



Redcliffe Bridge Club Inc.

Clubrooms:
2A Irene

Street
Phone: 3883 4405
REDCLIFFE QLD 4020

Management Committee Meeting Minutes Tues 18 August, 3.00pm 2026

1. Welcome and Apologies

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

Apologies: Nil

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.

The president noted that it was agreed at the last meeting that members would sign a register of confidentiality. Secretary circulated this document which was signed by all members

Action 1 – Secretary to file confidentiality register and that this would be updated annually as new committee established after AGM.

3. Ratification of Previous Minutes

The President noted the circular resolution related to the confidential matter which occurred since the last committee meeting – it was carried unanimously and actioned.

Secretary noted that there was an error in the date on the minutes of Monday 13 July which stated 14 July – this has been corrected and the website updated.

The minutes of the 22 July meeting were tabled. Proposal: That the minutes of the 22 July meeting be accepted as a true and accurate record. Moved: L Almond Seconded: B Vernon. Carried.

4. Actions Arising from Minutes

The committee reviewed actions arising from previous meetings.

Actions from Previous Meetings: Action 12 - File access is ongoing as is Action 26 update of accounting software – these will be maintained in the action items until completed.

The President noted that it was detected that files which were previously scanned from the printer remained accessible in a scans folder on the computer. These have now all been archived and deleted from the public folder. The Secretary noted that current practice is to scan documents, save to secretary files and delete from the scans folder. T Andrew Whitaker has suggested setting up scan to email approach. P Hancock suggested an alternate approach to a password protected folder on the printer. The committee agreed that the Secretary to contact A Whitaker to determine if the setting up of scan to email approach would incur an additional cost or if it could be done within the current service.

Action 2: Secretary to follow up with Andrew Whitaker re the cost of setting up scan to email approach.

Actions arising from meeting 22 July were discussed. The focus of discussion was on those highlighted in red (3,4,5,7,10,12,13,15,16,17, 20,21 and 22)

Action 3 – Policy updates. The committee discussed the draft policy changes. The president clarified that a review of these policies was a requirement of the new committee and that some had not been changed for some time despite changes to legislation. The Committee agreed that further work was required on the proposed policy updates before these could be accepted. Brian Vernon to work with Peter Hancock on the draft document and circulate comments to the committee prior to next meeting.

Action 3: B Vernon and P Hancock to send comments on draft policy changes to committee.

Action 4 – amended to completed – Flybuys account in RBC name activated

Action 5 – Kim Ellaway has agreed to play at the club on the 18Sept with her husband – they will play with a player under 100MP. This will be determined by a ballot of interested players.

Action 4: President to write to Kim Ellaway and confirm date

Action 5: Secretary to put in the announcements the week before 18 Sept for volunteers

Action 7: B Clark updated the committee on the hot water in the kitchen – there was no need to action further as hot water is in fact available in the sink.

Action 10: The committee went through the QBA task email noting majority had been actioned. B Clark to attend October meeting with the President as vice president will be away. B Clark to check Bridgemate batteries to ensure no corrosion. Secretary to write to A Hyland to determine if she is willing to be masterpoint secretary back up. P Hancock to bring to next committee meeting list of roles as published on website to determine if any missing.

Action 6: B Clark to check Bridgemate 2 batteries

Action 7: Secretary to write to A Hyland re back up for masterpoint secretary.

Action 15: The secretary noted that she has been unable to complete the self assessment for liquor licensing as she is unable to locate the current form. It was agreed that the self assessment discussed at meeting of the July 22 should be sufficient, but secretary to check with R Mangano to make sure.

Action 8: Secretary to follow up with R Mangano re liquor licencing self-assessment

Action 16 – Treasurer updated re key/swipe card audit. B Clark updated on issue of door lock which required call out of the MBC and an out of hours locksmith to attend and open the door. This is currently with MBC.

Action 9: Building and Maintenance Officer to follow up with the council/MBC regarding the door lock replacement and report back. Secretary to forward the job reference to him.

Action 17 completed

Action 20: Website archiving was noted as ongoing

Action 21: MyABF process following death of a member – ongoing

Action 22: Signatories for MyABF actioned. Process for new members still ongoing.

Action 10: Treasurer to work with P Hancock on determining process for new members

5. Correspondence

5.1 Incoming Correspondence

Incoming Correspondence was presented by Secretary. Committee discussed items in red requiring action as listed in Business arising from correspondence

Date	From	Subject	Action
20/06/26	Snooker Club	Email sent to old email address and not found until 29 th July	No further action required - correct email provided
16/07/26	Sue Kennard	Response to committee letter	No further action required
17/07/26	M Wong	Acknowledgement re gluten free meals	No further action required
18/07/26	Jane Whelan	Redland Bridge club x Imp Graded Pairs	Put on congress notice board
18/07/26	S Routley	November Congress change to calendar	For Discussion
21/07/26	MBC	Authority to Release information to third parties form – Energex	Forwarded to B Clark for action- For update (Correspondence 1)
21/07/26	K Ellaway	Taste of bridge advertisement from Toowong Bridge club for beginners' lessons	Forwarded to W Parker for information – no further action required
21/07/26	P Busch	Follow up re invoice	Treasurer has confirmed payment no further action required.
21/07/26	P Busch	Follow up to queries from Website administrator	No further action required
21/07/26	B Dias	Registering for lessons	Added to spreadsheet - no further action required
21/07/26	M Anderson	Registering for lessons	Added to spreadsheet - no further action required
21/07/26	Aust Business Pages Directory	Renewal advice of details	Updated email address which was the old one
22/07/26	KSN	Looking for volunteers for op shop	Added to announcements

