

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday, April 15, 2021 at 1.15 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

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

2. **Minutes of the Management Committee Meeting held March 4, 2021** were tabled. It was moved by Melissa and seconded by Ron that these minutes be confirmed as true and correct.
Carried.

3. **Business arising from the Minutes of March 4, 2021 and Progress of Actions:**

- | | |
|---|-------|
| 1. [17/12] Arrange tagging and testing of electrical equipment. Done | Ron |
| 2. [4/3] Arrange Zoom availability in office. Ongoing | Wayne |

4. **Correspondence and Business Arising**

1. **IN 4/3/21** Kim Ellaway advised that the Gold Coast Congress will be on February 18 to 26 in 2022.
2. **IN 4/3/21** MBRC advised that the bi-annual community grants are closing on 10 March.
3. **OUT 5/3/21** Melissa replied to Maurice Sander's email of 14 February.
4. **IN 6/3/21** Kim Ellaway reminded us that member cancellations must be completed by 31 March.
5. **IN 6/3/21** Email from Kim Ellaway re various things. (Note: Melissa sent her a copy of our 2021 Program Book as requested.)
6. **IN 7/3/21** Redland sent a Congress Entry form which has been placed on our Congress Notice Board.
7. **IN 8/3/21** Abby sent an email advising that she and Annette will play on Tuesday nights if we restart.
8. **IN 12/3/21** Surfers Paradise BC sent an entry for a March 27 Congress which has been placed on our Notice Board.
9. **IN 18/3/21** Shirley Watson from Bribie BC sent an advice that Errol Millers team cannot play in the Bribie GNOTs due to residential requirements.
10. **OUT 27/3/21** Fay replied to Shirley.
11. **IN 22/3/21** Linda Almond emailed expressing interest in playing on a Tuesday night.
12. **IN 22/3/21** Maya Widomski sent an email asking us to keep our Pianola subscription because it is very useful for players who don't have permanent partners.
13. **IN 22/3/21** Jennifer Bavage sent an email congratulating us on a wonderful and informative Bridge Buzz about the women especially those in our club.
14. **IN 22/3/21** John Dunne emailed expressing his interest in playing on a Tuesday night.
15. **IN 22/3/21** Kim Ellaway sent a reminder from the Department of Health.
16. **OUT 22/3/21** Steve emailed Julie Jeffries asking if just 2 sessions is OK for our GNOTs.
17. **IN 22/3/21** Julie Jeffries confirmed that 2 sessions is OK and that she has confirmed this with the QBA and the ABF GNOT National Co-ordinator.
18. **IN 24/3/21** Australian Bridge sent an invitation to participate in the Australia Wide Novice Pairs which we have scheduled for Friday 28 May, noting that there is a \$5 charge to the club for each member (most clubs add this on to the table fees). We need to reply to this email to register and

