



Management Committee Meeting August 12th 2024 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

1. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Sue English, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes

Apologies: None

2. Minutes of the previous meeting July 8th 2024

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

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

Moved: Neil Strutton; **Seconded:** Irene Komen; **Carried.**

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

(i) Repair Plan

- Works will be completed by the end of this week.

Action: Caroline Nelson will follow up.

(ii) Informal Bridge Session

- 5 tables last week – an increase from recent sessions.

Action: Sherrell to update Flyer.

c) My ABF

- System is working really well.
- Most members have embraced the change, although a few are still resisting.
- If it is discovered at the end of the session that a player who has departed doesn't have sufficient credit in their account to cover their table fee, an IOU should be written and the player chased up.

d) Defibrillator training

- Red Cross charges were too high.
- Caroline Nelson has contacted our First Aid Committee re: organising training sessions.

Action: Caroline Nelson to follow up.

e) **Air conditioning upgrade**

- There are two outstanding matters
- 1 – to alter the ON/OFF switch, we need a computer connection. The firm has promised to come and sort this out but have not yet done so.
- 2 – The agreement was to install the sign acknowledging the funding source next to the air conditioning unit, however it has been placed at the opposite end of the building.

Action: David Sydes to contact BCC and explain to them it is highly visible in the current location and seek approval for it to remain in place.

4. Business arising from Correspondence.

(i) Information from Kim Ellaway

- The 2025 ABF/QBA calendar has been finalised and released.
- QBA and ABF will increase their annual levies from \$20 to \$23.30 from 1 April, 2025. A possible increase to the TBC annual membership fee will be discussed at the September meeting. An explanation as to why QBA has increased their levy will be sought.
- ABF have taken on a new sponsor – “Fixed Income Solutions”. They will cover basic food/drinks and supply pens/pads for the ability to make a presentation at events.
- QBA Congress prize money guidelines have been distributed to clubs.
- 2024 Brisbane GNOT final teams list received.
- Clubs to follow “procedural fairness”/ “natural justice” when considering new member applications.

Action: Caroline Nelson to contact QBA re levy increase.

(ii) Invitation to Libby Watson Brown

- Visit to club scheduled for 1pm, Monday 2nd September. All committee members are welcome to attend.

(iii) Lapsed Player Win Back Campaign Material

- Sherrell Cardinal has been contacting people individually, with good results.
- Irene Komen offered to assist with sending emails.

(iv) Incorporated Association Changes

- Information from the Office of Fair Trading received regarding 1) disclosure of remuneration paid/benefits given to committee members and 2) rules to resolve disputes/complaint grievances. TBC is already compliant.

(v) Pest Control

- Peterson’s Pest Control sent a quotation for our annual treatment of Cockroaches and Silverfish.

Action: Judy Vann to confirm this service includes treatment against ants.

(vi) Parking issues

- The Soccer Club have complained that people are parking on the grassed area.
- Possibility of installing a boom gate, or CelloPark to be discussed.

Action: Caroline Nelson to acknowledge and advise the Soccer Club that TBC members will

be requested not to do so.

Action: Margaret Prentice to mention in the weekly email to members.

(vii) Resignation from Jo Neary

- Jo's resignation from the committee was accepted with regret. She will continue with her role as Congress organiser alongside Janet Lovell.
- Irene Komen has been appointed as Director Co-Ordinator

Action: Neil Strutton will approach someone to fill this role and offer that person a place on the committee.

(viii) Member complaint

- Complaint regarding bidding practices of 2 members who psyche, but apparently do not announce this.
- The pair will be reminded they must have this listed under pre-alerts on their system card and announce it.

Action: Neil Strutton to speak to them.

Action: Judy Vann to forward the communication to Jo Neary and to respond to the sender.

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

Moved: Neil Strutton; **Seconded:** Janet Lovell; **Carried.**

5. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

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

6. Membership Update

TBC has received applications for membership from Janis Boyd, Trish Wright, Jenny Iliescu, Pam Singley, Sandra Lawrence, Melanie Melvill, Christine Jensen, Les Wilson, Gaye Owen, Annette Ebzery, Marie Low, Kiran Dutt and Elizabeth Petchell.

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

Moved: Margaret Prentice; **Seconded:** Sherrell Cardinal; **Carried.**

7. General Business

(i) Key Management

- The key register is now up to date.

