

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday, January 14, 2021 at 1.10 p.m.**  
**At the Clubhouse, 2a Irene Street, Redcliffe**

1. **Attendance:** Fay Jeppesen(Chair), Melissa Weber, Wayne Parker, Ron Elmes, Steve Woodrow, Annette Hyland, Ross Shardlow.
2. **Minutes of the Management Committee Meeting held December 17, 2020** were tabled. It was moved by Annette and seconded by Wayne that these minutes be confirmed as true and correct. **Carried.**

**3. Business arising from the Minutes of December 17, 2020 and Progress of Actions:**

1. [5/11] Finalize Position Descriptions and make available in club house. **Ongoing** Fay
2. [5/11] Finalize Procedure and form for recording medical incidents/injuries. **Ongoing** Ron
3. [17/12] Advise QBA that Henry Jackson is deceased. **Done** Melissa
4. [17/12] Speak to Muriel Miller to see if she wants to be on director list. **Done** Steve
5. [17/12] Review MBRC Lease agreement. **Done** Fay
6. [17/12] Request list of pairs for 3 way challenge from Bribie and Cab. **Done** Melissa
7. [17/12] Organize dealing of boards for 3 way challenge. **Obsolete** Steve
8. [17/12] Place nomination form on board for 3 way challenge. **Done** Steve
9. [17/12] Arrange cleaning of solar panels. **Done** Ron
10. [17/12] Arrange tagging and testing of electrical equipment. **Ongoing** Ron
11. [17/12] Check if our first-aid kit is up-to-date. **Done** Ron
12. [17/12] Research payWave. **Done** Wayne
13. [17/12] Talk to Maddie about new tea break procedures. **Done** Fay
14. [17/12] Advise members that we are dispensing with online booking. **Done** Fay
15. [17/12] Provide form for recording details of players and payments at door. **Done** Wayne
16. [17/12] Find out if anyone wants to provide an email address for Pianola/mail chimp. **Done**
17. [17/12] Review new member letter. **Done** Melissa & Annette

**4. Correspondence and Business Arising**

1. **OUT** 18/12/20 Melissa advised Kim Ellaway to remove Henry Jackson and Muriel Miller from Director lists after Steve confirmed with Muriel that she doesn't want to be listed.
2. **OUT** 18/12/20 Melissa sent an email to Caboolture and Bribie advising details of the 3 way challenge and requesting that they advise 10 pairs each by 31 January.
3. **IN** 21/12/20 Ton Vankan sent an email saying how much he and Estelle enjoyed the Xmas Party, and he suggested that the committee consider nominating Wayne and Sandra to be Life Members at the next annual meeting. He also advised that Estelle had her operation for removal of a brain tumour and that she was awake and talking afterwards. **Fay** requested that all committee members have a think about who we might nominate who would fit the criteria in our Rules. This is to be added as an Agenda Item for our February meeting.
4. **IN** 21/12/20 Kim Ellaway sent an email re various things including advising that online the QBA will continue it's Saturday afternoon Online bridge session.
5. **IN** 27/12/20 Andrew Gosney advised of a Youth Bridge Fun Day at Toowong on 24 January.
6. **IN** MBRC sent our new lease document.