- then they will send a kit. Melissa will forward the email to Steve and he will register us. It was noted that members with over 100 points will not be able to play on that Friday.
19. **IN** 25/3/21 Novice Congress entry form for Sunnybank Bridge Club 2 May. Posted on Notice Board.
 20. **IN** 25/3/21 Kim Ellaway sent an Congress application form for next year's calendar. Applications to be made by 1 May.
 21. **IN** 26/3/21 Liz Haddon expressed an interest in playing on a Tuesday night, and advised that Pauline Ralph has said she may play on some Tuesday nights occasionally.
 22. **IN** 26/3/21 MBRC Community Leasing advised that they will be doing an inspection in April. Wayne advised this has been done.
 23. **IN** 26/3/21 Kim Ellaway sent an amended Calendar request.
 24. **IN** 25/3/21 MBRC Community Leasing asked if the rubbish(cardboard and timber off-cuts) on the property boundary belongs to us.
 25. **OUT** 27/3/21 Melissa replied that the rubbish is not ours.
 26. **IN** 28/3/21 Congress entry forms for QBA Mixed Pairs and Novice Pairs received and posted on Notice Board.
 27. **IN** 29/3/21 Maurice Sander's emailed regarding Friday sessions and who is responsible for checking eligibility to play, and also regarding the advisability of playing a Howell versus a Mitchell.
 28. **IN** 30/3/21 Kim Ellaway sent a copy of the QBA 2020 Audited Accounts.
 29. **IN** Janet Franklin advised that Joan Cormack has died. We held a minutes silence for her during the Monday session and a Sympathy Card was sent to her family care of her last address.
 30. **IN** 2/4/21 Maurice emailed to say he has not received a response to his email regarding Friday sessions.
 31. **OUT** 2/4/21 Fay replied to Maurice saying that the committee will discuss this at our next meeting.
 32. **IN** 6/4/21 A complaint from a member was received and forwarded to the Recorder, who negotiated a successful resolution – no further action required.
 33. **IN** 6/4/21 Kim Ellaway sent an email advising that she has had numerous phone calls over the weekend advising that some clubs believe that mask wearing is not necessary when playing bridge, and that this is false. The Department of Health has advised that whilst playing bridge masks must be worn.
 34. **IN** 6/4/21 Kim Ellaway forwarded a copy of Management Minutes for the meeting last week. Note General Business (n) regarding change to GNOT regulations.
 35. **IN** 7/4/21 Flyer for youth bridge fund day 17 April received and posted on Notice Board.
 36. **IN** 8/4/21 Lynda Bennion emailed asking the cut-off date for Masterpoints for Novices on our Presidents Day. Melissa replied advised cut-off date of 31 March and Wayne has updated our website to reflect this.
 37. **IN** 8/4/21 Peter Moritz who is attending Beginner Lessons emailed asking if we are intending to have a Tuesday night Beginners competition with mentoring as there is a rumour to this effect. He said that he and 3 other beginner class mates are interested in participating.
 38. **OUT** 10/4/21 Melissa replied to Peter Moritz advising that we have never intended to have a beginner Tuesday night session, however if we do restart Tuesday nights beginners will certainly be able to participate and possibly with a mentor.
 39. **IN/OUT** 10/4/21 Maurice emailed querying masterpoint requirements for Fridays and Melissa replied advising our current structure. Maurice also commented that the wording regarding point requirements is not clear on our website. The wording was discussed and Wayne will make a change.
 40. **IN** 10/4/21 Greg Gosney sent an email requesting that his home club be transferred from Northern Suburbs to Redcliffe. A copy was placed in the Masterpoint Secretary pigeon hole.

41. **IN** 11/4/21 Kim Ellaway sent a Memorandum and Homework for Secretaries email. A copy of this was sent to all Management Committee members. I think the only thing that needs attention this month is putting in an application for our 2022 congress date.
42. **IN** 11/4/21 Kim Ellaway sent an email noting that ABF and QBA levies have now been levied, and re-iterated that interstate members who join a qld club must pay the QBA levy and this needs to be manually advised to the QBA.
43. **IN/OUT** 10/4/21 Lyn Peterson sent an email regarding beginners and Novice sessions and Melissa sent a reply. Copies of both were sent to all MC members. Lyn responded thanking Melissa for prompt and informative email.
44. **IN** 12/4/21 Kim Ellaway said there is a rumour going around that masks are not required whilst playing bridge and that this is false.
45. **IN** 14/4/21 Andy Slater sent an email suggesting that NS, Arana and Redcliffe liaise on the dates for our 2022 GNOTs so that there are no clashes. He is suggesting 12/13 March for NS and asking us for our proposed dates. Melissa will reply to Andy advising we haven't made any decision but it will probably be in May the same as this year.
46. **IN** 14/4/21 Kim Ellaway sent an Agenda for next Thursday's meeting.
47. **IN** 14/4/21 Paul Marston sent an email regarding his online beginner classes. A copy of this has been sent to all MC members and to Sue Kennard. His next course is commencing on Tuesday May 4 at 1.30 p.m. After some discussion it was agreed that Melissa will photocopy Paul's email and Wayne will give a copy to each of our current beginner students on Saturday. Wayne is to send a copy to all members via Pianola.
48. **IN** 14/4/21 Caloundra sent a Congress entry form for 29 and 30 May.
49. **IN** 13/4/21 Lacey Hill from MBRC sent an advice regarding RSL plans for their annual ANZAC Day TwoUp event, asking us to contact her with any objections or questions. It was agreed that we have no objections.
50. **IN** 13/4/21 Kim Ellaway sent a Certificate of Currency for our Public Liability Insurance of \$20 million. Melissa is to send a copy of this to the MBRC. (Note: after the meeting Melissa checked our "Tenant Welcome Pack" which states that the Certificate of Currency is to be sent if requested by council. As we haven't received a request it hasn't been sent.)
51. **IN** 13/4/21 email from Maurice thanking Annette for preparing a colour coded list of members with under 30 and between 30 and 100 points. Maurice re-iterated his opinion that the Director of the day should not be responsible for policing this – it should be up to the committee. He asks us to consider this at our meeting. After some discussion it was agreed that Wayne will keep an eye on entries and check out anyone he thinks does not qualify to play. Ross will then check the entries on a Thursday evening to see if he can spot any unsuitable pairings. If they still slip through, the director doesn't have to turn them away on the day, but as soon as the director or a committee member becomes aware that an inappropriate pairing has played, that person will explain to them our system and ask them not to enter again. If there are any "walk-in" pairs on the day who do not fit the criteria, they will be informed that they cannot play, as the session criteria is clearly stated on our website. All mention of mentoring is to be deleted in relation to Fridays – mentoring is a separate issue and can happen at any session.

