

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 10 June, 2021 at 1.20 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

- 1. Attendance:** Ross Shardlow (Chairperson), Melissa Weber, Wayne Parker, Ron Elmes, Steve Woodrow, Annette Hyland **Apologies:** Fay Jeppesen

It was noted that Fay's absence is due to ill health and all of the members of the committee wish her a speedy recovery.

- 2. Minutes of the Management Committee Meeting held May 19, 2021** were tabled. It was moved by Ron and seconded by Annette that these minutes be confirmed as true and correct.
Carried.

3. Business arising from the Minutes of May 19, 2021 and Progress of Actions:

[19/5] My ABF details to be in next newsletter. **Ongoing**
[19/5] Congress Entry Form to be prepared. **To be finalized – see TO report.**

4. Correspondence and Business Arising

1. **IN 19/5** Congress entry form received for Arana 5-6 June. (placed on Congress Notice Board)
2. **IN 20/5** Invite from QBA for AGM Zoom meeting with Agenda attached.
3. **IN 20/5** Information from Kim Ellaway regarding QBA Council Meetings which are now held twice a year using Zoom. Fay and Ross are our current delegates.
4. **IN** Australia Wide Novice Pair Kit received with instructions for running event. Booklets were place in the safe and instructions placed in TO pigeon hole. Email sent to advise Steve.
5. **IN 24/5** Kim sent another copy of draft 2022 Calender.
6. **IN 24/5** Congress entry form received for Redland Novice/Restricted Congress in July. (copy placed on Congress Notice Board.)
7. **IN 27/5** Kim Ellaway sent notice that the Director Accreditation and TC roles will become vacant in July and are open for Expression of Interest.
8. **IN 26/5** Kim sent AGM Minutes.
9. **IN 27/5** Kim sent reminder about Covid Safe Plans.
10. **IN 28/5** Entry form received for QBA Teams of 3 received where 3 novices play with an experienced player. Include in Announcements and placed on notice board.
11. **IN 4/6** AMC phone audit results received and forwarded to MC members. Wayne noted that the cleaners are doing an OK job except they keep supplying 2 ply toilet paper when we have continually requested 3 ply. He has followed this up with them again.
12. **IN 5/6** Brad from Australian Bridge sent advice re provisional results for Aust Wide Novice Pairs.
13. **IN 6/6** Sandra Routley sent an email with a document titled Initial Steps For a Recorder. Sandra suggested that this be attached to the Position Description for the Recorder along with copies of By-Laws 6 & 7. Melissa read the document out and all present agreed that we should accept Sandra's suggestion. Melissa is to update PD and reply to Sandra.
14. **IN 10/6** Brad from Aust Bridge sent an email re final results for AW Pairs. It was noted that Sue and Tom did very well achieving 61st position in Australia. Wayne has certificates to be presented to Sue and Tom and also Max and Jill who were our winners on the day. These will be presented at the next opportunity when these players are present.

15. **IN 9/6** An email was received from AGL asking us to contact them regarding setting up an account to prevent disconnection of our floodlights. Not sure if this is legit. Melissa will forward email to the Council and reply to AGL advising them that the council pays for electricity for our address.
16. **IN 8/6** Email received from Brian Pridham with details of Memorial Service for Warwick Pridham. Melissa to add this info to our announcements and place email on Notice Board.
17. **IN 7/6** QCBC Open, Restricted and Novice Teams 4 July entry form received and placed on Notice Board.

Melissa moved and Annette seconded that the Incoming Correspondence be accepted and the Outgoing Correspondence be endorsed. **Carried.**

5. Treasurer's Report (Wayne)

Wayne tabled the Treasurer's Report. He advised that the Free Games amount is higher than usual because it is for both April and May.

Melissa confirmed that she has logged into Suncorp Internet Banking during the last month and verified the existence and approximate amounts of the accounts listed in the Treasurer's Report, including our Term Deposits.