7. **OUT** Signed Lease was sent back to MBRC.
8. **IN** 24/12/20 Northern Suburbs advised us of a new Mentoring program open to all Brisbane Zone players commencing at Northern Suburbs on a Thursday night.
9. **IN** 31/12/20 Lorraine Bechly sent an email that we reconsider providing savoury biscuits asking if we could use ordinary size packets and serve them out on plates.
10. **IN** 1/1/21 ABDA advised that Annual Subscriptions for 2021 are now due. As agreed the club will just be maintaining one subscription. Advice says Clubs will be receiving Invoice in the mail.
11. **IN** 4/1/21 Enquiry received from Paulette Rosin re lessons which was forwarded to Sue.
12. **IN** 4/1/21 Trish Brighton from Scrabble Club advised that they will not be using our premises in the future.
13. **OUT** 5/1/21 Melissa acknowledged Trish's email and confirmed that she can arrange a suitable time with Ross to come and remove their possessions from the building, and to return the 3 sets of keys which they have. Ross advised that this has now been done. They have left behind one honour board on the wall and 2 additional boards which they said we can keep if we want them. Ross moved and Ron seconded that we keep the 3 scrabble club boards for now to see if we can find a use for them. **Carried.**
14. **IN** 3/1/21 Maree Filippini advised that she has completed the Covid-19 Safety at Work course and is available to be rostered as our Covid officer on Saturdays.
15. **OUT** 6/1/21 Fay sent an email to Trish confirming that the arrangement for the removal of their items from the club rooms on Monday.
16. **IN** 6/1/21 Crystal Clear Solar sent a report and invoice for \$175 for cleaning of the Solar Panels.
17. **IN** 8/1/21 Kim Ellaway sent an email confirming that all clubs must shut down till 6 pm on Monday. She also advised that the QBA will be running their afternoon BBO session and that members who wish to play should contact her with their BBO details.
18. **OUT** Fay sent email to members advising them of shutdown and BBO option.
19. **IN** 11/1/21 Email from Kim Ellaway advising that clubs should put a sign at entry re mask wearing requirements – No Mask, No Play, No Exceptions. Has been done.
20. **IN** 11/1/21 Email from Kim Ellaway confirming requirements till 22 January which include mask wearing, maximum of 1 person per 4 square metres, and members to be seated whilst eating and drinking.
21. **OUT** Fay sent email to members regarding requirement for Mask Wearing and reversion back to a maximum of 12 tables.
22. **IN** 13/1/21 Email from Kim Ellaway – fees and charges for masterpoints and capitation to remain unchanged for 2021, 1000 club has started, some masterpoint ranks have been renamed.
23. **IN** 13/1/21 Email from Kim Ellaway confirming that Assistant Director General Sport and Recreation has confirmed mandatory mask wearing covering mouth and nose, and 4 square metre rule.

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

#### 5. Treasurer's Report (Wayne)

- (a) Wayne moved and Ross seconded that we ratify the flying minute dated 20/12/20 to purchase a new inverter-type reverse cycle split system air-conditioner unit for the amount of \$1870 (which includes installation) in the Bridge Club Office. **Carried.**
- (b) Wayne presented his report, noting that our post-lockdown playing numbers are increasing – the December Table Fees are higher than last years even after deduction of the Free Games which are now accounted for in Table Fees. It was also noted that the Xmas party cost more than last years. Wayne moved and Annette seconded that the Treasurer's Report as tabled be accepted and that the accounts paid be ratified. **Carried.**

- (c) Wayne presented research on 4 different methods for receiving electronic payments. He recommended that the best option would be a “Square Terminal” which has a Tap and Go Flat fee of 1.6%. A receipt can be printed if required. It provides sales data and transaction history for accounting purposes. Some discussion was held about passing on fees to members. It was noted that Northern Suburbs recently started accepting Electronic Payments and charge a 20 cent transaction fee on their \$6 table fee payments. It was decided that the club should absorb the transaction costs for now and that prior to the next annual general meeting we will review this.

Wayne proposed and Ross seconded that we purchase a “Square Terminal” as soon as possible at a cost of \$439, and that we don’t charge any transaction fees to members, subject to review at the next AGM. **Carried.**

- (d) Wayne presented a draft of the Membership Annual Subscription Notice which will be issued soon requesting fees be paid by 28 February. It was agreed to remove the payment by Cheque option from the letter, and to change the wording from “Next of Kin” to “Emergency Contact”.

