

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting

8th May 2023

Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:30 pm

1. Attendance/Apologies:

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

Apologies: **Marsha Knoll, Kay Blackford.**

2. Minutes of the previous meeting April 17th:

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

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

Moved: Jo Neary; Seconded: David Sydes; Carried.

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

(i) **Emergency Management Plan**

Occupier's Statement completed and in the same folder.

(ii) **Evacuation Diagram**

Still waiting for the Evacuation Diagrams from Hendry.

(iii) **Purchase of TVs**

2 TVs and an extra Monitor have been purchased. Awaiting delivery and installation. Matt Devitt to be consulted. Janet Lovell managing the process.

The third computer is stand alone and may be used to set up special deals for teaching purposes. Notes detailing usage being developed.

(iv) **AGM Preparation**

Notice of the AGM posted on the Committee Board and hard copy nomination forms for positions on the Committee meeting on the front Notice Board.

Electronic package will be forwarded to all members on May 16.

4. Business arising from the Correspondence.

- (i) QBA forwarded letter from ABF re honouring volunteers. To display Certificates on the TV.
- (ii) All our current teachers are accredited, and Pam Schoen will be accredited in May.
- (iii) First draft of Calendar received – for perusal.
- (v) Letter from Zephyr thanking QBA for support. No action taken.
- (vi) Flyer from Toowoomba posted on Notice board.
- (vii) Magazine from NeuRa on display.

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Sue English; Seconded: Janet Lovell. Carried

5. Treasurer's Report:

Treasurer's report has been circulated electronically.

Audited Report and financial details for AGM tabled.

Fixed term deposit to be updated.

Air Conditioning information still unavailable.

The Committee resolved to confirm the Audited Financial Report from April 2022 to March 2023.

Honorarium discussed.

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

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

6. Membership Report:

TBC has received applications for membership from Julie Crombie, Beven Bowe, Dalene Fleming, Karen Conaghan, Mary Doneley, Claire Williams, Katharine Louey, Deibehl Neehouse, Prue Jenkins, Clare Burford, Anne Lewis.

Motion that these new members be welcomed to the Club and that the

Membership Report be accepted.

Moved: Margaret Prentice; Seconded: Sue English. Carried.

7. General Business

(i) **Mail addressed to the President still being sent to previous President.**

To be investigated by Janet Lovell.

(ii) **River City Gold**

This is likely to be our biggest ever Congress. There will be an extra Congress Director funded by the ABF.

(iii) **Payment of dealers**

Discussion re rates.

Motion that from April 1 dealers are paid \$2 per box of boards and the previous practice of paying \$5 per box for Congresses be phased out.

Moved: Margaret Prentice; Seconded: Janet Lovell; Carried.

(iv) **Use of Club facilities by Kenmore Bridge Club**

It has been agreed that Kenmore will have access to the facility for their major two-day Congress in January 2024 and a Novice Congress in September 2023.

Discussion re nominal fee and kitchen management.

(v) **BCC Structural Engineering Report and Repair Plan.**

Still waiting for the plan.

(vi) **Use of Grant Funding**

Discussion re alternate use for this grant which was for flood related damage.

Suggestion that asphalt repair, kerbing and line marking could be appropriate.

Follow up with previous provider.

(vii) **Restricted Rows**

It was agreed that Masterpoint limit be raised to 50 to encourage participation.

8. Meeting closed 3:00pm

Next meeting 12th June at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting

Management Committee Meeting

17th April 2023

Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:30 pm

9. Attendance/Apologies:

Attendance: Neil Strutton, Janet Lovell, Caroline Nelson, Kay Blackford, Marsha Knoll, David Sydes, Jo Neary, Sue English.

Apologies: Margaret Prentice, Irene Komen.

10. Minutes of the previous meeting March 13th:

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

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

Moved: Caroline Nelson; Seconded: Janet Lovell. Carried.

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

(v) **Emergency Management Plan**

Directors of Bridge Sessions to be informed that they will be responsible for the management of Emergency situations as described in the Manual. An evacuation practice will be carried out.

(vi) **Evacuation Diagram**

Still waiting for the Evacuation Diagrams from Hendry. A screen Shot of the Evacuation Assembly Area has been inserted into the Manual.

(vii) **Fire Safety Audit Compliance**

All tasks completed.

(viii) **Role of IT Advisor**

Fruitful discussions between Terry Higgs, Jo Neary and Mike Le Voi. Decision to install Chromecasting as a means of delivering information via the TV. Third computer used. Currently able to display messages and Draws for Congresses etc. It is agreed that there will need to be 3 more TVs installed to ensure all players are able to see the information. Jo Neary and Janet Lovell to investigate the purchase of same. Mike Le Voi has generously offered to make a program available that will allow educators to deal specific hands to illustrate the education topic. Discussion re the need to have separate data bases on both scoring computers. Follow up with Raelene Clark re implementation.

(ix) **Solar Panel Inverter**

New one is installed. Treasurer requested to note if there is any change in the electricity charges. There had been significant variation over the last few years. Is there an Ap which allows remote monitoring?

(vi) **Sliding Door lock**

Installed and using the original key.

(vii) **AGM preparation**

New schedule approved.