Wayne proposed and Ron seconded that the Treasurer's Report as tabled be accepted and the payments ratified. **Carried.**

Wayne advised that the Auditor had raised 2 matters for the attention of the Management Committee. The first issue is our handling of cash receipts – often it is only Wayne who receipts cash and records it in Quickbooks, without a second person verifying it. The auditors noted that as a small organization staffed by volunteers we don't necessarily have the resources to have different people receive and check and record receipts. With the Club's move to not accept cash payments some of this problem is solved. There was some discussion around the handling of the EFTPOS receipts with a view to not have Wayne be the main recipient of money at the door, when he is also the one who updates our records. Wayne has put considerable work into preparing a reconciliation sheet to be used for each bridge session. He will organize training for those who work at the front door so that someone else completes the reconciliation prior to Wayne signing off on it.

The second issue is that we are supposed to be completing an "Income tax status review worksheet for self-assessing non-profit organisations" each year. Wayne has printed and completed one for the year ended 31/03/22 which will need to be endorsed by the committee before we send our info to the auditor next year.

6. Membership and Masterpoint Report

Annette advised that we have the following 8 member applications:

Name	Proposed By	Seconded by
Eva Marshall	Wayne Parker	Annette Hyland
Joan Watkin	Wayne Parker	Annette Hyland
Wendy Copeland	Wayne Parker	Ross Shardlow
Sandra Hahn	Wayne Parker	Ross Shardlow
Mary McDonald	Wayne Parker	Annette Hyland
Barbara Richardson	Wayne Parker	Ross Shardlow

Jeanette Thomson
Peter Moritz

Wayne Parker
Wayne Parker

Ross Shardlow
Annette Hyland

It was proposed by Annette and seconded by Ross that we accept the all 8 applications for membership. **Carried.**

One application for membership was carried over to be considered at the next MC meeting.

Ross raised the issue of allowing applicants to play prior to acceptance of their membership. Ross proposed and Melissa seconded that “on receipt of a signed Application for Membership and receipt of the appropriate fees, we allow applicants to play in our sessions until their membership is assessed at a Management Committee meeting.” **Carried.**

Annette raised the issue of Bridgemate training. Recently we have had a couple of issues on Tuesdays including one this week which resulted in no results and no masterpoints being issued. Annette pointed out that the flow-on effect has been that we also can't allocate eclectic masterpoints for Tuesday's this month. Melissa pointed out that the Bridgemate isn't solely responsible for the correct movement and that the Director should be checking what the Bridgemate has entered. Annette requested and Wayne agreed to do a Bridgemate Training Session. All current and prospective Bridgemates and Directors will be invited to attend.

7. Tournament Organiser Report (Steve)

1. GNOTs. Four teams have qualified to go to the next stage which is two full days at the end of August. Steve advised that it looks like his team and Sandra's team will not be able to go due to not enough team members being willing. Steve will find out how many of the four qualifying teams can go, and offer spots to any other eligible teams if needed. If we end up only sending 2 or 3 teams it is not clear if we will still need to pay \$200 per team for 4 teams. Steve will research this and figure out what to do. If it isn't resolved prior to his going on holidays, Annette has agreed to assist with this task. Next year we will need to make it clear to participants that they need to be available and willing to play in the next stage prior to playing as contending teams.
2. Steve proposed and Melissa seconded that we endorse the Flying Minute dated 25 May, 2021 regarding Prize Money for the Individual Club Championship. **Carried.**
3. Wayne presented a draft Congress Entry form, noting that the entry fee will be \$30 per player and we will not be providing lunch and there will be a limit of 19 tables. Everyone agreed with these conditions, with Ross suggesting that we need to record a closing time for the closing date, and Melissa suggesting that there be a statement to the effect that Entrants will abide by our Club's Covid Conditions of Entry. There should also be a disclaimer that the event may be cancelled if Covid restrictions change. Wayne will make these adjustments and get Steve to review the entry form prior to submitting it to the QBA for approval.
4. The Ton Vankan event is coming up in July. There is no need for special nominations or a closing date. Steve will be away when this event is played but the Director of the day can seed the event with Wayne the day before it is played. We will not use an external director for this event. Steve will advise members of Conditions of Play and Prize Money.
5. The Interclub event with Caboolture is also coming up in July so Steve will be organizing this.

8. Building and Maintenance Report and O.H. & S. Report (Ron)

- (a) The Defibrillator and First Aid signs have been received and placed on walls.
- (b) Preparing the Covid entry roster has been a bit of a struggle with people absent due to holidays.
- (c) Ron will be preparing an Annual Maintenance Calendar/Schedule to place on the Building & Maintenance file.

