

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday, March 4, 2021 at 1.35 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 **Apologies:** Nil **Note:** Ron left the meeting at 2.50 p.m.
2. **Minutes of the Management Committee Meeting held February 11, 2021** were tabled. It was moved by Melissa and seconded by Annette that these minutes be confirmed as true and correct. **Carried.**
3. **Business arising from the Minutes of February 11, 2021 and Progress of Actions:**
 1. [5/11] Finalize procedure and Incident Report for medical incident. **Done** Ron
 2. [17/12] Arrange tagging and testing of electrical equipment. **Ongoing** Ron
 3. [14/1] Check lease document to see if RCD checking is included. **Done** Ron
4. **Correspondence and Business Arising**
 1. **OUT** 12/2/21 Melissa sent email to U3A advising that we will not be sub-letting to them.
 2. **OUT** 13/2/21 Melissa sent email to ABDA advising that we will not be renewing any memberships.
 3. **OUT** 13/2/21 Melissa sent emails to Sandra and Maurice advising that we will not be renewing their ABDA memberships. Both replied and said that is O.K. by them.
 4. **OUT** 13/2/21 Melissa replied to Maurice's email regarding reduced ABF fees, attaching copies of two QBA memos on which we based our actions.
 5. **IN** 14/2/21 We received another email from Maurice requesting financial information and stating his opinion that the \$6.10 reduction in ABF fees should be passed on to members. Some discussion was held regarding this matter and Melissa is to send a reply to Maurice, advising that financial information is available in the Treasurer's Report attached to the latest Minutes on our website, and that if he wants further information, he is welcome to contact Wayne who can arrange for him to view a detailed Profit & Loss. Melissa is to further advise Maurice that we are taking no further action regarding the ABF reduction in fees at this point – we do not yet have an invoice from the ABF so do not know exactly what they will be invoicing.
 6. **OUT** 12/2/21 Melissa sent an email to Kim Ellaway asking how the ABF will be invoicing. Will they be invoicing \$16.10 per members and then showing a "rebate" of \$6.10 per member to assist clubs with Covid expenses?
 7. **IN** 14/2/21 Kim Ellaway replied that she believes the ABF will simply be invoicing \$10 per member and not showing a separate rebate or discount amount.
 8. **IN** 15/2/21 Kim Ellaway sent advice of a Special General Meeting to be held on 4 March to approve Constitutional Changes.
 9. **IN** 18/2/21 Kim Ellaway sent further information about the amendments to the Constitution.
 10. **IN** 19/2/21 Julie Jeffries sent February 2021 Brisbane Zone News about GNOT qualifiers and Regulations.
 11. **OUT** 20/2/21 Email to Maurice advising that the Management Committee will be addressing his email of 14 Feb at our next meeting on March 4.
 12. **IN** Meryl sent an email asking if there are any Covid restrictions on her bringing vegetables to the Club to share.

13. **OUT** Fay replied to Meryl saying this should be O.K.
14. **IN** 23/2/21 AMC sent an email with details of a Phone Audit.
15. **IN** 24/2/21 MBRC mail received including our signed lease and permit agreement, as well as a copy of Council's Community Leasing Policy and a Community Leasing Tenant Welcome Pack.
16. **IN** 27/2/21 Kim Ellaway sent an email re various things.
17. **IN** 2/3/21 Kim Ellaway forwarded a flyer detailing Zoom Directors Training April to June 2021.

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

5. Treasurer's Report (Wayne)

Wayne tabled his report, noting that our Table Fees for February were almost up to last year's level, and that we are showing a small profit year-to-date. He also noted that we have had 125 Home Club Members and 25 Away Members pay their renewals to date. As of 28 February there were approximately 60 members who hadn't paid and we were yet to hear from them so Wayne has sent follow-up advices. Wayne moved and Ross seconded that the Treasurer's Report as tabled be accepted and the payments ratified. **Carried.**

Wayne advised that the Square Terminal is now working. We have prepared an instruction sheet and we will begin to use it next week.

Some discussion was held about the Club going "cashless" as several clubs are doing. It was felt that we should have a few months experience with Paywave first and then discuss this.

6. Membership and Masterpoint Report (Annette)

Annette advised that we have 3 member applications:

Claudia Gibson has applied for Away Membership.
Peter Gruythuysen has applied for Away Membership.
Helen Giles has applied for Home Club Membership.