12. Business arising from the Correspondence.

(iv) Name Panel for Grace McDonald Trophy is available to be picked up.

(v) Joan Butts Holiday brochure displayed.

(vi) Kenmore Bridge Club request to use TBC to hold two events later in the year. Agreed in principle. It will mean that one Saturday of Club play will be impacted. Jo Neary to discuss with Lee Rogers. It was agreed that a minimal fee will be charged to cover extra cleaning of the Club and utilities. Marsha Knoll will meet with Kenmore members who will be needing to use our kitchen facilities. Neil Strutton to follow up.

(vii) Kim Ellaway messages re QBA AGM, accreditation of Teachers

(v) Notice of Andy Hung Seminar displayed

(vi). Letter of complaint re missing mug and other items. Jo Neary responded on behalf of the Club. The mug was found with other personal mugs in the bottom cupboard in the kitchen. Members should be aware lost property is left for them to collect in a variety of different places depending on the item.

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Caroline Nelson; Seconded: Jo Neary. Carried

13. Treasurer's Report:

Treasurer's report has been circulated electronically.

We are in a sound financial position with a profit balance at present because of the unusual circumstances this year. Funding from grants has been useful. However there has been a delay in using one because of the various investigations Council has carried out. We are still waiting for the detailed plan for repairs.

Air Conditioning information still being followed up.

It was agreed that Membership and Table Fees will remain the same for next financial year.

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

Moved: David Sydes; Seconded: Jo Neary. Carried.

14. Membership Report:

TBC has received applications for membership from Juleen Rosenthal, Patricia Frost, Ian Poole, Tim Rose, Ross Utting, Linda Martello, Noeleen Morgan, Mary Lou Thearle, Lorraine Chesters, Renee Chesters, Angus Ho, Kim Abbey, Paul Smart, Gary Tudball, Cathy Tompson, Marilyn Sheldon, Marie Louise Claessen, Pat Woulahan, Deibehl Neehouse, Prue Jenkins, Clare Burford, Deborah Cash.

Listed below is a comparison of the membership numbers as at March 31 over the last 3 years

Year	Home Club	Alternate
2021	604	153
2022	565	172
2023	562	150

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

Moved: Margaret Prentice (in absentia); Seconded: Caroline Nelson. Carried.

15. General Business

(vii) **Mail addressed to the President still being sent to previous President.**

David Sydes had notified Peter Busch re the new Committee membership after last AGM. He will follow up with Peter Busch.

(viii) **Red and Brown Systems**

There has been an enquiry re the provision of Red and Brown system play. Insufficient interest at present.

(ix) **Grace McDonald Competition**

The Committee agreed that the Grace McDonald should be run in a similar fashion to last year with pizza's served at the end of play. The prizes will be made up of half the interest on the GM account, \$350 from principal and all the table fees and entry fees. This will include lucky draws for coupons.

(x) **Slow Play**

There have been some issues with slow play which inconveniences other players. Directors will be requested to be alert to slow play and encourage members to hurry up. If necessary Boards may not be able to be played.

(xi) **Special Events Coordination**

Marsha Knoll will not be available for the Melbourne Cup celebration but plans will be underway for that and the Christmas Party which is planned to occur on a Sunday.

(vi). **Honoraria**

Some years since it has been reviewed. David Sydes to convene a review Committee. A number of potential advisors were put forward.

(vii). Larry Moses and Hanna Majewski to be thanked for fixing the window in the Men's toilet area and given blue vouchers in appreciation.

16. Meeting closed 3:04pm

Next meeting 8th May at 1:30pm

TOOWONG BRIDGE CLUB INC.



13th March 2023

Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:50 pm

1. Attendance/Apologies:

Attendance: **Neil Strutton, Janet Lovell, Caroline Nelson, Irene Komen, Kay Blackford, Margaret Prentice.**

Apologies: **Marsha Knoll, David Sydes, Jo Neary, Sue English.**

2. Minutes of the previous meeting February 13th:

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

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

Janet Lovell requested alteration to read that the lock on the front door was not able to be installed because of fire regulations. Agreed.

Moved: Kay Blackford; Seconded: Irene Komen Carried.

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

(i) **Emergency Management Plan**

The document has been filled in and both a hard and electronic copy are available in the Office. There are requirements to be fulfilled. A practice evacuation is planned post Easter.

(ii) **Evacuation Diagram**

The diagrams provided are inaccurate because the toilet areas are not depicted properly. This is being amended by Hendry and 3 diagrams will be available for display at three separate sites within the Club. Discussion re safest exit.

(iii) **Fire Safety Audit Compliance**

Information re compliance with 21 flagged items is required.

- (iv) **Internet/Hardware and software issues**
Nothing further currently.
- (v) **Solar Panel Inverter**
Not working currently. Awaiting contact from service provider.

4. Business arising from Correspondence.

- (i) Report from IT Committee. Terry Higgs requests that no software be installed on the computers without the approval of the Head of the IT Committee.
- (ii) Brochures from Home Guardian to be displayed for members.
- (iii) Maiwar Grants notification received.

5. Treasurer's Report:

Not available.

