

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 15 July, 2021 at 1.43 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

1. **Attendance:** Fay Jeppesen (Chairperson), Melissa Weber, Wayne Parker, Ron Elmes, Carol Bailey, Max Kershaw, Annette Hyland **Apologies:** Steve Woodrow, Elly Ten Hacken
2. **Minutes of the Management Committee Meeting held June 24, 2021** were tabled. It was moved by Max and seconded by Ron that these minutes be confirmed as true and correct.
Carried.
3. **Business arising from the Minutes of June 24, 2021 and Progress of Actions:**
 1. [10/6] Wayne to organize Bridgemate training. Happening on 17 July. 10 people on the list so far.
 2. [24/6] Annette to sort out GNOT entries. We have 3 entries - Gehrke, Doyle & Wong. Annette will organize with Wayne to advise Julie Jeffries and to pay the entry fee.
 3. [24/6] Melissa to advise members about stopped use of vouchers. Done.
 4. [24/6] Carol to purchase chocolates for Interclub Challenge and Wayne to check wine supply. Done.
 5. [24/6] Melissa to lodge OFT Annual Return. Done.
 6. [24/6] Melissa to advise QBA of delegates. Done.
 7. [24/6] Melissa to advise Julie Jeffries of GNOT rules. Done.
 8. [24/6] Melissa to update By-Laws. Done.
 9. [24/6] Steve to source honour board for Life Members. **Ongoing.** Fay has sent Steve details of a company in Clontarf.
 10. [24/6] New Club Award for High achiever to be on agenda for next meeting. Done.
 11. [24/6] Wayne/Melissa to arrange Covid Check-in code. Done.
 12. [24/6] Carol to report on recycling options. Carol advised that we can have 3 bins:
 - (i) General Waste
 - (ii) Recycling paper and crunchy plastic such as our white water cups.
 - (iii) Soft Plastics such as biscuit wrappers. Carol volunteered to take the soft plastics for disposal.After some discussion it was agreed that we would remove bins from the tables and update signage on our recycling bin to make it clearer what can and can't go in there. We won't bother with the soft plastics bin. Carol proposed and Melissa seconded that we remove the bins from the tables and ask members to use the recycling wheelie bin and the general waste round bin. **Carried.**
 13. [24/6] Melissa to advise members of our Covid related changes. Done.
4. **Correspondence and Business Arising**
 1. **IN 23/6/21** Advice from AMC that wages are increasing by 2.5% from 1 July so our cleaning costs will increase.
 2. **IN 24/6/21** Advice from MBRC about Community Sport and Recreation Forum.
 3. **IN 28/6/21** Advice from QBA about Covid Changes inc. use of Check-in App.
 4. **IN 29/6/21** Email re Youth Bridge fun day 17 July.
 5. **IN 29/7/21** Kim Ellaway advice re BBO sessions during lockdown.
 6. **IN 2/7/21** Another advice from Kim about BBO sessions.

7. **IN** 3/7/21 Email from Australian Bridge re Australia Wide Open Pairs. **OUT** 7/7/21 Melissa sent a reply estimating 12 tables to be played on 30 August.
8. **IN** 5/7/21 Email from Kim Ellaway confirming current restrictions and advising that from 16 July we will be allowed 3 people per 4m2 and there will be no restrictions on self-service of food. Also information about a variety of other issues including confirmation that the QBA levy for 2022 will remain at \$16.10.
9. **IN** 7/7/21 Advice from Kim regarding who is exempt from wearing a mask and procedures related to this.
10. **IN** 7/7/21 Congress entry form for BBC Graded Teams on 24 July.
11. **IN** 7/7/21 Email from Ton Vankan congratulating the new committee and our 2 new life members.
12. **IN** 8/7/21 Email from Kim Ellaway with "Opening Lead Validation" attachment regarding new Compscore functionality. Copy placed in Green Bridgemate folder.
13. **IN** 8/7/21 Advice from Kim regarding various OFT changes that haven't come into effect yet but are expected to in the 2021/22 year.
14. **OUT** 9/7/21 Melissa sent QBA advice that our delegates are Fay and Carol.
15. **OUT** 9/7/21 Melissa sent advice to Julie re our GNOT entry requirements.
16. **OUT** 9/7/21 Fay sent email to Kim Ellaway re our Internal Grievance procedure.

Melissa moved and Carol 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 June. Year to date profit after 3 months is \$3,853.

Wayne suggested that we should look at updating our financial software. The version of Quickbooks which we have is unsupported. He will look at alternatives.

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

6. Membership and Masterpoint Report

Annette advised that there were no new member applications.

Fay noted that Northern Suburbs has a question on their Member Application asking if the person has ever been suspended or banned from another club, and queried whether we should do the same. After some discussion it was decided not to do this.

