Redcliffe Bridge Club Inc.

Clubrooms:
2A Irene
Street
Phone: 3883 4405
REDCLIFFE QLD 4020

Management Committee Meeting Minutes
Wed 22nd July, 3.30pm 2026

1. Welcome and Apologies

Present: B Anderson, M Leal, B Vernon, L Almond, D Paltridge, B Clark, P Hancock
Apologies: The President noted that Debbie Pearce is an apology

2. Conflict of Interest and Confidentiality

Members were reminded of the need for Confidentiality: Clause 3 of By-Laws.

Declaration of Interests: Members were asked to 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). No declarations were made.

3. Discussion of Confidential Matter

The Secretary noted that further correspondence had been received regarding the confidential matter. The correspondence was read to members. It was agreed that further legal advice to be sought, insurers and QBA to be updated.

Proposal: That Catton Roderick be sent the correspondence by the secretary and the president to ring them tomorrow to expedite advice. Moved: D Paltridge, Seconded: L Almond. Carried unanimously.

Action 1 – Secretary: Update solicitors, insurers and QBA regarding the ongoing confidential matter.

The Secretary informed the committee that at 2.30pm today she received Debbie Pearce's resignation from the committee effective immediately due to personal reasons.

Proposal: That the resignation of D Pearce be accepted. Moved: B Anderson, Seconded: B Vernon Carried.

The president updated the committee on conversation with D Pearce regarding welfare check on P Moritz. The committee agreed to add to the announcements that a welfare check had been conducted on P Moritz.

Action 2 – President: Provide the Secretary with wording for the weekly announcements regarding P Moritz.

The meeting proceeded in accordance with the circulated agenda.

3. Ratification of Previous Minutes

The committee discussed the need omit information on the confidential matter from the published minutes as outlined in Bylaw 3.2.

Proposal: That names be omitted from published Minutes in regard to the confidential matter. Moved: B Anderson, Seconded: L Almond.Carried.

The committee reviewed the following minutes:

- General Meeting minutes of 24 June 2026
- Special Meeting minutes of 8 July 2026
- Special Meeting minutes of 13 July 2026

Proposal: That the minutes be accepted as a true and accurate record of the meetings. Moved: B Anderson, Seconded: B Vernon. Carried.

4. Actions Arising from Minutes

The committee worked through the action items listed for discussion, focusing on the items marked in red in the agenda (action1,19, 24, 26, 27). Members were given the opportunity for an update on any of the completed items.

Discussion re previous Action 1 / Attachment 4 – Policy documents: The committee discussed access to confidential meeting documents. It was noted that the documents had been placed in a folder and access restricted to protect confidentiality and version control. Members raised the need to print or review certain draft documents before meetings.

It was agreed that access be changed to "downloadable" but not edit access. As such Committee needed time to consider the policy documents and provide feedback for discussion at the next meeting.

Action 3 – Secretary: Circulate Attachment 4 policy documents to committee members for review and feedback.

Discussion re previous Action 19 – Catering budget and ordering process: The Treasurer reported that she met with the providore and reviewed expenditure over the past three years, including petty cash, Coles account purchases and event catering. A budget template has been prepared and will be updated monthly until the process can be managed online.

The proposed regular catering budget is $140 per week, equivalent to approximately $602 per month, with petty cash reduced to $25 per month. Event catering is to be based on previous event figures with a 10% increase. Underspends may be carried forward within the annual allocation.

Action 4 – Treasurer: Provide the providore with monthly budget updates and continue work on setting up an appropriate Flybuys account in the club's name, with Peter Hancock to assist if required.

Discussion re previous Action 24 – Draft policy changes: The Secretary advised that the policy documents, including the youth policy material, would be circulated to members for review. The committee discussed the need to align the club's youth membership provisions with QBA requirements regarding members under 26 years of age.

The president noted that in the correspondence from QBA regarding the youth policy that the manager Kim Ellaway offered to attend a club session and play. Proposal: That Kim Ellaway be invited to attend a club session. Moved B Anderson, Seconded: L Almond – Carried.

Action 5: Secretary: to write to K Ellaway inviting them to the club.

Decision: The matter of amending the club rules to remove the student requirement and align youth membership with the under-26 definition is to be added to the list for a future Special General Meeting.

Action 6 – Secretary: Develop and maintain a list of matters to be considered at a future Special General Meeting, including the youth membership rule amendment.

