Redcliffe Bridge Club Inc.

Clubrooms:
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REDCLIFFE QLD 4020

Phone: 3883 4405

Management Committee Meeting Minutes
Wed 24th June, 3pm 2026

1. **Welcome and Apologies**
   The Chair welcomed members to the first meeting of the new Management Committee since the AGM on 15th June. The Chair noted that M Leal would be joining late.

   Present: P Moritz, B Anderson, M Leal, B Vernon, L Almond, D Paltridge, D Pearce, B Clark, P Hancock
   Apologies: Nil

2. **Conflict of Interest**
   a. Reminder of Confidentiality (Clause 3 of By-Laws) – The Chair reminded all members of the Management Committee of their responsibilities in regard to confidentiality. The Secretary informed the members of the receipt of late incoming mail which is related to the confidential matter dealt with by the previous committee. It was proposed and agreed that this meeting not be recorded and the secretary to take written notes and minutes.
   b. Declaration of Interests - Members were reminded that they should declare any actual, potential or perceived conflicts of interest with any items to be discussed (Clause 3 of By-Laws and Clause 23(2) of Rules). None were declared at this time.

3. **Previous Minutes Meeting 11th June 2026** (Attachment 1)
   a. Matters arising from minutes
      i. QBA urgent matters re youth policy, refunds of congress entry fees policy and Congress house players. The committee noted the need to action these policy changes – drafts are to be prepared for the next meeting

   Action 1: Vice President to draft proposed changes to policies and Secretary to add to next agenda.

      ii. Correspondence re bridge table ethics breach – The Secretary to write to the member outlining that the matter has been resolved and what the correct procedure is if a breach of ethics occurs at the table

Action 2: Secretary to add draft letter and Vice President to review

Brian Vernon requested a copy of the Moreton Bay Council obligations in regard to the lease.

Action 3: Secretary to circulate Moreton Bay Council Correspondence re lease obligations to all members

The minutes of the previous meeting were tabled and accepted as a true and accurate record. Moved: Linda Almond, Seconded: Brooke Anderson, Carried.

b. Matters arising from AGM – (briefing to be given by Vice President on confidential manner)

The vice president provided the new members of the committee with a briefing on the confidential matter including the initial correspondence, committee legal advice and action taken/not taken by the previous committee. The other members of the old committee present at the time confirmed the account was an accurate account of what had happened to date. The Secretary then read the letter received on 24th June at 9.49 pm regarding the confidential matter.

Melva Leal arrived at the beginning of the reading of the letter. The secretary interrupted the reading and reiterated the confidentiality requirements that had been agreed to at the beginning of the meeting. Melva Leal agreed verbally that she understood the confidentiality requirements of committee members. The letter was then read.

The Chair proposed that a small group meet with the lawyer as soon as possible to get advice on next steps in regard to the demands in the letter and the wording of the second apology. The Committee agreed to the subgroup being Brooke Anderson (Vice President), Debbie Paltridge (Secretary) and Brian Vernon (committee member).

Action 4: Brooke Anderson to arrange meeting with lawyer

The Committee also agreed to provide a situation update to the insurer.

Action 5: Secretary to write to the insurer to update them that the apology did not occur and that the committee was seeking further legal advice.

4. **Correspondence**
   a. **Incoming correspondence**

The incoming correspondence was noted by the Secretary

i. Caboolture BC, notice of interclub event 26 Jul, 14 pairs required cost $20.00

ii. Sandra Routley, please advise new Tournament Organiser and Club Recorder for my handover
iii. Sandra Routley, regarding confidential matter.
iv. Denise Hollard, regarding Gluten Free meals.
v. Brad Coles AWOP, notification of event, please register.
vi. A/Principal Property Officer Emily Took, Notice of proposed Redcliffe Police Facility Upgrade, further correspondence will be received to provide an opportunity for comments on the proposal during the formal public consultation process.
vii. Noreen Weyling email, concerns re confidential matter

b. **Outgoing correspondence**

The outgoing correspondence was noted by the Secretary

i. Brisbane and Sunshine Coast BC's, copy of flyer for Redcliffe Open Pairs Congress 16 August

c. **Business arising from correspondence**

i. Sandra Routley's letter regarding confidential matter was read to the committee by the Secretary – no action required
ii. Denise Holland email regarding gluten-free meals

The committee discussed the email and the following proposal made

Proposal: That for club events members will be offered the opportunity to request a gluten free wrap or vegetarian wrap but that this will not be for congresses where external people attend. Moved Peter Moritz, Seconded Peter Hancock. The motion was carried by a majority vote.