#### **6. Membership and Masterpoint Report (Annette)**

- (a) Annette advised that we have had 2 existing ABF members apply to join and transfer their Home Club Membership to Redcliffe – Beatrice Dyer von Wagenhoff and Frank Dyer were proposed by Leanne Paddison and seconded by Wayne Parker. Steve moved and Annette seconded that we accept their applications. **Carried.**
- (b) Annette advised that as previously advised, the QBA is not presenting any James O’Sullivan etc. awards this year due to Covid restrictions. Annette noted that some of our members have done well in their categories including Lynda Bennion, Midge Spice and Melva Leal who have all been playing Online.

#### **7. Tournament Organiser Report (Steve)**

- (a) Steve advised that Caboolture have confirmed the Sunday 25 July date for our 2 way challenge at Redcliffe which has now been included in their program book.
- (b) We have 10 pairs + 2 reserve pairs nominated and so do Caboolture for the 3 way challenge in February. We’ve heard nothing from Bribie so Steve phoned Ruth from Bribie (during our meeting) to check how they are progressing with finding 10 pairs. Ruth advised that she had only been able to get 3 nominations and didn’t believe that they would be able to get anywhere near 10. Ruth advised that they were pulling out. After some discussion Melissa proposed and Steve seconded that we cancel the 3 way challenge. **Carried.** Steve phoned Noreen from Caboolture immediately to let her know. Fay will let Maddie know. Steve will inform Julie Jeffries and Peter Murray. Fay will let members know.

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

- (a) The report from the company who cleaned the solar panels advised that there is some evidence of pigeons nesting under the panels. It doesn’t appear to be a big problem at this point.
- (b) Ron has received 4 quotes on electrical testing and tagging (including one from our air conditioning contractor which Wayne just gave him, plus 3 verbal quotes). Ron still has to confirm that they are qualified and have liability insurance and get written quotes, and he will then pick the best quote. Ron will purchase a log book.

- (c) Pest control is due in February. We will use same company as last year unless prices have changed significantly. We need a separate invoice for the foyer/toilet area so that 50% can be charged to the Snooker Club. It was agreed that the chairs and the office carpet don't need cleaning at this time.
- (d) The Accident/Medical incident report has been completed. Ron now needs to prepare a Medical Emergencies checklist to place this with the report document in an easily accessible place near the First Aid Kits, so that members can quickly access it in the case of an emergency.
- (e) The RCD (Residual Current Device) needs to be checked every 6 months. The council may be responsible for this. We will need to check the MBRC lease document when it is returned to us.
- (f) Ron has checked the first aid kit which is sufficiently stocked although the Panadol is approaching its expiry date. Ron will include the checking of the Medical Kit in our Maintenance Schedule.
- (g) The Covid entry roster is continuing. It was noted that Friday's will need to be added from February. Fay advised that she will do Covid checking for Sue's lessons.

## **9. Education Report (Ross)**

It was noted that:

- (a) Mentoring is continuing. It was noted that each Rookie is guaranteed 4 sessions. If a mentor wants to continue with a Rookie after the completion of 4 sessions this can be done with Ross's approval. There are currently just 2 Rookies who haven't commenced yet. Ross did some analysis of our membership and found that we have about 90 members who fit the Rookie status (less than 30 points) and about another 40 who have between 30 and 100 points so all of these members will be eligible to play in our new Friday session. We have only around 9 members in the 100-150 group, and about 40 with more than 150 points.
- (b) We currently have 24 people registered for Sue's lessons beginning 6 February. Help for Sue was discussed and it was noted that there are a number of members who regularly help Sue and that she can arrange for their presence when needed.
- (c) The local Leagues Club newspaper has contacted Ross regarding an interview. Ross advised that even though we don't need any more people for lessons he will still do the interview so that we can get some publicity for the club while we have the chance.
- (d) Ross advised that he will direct most Fridays but will need a backup director.

## **10. General Business**

- (a) Fay advised that she received a phone call from TPI asking if they can resume using our premises. As they can have up to or over a 100 people attend a meeting Fay advised them that we can't currently accommodate their needs due to Covid Restrictions.
- (b) Wayne advised that the U3A Mahjong club had asked him if our premises would be available for use on a Wednesday. He asked them to put their request in writing for the committee's consideration. We discussed this and concluded that we don't really want to make our premises available to others whilst we have the complication of Covid restrictions. There is no benefit to

us and we need to give priority to our members. It is also possible that we might want to use the premises ourselves on a Wednesday at some point in the future.