Discussion re previous Action 26. The committee discussed the lack of hot water in the kitchen sink. Proposal: That a tempering valve be placed on the hot water system so that hot water can be available in the sink. Moved P Hancock. Seconded: B Vernon. Carried.

Action 7: Building and Maintenance Officer: To follow up with the plumber to get the tempering valve actioned.

Discussion re previous Action 27. The treasurer reported that she was unable to complete the budget as Reckon is not fit for purpose and would require enormous amount of manual work. She presented information for the committee to consider moving from Reckon to Xero for accounting purposes. Proposal: That the club change accounting software to Xero with the $5 per month for first 3 months and then $25 per month thereafter, to commence by the beginning of next quarter. Moved: L Almond, Seconded: B Veron Carried.

Proposal: That the following expenditure is approved: $250 to use Converter to move data from Reckon to Xero, $5 per month for first 3 months and then $25 ongoing per month for Xero. Moved: L Almond, Seconded: B Anderson Carried.

P Hancock raised concerns regarding Xero having bank details. It was noted by some members that this is standard practice for accounting software packages. Proposal: That the bank details are linked to xero to allow reconciliation by the software for auditing purposes. Moved: L Almond, Seconded: B Vernon, Carried by majority.

Action 8 – Treasurer: Proceed with change of software.

Discussion re previous Action 18 – Additional roles: The committee discussed whether additional roles were required. It was noted that all currently identified roles were filled, but Peter Hancock raised the need to recognise the purchasing of stationery and consumables, currently undertaken by Wayne Parker.

Action 9 – Secretary: write to W Parker re purchasing officer role.

5. Correspondence

Incoming and outgoing correspondence were tabled.

Incoming Correspondence

Date	From	Subject	Action
28/06/26	D Holland	Acknowledgement of Committee's response to her email re gluten free meals	For noting – nil further action required
28/06/26	N Weyling	Acknowledgement of Committee's response to her email re AGM	For noting – nil further action required
28/06/26	D McColl	Email expressing willingness to be involved in refurbishments	Responded with thanks
28/06/26	L Bechly	Email confirming willing to continue as librarian	Responded with thanks
28/06/26	P Murray	Email confirming willing to continue as Partner and Dealing Coordinator roles	Responded with thanks
29/06/26	M Spice	Email confirming willing to continue as Masterpoint Secretary	Responded with thanks
29/06/26	M Wong	Email confirming willing to continue as providore	Responded with thanks

Date	From	Subject	Action
29/06/26	K Ellaway	Email with QBA Affiliation document and New Secretary information	For noting – nil further action required
29/06/26	MBC	Email from Steve Daw Smith, Moreton Bay Council acknowledging change of details for Committee	For noting – nil further action required
29/06/26	J Scrivens	Re Confidential Matter	Considered at Special meeting 1/07/26
30/06/26	S Kennard	Re Confidential Matter	Considered at Special meeting 1/07/26
01/07/26	K Ellaway	Email re ABF Marketing Webinar – request for feedback	President to listen to recording and advise if further action required
01/07/26	Tony Treloar	Email from Brisbane Zone secretary acknowledging receipt of new committee details	For noting – nil further action required
01/07/26	Office of Fair Trading	Notification of changes to new online smart forms for submitting amendment of rules and application for cancellation of corporation	Discussed with Treasurer and Vice President; no further action required
01/07/26	S Routley	Email accepting role of Tournament Director sharing with Brooke Anderson and role of recorder	For noting – nil further action required
02/07/26	TBIB	Email re confidential matter and request for information and documents	Documents were provided by Secretary and Vice President
02/07/26	K Ellaway	Email re insurer's query	For noting – nil further action required
02/07/26	Advertising	Email, Bridge.com flyer	For Discussion (Correspondence 1)
02/07/26	Brisbane Bridge	Email, Brisbane graded swiss pairs flyer	Placed on noticeboard
03/27/26	TBIB	Email, response acknowledging need to notify insurer	Need to continue to keep them updated as things progress
03/07/26	Suncorp	Email, Suncorp acknowledging change of signatures finalised and giving internet banking access	For noting – nil further action required
04/07/26	D McColl	Email re trimming by council	B Clark actioned
05/07/26	K Griggs	Letter responding to thank you letter and offering ongoing roles	Discussed at Special Meeting 8th July