6. Membership Report:

TBC has received applications for membership from Hank van Lieshout, Jennie and Ian Bond, Karen Watson and Annie O'Donnell.

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

Moved: Margaret Prentice; Seconded: Janet Lovell. Carried.

7. General Business

- (i) **Discussion re role of IT Advisor**
Jo Neary to consult with Mike Le Voi .
- (ii) **Sliding Doors.**
Security locks to be investigated for one of the sliding doors to ensure that we have external access in another flood event so that the front automatic door can remain locked.
Alarms have been installed on the sliding doors. Directors to be informed.
- (iii) **2024 Congress Calendar**
Irene Komen presented the proposed plans for 2024. Approved by the Committee for submission.
- (iv) **Education Plan**
The Education Committee is proposing that there will be another Beginners

Programme in the second half of the year run by Sue Eix.
Supervised Play will be run on three separate occasions- Mon pm by Robyn Stevens, Thursday evening by Sue Eix and Saturday am by Margaret Prentice.
Restricted Group will continue Wednesday am and a new group will begin on April 15th on Saturday pm.
Education Workshops to be arranged with guest speakers.
Agreed by the Committee.

(v) **AGM preparation.**

AGM will be on Saturday 10th June. Preparation schedule being modified.

8. Meeting closed 3:00pm

Next meeting 10th April at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 13th February 2023 Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:30 pm

9. Attendance/Apologies:

Attendance: **Neil Strutton, Jo Neary, Marsha Knoll, Janet Lovell, David Sydes, Caroline Nelson, Sue English, Irene Komen, Kay Blackford.**

Apologies: **Margaret Prentice**

10. Minutes of the previous meeting December 12th:

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

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

Moved: Janet Lovell; Seconded: Jo Neary. Carried.

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

(v) Air Conditioning Proposal

David Sydes has followed up with another company, H & H. He expects to hear from them soon.

(vi) Emergency Management Plan

To be dealt with under General Business.

(vii) Lord Mayor's Community Sustainability Grant

Kay Blackford and Caroline Nelson were investigating the installation of a water tank and associated plumbing. Currently waiting for the Structural Engineering Plan which is expected to detail necessary work and funding options.

(viii) Structural Engineering Report

This is still being prepared. TBC has Ricardo Moffatti as our contact with Council and he is following up. Application For Work to have the posts fixed submitted. Again, waiting for the report for further action.

(ix) Internet/Hardware and software issues

Jo Neary has obtained a quote from Popcorn Home Digital Specialists to install.

2x10mm HDMI cables to connect computers to the AV equipment.

Discussion re

suitability. It was decided to consult with Mike Le Voi, who is skilled in this area having installed similar set ups at other Clubs. Janet Lovell and Jo Neary to meet with him. Discussion re need for newer, larger, smart TV to facilitate use of AV equipment for education and competitions.

(x) Automatic Door Locking

Janet Lovell investigated having an external lock put on the automatic door. This could not be done due to fire regulations. When the flood cut off the power supply the battery control of the mechanism failed and we were unable to relock the door. In the event of another flood the door will not be unlocked. It was decided to put an external lock on one of the side sliding doors to allow access. There will also be door alarms monitoring opening of these doors.

(vii) Grace McDonald Sign

Quote has been accepted for sign to be placed above the trophy.

12. Business arising from the Correspondence:

- (iv) Kim Ellaway gave updates on Congresses and other events including Zoom meetings. First on Masterpoints on Feb 4th. Others planned. QBA received scam request. Members are reminded that Clubs and Bridge Associations do not request financial contribution except via the ordinary fees.
- (v) Question has been raised at other Clubs re members DNR statement and use of defibrillators. After much discussion it was decided that as we have a defibrillator, we would expect to use it if the occasion arose. DNRs usually apply within medical settings. In an emergency we would not be able to ascertain the person's wishes and we could be seen as negligent if we did not use available resources.
- (vi) Letter from Aileen Franklin concerning Club security and air conditioning. Response drafted and will be sent.
- (vii) Letter from Women's House Shelta tabled thanking members for their generous Christmas gifts.

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Caroline Nelson; Seconded; Marsha Knoll. Carried.

13. Treasurer's Report:

The treasurer's report has been circulated electronically.

We are in a sound financial position. Some other Clubs have started using My ABF for Club games. We have purchased vouchers which should last until next June. We will not be using My ABF until these are used.

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

Moved: David Sydes; Seconded: Janet Lovell. Carried.

14. Membership Report:

TBC has received applications for membership from Jackie Southwood, Belinda and Graeme Hogarth, Jodi Mogg, Darren Avery, Vanessa Wadds, Judith Williamson, Nev and Adele Harington, Mary Simon, Nancy Magazinovic, and Kit Duncan.

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

Moved: Margaret Prentice; Seconded: Janet Lovell. Carried.