Annette proposed and Ross seconded that we accept the three membership applications above. **Carried.**

Annette advised that Midge is continuing her training for the Masterpoint Secretary role.

7. Tournament Organiser Report (Steve)

1. We have 11 entries for the team's event. Alan Gibson is the confirmed director. Fay noted that individually packed sandwiches will be delivered by the Friendly Grocer at approximately 12 noon. Fay proposed and Melissa seconded that we provide refreshments at the end of play whilst waiting for the results and presentation. **Carried.** Fay will ask Madeline to buy some soft drinks and Wayne will purchase beer. We will use the wine stored in the office.
2. Steve advised that we need more directors in training for the future and he has approached a few members in this regard. It was noted that Jan Peach is doing new Director training with 6 Saturday morning Zoom sessions running from April to June. The club will pay the \$10 fee for anyone who volunteers for this. It was noted that the computers in the office do not have cameras and cannot be used for Zoom. Wayne advised that we do have a laptop which could be used but it did not work last time he tried it. It was agreed that we need to have readily

available computer facilities in the office to use for Zoom meetings and training. This could be as simple as attaching a \$30 camera to existing terminals. Ross proposed and Annette seconded that Wayne purchase whatever is needed to provide us with Zoom facilities, spending up to a maximum of \$1000. **Carried.**

3. Steve suggested that we need to review prize money for future events. It was noted that there is no prize money for the Presidents Day event. Prize money is provided for multi-session seeded events. Wayne will provide Steve with a list of events that usually involve prize money for discussion at our next meeting.

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

Ron advised that the tagging and testing has not been done yet because the contractor could not make it at the agreed time. This is ongoing.

Ron presented an Emergency Medical Incident Procedure document. Ron proposed and Annette seconded that we adopt this procedure. **Carried.** Ron will arrange for it to be displayed in the club in the vicinity of the First Aid Kit.

Ron noted that the Covid Roster is continuing with difficulties presented when members are absent. Ross pointed out that it is better if 2 people are present and this will be particularly needed when we move to Paywave. Fay noted that usually a second person does volunteer to help on the day.

9. Education Report (Ross)

Ross presented a written report noting that:

we have had 28 rookies and 18 mentors participating in MORP to date, the Friday Novice session has had an average of 10 tables, we are still averaging 30+ participants after 4 beginner lessons.

Ross also raised the subject of needing more directors in training.

10. General Business

- (a) Presidents Day. Pairs will need to nominate for this event as it has a Novice and an Open section. Novices are to have less than 50 points.
- (b) Tuesday Night Session. We have only had 4 members express an interest in playing so we will not be starting a night session. Fay will mention this in her newsletter, and we will see if there is any further response.
- (c) A Nomination for Life Membership was proposed by Steve and seconded by Melissa. This was approved by the Management Committee and will need to be presented for voting on at the next AGM.

11. Close and date of next meeting. The meeting was closed at 3.45 p.m. Our next meeting will be Thursday 15 April 2021 at 1.30 p.m.

Action List

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

Confirmed as true and correct by:

Fay Jeppesen (President)

Melissa Weber (Secretary)

Date: _____

Date: _____

Minutes 4.3.11doc

5/3/21

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

Tabled at Management Committee Meeting of 4 March, 2021

1. Cash Holdings

\$7,558.11	Cash at Bank Account
\$16,098.23	Business Saver Account
\$500.00	Petty Cash
\$1,251.20	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
\$405,407.54	Total

2. Expenses

\$3,212.78 List of expenses attached.

3. Liabilities

\$110.05 Coles Customer Account card.

4. Profit & Loss

A Profit & Loss statement for last month is attached.

P & L Summary	Feb-21	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 4,133.00	\$ 4,205.00	\$ 21,729.00	-\$ 30,899.00
Total Receipts	\$ 7,643.00	\$ 8,930.51	\$ 40,377.81	-\$ 34,138.53
Expenditure	\$ 3,212.78	\$ 5,001.32	\$ 39,918.94	-\$ 24,157.44
Surplus/Loss	\$ 4,430.22	\$ 3,929.19	\$ 458.87	-\$ 9,981.09

Notes:

1. Table Fees - Nearly as good as last year, Tuesday night would have made up the difference.
2. Membership Fees - 17 new members this financial year, 25 Away and 124 Home renewals paid.
5. Year-to-date we are showing a profit of **\$458.87**.
6. Free Games for the month - \$525.00.

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



Wayne Parker
Treasurer