

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 12 August, 2021 at 1.20 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

1. **Attendance:** Fay Jeppesen (Chairperson), Melissa Weber, Wayne Parker, Ron Elmes, Carol Bailey, Max Kershaw, Steve Woodrow, Elly Ten Hacken, Annette Hyland. **Apologies:** Nil
2. **Minutes of the Management Committee Meeting held July 15, 2021** were tabled. It was moved by Elly and seconded by Carol that these minutes be confirmed as true and correct. **Carried.**
3. **Business arising from the Minutes of July 15, 2021 and Progress of Actions:**
 - (i) [15/7] Wayne/Annette to organize GNOT entry and payment. We now have paid for 4 teams and have three teams entered. We have a fourth "house" team which is first reserve if any team from around Brisbane is unable to attend.
 - (ii) [24/6] Steve to source honour board for Life Members. Steve has met with a representative from SignAge. They are able to provide a board approximately 60 cm x 60 cm with 2 columns, printed headings, and the seven current/previous Life Member names printed for approximately \$650. They will also come to the club and update any names missing from our other boards, and match the print on our existing boards. It was moved by Carol and seconded by Max that we authorize Steve to contract SignAge to provide the Life Members Honour Board and update our existing boards. **Carried.**
 - (iii) [15/7] Carol to update signage on recycling bin. **Done.**
 - (iv) [15/7] All MC members to review/write Position Descriptions. **Ongoing.** Changes to be forwarded to Melissa who will update the PD document and forward it to all MC members prior to our next meeting for review and endorsement.
4. **Correspondence and Business Arising**
 1. **IN** 20/7 Grant Information received from MBRC.
 2. **IN** 25/7 Sanctuary Cove Congress Flyer for 19th Sept.
 3. **IN** 19/7 Barrier Reef Congress Flyer 2022 Townsville.
 4. **IN** 19/7 QBA Graded Teams Congress Flyer 22 Aug.
 5. **IN** 18/7 GNOT Entries and Payment information from Julie Jeffries.
 6. **IN** 16/7 QBA advice that new QBA Regulations have been uploaded to QBA website. **Steve** will check the QBA website for any significant changes to regulations.
 7. **OUT** 16/7 Advice to QBA to include Redcliffe Beginner lesson details on QBA website.
 8. **IN** 15/7 QBA advice re current Covid rules.
 9. **OUT** 26/7 Fay sent enquiry to MBBC re our Xmas lunch on either Wednesday 8 or 15 December.
 10. **IN** 27/7 QBA advice re clubs being allowed to hold restricted congress events with a limit of 750 masterpoints.
 11. **IN** 28/7 QBA advises that Cairns has a Strategic Plan and other Clubs are welcome to have a copy. Also, a request that we review the list of Club Directors on the QBA website.
 12. **IN** 29/7 Another email from QBA re current Covid restrictions.
 13. **IN** 4/8 Redland Bay Congress Flyer.
 14. **IN** 5/8 Email from Annette re Real Bridge and Fay's response. **Annette** is looking into the possibility for our Club to hold online competitions in the event of future lockdowns.
 15. **OUT** 6/8 Fay wrote to Editor re including Beginner Lesson details.

16. **IN** 6/8 Brad from Australian Bridge advised that the Aust Wide Pairs is postponed until the week of 25-31 October.
17. **IN** 7/8 QBA sent final 2022 Calendar.
18. **IN** 7/8 QBA sent Management Minutes from recent meeting.
19. **OUT** 7/8 Wayne sent email to entrants advising of cancellation of Redcliffe Congress.
20. **IN** 8/8 Kim Ellaway advised she is trying to determine if bridge clubs can open.
21. **IN** 8/8 Paul Marsden sent a thank you for referrals and advised that current class of 226 students is fully booked. He says that 90% of students are renewing to each level. Recommends his book "Introduction to Bridge" for use in Club beginner classes.
22. **IN** 9/8 QBA advice that bridge clubs can now open with masks and 1 per 4 square metres.
23. **OUT** 9/8 Fay sent info to QBA re our Life Membership awards for possible inclusion in QBA Newsletter.
24. **IN** 10/8 QBA sent advice re mask wearing exemptions.
25. **IN** 28/7 MBBC Functions Manager replied to Fay's email of 26 July.
26. **IN** 10/8 MBBC Functions Manager sent sample menus.
27. **IN** 10/8 Dolphins news replied to Fay saying our Bridge Lessons will be advertised in the August 25 edition.