15. General Business

- (vi) **Scam Alert.**
A Committee member unfortunately was caught in a very effective scam. The situation was discussed at length. Motion was put that the Committee reimburse the member for the total amount expended. After a secret ballot this was resolved in the affirmative.
- (vii) **Restricted group.**
Only members with less than 30 individual points are entitled to play in this section. Jo Neary will monitor the points ranking 6 monthly. Kerry Dean is willing to continue directing this section
- (viii) **Disaster Management Manual**
Neil Strutton and Caroline Nelson have filled out most of the Manual. There are 2 Committees to set up, training schedules to be arranged and system for recording all safety procedures put in place.
- (ix) **Fire Safety Audit**
There are 21 issues which need to be attended to. There will need to be safety education, fire drills and new signage displayed. There will be follow-up from Hendry to ensure that TBC is compliant with requirements.
- (x) **Australia Wide Knockout Teams June 2023**
Members are advised that this is organized by Real Deal Bridge at \$240 per team. It is arranged through ABF. Members will be notified in the Weekly notices. Information on our website.
- (xi) **BRIST**
Jo Neary approached by George Kavanagh re an easy card game which is a combination of Whist and Bridge. He claims it allows people to learn to play quickly and it may be useful to introduce people to Bridge. To meet with Education Committee for more detail.
- (vii). **Tablecloths**
We have blue tablecloths which have a seam across the middle that we are willing to donate to some other Club.
- (viii) **Nation Wide Pairs**
TBC is not planning to be involved in this activity.
- (ix) **Ongoing problem with people leaving side doors open.**
Members are opening sliding doors despite being requested not to. It has been agreed to install door alarms. Janet Lovell attending to this.
- (x) **Solar System Problems**
Fault in the Control Panel. Advised by technician that we need to get a new Energy Inverter. Questions asked about servicing of the equipment. Need to know

if it is running efficiently. It is not saving much in a year in electricity costs. Neil Strutton to seek further information.

(xi) **Kitchen Roster** prepared by Kay Blackford. Recruitment of more volunteers would be helpful.

(xii) **BCC Works Notice on Roy St**
Night work from Wednesday 15th February to Friday 03 March from 6:30pm to 3.30am. Pam Schoen to be notified. Web notice as well.

(xiii) **EXIT CHECKLIST**
Approved.

16. Meeting closed at 3:30pm.

Next meeting 13th March at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 12th December 2022 Minutes of Meeting

The meeting was opened by President Neil Strutton at 2:06 pm

17. Attendance/Apologies:

Attendance: **Neil Strutton, Marsha Knoll, Janet Lovell, David Sydes, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen, Kay Blackford.**

Apologies: **Jo Neary.**

18. Minutes of the previous meeting November 14th:

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

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

Moved: Janet Lovell; Seconded: Marsha Knoll. Carried.

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

(xi) **Christmas Party Review**

A meeting of the working party was held before the Committee Meeting started the notes of which are attached.

(xii) **Grant Application Summary**

After the rain event in February the Club experienced considerable damage, some directly related to water ingress and flooding under the building.

Grants have been obtained to defray these costs as detailed below.

(a) BCC \$1000 immediate flood relief payment

(b) QRIDA \$500 – 1st round of flood relief – the excess not covered by our insurance policy.

(c) Gambling Fund -\$17,711- Repair of asphalt and restumping (an ongoing problem exacerbated by the flooding)

(d) QRIDA. -\$9,247.65 -2nd Round of funding. Replace Air conditioner and

other work required because of the flooding. This was not covered by Insurance because excess was \$20,000.

(xiii) **Air Conditioning Proposal**

David Sydes is following up with other firms recommended by Brisbane Air.

(xiv) **Building Fire Safety manual**

This is to be completed by Neil Strutton and Caroline Nelson by February.

(xv) **Lord Mayor's Community Sustainability Grant**

To be followed up by Larry Moses, Kay Blackford and Caroline Nelson. Plan to focus on Railway side of the Club.

(xvi) **Internet/Hardware and software issues.**

Terry Higgs is following up purchase of Computers. Jo Neary has contacted Chris from Digital Theatre who installed our current TV. Chris will provide a plan and quote for a suggested connection of the 2 scoring computers to the TV. Noted that the long cable near the Office door is to connect to the Projector.

20. Business arising from the Correspondence:

(viii) Kim Ellaway gave updates on Congresses and events.

(ix) Email congratulating Club on Christmas Party.

(x) Zonal Meeting Minutes
No outward mail

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Caroline Nelson; Seconded; David Sydes. Carried

21. Treasurer's Report:

Treasurer's report has been circulated electronically.

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

Moved: David Sydes; Seconded: Sue English; Carried.

22. Membership Report:

TBC has received applications for membership from Brigid Quinlan and Diane Clancy.

Motion that this new member be welcomed to the Club and that the Membership Report be accepted.

Moved: Margaret Prentice; Seconded: Marsha Knoll. Carried.

23. General Business

- (xii) Change of TBC rules so that for Australia Wide Pairs the Director can be a Playing Director. Agreed.
- (xiii) Lock to be installed on the automatic Door so that in the event of a prolonged failure of the electricity supply, which happens especially in flooding, the Club can be secured. Agreed. Janet Lovell to arrange.
- (xiv) Availability of Club Directors over the Public Holidays to be checked by Irene Komen. Agreed.
- (xv) Tuesday Afternoon Teams event. Waiting on advice from Jo Neary as to whether we will have a director for an afternoon session.
- (xvi) Grace McDonald Trophy Sign. Keith Evans has designed a sign be placed above the Trophy. Caroline nelson to follow up with getting it made. Agreed.
- (xvii) Red Point allocation as distributed by Marge Henry approved.