Date	From	Subject	Action
06/07/26	Kenmore Bridge Club	Email, Kenmore Novice pairs	Placed on noticeboard
07/07/26	Catton Roderick	Email with advice re confidential matter	Discussed at Special Meeting 08/07/26
08/07/26	Catton Roderick	Email with clarification note	Discussed at Special Meeting 08/07/26
08/07/26	M Setiyawan	Withdrawal from Ton VanKan	Tournament organiser notified
08/07/26	M Fillipini	Thank you email for the apology letter	For noting – nil further action required
09/07/26	R Shadlow	Re Apology	For noting – nil further action required
09/07/26	S Kennard	Re Apology	Discussed at Special Meeting 13/07/26
09/07/26	S Kennard	Forwarded copy of our response letter	Discussed at Special Meeting 13/07/26
10/07/26	QBA	Bridge Pad discount	For discussion (Correspondence 2)
10/07/26	MBC	Annual Fire Inspection	B Clark has actioned
10/07/26	Cheryl Williams	Re Apology	For noting – nil further action required
12/07/26	M Wong	Providore leave of absence and W Parker to do role in her stead	For noting – nil further action required
13/07/26	P Moritz	Resignation	Discussed at Special Meeting 13/07/26
13/07/26	W Parker	Agreeing to continue on in roles requested	For noting – nil further action required
13/07/26	F Jepperson	Thank you for flowers	For noting – nil further action required
13/07/26	Eve Sirigos	Notice of Novice events	Added to announcements
13/07/26	Paulette Rosin	Request to attend Sept beginners lessons	Forwarded to W Parker
13/07/26	Helen Chapman	Thank you to the Committee	Discussed at Special Meeting 13/07/26
14/07/26	Kym Moritz	Resignation as club member	For noting and action by Membership Secretary
14/07/26	Kim Ellaway QBA	Acknowledgement of change of details	For noting – nil further action required
14/07/26	Ross Shadlow	Nomination of E Gibson for committee	For Discussion (Correspondence 3)
14/07/26	Kim Ellaway	QBA Notice to Secretaries	For Discussion (Correspondence 4)
15/07/26	Kim Ellaway	Re System cards for tournaments and query interest	Forwarded to Tournament Organisers

Date	From	Subject	Action
		in webinar for Masterpoint secretaries	and Masterpoint Secretary
16/07/26	Sandra Routley	Response to QBA System cards	For Discussion
16/07/26	Midge Spice	Not interested in Masterpoint webinar	No further action required
16/07/26	Sue Kennard	Response to committee letter	No further action required

Outgoing Correspondence

Date	Subject
26/06/26	Email to QBA manager re change of committee roles
26/06/26	Email to Moreton Bay Council re change of committee roles
26/06/26	Email to Brisbane Zone Secretary re change of committee roles
27/06/26	Email to Jason Fillipini requesting extension
27/06/26	Email to D Holland re committee response
27/06/26	Email to N Weyling re committee response
28/06/26	Letter to Magdeline Wong re Catering Officer role
28/06/26	Letter to Peter Murray re Partner and Dealing Coordinator role
28/06/26	Letter to Midge Spice re Masterpoint secretary role
28/06/26	Letter to Lorraine Bechly re Librarian role
28/06/26	Letter to Sandra Routley re Tournament Director and Recorder roles
28/06/26	Letter of thanks to Wayne Parker
28/06/26	Letter of thanks to Ken Griggs
28/06/26	Letter of thanks to Dianne McColl
28/06/26	Letter to Andrew Whitaker re point of contact for new committee
29/06/26	Letter of thanks to Sue Kennard
02/07/26	Email to TBIB with requested documents regarding confidential matter
02/07/26	Email to Kim Ellaway re insurers query
02/07/26	Letter to D McColl re table etiquette matter
07/07/26	Email, clarification request to Catton Roderick
08/07/26	Letter of Apology M Filippini
08/07/26	Letter of Apology J Filippini
08/07/26	Response to Letter of Demand
09/07/26	Response to J Scrivens email
09/07/26	Response to S Kennard's email
09/07/26	Update to Catton Roderick by RBC Secretary on actions taken
09/07/26	Update to TBIB and QBA re actions taken
09/07/26	Pianola email apology re Presidents Day
09/07/26	Pianola email apology re AGM
09/07/26	Email W Parker requesting ongoing roles for the committee
09/07/26	Email K Griggs thanking him for agreeing to continue in roles
09/07/26	Email to S Routley confirming sharing of Tournament Organiser with B Anderson
14/07/26	Email to K Moritz requesting confirmation of resignation