Melissa moved and Ross 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, noting that we made a small loss of \$707 for the year, which is a good result considering Covid restrictions. There was no significant expenditure for the month.

Wayne proposed and Melissa seconded that our financial records be presented to Andrews and Associates for audit. **Carried.**

Wayne proposed and Steve seconded that our term deposits which both mature this month be rolled-over for another 12 month term with Suncorp. **Carried.**

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

6. Membership and Masterpoint Report

In Annette's absence, Fay presented data which Annette provided.

As at 31 March we had 158 Home Club Members and 31 Non-home club members. Since then we have had 3 members transfer their home club membership to Redcliffe and 1 transfer out, giving us a current total of 191 members.

Fay read out a list of 28 members who did not renew their membership. One of those members is Nikky Ballard who is a past President – it was agreed that Fay will write to her thanking her for her past service to the club and wishing her well.

Wayne advised that we have 1 member application:

Eddie Rees has applied for Home Membership.

Wayne proposed and Fay seconded that we accept Eddie's membership application. **Carried.**

7. Tournament Organiser Report (Steve)

1. Steve provided an "Information for players" for our GNOTS for review. Fay suggested we add a director's name. It was agreed that we should have a non-playing director. Steve will contact Alan Gibson and ask him to direct – his fee is \$250 per day for a non-congress event. After Steve has updated the Info form to include a Director, Wayne will add it to our website.

Ross suggested that we show on our website Events details, whether or not a team is contending. Wayne will do this when that information is available.

2. The QBA have requested us to apply for a 2022 congress date. After some discussion it was agreed that we should apply for Sunday August 14. Melissa will lodge the application.

3. The QBA Zoom New Directors training is starting this Saturday. Melissa is enrolled, Carol Bailey has indicated interest but is not available this Saturday. Annette Hyland has also indicated interest.

4. We will review Prize Money at our next meeting.

5. The Australia Wide Novice Pairs event is coming up at the end of May. Steve will lodge the necessary information with Australian Bridge who will then send him an information kit. This will require the dealing of set boards, and players with more than 100 masterpoints will not be able to play on that Friday. The fee of \$5 per player paid to Australian Bridge will be subsidized by the club as usual.

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

Ron advised that the testing and tagging has been completed and provided some feedback from the electrician who seemed to be very competent and helpful. A couple of electrical items weren't accessible. Ron will update our Maintenance Register with details of this contractor for future use.

Ron will organize the announcement of our Fire Evacuation Procedure which is due this month.

We need to have a sign to draw attention to our medical kit so Ron will purchase one.

9. Education Report (Ross)

1. Ross has spoken to Sue who advised that we still have 30+ attending our beginner classes. They have been introduced to using the Bridgemate. Supervised Play will finish at the end of May, so in the first week of June they will be ready to commence regular play.
2. Ross noted that Wayne has prepared a Booklet for beginners and it was agreed that this would be presented to those students who apply for membership at the end of the course.
3. Ross advised that Maurice had queried aspects of the mentoring system commenting that it is difficult for the director of the day and the people collecting money at the door to know who is to receive a free game. It was agreed that we will simplify the system. In future, the only novices taking part in the mentoring system should be those graduating from our beginner lessons. Once they have finished the lessons and completed a membership application form, that person will be presented with 4 "Mentoring" vouchers with their individual name on. If they are playing in an approved mentor pairing, they will present this at the door to "pay" for their Mentor's session. (There may be the odd exception to this at Ross's discretion.) Sue is to ask her students on the second last week who will be applying for membership. She can then organize for them to complete membership forms to be handed in on the last week, at which point they will be presented with the Booklet prepared by Wayne and with 4 Mentor vouchers.

