

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 24 June, 2021 at 1.17 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

1. **Attendance:** Steve Woodrow (Chairperson), Melissa Weber, Wayne Parker, Max Kershaw, Elly Ten Hacken, Carol Bailey, Annette Hyland (arrived at 1.35 p.m.) **Apologies:** Fay Jeppesen, Ron Elmes
2. **Minutes of the Management Committee Meeting held June 10, 2021** were tabled. It was moved by Wayne and seconded by Max that these minutes be confirmed as true and correct.
Carried.
3. **Business arising from the Minutes of June 10, 2021 and Progress of Actions:**
 1. [19/5] My ABF info to be included in newsletter. Done
 2. [10/6] Wayne to organize Bridgemate training. **Ongoing.**
 3. [10/6] Wayne to organize Eftpos reconciliation training. Procedure will change when we start collecting money at the table. Wayne will come up with a new procedure then.
 4. [10/6] Steve to sort out GNOT entries. See TO Report.
 5. [10/6] Wayne/Steve to finalize and submit Congress entry form. Done
 6. [10/6] Steve to issue Conditions of Play and Prize money advice for Ton Vankan. **To be included in newsletter.**
 7. [10/6] Steve to prepare for Caboolture Interclub event. Steve has phoned Gary a couple of times with no reply, but it is advertised on the Caboolture website. See TO Report.
 8. [10/6] Wayne to swap Bridgemate sets with a view to reviewing problems at next meeting. Wayne and Peter cleaned the circuit boards with a new type of cleaner and they seem to be working ok now.
4. **Correspondence and Business Arising**
 1. **IN** 11/6 Advice from Toowong of Andy Hung workshop Saturday 19th June.
 2. **OUT** 11/6 Melissa forwarded email from AGL re floodlights to Lacey Hill of MBRC.
 3. **OUT** 11/6 Melissa emailed Sandra to advise the MC has approved the Recorder Checklist she prepared and Melissa will update PD.
 4. **OUT** 18/6 Fay emailed Sue Kennard thanking her for outstanding efforts with beginner classes.
 5. **OUT** 15/6 Fay wrote to editor of Dolphin News regarding our award of life memberships to Sandra and Helen.
 6. **IN** query received from Terry and Terri Nesbitt-Foster regarding beginner classes. **OUT** 15/6 Melissa replied saying we will probably do lessons in September but there are lessons available earlier at Northern Suburbs.
 7. **IN** 11/6 Maree emailed regarding concerns about reconciliation of vouchers and receipts for voucher purchase. Wayne advised that someone had purchase a book of 10 vouchers and only used 3 and then lost the rest. Wayne advised that it is considerable work for the Treasurer to produce and keep track of vouchers and he is concerned that no-one will put up their hand to be Treasurer if we make the job too onerous. Given the audit concerns and other issues related to vouchers, Steve proposed and Melissa seconded that:
"We stop selling pre-paid table fee vouchers immediately, we don't issue Free Game vouchers for volunteers(they can be presented with Coles/Myer Gift cards or similar), we only use paywave for Table fees, and we review this in 3 months." **Carried.**

8. **IN** 21/6 \$300 Invoice received from Altosoft for hosting our website. Max queried whether or not the committee had thought about obtaining a sponsor for our web site. Everyone agreed that Max is free to pursue this if he wants to.
9. **IN** 21/6 Advice of Youth Bridge Fund Day at QCBC Saturday 3 July.
10. **IN** 21/6 Email received from Sandra thanking committee for Life Membership proposal and complimenting committee on doing an excellent job.
11. **OUT** 21/6 Steve emailed Julie Jeffries re 3 teams for entry to GNOT finals. See TO Report.

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

5. Treasurer's Report (Wayne)

No Treasurer's Report was tabled as the May report was tabled at the 10 June meeting.

6. Membership and Masterpoint Report

Annette proposed and Steve seconded that we accept Muriel Miller's Membership Application. **Carried.**

Wayne advised that he will add our Bank Account Details to the Membership Application form.

Annette asked if we could remove the requirement for a Proposer and Secunder on the Membership Application form, noting that a member of Northern Suburbs had told her that it was difficult to become a member of Redcliffe because you need to know a member to propose you. Steve noted that our Rules require an application for membership to be signed by the applicant and the applicant's proposer and secunder who must be members of the Club.

7. Tournament Organiser Report (Steve)

1. GNOTs. Steve has contacted Julie Jeffries who has advised that 2 additional members can be added to any qualifying team, but you must have 2 of the original team members competing. We have the Gherke and Doyle teams who are able to play. Steve has offered spots to other teams since the Woodrow and Routley teams cannot field enough team members. This is ongoing and Annette will look after it while Steve is away on holidays.
2. Ton Vankan. Members need to be advised of Prize Money – this will be done through newsletter. Max will direct. Steve has given him Alan Gibson's instructions on seeding for the second week.
3. Inter-club with Caboolture. Steve suggested that Ross may be able to direct. The closing date for entries will be Wednesday the 14th of July. At our MC meeting on 15 July a team will be selected and advised to members. As per previously agreed procedures, we will provide prizes for the top 2 pairs from each Club. We will offer 4 bottles of wine and 4 boxes of chocolates. Carol will purchase the chocolates to an approximate value of \$10 each. Wayne will check that we have wine available.
4. Max has agreed to be responsible for rostering directors whilst Steve is on holidays.

