outgoing treasurer Karen Sweep. Karen moved that the report as circulated be adopted. Seconded. Diane Swan. Carried.

- **Membership Update:**

Membership applications have been received from: Kurt Jorin, Robyn Bagster, Tere Wotherspoon, Graham Francis, Juliet Hall, Patricia Gordon, David Charlton, Cheryl Rayfield and Veronika Kennedy. David Sydes moved that the applications be approved. Seconded: Janet Lovell. Carried. TBC welcomes these new members.

- **Re-Allocation of Red Points:**

A proposal from Sue Eix for the re-allocation of unused programmed red point sessions was circulated before the meeting. Janet Lovell moved that the proposed dates of Friday mornings 2nd and 9th August be scheduled for a red point competition. Seconded: David Sydes. Carried.

- **Confirmation of Other Officers:**

The following positions were confirmed: Masterpoint Secretary: Sue Eix (acting), Membership Secretary: Margaret Prentice, Congress Convenor: Janet Lovell, QBA Representatives: Geoff Saxby, Neil Strutton, Margaret Prentice, Sharon Clifford.

- **Monday Afternoon Activities:**

The committee endorsed Sue Eix's role as the club's Education Officer. This role includes oversight of the three significant educational activities offered on a Monday afternoon: supervised play, intermediate lessons and the newly introduced mentor sessions. Members should have the opportunity to attend any or all of these activities. Angela Lawson moved that Sue Eix be responsible for the scheduling of the Monday afternoon education program. This program should allow up to two sessions per month of both the intermediate lessons and the mentor sessions. Seconded: David Sydes. Carried. The dates of these activities will appear on the webpage calendar and will also be advertised through the usual methods. The TBC Management Committee meetings will now begin at 3.15 on a Monday afternoon to facilitate the scheduling of these significant educational opportunities.

- **Water Conservation Project – Rainwater Tank etc:**

Permission has been granted from the Brisbane City Council to install a rainwater tank. The feasibility of installing a tank to provide rainwater for use in both the garden and the toilets will be investigated. Margaret Prentice will speak to the plumber regarding this to determine if there are any inherent difficulties in doing this long term.

- **Handicapping:**

Handicap scoring has been trialed and a review of that trial has now been completed. David Sydes moved that handicap scoring for club red point competitions be terminated and that recognition of a winner for the B grade section of these competitions be re-instated. Seconded: Margaret Prentice. Carried. Angela Lawson moved that prize money will no longer be awarded for club red point competitions with entry fees reduced to reflect this. Players will pay one dollar above usual table fees to cover the cost of the red points for these competitions. Seconded: Terry Higgs. Carried.

- **Quality of Playing Cards:**

Plastic cards have been trialed and proved unpopular. Diane Swan moved that the trialed plastic cards be removed. Seconded: Janet Lovell. Carried. These cards will be offered to the Toogoolawah Club. David Sydes moved that he purchase 144 packs of the regular cards at a cost of \$2.40 per pack to cover the shortfall. Seconded: Neil Strutton. Carried.

- **Partnership Proposal from Chris Farr:**

Chris Farr has submitted a proposal that will assist members to establish partnerships. Pianola is a product that is capable of facilitating this goal and is already licenced by TBC. Margaret will liaise with Chris and investigate the functionality and cost of using Pianola. Pianola also has other functionality that may be useful to members. Margaret and Geoff will investigate and report at the next meeting.

- **General Business:**

The committee commended Jill Hutson and Gill Phillippo for their work in editing the club newsletter. To ensure a greater readership and minimize unnecessary printing, digital versions will be circulated and appear on the website. The editors will be asked to send the newsletter to Geoff and he will ensure its appropriate circulation.

- **Items for Future Meetings:**

Use of Pianola for establishing partnerships.

- **Meeting Closed at 4.50 pm. Next meeting 12th August 2019 at 3.15pm.**