10. General Business

1. Tuesday Night Play. We have now received expressions of interest from 10 members, plus there are some people in our beginners class (some of whom work) who are interested in playing on a Tuesday night. It was agreed that we will re-commence Tuesday nights starting from 1 June at 7 p.m. Melissa will advise those who have expressed interest and Fay will announce this in her newsletter.
2. Timeline and responsibilities for the AGM on Monday 14 June. Melissa presented a draft timeline showing "Deadline Dates" in accordance with our Rules and By-Laws, and "Target Dates". Most of the tasks are to be completed by Melissa with Wayne assisting in distributing the documents. Melissa will ask Fay to review documents as needed. Wayne will prepare the Annual Report with a target date of 3 June. MC members will need to provide their reports for inclusion prior to this date.

Melissa noted that in the past the Treasurer has moved certain motions for voting at the AGM, including motions for committee member honorariums and members fees. According to our Rules and By-laws, all motions must be proposed and seconded and presented to the members 2 weeks prior to the meeting, and must be included on Proxy forms, so we will need to do this.

Fay proposed and Wayne seconded that we provide a sandwich lunch after the AGM. **Carried.**

3. Non-cash payments. After some discussion it was agreed that we will move to becoming a cashless club as have other clubs such as Toowong and Arana. Steve proposed and Melissa seconded that:

“from the 1st of June, 2021 the club will only accept payments electronically. Table fees will be paid using our payWave terminal. No pre-paid game vouchers will be issued.” **Carried.**

Fay will advise members of this in her next newsletter.

4. Fay proposed and all agreed that Melissa should send a thank you letter to David Lehmann for making the two woodworked bridgemate boxes for the club.
5. Name Badges. Wayne advised that they are now costing significantly more than \$10. Fay, Ross and Wayne will do a bit of research to see if we can find a more affordable option.

11. Close and date of next meeting. The meeting was closed at 4 p.m. Our next meeting will be Wednesday May 19, 2021 at 1.00 p.m.

Action List

- | | |
|---|----------------|
| 1. [4/3] Arrange Zoom availability in office. | Wayne |
| 2. [15/4] Send a copy of Paul Marston’s email to all members via Pianola. | Wayne |
| 3. [15/4] Steve to register us for the Australia Wide Novice Pairs. | Steve |
| 4. [15/4] Research affordable badge options. | Fay/Ross/Wayne |
| 5. [15/4] Write to David Lehmann | Melissa |
| 6. [15/4] Write to Maurice. | Melissa |
| 7. [15/4] Email to Tuesday night players. | Melissa |

Confirmed as true and correct by:



Fay Jeppesen (President)

Date: 19-5-21



Melissa Weber (Secretary)

Date: 16-5-21

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

Tabled at Management Committee Meeting of 15 April, 2021

1. Cash Holdings

\$11,318.49	Cash at Bank Account
\$16,105.55	Business Saver Account
\$500.00	Petty Cash
\$0.00	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
\$407,924.04	Total

2. Expenses

\$8,937.02 List of expenses attached.

3. Liabilities

\$337.25 Coles Customer Account card.

4. Profit & Loss

A Profit & Loss statement for last month is attached.

P & L Summary	Mar-21	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 4,534.00	\$ 3,185.00	\$ 26,263.00	-\$ 29,550.00
Total Receipts	\$ 6,017.40	\$ 5,149.42	\$ 46,278.33	-\$ 33,387.43
Expenditure	\$ 8,937.02	\$ 12,665.75	\$ 46,985.96	-\$ 29,756.17
Loss	-\$ 2,919.62	-\$ 7,516.33	-\$ 707.63	-\$ 3,631.26

Monthly Notes:

1. Table Fees - Good consistant sessions of 9-12 tables. Members getting use to Square payments.
2. Bank Fees are Square transaction fees(1.6%) for the use of our paywawe equipment.

YTD Notes:

3. Rental income is down by \$2,290 as the TPI did not meet and Scrabble club has withdrawn.
4. We still managed to donate \$2,000 to the Peninsula Animal Aid centre.
5. The Qld Government gave us a \$500 rebate on our electricity costs.
6. Free games has been shown as a separate item of expenditure this year.
7. The only prize money paid out this year was for the Championship Teams competition.
8. Because of Covid, we did not enter any tournments this year saving \$1,464.

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



Wayne Parker
Treasurer