Meeting closed at 2:45 pm. Next meeting 13th February at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 14th November 2022 Minutes of Meeting

The meeting was opened by Vice President Jo Neary at 1:30 pm

24. Attendance/Apologies:

Attendance: **Jo Neary, Marsha Knoll, Janet Lovell, David Sydes, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen.**

Apologies: **Kay Blackford and Neil Strutton.**

25. Minutes of the previous meeting October 10th:

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

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

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

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

(xvii) Job Descriptions for Committee Members

Individual office holders to write statement of duties and then detailed instructions of tasks involved in carrying out their duties. Most recent version to be forwarded to all members.

(xviii) Christmas Party

Plans proceeding. Seating plan, Menu and schedule organized. There are approximately 120 people who have accepted. All members to be notified that the cut off point is reached and ask members to notify if they are not planning to play Bridge. It will help Hugh Buckham and Ingrid Hartel to know how many are playing. Committee decided that the game should start at 9:30am. Di Swan will buy 60 new forks and 3 water jugs. John Burt and Janice Little have offered to provide entertainment.

- (xix) **Flood Emergency Protocol**
Protocol developed by Janet Lovell has been approved by the Committee. Duties have been allocated to specific Club Members.
- (xx) **Grant Applications.**
The Gambling Community Benefit Committee advised that the Gambling Community Benefit Fund (GCBF) grant of \$17,711.00 has been awarded to TBC to repair the posts and asphalt.
Discussion re applying for funding for a water tank to capture water from the guttering which is presently being directed into the Railway drain under the building on the railway side and directly onto the asphalt on the Soccer Club side.
- (xxi) **Air Conditioning Proposal**
It was recommended that a subcommittee be formed to investigate the need for replacement. Members to be David Sydes, Jo Neary and an external engineer consultant.
This Committee will respond to the proposal submitted for Project Management.
- (xxii) **Education Committee**
Plan implemented. Coordination of lessons so that there is continuity and compatibility. There is capacity in the dealing programme to create suitable boards for a specific topic. Jo Neary to liaise with Terry Higgs.
- (xxiii) **Use of Cupboards**
No further requests.
- (xxiv) **Kitchen Staffing and Supplies.**
Margaret Prentice reports that Kay Blackford is managing consumables and Margaret is ordering the other requirements. Discussion about using coffee pots. It is recommended that the pots not be used as there is considerable waste. Coffee can be placed in a container or jar and people can spoon it from there. There are also a lot of single use Coffee sachets. Directors to be asked to ensure that someone cleans up. A voucher can be given to the kitchen helpers, or they can claim a free game by writing Kitchen on the table slip.

27. Business arising from the Correspondence:

- (xi) Kim Ellaway gave updates on Congresses and events.
QBA Annual meeting held via Zoom.
Brisbane Zone meeting November 20th at 8:30am prior to the Teams event at Arana Bridge Club.

- (xii) Larry Moses has received invitation to apply for funding under the Lord Mayor's sustainability Action Grants. He has suggested sun protection for the windows on the railway side as well as improvements to Garden. For follow up with Larry.
- (xiii) Structural Engineering Report commissioned by Council should be received soon. We can then take action with restumping when we receive the AFW from Council.
- (xiv) Community Facilities has notified TBC that JJ Ryan has been appointed to undertake inspections associated with the 2022-23 Condition Assessment program.
- (xv) QBA flyer for Summer Bridge Youth lessons has been displayed.
- (xvi) Building Fire Safety Report has been received and distributed to Fire Warden. There are 21 items of noncompliance. Council have undertaken to investigate additional prescribed fire safety installations, attend to maintenance of exit signs and emergency lighting and have evacuation diagrams prepared and installed. There is a long list of responsibilities for the Club to attend to, for completion by Friday 3rd February.
- (xvii) Computer suggestions provided by Terry Higgs to replace the third Computer in the Office. To be referred to IT subcommittee.
- (xviii) Internet/ Hardware and Software issues. Raelene Clark has provided detailed descriptions of recent problems and made suggestions about rectification of same.
To be referred to IT subcommittee

28. Treasurer's Report:

Treasurer's report has been circulated electronically.

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

Moved: David Sydes; Seconded: Marsha Knoll; Carried.

29. Membership Report:

TBC has received applications for membership from Anita Snape, Nicky Moloney, Julie Votan, John Uhr Delia, Wendy Arnottt.

Jane Tagney will be taking over this role in January.

Motion that these new members be welcomed to the Club and that the

Membership Report be accepted.

Moved: Margaret Prentice; Seconded: Sue English. Carried.