(ii) Roof Repair follow up

- We are still waiting on information regarding the financial effectiveness of the solar panels. Margaret Prentice has been asked to photograph the electricity meter and send it to Garrett. She has been unable to get close enough to do so because of the building works but will do so soon.

(iii) **Repair ceiling around air-con in back room**

- Not yet done.

Action: Caroline Nelson to remind Lee Rogers.

(iv) **Toogoolwah**

- Internal issues not yet resolved.
- Committee agreed to wait until the end of this year for them to do so.
- They are not a club, so should not be referred to as our “sister club”.
- If they wish to form a committee, it will not be an official “sub-committee” of TBC.

Action: Janet Lovell to remove references to Toogoolwah as a sister club from our website.

(v) **2024 Christmas Party**

- The date is now set for Sunday 1st December.

(vi) **TBC Calendar – Teams and Pairs Championships**

- We may consider holding these as full day events, rather than split over 2 half days.
- In 2025, the Teams event could be held on a Sunday. Permission from QBA would be required.
- Action: New Head of Directors to alert session Directors to mention upcoming events to players to encourage more participants.

Motion not to run a Teams event this year.

Moved: Neil Strutton; **Seconded:** Irene Komen; **Carried**

Action: Janet Lovell to contact Kim Ellaway (QBA) re permission.

Action: New Head of Directors to alert session Directors to mention upcoming events to players to encourage more participants.

(vii)

Timely Forwarding of Invoices to Treasurer

- Noted

(viii)

Post Beginner Lesson Feedback

- A number of players who have attended supervised play sessions immediately following completion of lessons have found it difficult to cope playing against more experienced novices who attend these sessions.

Action: Sherrell Cardinal to discuss ways to deal with this with Robyn Stevens.

(ix) **Member Survey**

- Develop a survey to be sent to members, covering a range of issues which are frequently raised and often contentious.
- This would allow members to provide input on how they would like the club to operate, with the results giving the committee a basis for making changes and dealing with future comments.

Action: Sherrell Cardinal and Caroline Nelson to write a draft

8. Other Business

a) Life member nomination

- A presentation by Caroline Nelson recommending Larry Moses for nomination of life membership was tabled and accepted.

Motion: To offer Larry Moses life membership of TBC.

Moved: Neil Strutton; **Seconded:** Margaret Prentice; **Carried**

b) Appointment of a Director Coordinator

Motion: Irene Komen to be appointed in this role.

Nominated: Neil Strutton; **Seconded:** Janet Lovell; **Carried**

c) Change of Kitchen Supplier

- Suggestion to change supplier of goods from BidFood to Coles and/or Woolworths. Both supermarkets are usually cheaper to purchase from; have regular specials; and a wider range of products.

Action: David Sydes to Contact Coles to set up an account

9. Meeting closed at 3:45 pm



meeting 9th

September at 1:30pm

Management Committee Meeting July 8th 2024 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

10. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Sue English, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal

Apologies: Jo Neary, David Sydes

11. Minutes of the previous meeting June 17th 2024

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

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

Moved: Irene Komen; **Seconded:** Sue English; **Carried.**

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

(iii) **Repair Plan**

- Progressing well.
- 4 tables with freestanding bench seats to be installed in the courtyard.
- Wheel stoppers to be installed under the long verandah

(iv) **Informal Bridge Session**

- Consistently 4 tables per session over the past couple of months some have returned to normal bridge play
- Numbers were higher, but likely dwindled whilst Club repairs were happening.
- Sherrell has emailed past regulars to encourage attendance.
- A group email could be set up through Pianola for attendees to make continued contact easier.

c) **My ABF**

- An issue was raised as to whether the scorers should have extra time to check the payments in MyABF.
- John Cremona would like the new table slips to be different colours for each movement.

- Should we have someone at the entrance table to assist members with using MyABF, and to take payments using Tyro – keeping a record to load those funds on their behalf?

Action: Margaret Prentice to mention the importance of table numbers in the Weekly email and ask Directors to remind players at each session.

d) **Defibrillator training**

- Contact Red Cross to run a training session for directors and scorers, preferably by the end of August.

Action: Caroline Nelson to arrange

e) **Air conditioning upgrade**

- David Sydes to report on at the August meeting.

13. Business arising from the Correspondence.

(ix) **Information from Kim Ellaway**

- Jane Rasmussen (AFB secretary) retired on 5th July.
- Information has been sent to Club Congress organisers regarding what to include in entry forms and on MyABF.

