Redcliffe Bridge Club Inc.

Clubrooms:
2A Irene Street
REDCLIFFE QLD 4020

Phone: 3883 4405

Management Committee Special Meeting Minutes
Wed 8th July, 3.30pm 2026

1. **Welcome and Apologies**
   Apology of Peter Moritz noted. Meeting chaired by Vice President in the absence of President. It was noted that as M Leal would be late to the meeting that item 4 would be discussed first.

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

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. 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. **Minutes of Special Meeting 1st July**
   The Secretary presented the minutes of the Special Meeting of the Management Committee held on 1st July 2026 and proposed that they be accepted as a true and accurate recording.
   Moved: D Paltridge, Seconded: L Almond Carried Unanimously

   a. **Actions Arising from Meeting**

   The Actions Arising from Meeting were noted as follows:

Action items	Status
Action 1: Secretary to poll members availability over the next week	Completed
Action 2: That the Vice President draft information for the insurers and the Secretary to review and send.	Completed

Action items	Status
Action 3: Secretary to try to locate previous advice from files or Ross Mangano (past club secretary) regarding raffles and send to B Vernon	Completed
Action 4: B Vernon to provide Management Committee with paper on running a raffle.	To be tabled at July 22nd Meeting

The Secretary provided an update on the correspondence with TBIB (the clubs insurance broker) re the confidential matter and noted that they had determined that it was necessary to advise the insurers. TBIB have requested to be kept informed as the matter progresses.

4. **Request to Members for volunteers to fill positions**
   a. The Secretary has received confirmation from the current role holders of their willingness to continue in the role as requested by the committee:
      i. Providore – Magdeline Wong
      ii. Partner finder and Dealer coordinator – Peter Murray
      iii. Recorder – Sandra Routley
      iv. Tournament Director – Sandra Routley/Brooke Anderson
      v. Masterpoint Secretary – Midge Spice
      vi. Librarian – Lorraine Bechly

As such these roles are confirmed.

The Secretary requested that the Committee determine what would occur with the remaining roles.

Melva Leal agreed to take on the role of Health and Safety Officer. Brian Vernon agreed to take on the role of Education Officer.

The Secretary has received a letter from Ken Griggs in response to the committee's letter of thanks offering to continue as the clubs first emergency contact. The committee agreed to this.

Action:1 Secretary to write to K Griggs and confirm this role.

The committee discussed the website and technical support role and determined that this role should be combined with the systems administrator role. P Hancock agreed to undertake the combined role.

The committee agreed that the Secretary should write to W Parker and notify him of this decision and to ask if he would be willing to handover to Peter and continue in the roles of 2nd emergency contact for the club, assist with tournaments as required, teach the beginners course and be a dealer.

Action 2: Secretary to write to W Parker

The committee agreed that the treasurer and secretary would meet with the providore to discuss budget and the decision re gluten free meals.

Action 3: Treasurer to set up a meeting with Providore and Secretary

The treasurer noted that all keys need to be returned and signed out again in the key register and asked if this could be added to announcements. Treasurer to provide wording to secretary. The Treasurer also requested that the Key allocation be placed on the next meeting agenda. B Vernon requested that his information re club websites be tabled at next meeting.

Action 4: Treasurer to provide Secretary with information for the announcements regarding return of keys

Action 5: Secretary to add items to the next meeting agenda

5. **Confidential Matter Next Steps**

The committee considered the advice received from the solicitor regarding the confidential matter. Meeting pack (hard copies) with the attachments were provided to each committee member and these were to be handed back to the secretary at the end of meeting.

The committee reviewed the apology letters (attachment 3 of meeting papers) and (attachment 4 of meeting papers). Minor changes were made to attachment 4.

Proposal: That the apology letter (attachment 3) be sent by the secretary on behalf of the committee Moved: B Vernon Seconded: D Pearce. Carried by majority

Proposal: That the apology letter (attachment 4) be sent by the secretary on behalf of the committee with the agreed amendment to attachment 4. Moved: B Vernon Seconded: B Anderson. Carried by majority

The committee considered the response to the letter of demand (attachment 5). Some minor amendments were agreed to.

Proposal: That the response to the letter of demand (attachment 5) be sent by the secretary on behalf of the committee with the agreed amendments. Moved: L Almond Seconded: D Pearce. Carried by majority

The committee reviewed the wording of the original public apology which should have been read out at the AGM and agreed some minor changes. A decision was made to send this to members via Pianola rather than the newsletter as the apology needed to go out as soon as possible. It was not clear when the next newsletter would be published as the format of ongoing newsletters still needs to be determined and will be the subject of discussion at a future committee meeting. It was also agreed that a second apology for not actioning this should also be sent. The wording of this apology was agreed to by the committee.

Proposal: That the original public apology be sent out via Pianola with the agreed amendment along with the second public apology re not actioning at the AGM. Moved: B Vernon Seconded: P Hancock. Carried by majority

Action 6: The Secretary to send out the agreed correspondence on behalf of the committee.

The committee then discussed the responses to the additional correspondence regarding the confidential matter received from two club members. It was agreed that the Vice President would draft responses and circulate to the committee members this evening. It was agreed that comments/changes would be sent to the secretary by 10am Thursday 9th of July so that this correspondence could go out before the public apology emails via Pianola.

Action 7: Vice President to draft responses and send to committee members for comment.

It was agreed that the secretary would write to the club's solicitor and update on the actions taken.

Action 8: Secretary to update solicitors

The meeting closed at 5.01 pm

Brooke Anderson
Vice President

Linda Almond
Treasurer