9. Education Report (Ross)

Ross advised that we currently have enough mentors for the Friday session but there are some beginners needing mentors on other days.

Ross advised that he sometimes has trouble finding someone to mentor on a Friday when he is directing. Everyone agreed that the director should be able to play with anyone. If we don't have a director we can't hold the session, so the director pairing does not need to comply with the less than 30 points rule.

Ross advised that finding a Bridgemate for Friday can also be an issue. Ross advised that he will approach one or two of the more experienced novices who play on a Friday to see if they would be willing to learn to be Bridgemate.

10. General Business

1. AGM. Ross advised that he will be here by 9.15 on Monday and will man the front door to do temperature checks. Health Declarations will need to be completed by anyone who hasn't done one. Melissa will also be there with the attendance book, which will be our record of attendees for Covid Tracing purposes.

We will not collect table fees until after the meeting.

We will set up a few tables together for the committee at the front door end of the room
Members can sit at the playing tables.

If Fay is unable to attend, Ross will chair the meeting until the new committee comes in, then Steve will chair it.

2. Bridgemates. Wayne advised that there have been a number of people complaining of late that they are pressing the buttons but they are not working, and that he believes this is related to poor contact with the circuit board underneath the number pad. The Bridgemates have been serviced fairly recently so a service isn't the answer. Wayne said that we will start using the "red" Bridgemates which we believe are newer and have had less use so they shouldn't have this issue. Wayne will also attempt to do some experimentation on the "blue" set which may or may not work. If it doesn't work we may need to purchase a new set of Bridgemates.

11. **Close and date of next meeting.** The meeting was closed at 3.30 p.m. Our next meeting will be Thursday June 24, 2021 at 1.15 p.m.

Action List

1. [19/5] My ABF info to be included in newsletter.
2. [10/6] Wayne to organize Bridgemate training.
3. [10/6] Wayne to organize Eftpos reconciliation training.
4. [10/6] Steve to sort out GNOT entries.
5. [10/6] Wayne/Steve to finalize and submit Congress entry form.
6. [10/6] Steve to issue Conditions of Play and Prize money advice for Ton Vankan.
7. [10/6] Steve to prepare for Caboolture Interclub event.
8. [10/6] Wayne to swap Bridgemate sets with a view to reviewing problems at next meeting.

Confirmed as true and correct by:



Wayne Parker (Treasurer)

Date: 24/6/2021



Melissa Weber (Secretary)

Date: 24.6.21

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - May 2021

Tabled at Management Committee Meeting of 10 June, 2021

1. Cash Holdings

\$15,570.42	Cash at Bank Account		
\$16,110.94	Business Saver Account		
\$390.00	Petty Cash		
\$1,214.00	Cash on Hand		
\$270,000	Term Deposit no. 125784107 - 12 mths at 0.40% maturing 19/4/2022	\$	1,080
<u>\$110,000</u>	Term Deposit no. 167430388 - 12 mths at 0.40% maturing 13/4/2022	\$	440
\$413,285.36	Total	\$	1,520

2. Expenses

\$4,098.50 List of expenses attached.

3. Liabilities

\$186.35 Coles Customer Account card.

4. Profit & Loss


A Profit & Loss statement for last month is attached.

P & L Summary	May-21	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 5,400.00	\$ -	\$ 8,805.00	\$ 8,805.00
Total Receipts	\$ 7,207.52	\$ 264.66	\$ 17,217.17	\$ 7,474.23
Expenditure	\$ 4,098.50	\$ 3,225.19	\$ 11,519.42	\$ 423.74
PROFIT Loss	\$ 3,109.02	-\$ 2,960.53	\$ 5,697.75	\$ 7,050.49

Monthly Notes:

1. Table Fees - The club was closed during May 2020.
2. The total receipts are up because the club was open during May.
3. Expenses are comparable to last year - Electronic doors serviced, new batteries installed.
4. We are in profit at the end of May to the amount of **\$5,697.75**.

I move that the Treasurer's report as tabled be accepted and the accounts paid be ratified.


Wayne Parker
Treasurer