Action 6: that the Secretary notify the providore of this change
Action 7: that the proforma for events is modified to allow request for vegetarian or gluten free meals
Action 8: that the Secretary write to Ms Holland with a response to her letter and the committee agreed outcome.

iii. Brad Coles, reply AWOP Friday 28 August with number of tables and co-ordinator

The committee agreed to defer this until the next meeting.

iv. Noreen Weyling email, concerns re confidential matter

The Secretary read the email received. The committee discussed the need to write to the person involved and ask for them to leave it to the committee to manage – the subgroup was asked to raise this at the meeting with the lawyer.

Action 9: Subgroup to discuss with lawyer

Action 10: Secretary to write to Ms Weyling to thank her for her concerns and ask her to leave it with the committee to action

5. **Management Committee Induction Pack** (attachment 2)
    a. Immediate committee Tasks (By Laws Clauses 2 (a) – 2 (h)

    The Secretary is currently working through the immediate tasks and will give the committee an update at the next meeting. The secretary raised the issue of access to secretary files on all computers and the need to be able to maintain confidential documents. The committee agreed to request Andrew Whittaker as soon as possible to action. The Chair also requested the secretary and treasurer to review the documents stored in the office and determine what should be moved to limit access and maintain confidentiality.

    Action 11: Linda Almond to contact Andrew Whittaker re access on computers
    Action 12: Secretary and Treasurer to review file access in the office

6. **Management Committee meeting Practices**

    The Chair discussed the future management committee meeting practices and the following was determined:

    a. Frequency (Clause 2.2 of By Laws) – these will be monthly. The committee agreed to 3rd Wednesday of the month

Action 13 – the Secretary to send out to MC a calendar invite for the next 12 months.

   b. Venue/Mode of meeting (Clause 23 of Rules)

   The committee agreed that meetings would be held face to face as much as possible.

   c. Agenda and Papers

   The Secretary advised that she will attempt to have agenda and papers out a week before the meeting.

Action 14: the Secretary to investigate the use of teams for meeting packs to be securely uploaded in Teams.

   d. Decision making approach

   The Committee agreed that voting would be by show of hands

   e. Quorum

   The Committee agreed that the quorum would be 5 members including the President

   f. Minute taking and record keeping

   The committee agreed that moving forward there would be a recording undertaken of meetings unless confidential matters were being discussed.

Action 15: Secretary to investigate use of AI template in copilot to assist with minute taking

7. **Confirmation of Roles**

a. Confirmed office bearers

Following the AGM the confirmed office bearers are:

President: Peter Moritz
Vice President: Brooke Anderson
Secretary: Deborah Jane Paltridge
Treasurer: Linda Almond

i. Changes to signatories for banking

A proposal was made to change the signatories on the bank accounts:
Proposal: That Peter Moritz and Deborah Paltridge be added as signing officers to all Redcliffe bridge accounts
Proposed: Brian Vernon
Seconded: Brooke Anderson
Carried
Proposal: That Wayne Parker and Susan Kennard be removed as signing officers from all Redcliffe bridge accounts
Proposed: Linda Almond
Seconded: Debbie Paltridge
Carried

b. Vacant role allocation

As all roles become vacant after the AGM the committee discussed the roles and agreed the following:

All current role holders will be written to by the Secretary to see if they would be happy to continue in their roles. This includes the Board Dealing Coordinator, the Catering Coordinator, the webmaster, the librarian, the masterpoint secretary.

The Chair proposed that the Vice Chair approach S Routley to see if she would be willing to continue as Recorder and tournament organiser. Seconded by Peter Hancock. The motion carried by majority.

The following committee members agreed to roles:
Building and Maintenance – Brian Clarke
Delegates QBA and Zonal – Peter Moritz and Brooke Anderson
Member Secretary – Peter Hancock
Welfare Officer – Debbie Pearce

The committee agreed that the role of Newsletter Editor and Education Coordinator required review and would be on future agenda.