30. General Business:

- (xviii) IT Coordination.
Subcommittee to be set up consisting of Terry Higgs, Janet Lovell and Raelene Clark. Geoff Saxby to be consulted.
- (xix) Delegates for QBA
Margaret Prentice is retiring from this role. Irene Komen to be nominated.
- (xx) Photocopying Lyn Tracey will take over this task
- (xxi) Convenor Role
General discussion of responsibility of convenors for notifying members if there are problems with running a competition.
- (xxii) Charity Day TBC has been asked to participate in the St. Lucia Day Festival on Saturday 10th December at Guyatt Park between 2:30pm and 6:30pm. It is designed to make people aware of the variety of services and activities we have in the local area. Sue English to follow up and involve Kay Blackford if she is available. Margaret Prentice will organize Flyers. It is anticipated that we will be supplied with shade. May be able to promote Summer Bridge lessons.
- (xxiii) Discussion of specific date on the Programme for 2023. Irene Komen to follow up with Sue Eix.

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

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 10th October 2022 Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:30 pm

32. Attendance/Apologies:

Attendance: **Marsha Knoll, Janet Lovell, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen.**

Apologies: **Jo Neary, Kay Blackford and David Sydes.**

33. Minutes of the previous meeting September 12th :

Hard copies of the Minutes were provided to the Committee.

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

Moved: Irene Komen; Seconded: Marsha Knoll. Carried.

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

(xxv) Job Descriptions for Committee Members

Still slowly progressing

(xxvi) Repair of Turbine vent.

Margaret Prentice reported that there was no problem with the vents. All appear to be working.

(xxvii) Christmas Party

A working party is being assembled. Date selected is Wednesday Dec 7th.

The Directors are agreeable to this being a luncheon at the end of play. The

Committee has agreed to fund the event. It will include the charity event.

Members who do not play that day are encouraged to attend. Members will

be informed in more detail as planning progresses. A notice claiming the

date is being made for display. Lists will be available for people to indicate

their interest in attending.

(xxviii) Repair of Asphalt

Quote has been accepted to repair the asphalt on a Friday in November.

35. Business arising from the Correspondence:

- (xix) Kim Ellaway notified re Congresses and events which are displayed or in the Calendar.

- (xx) Raelene Clark requested that the practice of checking anomalies be suspended as the introduction of the lead card the most common anomalies are no longer and issue. Committee agreed with this.

- (xxi) Raelene Clark notified that there had been CS3/Bridgemate Software issues on Wednesday 5th October. She was able to partially resolve the matter. Ongoing investigations.

- (xxii) Contact from Brisbane City Council.
Neil Strutton met with the Council Representative re Fire Safety. Awaiting a report.
External inspection has been carried out in relation to the restumping.
Caroline Nelson was contacted by Chris ??? who is waiting for a structural engineering report. Electrical inspection has not occurred.

- (xxiii) Letter of thanks from Karuna.

- (xxiv) 2022 Interclub Teams
Discussion re Members to be invited to play at the Arana Contract Bridge Club on Sunday November 20th. Neil Strutton to contact nominees and to confirm their acceptance. Entries to be in by Friday November 11th.

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Caroline Nelson; Seconded; Margaret Prentice. Carried

36. Treasurer's Report:

David Sydes is away. His financial report has been made available electronically to the Committee. Enquiries into the cost of Tyro were made. Suggestion that comparison costing of transactions be sought.

Motion that the report be accepted; Moved: Margaret Prentice; Seconded: Sue English.

37. Membership Report:

TBC has received applications for membership from Derry Burke

Motion that this new member be welcomed to the Club and that the Membership Report be accepted.

Moved: Margaret Prentice; Seconded: Caroline Nelson. Carried.

38. General Business:

(i) Replacement of Air Conditioning

Peter Noble attended the meeting to advise in relation to the proposal to replace the existing system with an updated version. It has served the Club for more than 25 years. It is likely to need replacement within the next few years. If it malfunctions, it will be a great inconvenience to the functioning of the Club. It is proposed that the Committee look to replacing the system in mid 2024. Specifications could be determined over the next couple of months. Quotes could then be sought and considered by the Committee. A project manager would need to be appointed. Peter Noble has suggested that Will Siganto would be willing to assist.

Motion: That the current 120kW air conditioner be replaced with one of similar capacity by mid 2024. Moved: Janet Lovell; Seconded: Marsha Knoll. Carried.

(ii) Flood Mitigation

Concern raised over the need for a plan to ensure that any further flood damage will be minimized. Brisbane City Council has just hosted a webinar on the topic. There will be a template developed to assist groups in Prevention of, Preparing for, Repairing and Recovery from any kind of disaster. Our most pressing problem is the details of how to protect our assets from flood.

Janet Lovell, Neil Strutton and Caroline Nelson to organize.

(iii) Education Committee meeting Friday 7th October

Neil Strutton reported on the outcomes of this Sub Committee Meeting.

1. Supervised Play will be managed by Robyn Stevens and Jo Neary on Mondays. Margaret Prentice will manage Saturday. Janice Little will continue with Tuesday when she returns from holidays. In the meantime, Neil Strutton and Margaret Prentice will share those sessions. This will carry on until March 31st unless Sue Eix returns before then. Plan will be revised as necessary.

2. There will be a break in Supervised Play from 10th December until 6th January 2023.

3. Plan to promote participants out of supervised play after 6 months.

4. Dealing software to provide specific teaching boards to be investigated. For discussion with Head Dealer.

5. New players to be made aware of 3 pathways in Learning.

(a) Beginners' lessons in February and August (Sue Eix plans to be taking lessons am and pm.)