Date	Subject
14/07/26	Email to Suncorp re change of President
14/07/26	Email to QBA updating on Office Bearers
14/07/26	Email to TBIB updating on Office Bearers
14/07/26	Email to Catton Roderick updating on President resignation and office bearers
14/07/26	Email to MBC updating on Office Bearers
14/07/26	Email to Andrew Whittaker re removal of P Moritz password
14/07/26	Email notification to Peter Busch re change of website administrator
15/07/26	Forwarded correspondence from QBA to tournament organisers and masterpoint secretary

Proposal: That the incoming and outgoing correspondence be noted. Moved: D Paltridge, Seconded: B Anderson – Carried.

6. Business Arising from Correspondence

QBA Notice to Secretaries: The committee noted the action list arising from QBA correspondence. Responsibilities had been allocated across office bearers and relevant role holders, including the President, Secretary, Treasurer and Masterpoint Secretary.

Action 10 – Allocated committee members: Advise the Secretary when allocated QBA action items are completed so the completion register can be updated.

The Membership secretary noted that all resignations had been actioned in the membership registry.

The secretary asked for committee's advice regarding advertising received. The committee agreed the secretary could use their judgement to determine if it should be noted or regarded as junk mail.

Bridge pad discount. Secretary to forward to W Parker to determine if more required.

Action 11: Secretary: to forward bridge pad correspondence to W Parker

Action 12: Vice President: to look into cost of additional dealing machine

The committee discussed the correspondence from R Shardlow re nomination of E Gibson to the committee. The committee agreed that given the current situation being managed by the committee it was not appropriate to appoint new members until the situation has resolved. The committee agreed to review the situation in October.

Proposal: That a response is sent to nominee, nominator and seconder regarding the decision to not backfill the vacant positions at this time and that this would be reviewed in 3 months. Moved: B Anderson, Seconded: D Paltridge Carried.

The QBA system card correspondence – committee agreed no further action as club has enough at the current time.

The QBA correspondence re masterpoint secretary webinar. The president has spoken to our Masterpoint secretary re succession planning and waiting for M Spice to get back to her.

Action 13: President: to follow up with Masterpoint Secretary re succession planning.

7. Reports by Exception

Treasurers Report

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - June 2026

Tabled at Management Committee Meeting of 22nd July 2025

1. Cash Holdings

$	17,161.67	Cash at Bank Account		Interest on Maturity
$	416.96	Business Saver Account		
$	312,833.31	Term Deposit no. 005686717 - 12 months at 5.3% maturing 22/05/2027	$	16,580
$	124,744.31	Term Deposit no. 034921275 - 6 months at 5.0% maturing 27/11/2026	$	3,144
$	455,156.25	Total Cash Holdings	$	19,724

2. Expenses

$ 5,537.21 List of Expenses Attached.

3. Liabilities

$ 652.42 Coles Customer Account Card - Paid on the 15th of each month

A detailed Profit & Loss comparison to the previous year is attached.

P & L Summary	Jun-26	Jun-25	Year to Date from 1 April 2026
Table Fees	$ 6,393.00	$ 5,398.05	$ 20,819.00
Total Receipts	$ 7,155.28	$ 6,173.19	$ 32,088.62
Expenditure	$ 5,537.21	$ 3,378.30	$ 31,115.10
Net Income	$ 1,618.07	$ 2,794.89	$ 973.52

Proposal: that the Treasurer report is accepted and accounts paid. Moved: L Almond, Seconded: B Vernon Carried

Proposal: That $10,000 be transferred from everyday account to the business saver account to maximise interest earned. Moved: L Almond, Seconded: B Anderson. Carried.

Proposal: That the committee decline to pay the extended warranty on the badge machine and just service as and when required. Moved: L Almond, Seconded: B Anderson Carried

Tournament Organiser Report

The Tournament Organisers' report was tabled. The committee discussed the upcoming Aus Open session and agreed that the same numbers be used as 2025 – 16 tables and 40 booklets.

Proposal: That the gap between the usual club fee and the cost of the Aus Open pairs be covered by the club. Moved: B Anderson, Seconded: L Almond – Carried.