- (c) Lorraine's request to provide savoury biscuits was discussed. It was agreed that we would stick with our previous decision to just provide packets of sweet biscuits.
- (d) Steve advised that the air conditioning is a bit of an issue with members requesting changes during the session and that while some people feel hot there are others who feel cold at the same time. It was agreed that climate control is entirely at the discretion of the Director who can announce their policy for the session if they want to.
- (e) Fay advised that a few members had expressed an interest in having a Partner Draw day maybe once a month. Many on the committee have had experienced this in the past and all agreed that it is a waste of time. Last time we tried it some people were actually staying away on that day because they disliked it, and playing with a person just once really doesn't provide an opportunity for mentoring.
- (f) The current mask wearing requirements were discussed. It was noted that the QBA policy is very clear – No Mask – No Play – No Exceptions. We need to follow the QBA instructions until told otherwise. Fay proposed and Ross seconded that each Director have the discretion to provide additional breaks to allow members to go outside and get some fresh air if needed. **Carried.**
- (g) The re-introduction of the Online Booking System was discussed. Wayne proposed and Ross seconded that we start online booking for all sessions starting Monday 18 January. **Carried.**

**11. Close and date of next meeting.** The meeting was closed at 3.55 p.m. Our next meeting will be Thursday 11 February, 2021 at 1.30 p.m.

#### Action List

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|---|-----|
| 1. [5/11] Finalize Position Descriptions and make available in Clubhouse. | Fay |
| 2. [5/11] Finalize Procedure and Incident Report for medical incidents.   | Ron |
| 3. [17/12] Arrange tagging and testing of electrical equipment.           | Ron |
| 4. [14/1] Check our lease document to see if RCD checking is included.    | Ron |

Confirmed as true and correct by:

Fay Jeppesen (President)

Date: 12/2/2021

Melissa Weber (Secretary)

Date: 12/2/2021

## Redcliffe Bridge Club Inc. - TREASURER'S REPORT - January 2021

Tabled at Management Committee Meeting of 11 February, 2021

### 1. Cash Holdings

\$2,888.94	Cash at Bank Account
\$16,093.45	Business Saver Account
\$484.15	Petty Cash
\$1,506.00	Cash on Hand
\$270,000	Term Deposit no. 125784107 - 12 mths at 1.70% maturing 19/4/2021
<u>\$110,000</u>	Term Deposit no. 167430388 - 12 mths at 1.70% maturing 13/4/2021
\$400,972.54	Total

### 2. Expenses

\$5,702.00 List of expenses attached.

### 3. Liabilities

\$42.60 Coles Customer Account card.

### 4. Profit & Loss

A Profit & Loss statement for last month is attached.

P & L Summary	Jan-21	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 3,061.00	\$ 5,746.00	\$ 17,596.00	-\$ 30,827.00
Total Receipts	\$ 6,088.00	\$ 9,490.37	\$ 32,730.03	-\$ 32,855.80
Expenditure	\$ 5,702.00	\$ 8,984.91	\$ 36,706.16	-\$ 22,368.90
Surplus/Loss	\$ 386.00	\$ 505.46	-\$ 3,976.13	-\$ 10,486.90

### **Notes:**

1. Table Fees - the Club ran a special event for the Bushfire Fire Relief in 2020 (\$20 per player).
2. Table fees - There were also additional sessions on a Tuesday Night and Friday last year.
3. No rent has been received since Covid began from the Scrabble and TPI groups.
4. Expenses include the replacement of our office air-conditioning unit - \$1870.
5. Year-to-date we are showing a loss of **\$3,976.13**.
6. Free Games for the month - \$475.00 - Directors \$150, Volunteers \$270 and Mentors \$75.

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



Wayne Parker  
Treasurer