Melissa moved and Max 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 for July. Year to date profit after 4 months is \$2,284.

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

Wayne proposed and Ron seconded that we transfer \$9000 from the Suncorp transaction account to the Business Saver account. **Carried.**

There was some discussion about Assa Abloy and whether they are sticking to the agreed maintenance schedule. Wayne will investigate.

Wayne advised that he had downloaded a sample of the new QuickBooks program. There are 2 options – an internet-based program or a desktop program. Wayne feels that the desktop program will be more suitable for us. He will investigate further.

6. Membership and Masterpoint Report

Annette advised that there were no new member applications.

Annette advised that last month's end of month transactions were done a little early to get them in before lockdown. As a result, the red points from the interclub challenge aren't yet shown on member records and will be included next month.

7. Tournament Organiser Report

Steve advised that Alan Gibson will direct our Championship Pairs event on Thursday September 2. He presented a Conditions of Entry document for discussion. It was noted that the entry fee will be \$10 per player with lunch provided. It was agreed that if we are limited to 12 tables due to Covid restrictions, we will accept the first 24 pairs entered. Fay will ask Maddie to organize lunch.

8. Building and Maintenance Report (Ron)

Ron advised that our alarms were checked by MBRC, and that he has advised MBRC that we have a small leak in the ceiling which they may wish to investigate. Ron said that he has been advised that we need to have our evacuation plan at the front door. Carol will organize.

9. O.H & S Report (Carol)

Carol advised that she is revising the O.H & S Policy document which was on our computer records. She is endeavouring to make one document which covers all issues, including an Emergency Management Plan which deals with all emergencies such as bomb threats, fires, and medical emergencies.

Carol noted that we have a few different Medical Kits which contain some out-of-date products such as sterile bandages. Carol suggested that we could just maintain a very basic kit and that our main needs are Panadol and band-aids, and all present agreed that this was acceptable.

Carol expressed some concern that we have a Defibrillator on the premises, and it may be incorrectly used. It was noted that there is a sign on the front of the box which clearly states that it is not to be used without seeking medical advice. It was agreed that we should keep the defibrillator and that if there is a medical emergency, someone from the management committee will likely be present, and possibly some of our members who are current/retired medical practitioners will also be there. There are enough people around to know that it is not to be used without first seeking medical advice.

Fay raised the issue of members not wearing masks appropriately. She pointed out that masks must cover the mouth and nose. Max advised that when directing he has reminded players of their obligations during play. Fay pointed out that we have a duty of care to protect our members so must enforce the mask-wearing rule.

10. Education Report (Max)

Max tabled his Education officer's report no. 3. He advised the following:

- (i) Sue has 16 bookings so far for the Beginner lessons.
- (ii) He is awaiting advice from Ross about Rookie interest in lessons.
- (iii) Andy Hung is based in Perth but is currently in Brisbane probably till the middle of September. He has advised that he could possibly do some sessions at Redcliffe and suggested some topics. His charge is \$20 per person with a minimum charge of \$500 for a 2 hour session.
- (iv) Wayne conducted Bridgemate training for 14 participants on 17 July.

Max proposed and Ron seconded that the Education report be received and adopted. **Carried.**

After some discussion, Melissa proposed and Steve seconded that Max be authorized to contact Andy Hung to arrange 2 training sessions, one on 25 August and one on 8 September, with the Club subsidizing member participation in the amount of \$10 per person. Caboolture members will also be invited to attend but must pay the full \$20. The agreed topics are "Declarer Play" and "Defensive Signals". **Carried.** If Andy agrees, Max will prepare an Information sheet for immediate distribution via Pianola.