The committee discussed the suggestions for events and agreed their preference in order were:

1) teams of 3 inexperienced with 1 experienced
2) Random allocation of experienced with an inexperienced player – only those agreeing to participate included
3) Teams of 2 experienced and 2 inexperienced players

The committee agreed that this would need to be advertised to the members and that we should have something special catering wise on those sessions.

Action 14: President: to follow up with co-tournament organiser re scheduling.

The congress planning requirements were discussed and allocated as follows:

- Secretary to notify snooker club
- Tournament organisers to arrange the flyers
- Providore – catering
- Purchasing officer – stationery
- K Griggs – post congress drinks
- President – Pens
- P Hancock – Bridgemate batteries

8. General Business

a. Liquor Licensing Exemption (Attachment 9)

The committee agreed that no changes had occurred that would impact on the self-assessment of liquor licensing.

Action15: Secretary: To complete and file liquor licensing exemption form for 2026

b. Raffle day discussion paper (B Vernon) (Attachment 10)

The committee discussed the raffle day discussion paper prepared by B Vernon. He noted a document from the Office of Liquor licencing and gaming regulation – Guide for Cat 2 Games which we should use for future raffles.

Proposal: That the club adopt the Guide for Cat 2 Games for future raffles. Moved: B Vernon, Seconded: L Almond. Carried

c. Key Allocation (L Almond)

The Treasurer noted that the key register was up to date and just waiting to reallocate the key card from P Moritz. MBC to action key cards that were not working. There was some discussion around the difficulty with the front door locking.

Action 16: Treasurer to contact MBC re options for door lock

d. Website information paper (B Vernon) (Attachment 11)

The Committee discussed the website information paper prepared by B Vernon. It was agreed that the recommendations for information be actioned.

Action 17: P Hancock to action the recommendations in the paper regarding contact information on the website.

e. Confidentiality signing (D Paltridge)

The secretary reminded the members that they had agreed to sign confidentiality form from the committee induction pack.

Action 18: Secretary to develop a confidentiality register and get members of the committee to sign.

f. Welfare officer approval process for expenditure (B Anderson)

The committee discussed the need for the welfare officer to be able to purchase cards or flowers on an as needed basis and that it was not timely for them to wait for expenditure approval by the committee.

Proposal: That the Welfare Officer have discretion to expend up to a maximum of $100 after approval sought from the president. Moved: D Paltridge, Seconded: L Almond. Carried

Due to the resignation of D Pearce a new Welfare Officer is required. The committee agreed to approach Annette Mc Nee.

Action 19: Secretary: Write to A McNee to see if she would be willing to be the Welfare Officer.

The president updated the committee on some current welfare issues.

g. Website and Systems administrator approval requests for website changes (P Hancock) (Attachment 12)

The committee considered the website proposed “tidy up” from P Hancock.

Proposal: that the website administrator undertake the agreed tidying up of the website and archiving of old documents and that members be notified of proposed archiving date to allow them time to access documents if required. Moved P Hancock, Seconded: L Almond – Carried.

Action 20: P Hancock ; undertake website tidy up and archiving.

h. Proposal for managing my ABF funds regarding resignation or death (P Hancock)

The committee discussed the need to have a process for managing my ABF funds in response to resignation or death.

Proposal: That the member resigning is provided with a MyABF contact for them to liaise with directly regarding their remaining funds. Moved: B Vernon, Seconded: B Anderson. Carried

In regard to members who have passed away it was determined that MyABF should have a process for this already and we should contact them to find out what they do.

Action 21: Treasurer: Contact My ABF regarding process for remaining funds in case of death of a member.

i. MyABF Signatories (L Almond)

The committee discussed the need limit MyABF signatories and it was agreed that this would be L Almond and B Anderson to be administrators. The MyABF signatories need to be updated to reflect the new forms. The Treasurer informed committee that she needs the new member form with the ABF number so that she can update the MyABF registry.

Action22: Treasurer – to update the My ABF signatories and liaise with P Hancock re the new member process

j. Future meeting times (M Leal)

The committee agreed that future meetings will be held at 3pm on third Tuesday of the month.

Action 23: Secretary – to update the calendar invite to Tuesday 3pm

k. Other Busineess

B Vernon requested addition of some bylaw changes for a future special general meeting including posthumous awarding of life membership, conduct of AGM

Action 23: Secretary: Bylaw changes to be placed on August committee meeting Agenda

Meeting closed 6.35pm

Brooke Anderson
President

Linda Almond
Treasurer