(x) **Invitation to Libby Watson Brown**

- To be sent after building repairs have been completed.

Action: Caroline Nelson

(xi) **Letter re: morning tea on Wednesday**

- A suggestion was made that the committee assume a role in implementing this break in play on Wednesday and other morning sessions currently without a scheduled break, subject to sufficient volunteers for kitchen duty. To encourage members to volunteer, perhaps a roster system could be set up so it is not the same person doing the work each week.

Action: Margaret Prentice to call for volunteers via the Weekly email.

(xii) **Andy Hung workshop**

- A very successful event, with 80 attendees.

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

Moved: Sue English; **Seconded:** Irene Komen; **Carried.**

14. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

Moved: Neil Strutton; **Seconded:** Sue English; **Carried.**

15. Membership Update

TBC has received applications for membership from Cecile Horgan, Marion Badgery, Christine Maher, Barbara Wilkinson and Sandy Mickenbecker.

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

Moved: Margaret Prentice; **Seconded:** Irene Komen; **Carried.**

16. General Business

(i) Key Management

- Spare keys to be checked.
- One of each key to be located inside an overhead cupboard door, with a list of their purpose.

Action: Caroline Nelson and Judy Vann

(ii) Roof Repair follow up

- In the structural engineer's report commissioned by BCC relating to the current building works being undertaken, issues with the roof were identified and recommendations made for rectification. Roof to be replaced
- This was not done because Council was unable to fund that work.
- Investigation into suitable contractors, and quotes to be sought.
- Additional funding to be applied for to cover the cost.
- Financial benefit of solar panels still under investigation.

Action: Committee to follow up

(iii) Repair ceiling around air-con in back room

- Falls under the role of "internal" maintenance.
- Caroline Nelson has spoken to Lee Rogers.

(iv) Problem with C4 Bridgemate

- Caroline Nelson followed up.
- It is not currently causing a problem.

(v) Repair tap in sink near the spare fridge

- Repaired by plumber.

(vi) Bridge education. Suggested lesson schedule

- Wednesday afternoon 1:30 – 3:45pm from 21 August to 9 October
- Wednesday evening 6:30 – 8:45pm from 21 August to 9 October
- Agreed.

Action: Caroline Nelson to inform Sue Eix

(vii)

Toogoolawah

- Members are holding a meeting on 9th July to discuss change of venue, incorporation and affiliation. We await the outcome.

(viii)

Advertising

- Members wishing to display advertising material in the club must seek the approval of the committee before doing so.

Action: Margaret Prentice to mention this in the Weekly email

(ix) Grace McDonald trophy

- To be held on 16th and 23rd September
- Keith Evans has agreed to be the director, and wishes his fee to be donated to the prize pool
- Sandwiches to be purchased from Costco

(x) Mentoring vouchers

- Vouchers no longer to be issued. Lists to be provided to treasurer

(xi) EFTPOS payments transferred to MyABF

- David Sydes to talk about this at the August meeting.

(xii) Grant funding sign

- The sign has arrived.
- Caroline Nelson has talked to Adrian about fixing it to the wall.

17. Other Business

(x) Life member nomination

- Neil Strutton nominated Larry Moses for life membership of the club.
- Committee agreed.
- His partner will provide Neil with some background information on Larry.
- A suitable time for the announcement could be on the first day of the Grace McDonald trophy – 16th September.

(xi) 2024 Christmas party

- To be held on Sunday 8th December

18. Meeting closed at 3:00 pm

19. Next meeting 1.30pm 12th August

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting June 17th 2024 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

20. Attendance/Apologies:

Attendance: Caroline Nelson, David Sydes, Judy Vann, Irene Komen, Sue English, Janet Lovell,

Apologies: Neil Strutton, Jo Neary, Margaret Prentice, Sherrell Cardinal

21. Minutes of the previous meeting May 13th 2024

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

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

Moved: Irene Komen; **Seconded:** Janet Lovell; **Carried.**

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

(v) Repair Plan

- 3 days closure will be sufficient – from Tuesday 18th to Thursday 20th June.
- Concern raised re safety of computers during this period, given internal access will be granted to workmen during this period.
- Repairs to pathway leading to stairs are not straightforward. Discussion with BCC required.
- BCC have engaged an electrician to install Emergency lighting. Electricity to be turned off for a brief period.