The roles of Social Events Coordinator, Health and Safety Officer and Club delegates would be opened to any member.

Action 16: Brooke Anderson to speak to S Routley

Action 17: Secretary to write to all current role holders to ask them if they are happy to continue in the role

Action 18:Secretary to include in next newsletter call out to members for the additional roles.

The Committee agreed that discussion on the need for back up people for key roles in case of absence and how contacts would be made for critical club functions are displayed would be deferred until such time as roles are confirmed.

8. **Reports**
The President proposed that the secretary request reports prior to each meeting and if there is a report it is tabled but that it is reporting by exception. Seconded by Brooke Anderson, carried.
    a. **President**
    The President thanked the committee for their patience after the flurry of activity since the AGM and appreciated everyone's willingness to meet as short notice to progress key activities.
    b. **Treasurer**
    Please refer to the AGM Treasurer report
    The committee discussed the need for a budget for the providore and a process for streamlining ordering

Action 19: treasurer to provide proposed budget and ordering process for consideration by the committee at the next meeting.

    c. **Membership Secretary**
    No report available
    d. **Tournament Organiser's Report**
    No report available
    e. **Building and Maintenance Report**
    No report available
    f. **Website and Technical Support Administrator**
    No report available
    g. **Systems Administrator**
        i. Committee to agree to notify Andrew Whittaker re change of committee roles so that access can be arranged

    The Committee agreed to a single point of contact for Andrew Whittaker – it was agreed that this would be the treasurer given there was a financial arrangement that needed to be monitored. It was also agreed that a single point of contact was required for Moreton Bay council. The committee agreed that this should be Brian Clarke as Building and Maintenance person.

Action 20: Secretary to notify Moreton Bay Council of change of committee and contact person
Action 21: Linda Almond to liaise with Andrew Whittaker

ii. Committee to agree to making secretary a Teams administrator

Proposal: That the Secretary be made a Teams administrator
Moved: P Hancock
Seconded: L Almond
Carried

Action 22: Linda Almond to arrange Secretary Teams administration with Andrew Whittaker

iii. Committee to agree to establishing a Chat group in teams for committee members

The Committee discussed the potential for chat function in teams. It was agreed that the secretary would discuss this with Andrew when the Teams administrator function was organised.

Action 23: Secretary to investigate Teams chat function

a. **Education Report**
No report available

b. **OH & S Report**

iv. Review of OHS Policy (Attachment 3)

The Committee discussed the OHS policy. Proposed by the Secretary that the policy be accepted. Seconded by B Vernon. Carried

The vice president has drafted some changes to club policies and the committee agreed to review this at the next meeting

Action 24: Secretary to include the draft policy changes document in the next meeting pack

9. **General Business**

a. Letters of thanks to outgoing committee members
The committee agreed to send outgoing committee members letters of thanks

Action 25: Secretary and Vice President to action letters of thanks

b. Maintenance investigation required for kitchen urn/thermostat
Brian Clarke as new Building and Maintenance officer to investigate

Action 25: Building and Maintenance Officer to report back at next meeting re kitchen urn

c. Member survey
The Chair suggested that a member survey was something that was needed however the committee discussed that this should be deferred for at least two months to allow

the actioning of other urgent matters required by the committee.

d. New projects and expenditure
The Vice President proposed that the agreed maintenance re the carpet in the office was also an opportunity to consider other renovations. The committee agreed to development of a specific project plan and expenditure.

It was raised that the club does not have an annual budget. The committee agreed that this would be ideal.

Action 26: Treasurer to develop an annual budget for consideration by the committee

e. PD review request for Membership Secretary and Masterpoints
This item was deferred to next meeting
f. Request to seek alternative providers for internet access and electricity
P Hancock has been looking at costs associated with the providers and recommends considering alternative providers.

Action 27: P Hancock to provide committee with proposal re the providers of both internet and electricity.

g. Digital Knowledge Data base for procedures
P Hancock would like to collate an electronic manual for all procedures. Secretary can send the list of duties provided to her. All other committee members requested to send any procedures to peter for inclusion.

The meeting closed at 5.55pm

Brooke Anderson
Vice President

Linda Almond
Treasurer