11. General Business

- A. Club Award. After some discussion it was agreed not to introduce any new Club Awards.
- B. Xmas Party. Fay advised that she has had discussions with the Moreton Bay Boat Club and they have provided a sample menu with 2 courses costing \$35 per head.

Fay proposed and Carol seconded that Fay be authorized to book and pay a deposit to the Moreton Bay Boat Club for our Xmas Party with the following details:

Date: Wednesday 8 December.

Estimated Attendance Number: 120

Cost: \$35 per head. Members to pay \$10 with the Club subsidizing \$25.

Partners: Partners will be invited and will pay the full \$35.

If we have too many bookings members will receive priority over partners.

Drinks: Attendees pay for their own drinks.

We accept the sample 2 course menu with the dessert options to be Pavlova and Apple Crumble.

Carried.

- C. Congress. Our August congress was cancelled due to Covid restrictions. After some discussion it was agreed that we will not apply for an alternate date, as there is too much uncertainty surrounding Covid and potential lock-downs. We will wait until 2022 for our next congress.
- D. Paul Marsden. Fay advised that Sue Kennard has expressed an interest in reading his new book for beginner learning, with a view to changing from our current Joan Butts based beginner learning. Fay and Melissa also expressed an interest in reading this. Melissa proposed and Elly seconded that we purchase 3 copies of Paul Marsden's "Introduction to Bridge" for our Club library.
- E. 2022 Program Book. Annette suggested that when we do next year's program book we should try to avoid clashes between our events and those of other clubs near us. It was noted that we can't prepare this Program Book until Red Points are allocated on 1 October. Melissa proposed and Ron seconded that we appoint Annette, Steve and Wayne to form a sub-committee to prepare next years program book after 1 October. **Carried.**

12. Close and date of next meeting. The meeting was closed at 3.30 p.m. Our next meeting will be Thursday September 9, 2021 at 1.15 p.m.

Action List

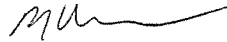
1. [12/8] Steve to arrange honour board for Life Members and update of other honour boards.
2. [12/8] Carol to complete O.H & S Manual.
3. [15/7] All MC members to review/write Position Descriptions. Melissa to collate and distribute for review/endorsement.
4. [12/8] Annette to investigate online competition options for our Club.
5. [12/8] Fay to book MBBC for Xmas Party.
6. [12/8] Max to organize Andy Hung lessons if possible.

Confirmed as true and correct by:



Fay Jeppesen (President)

Date: 13/9/21



Melissa Weber (Secretary)

Date: 7/9/21

Minutes15July.21.doc

16/7/21

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - July 2021
Tabled at Management Committee Meeting of 12 August, 2021

1. Cash Holdings

\$14,355.88	Cash at Bank Account		
\$16,116.32	Business Saver Account		
\$159.60	Petty Cash		
\$0.00	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
\$410,631.80	Total Cash Holdings	\$	1,520

2. Expenses

\$5,284.08 List of expenses attached.

3. Liabilities

\$189.25 Coles Customer Account card.

4. Profit & Loss

A Profit & Loss statement for last month is attached.

P & L Summary	Jul-21	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 3,525.00	\$ -	\$ 16,772.00	\$ 16,772.00
Total Receipts	\$ 3,824.73	\$ 7.66	\$ 25,951.55	\$ 16,193.53
Expenditure	\$ 5,284.08	\$ 849.43	\$ 23,667.23	\$ 11,478.05
Profit / Loss	-\$ 1,459.35	-\$ 841.77	\$ 2,284.32	\$ 4,715.48

Monthly Notes:

1. Table Fees - The club was closed during July 2020.
2. The expenses are up because the club was open this year.
3. We made a LOSS for July but overall, the club has made a **PROFIT of \$2284.32** for this year.

YTD Notes:

1. Interest received for Term Deposits is down by \$3,030.25 which was expected because of rate.
2. Costs for Catering, Cleaning, Aircon units and Electronic Main Door have recommenced.
3. GNOT Tournament entry fees paid for August.

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



Wayne Parker
Treasurer