7. Tournament Organiser Report

1. Interclub Challenge with Caboolture. We have 15 entrants for 14 spots. Melissa noted that Caboolture has 14 pairs listed on their website. After some discussion, Ron moved and Annette seconded "that we select the first 14 pairs who nominated and advise Sandra and Meryl that they are the reserve pair." **Carried.** Max said that Steve had asked

Ross to direct but Ross would prefer not to as he is playing. Max phoned Jo Neary and it looks like she is willing to direct. Wayne will send her details of the movement required.

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

Ron advised that it is time for our quarterly Fire Procedure announcement. Melissa will put this on the Directors Announcements.

9. **Education Report (Max)**

Max provided a comprehensive report including:

- (a) **Report on current mentoring program.** Max has conversed with Ross who has provided a report on "Club Membership Analysis" showing that 65% of our members have less than 100 masterpoints and 44% have less than 30 masterpoints. Max noted that Ross contributes a great deal of time and energy into directing and organizing the Friday session, which the committee is very appreciative of. Ross advised that he has been approached by some Rookies who are not 2021 lesson graduates, but have not previously been mentored. He requested that the MC have a policy on Rookies who join RBC from other Clubs or return to play post Covid. After discussion it was agreed that we will only offer mentoring to those who have just completed our Beginner Lessons. It was also agreed that financial support only be provided to mentors who commit to spending 4 weeks with the one beginner to provide consistent education and mentoring.

Max proposed and Carol seconded the following:

- (i) that the progress report of the RBC's MORP program be received and noted, and that the Management Committee (MC) continue its strong support of the same,
- (ii) that the MC confirm the reappointment of Ross Shardlow as the Redcliffe Bridge Club's MORP co-ordinator,
- (iii) that the MC request the co-ordinator to provide quarterly reports on the effectiveness of this program, and
- (iv) that the MC provide the MORP co-ordinator with 10 x \$20 Gift cards to fund the program. A gift card is to be given to each mentor who agrees to work with one recently graduated beginner for 4 sessions to provide consistent education and advice. As all of our current graduates were given Mentor vouchers, the Gift Cards won't be used until after our next group graduate. **Carried.**

- (b) **Draft Education Plan for 2021/2022.** Max tabled his report dealing with:

- (i) **Education for Beginners and Intermediate** players. Max suggested that we use experienced club members to further the education of Novices by providing 30-60 minute training sessions on particular topics as has been done in the past. Max is to speak to Ross about surveying his Friday Novices on when would be a suitable time – perhaps before bridge on a Friday. It was suggested that Max contact Andy Hung and maybe Andy Slater to find out options for Intermediate education. It was agreed that Advanced players generally look after their own education needs.
- (ii) Bridgemate – Wayne is running a session this Saturday.
- (iii) Directors.
- (iv) Dealers. It was agreed that 5 dealers is enough and that we currently have this number if Melva is encouraged to continue and is rostered on regularly to gain experience.
- (v) Tournament Organization. We need our Directors to know how to run multi-session competitions.
- (vi) Do we need any I.T. education? Nothing raised.

Max proposed and Carol seconded:

- (1) That the draft education plan for 2021/2022 be endorsed; and
- (2) That Sue Kennard be appointed to conduct the next beginners' course with such commencing on Saturday 4 September, 2021. **Carried.**

10. General Business

- A. Position Descriptions (PDs). Fay asked Carol to accept responsibility for WH&S including Covid requirements. Fay advised that she was going to ask Ellie to be our "Welfare" person and to be Maddie's helper with catering for events. Fay requested that everyone review their PDs or write new ones as required. Our By-laws say each committee must review the Position Descriptions and make them available in the Clubhouse.
 - B. Congress Report. Wayne reported that we have 14 nominations so far.
 - C. Club Awards. Fay requested that we think about if we should, and how we could, recognize our high achievers, noting that most of the Awards we give currently are for Novices. To be included in next month's agenda.
 - D. Beginner Lessons. Melissa to advise QBA.
 - E. Review of payment procedures. Wayne advised that there have been no problems taking EFTPOS payments at the table.
 - F. Approval of AGM Minutes. Fay moved and Max seconded that the Management Committee endorse the 2021 AGM minutes as tabled. **Carried.**
 - G. Xmas Party. All agreed that last years party at the boat club was a great success and we should endeavour to do something similar this year. Max moved and Annette seconded that Fay be authorized to approach the Moreton Bay Boat Club with a view to securing a date for our Xmas party, noting that a Wednesday will probably be most suitable as it is a non-bridge day. **Carried.**
- 11. Close and date of next meeting.** The meeting was closed at 4.10 p.m. Our next meeting will be Thursday August 12, 2021 at 1.15 p.m.

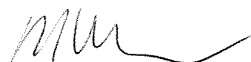
Action List

1. [15/7] Wayne/Annette to organize GNOT entry and payment.
2. [24/6] Steve to source honour board for Life Members.
3. [15/7] Carol to update signage on recycling bin.
4. [15/7] All MC members to review/write Position Descriptions.

Confirmed as true and correct by:



Fay Jeppesen (President)



Melissa Weber (Secretary)

Date: 9/8/21

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