(b) Supervised Play- utilizing standardized lessons.

(c) Restricted Play – focus on partnership development and playing to time. Maybe start a Saturday row for restricted players.

6. Mentors for the restricted section will be asked to focus on discussion at the end of play rather than playing with an individual player.

(iv) Grant applications

We have received \$500 from QRIDA. Waiting for Council to give permission for Application For Work (AFW). Contractor has not updated his quote yet. Need to revisit Insurer. For further discussion with Council.

(v) Rationalise use of Cupboards.

Margaret Prentice and Caroline Nelson to meet to organize.

(vi) Kitchen Supplies

For follow up.

(vii) Calendar

Discussion re starting times on Tuesdays, when and if second session on Tuesday is resumed. Decision to maintain current schedule.

(viii) Kitchen Staffing

To revisit awards for kitchen helpers. Problems with keeping things in an orderly manner. Suggestions that a list of duties could include other tasks.

39. Meeting closed at 3:30 pm. Next meeting November 10th at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 12th September 2022 Minutes of Meeting

The meeting was opened by President Neil Strutton at 1:30 pm

40. Attendance/Apologies:

Attendance: **Jo Neary, Marsha Knoll, Janet Lovell, Caroline Nelson, Margaret Prentice, Sue English, Irene Komen.**

Apologies: **Kay Blackford and David Sydes.**

41. Minutes of the previous meetings August 8th:

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

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

Moved: Janet Lovell; Seconded: Jo Neary. Carried.

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

(xxix) Job Descriptions for Committee Members

Work in progress.

(xxx) Visit to Toogoolawah

Sandra Mulcahy has been approached and planning is under way for a visit on Tuesday October 4. Transport by car leaving the Club at 9:30am returning at 5:30pm approximately. Cost \$35 per person which includes transport, lunch, afternoon tea and a game of Bridge.

(xxxi) Kitchen Duties

A list of Duties and Volunteers has been developed. The current system seems to be working well. It was agreed that volunteers will be notified that they may claim a free game at the session they are volunteering for in the same manner as Directors, Bridgemate operators etc.

(xxxii) **Melbourne Cup**

Work will be undertaken by Qld Rail beginning on 31st October to the November 9th. It was decided to cancel the plan to have a Melbourne Cup Luncheon as we are unsure how much this is going to impact on Club parking. There was only one volunteer to assist with the planning.

(xxxiii) **Insurance Policy**

Discussion re reality that Flood cover is no longer financially viable (\$40,000 per year). Careful management of funds and applications for as many grants as we can get is necessary to manage the next flood event which may occur this summer/ autumn.

(xxxiv) **Use of TV for managing sessions and education**

Members have suggested other Clubs use TV in this manner. Jo Neary will make enquiries about equipment required.

43. Business arising from the Correspondence:

- (xxv) Kim Ellaway notified of Calendar changes regarding Cairns Novice Pairs and the Masterpoints Newsletter.
- (xxvi) There are now two sections of the Community Facilities at BCC which are to be consulted re our activities. The Community Facilities Maintenance Team is concerned with Fire Safety, Building Maintenance and Electrical issues. Their contact is FacilityCompliance@brisbane.qld.gov.au
The other section is Community Facilities Operations Team at communityfacilities@brisbane.qld.gov.au for all lease related enquiries.
- (xxvii) We received an email regarding the evaluation of the Stronger Communities Grant which we received in 2019 and which paid for the automatic door. Survey to be completed.
- (xxviii) Notices of competition from Clubs for display.
- (xxix) Email to John Mackay our contact in Community facilities detailing the progress we have made in flood recovery and alerting him to the work that needs to be done with the posts under the building for which we will require an AFW (Application for Work).
- (vi) Qld Rail notification of work to be carried out on their drain between Oct 31st and November 9th.
- (xxx) Lord Mayors Better Suburbs Grant process notification has been received.

- (xxxi) Brisbane Restumping and Excavations has provided a Contract to be signed to confirm that we want them to do the restumping work. At present there is a 6 week lead up time.

Motion that the inward coming mail be received, and the outgoing mail be adopted.

Moved: Caroline Nelson; Seconded; Margaret Prentice. Carried

44. Treasurer's Report:

David Sydes is on holidays. Marge Henry has attended to regular transactions and David will provide a report to the next meeting.

45. Membership Report:

TBC has received applications for membership from the following people: Jan Chippindall, Narelle Stone, Vicky Stoddart, Chrissie Carter, Luke Stronach and Harry Doherty.

Discussion re management of membership fees for people joining from October.

The annual joining fee gives them membership until the end of next year.

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

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

46. General Business:

(ix) History of the Club

Request by Keith Evans to provide other members with information about the Club on a regular basis. Maybe someone could precis something from the booklet which was written for the 50th anniversary of TBC and have it published on the web. Booklets were distributed to all members of the Committee present. Motion that Janet Lovell follow up with him.

Moved: Sue English; Seconded: Marsha Knoll. Carried

(x) Project Management of Restumping

Discussed under correspondence. Feedback from Council to precede signing document.

(xi) Club House Security.