(vi) Casual Bridge Session

- Sessions are going well

Action: Sherrell Cardinal will keep QBA informed

(iii) My ABF

- 3 sessions have been activated using this system. Proceeding well.
- A couple of members raised concerns about the safety of Credit Card details being stored if an auto-payment is set up. These members can top up their account manually.
- Will be introduced to other sessions during the coming months.
- Members have been emailed encouraging them to set up MyABF.

- David Sydes advised the ABF reporting feature is good.
- (iv) **Defibrillator training**
- Caroline Nelson has not yet followed up with Raelene Clark and other FAME members.
- (v) **Air conditioning upgrade**
- Air conditioning installation has been completed.
 - One minor issue requiring a cable to be upgraded, at additional cost.
 - A plaque will be mounted announcing the upgrade was made possible because of a grant
- Action: David Sydes will arrange for air conditioner in back room to be serviced.*
- (vi) **Solar panels**
- We appear to be gaining little financial benefit to date.
 - Margaret Prentice engaged an electrician to investigate.
 - David Sydes will resume responsibility for this project.

23. Business arising from the Correspondence.

- (xiii) **Information from Kim Ellaway**
- Flyer re Zephyr charity received.
 - 2025 Calendar is ready.
 - QBA has appointed Eve Sirigos as their Novice coordinator. She will liaise with TBC on matters of interest to novice players.
- (xiv) **Invitation to Libby Watson Brown**
- Originally intended for June.
 - Delay until July.
- Action: Caroline Nelson*
- (xv) **Letter re: morning tea on Wednesday**
- The committee agreed a morning tea break during this session is at the discretion of the session director.
 - Session directors have asked players numerous times in the past for a show of hands by those in favour of a break. Fewer than 50% of players supported the idea.
 - The member who raised the issue will be encouraged to talk directly to the session director.
- (iv) **Letter from Wards**
- The Wards congratulated TBC on a very successful River City Gold Congress.
- (xvi) **Andy Hung workshop**
- Members have been advised in the weekly email.
 - Information is on our website, and the club noticeboard.
 - A sign up sheet has been placed on the table near the entry.

(vi) Valuation of lost/found rings

- Sue English approached a jeweller who has agreed to reset the diamonds into stud earrings covered by the cost of the gold.
- Agreed to proceed and raffle them prior to Christmas.

Action: Sue English to arrange.

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

Moved: Sue English; **Seconded:** Irene Komen; **Carried.**

24. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

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

25. Membership Update

TBC has received applications for membership from Mackenzie Clugston, Vicki Moore, Bev Reeves, Helen Cavill, Robert Olander, Jo Glasson, Donna Hipgrave and Julie Burkett.

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

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

26. General Business

(xiii)

Key Management

- Spare keys to be checked.
- One of each key to be located inside an overhead cupboard door, with a list of their purpose.

Action: Caroline Nelson and Judy Vann

(xiv)

Roof Repair follow up

- In the structural engineer's report commissioned by BCC relating to the current building works being undertaken, issues with the roof were identified and recommendations made for rectification.
- These were not able to be carried out within the time period of that grant.
- Investigation into suitable contractors, and quotes to be sought.
- Additional funding to be applied for to cover the cost.

Action: Committee to follow up

(xv) **Repair ceiling around air-con in back room**

- Falls under the role of "internal" maintenance

(xvi)

Problem with C4 Bridgemate

- Suggestion to swap with C12 which is rarely used.
- It did not present a problem when used during the congress.

Action: Caroline Nelson to follow up with Raelene

(xvii)

Repair tap in sink near the spare fridge

- Plumber to repair

Action: Caroline Nelson

27. Other Business

(xii) Zoom meeting on 16th June with Kim Ellaway attended by Caroline Nelson & Janet Lovell

- Public Liability Insurance for external Congress directors may be an issue.
- David Sydes believes ABF provide cover for affiliated clubs.
- Our Constitution needs updating

Action: Caroline Nelson & Janet Lovell to update Constitution

(xiii)

Future works

- New roof and guttering. Discussed. Refer to **7. (ii)**.
- Usefulness of solar panels.
- Refurbish Ladies and Gents bathrooms. Design advice to be sought.
- Aim to have both these works done at the same time to minimize disruption & club closure.
- Grants to be applied for to fund costs.

28. Meeting closed at 3:00 pm

Next meeting 8 July at 1:30pm