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

Ron emailed his apologies and advised that there is nothing new to report since the last meeting.

Ron advised that on Tuesday when he directed there were 3 boards where cards were found to have slipped from the West pocket to the South pocket. He noted that the clip seemed to be fastened but the boards were bowed. He asked if any other directors had found this problem. Steve said that he had not had this problem. Wayne said he will keep an eye out for it and we will purchase more boards if needed.

9. Education Report

Melissa advised that Fay had asked Sue if she would be willing to do the next set of Beginner lessons starting in September and Sue agreed. Wayne suggested that perhaps we should have 2 teachers doing lessons simultaneously – one during the day and one at night. Everyone else felt that this was unnecessary and would create too much extra work for the Club.

10. General Business

- A. Annual Return to OFT. Melissa has this and will lodge.
- B. Position Descriptions and allocation of responsibilities. We are waiting for Fay to address the allocation of jobs to new committee members. After that we will address reviewing the Position Descriptions. As they were only just finalized in February this year there should be no need to change the Descriptions for those who are retaining their previous jobs.
- C. Key Register. This is under continuous review but there are no new Key Register requirements.
- D. By-Law 2.1 (f) requires us to appoint QBA and Zone Delegates being the President and one other. Melissa proposed that our QBA and Zone Delegates be Fay Jeppesen and Carol Bailey. **Carried.** Melissa to advise QBA.
- E. By-law 2.1 (g) requires us to review the Club's weekly playing schedule. All agreed that it is adequate as is. Annette reported that Tuesday nights are going well.
- F. Melissa will advise Julie Jeffries of our new GNOT heat participation requirements, as passed at the AGM.
- G. Melissa will update our By-laws in the playing room folder and advise Wayne when ready to put on the website, as per changes agreed at the AGM.
- H. Congress Report. Wayne advised that the Entry form is on the QBA website. Under new Covid requirements we can now have more than 19 tables but 24 is about the most we can accommodate comfortably.
- I. Everyone agreed that we should arrange an honour board to show Life Members. Steve will source an appropriate shield/board.
- J. There are a couple of old trophies which were in the cupboard. Everyone agreed that Steve can do whatever he likes with them.
- K. Club Awards – new award for high achievement. Fay to address this at next meeting.
- L. Covid Check-in code. Wayne/Melissa To organize.
- M. Bins. At AGM Maree suggested a 2 week trial without bins at the table. Melissa is in favour of this for environmental reasons. Carol will investigate recycling bin options. To be discussed at next meeting.
- N. Covid Changes. The Qld Gment has new rules to apply from tomorrow. The following were discussed:
 - (a) Tea/coffee/biscuits. There are now no restriction on self-serve food. Melissa proposed and Steve seconded that effective immediately we will provide tea, coffee and biscuits only for our regular sessions, and that these be presented using our pre-covid methods, there being no need now for individually packaged biscuits or coffee sachets. **Carried.**

- (b) We will no longer do temperature checks.
- (c) Online Booking for regular sessions. (Not required for Covid.) There was no consensus about this but we decided to continue for now.
- (d) Revised table numbers. We are allowed more but our current 19 should be sufficient. We may allow 24 for congress.
- (e) Entry procedures. There is no ongoing need to man the front door. From 1 July we will start collecting table fees at the table.
- (f) Usage of Bridgmates. Our previous Covid Plan no longer applies. We are now going to allow West to press accept.
- (g) Return of tablecloths. Annette reported on who is and isn't using them according to her knowledge. It was felt that if we returned to using them we would need to wash them frequently. It was decided not to use them at this stage (most clubs still aren't), although we may use them for the congress in August.

O. Suitability of MC meeting time and day. Everyone agree that continuing with Thursday afternoons is fine.

11. Close and date of next meeting. The meeting was closed at 3.30 p.m. Our next meeting will be Thursday July 15, 2021 at 1.15 p.m.

Action List

1. [10/6] Wayne to organize Bridgemate training.
2. [24/6] Annette to sort out GNOT entries.
3. [24/6] Ton Van Kan details including prize money to be in newsletter.
4. [24/6] Melissa to advise members about stopped use of vouchers.
5. [24/6] Carol to purchase chocolates for Interclub Challenge and Wayne to check wine supply.
6. [24/6] Melissa to lodge OFT Annual Return.
7. [24/6] Melissa to advise QBA of delegates.
8. [24/6] Melissa to advise Julie Jeffries of GNOT rules.
9. [24/6] Melissa to update By-Laws.
10. [24/6] Steve to source honour board for Life Members.
11. [24/6] New Club Award for High achiever to be on agenda for next meeting.
12. [24/6] Wayne/Melissa to arrange Covid Check-in code.
13. [24/6] Carol to report on recycling options.
14. [24/6] Melissa to advise members of our Covid related changes.

Confirmed as true and correct by:



Wayne Parker (Treasurer)

Date: 13/7/21



Melissa Weber (Secretary)

Date: 13/7/21