Side door was left open all night. Directors to request people not to open the Doors. It reduces the effectiveness of the air conditioning. Ensure all doors are locked at end of play.

(xii) Discussion of recent decision about Beginners Lesson and Supervised Play.

The Education sub-Committee needs to be consulted about these decisions.

Motion: That there needs to be consultation and an appropriate selection process in the employment of teachers in the Beginner Classes.

Moved: Jo Neary; Seconded: Marsha Knoll. Carried

Committee members expressed concern for Sue's welfare and her recovery.

(xiii) Charity Day and Melbourne Cup Day

Charity Day was a great success. Table fees and donations are being banked and collated and will be forwarded to Karuna.

Melbourne Cup party will be cancelled as above. Focus on Christmas Party in early December. More volunteers would be welcome.

(xiv) 2023 Programme

Several important decisions were discussed and agreed by the Committee. Janet Lovell and Irene Komen to continue development of the programme.

47. Meeting closed at 3:10. pm. Next meeting October 10th at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 8th August 2022 Minutes of Meeting

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

48. Attendance/Apologies:

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

Apologies: Neil Strutton and Marsha Knoll

49. Minutes of the previous meetings July 11th:

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

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

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

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

(xxxv) Job Descriptions for Committee Members

Work is progressing.

(xxxvi) Volunteer recruitment

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

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

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

(xxxvii) Restricted Session.

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

(xxxviii) Grants.

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

51. Business arising from the Correspondence:

- (i) Email from Kim Ellaway. Distributed
- (ii) Darling Downs Bridge Club invitation August 27th (Pairs) August 28th (Teams)
- (iii) Members expressing concern at the amount of coughing at the tables. A sign was developed by Helen Hassall and is attached to the front door. Messages were sent out requesting people with respiratory problems, which may be infectious, to please not attend the Club. People who have coughs which are not infectious are fine to come.
- (iv) Phone request for use of our parking spaces by a local business. Negative response.

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

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

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

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

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

53. Membership Report:

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

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

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

Neary.

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

54. General Business:

(xv) Visit to Toogoolwah

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

(xvi) Discussion of Management of Kitchen

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

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

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

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

(xviii) Charity Day and Melbourne Cup Day

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

Melbourne Cup party to be organized. Calling for volunteers.

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

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

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 20th July 2022 Minutes of Meeting

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

55. Attendance/Apologies:

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

Apologies: Marsha Knoll, Kay Blackford and Janet Lovell

56. Minutes of the previous meetings June 20th:

Hard and electronic copies of the Minutes were provided to the Committee.
Motion that the Minutes are a true and accurate record of the June meeting.
Moved: Irene Komenl; Seconded: Sue English. Carried.

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

(xxxix) Breaks in sessions

Feedback from Jo Neary about Director and members attitude to breaks.
Some Directors are giving breaks others not. Some people like breaks
others not. Motion: Decision about having a break to be at the discretion of
the Director.

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

(xl) Resumption of extra sessions.

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

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

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

58. Business arising from the Correspondence:

Nil

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

60. Membership Report: Nil to report

61. General Business:

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

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

(xxii) Committee Members cooperation with Congresses

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

(xxiii) Communication re Tyro Payments for Competitions/ Congresses

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

(xxiv) Grant applications.

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

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

(xxv) Programme Book.

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

(xxvi) Air Conditioning Business Case.

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

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

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 20th June 2022 Minutes of Meeting

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

63. Attendance/Apologies:

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

Apologies: **Marsha Knoll and David Sydes.**

64. Minutes of the previous meetings May 8th:

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

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

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

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

(xliv) Rearrangement of Trophies has been carried out successfully. Repainting to be arranged.

(xlv) Roof repairs to be carried out by end of June.

(xlvi) Grace McDonald Pairs and RCG Mixed Pairs very successful. Janet Lovell provided report. Grace McDonald Pairs to be maintained as only special event for Toowong players. Prizes were generous and catering after play was appreciated by members.

(xlvii) Coupon Book size was discussed. Size to be reviewed when we need to reorder.

66. Business arising from the Correspondence:

(i) Vaccination Policy to be maintained.

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

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

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

69. General Business:

(xxvii) Covid status

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

(xxviii) Breaks in Sessions

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

(xxix) Resumption of Kitchen Staffing

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

(xxx) Resumption of Tuesday and Wednesday sessions

Discussion re logistics. We need Directors and Scorers for new sessions. Jo Neary to discuss with current and potential directors.

Timing of sessions would need to be confirmed. Tuesday changed to 9:30 am ? with pm session beginning at 1:15pm. Perhaps a Monday pm session be considered? Discussion re ongoing restricted group and the transition to normal play. For discussion with Janice Little, Larry Moses and Sue Eix.

(xxxii) Development of specific Job Descriptions.

A meeting of Committee Members after this meeting.

(xxxiii) Recruitment of Volunteers.

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

(xxxiii) Security of the Club.

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

(xxxiv) Car Parking Problems.

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

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

(xxxv) BCC Maintenance and Development Plan.

Submitted by David Sydes.

(xxxvi) Welcome to 2022/23 Committee Members.

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

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

(xxxvii) Reservation of Places at the Tables.

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

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