Date	From	Subject	Action
22/07/26	F Jeppesen	Request for bylaw change re posthumous life membership	Added to agenda for August meeting (Correspondence 2a and 2b) For discussion with Attachment 2.
23/07/26	K Ellaway	Acknowledgement of advice re confidential matter	No further Action required
23/07/26	Joshua Dejun	Request for information re confidential matter from TBIB	Responded with requested information – no further action required
23/07/26	Joshua Dejun	Advice from insurers	For Discussion (Correspondence 3)
23/07/26	MBC	Community leasing re public safety visit Wed 29 th July	For noting
23/07/26	S Routley	Aus Wide Open Pairs confirmation	Submitted entry form on behalf of RBC to Brad Coles organiser.
23/07/26	Brad Coles	Acknowledging entrance to the Aus Wide Open Pairs	For noting
24/07/26	A Peacock	Catton Roderick advice re confidential matter	For noting
25/07/26	W Parker	Confirming willingness to continue in Purchasing role	For noting
25/07/26	W Parker	Copy of Flyer for Redcliffe News	No further action required
25/06/26	Jarred Hughes	Copy of notice to MBC re need for urgent repair of lock RBC	For noting
26/07/26	A McNee	Unable to take on Welfare Officer role	For noting

Date	From	Subject	Action
27/06/26	S Routley	Fwd email from Paul Lavings re colour blind cards	For Discussion (Correspondence 4)
27/07/26	Kim Ellaway	Fwd Bridge.com flyer	No further action required
27/07/26	QCBC	Congress notices	Put on noticeboard
27/07/26	Sunshine Coast BC	Congress notices	Put on noticeboard
28/07/26	Kim Ellaway	Request for update on directors list	Actioned
28/07/26	Joan Mills	Request for online sign up for events	For Discussion (Correspondence 5)
28/07/26	Tom Berry PPC	Acknowledging our decision re badge machine warranty	No further action required
30/07/26	Tony Bowmaker	Agreeing to be listed as Director under Redcliffe bridge club	No further action required
30/07/26	Kim Ellaway	Regarding removal of deceased from masterpoint list	Referred to Masterpoint secretary. No further action required as Masterpoint secretary has established process for managing this.
30/07/26	Suzi Brownlow	Request for Bridgemate course	For Discussion (Correspondence 6)
31/07/26	Maddie Wong	Re supplies and actions required for the congress	Secretary checked with Wayne and he is actioning – meeting between President, treasurer, secretary and tournament director with Wayne to finalise tasks for congress and who is actioning -no further action required.

Date	From	Subject	Action
31/7/26	Wayne Parker	Re the discount bridge bidding pads	Wayne advised the club sources bridge bidding pads locally – so no further action required
3/08/26	MBC	Response to query re defibrillator	Fwd to Melva Leal for actioning. For discussion (Correspondence 7)
4/08/26	Fay Jeppesen	Induction Program for new members	For Discussion (Correspondence 8)
4/08/26	Kim Ellaway	Tasks for clubs	For Discussion (Correspondence 9)
4/08/26	Sunshine Coast BC	X IMP pairs congress notice	Placed on noticeboard
4/08/26	S Routley	J Jeffries wants to use Bridgemate 2s for congress	Fwd to Wayne and Peter for their action
5/08/26	L Johansen	Query re visiting RBC to play	Fwd to Linda Almond who responded to the query -no further action required
5/08/26	QBA	Re novice section in Brisbane Gold Congress 2027	Secretary added to notices – no further action required
6/08/26	Noosa BC	Congress notice	Placed on noticeboard – no further action required
6/08/26	Brad Coles	Dealing files for Aus Wide Open Pairs	Fwd to Masterpoint Sec email for Wayne's actioning -no further action required
6/08/26	Noreen Weyling	Caboolture Stringfellows Teams Congress	Added to Notices 11 August – No further action required
7/08/26	Kim Ellaway	Masterpoint Secretary Webinar	Midge Spice to attend for RBC – no further action required

Date	From	Subject	Action
11/08/26	Margaret Cusack MyABF	Deceased members	No action required – just for noting the process as outlined in action list
12/08/26	ABPD	Confirming deletion of account	For noting – no further action required.

5.2 Outgoing Correspondence

The secretary noted the outgoing correspondence.

Date	Subject
17/07/26	Email to M Anderson re beginner lessons
17/07/26	Email re gluten-free meals for internal events
23/07/26	Email to solicitors re confidential matter
23/07/26	Email to QBA re confidential matter
23/07/26	Email to TBIB re confidential matter and requested information
23/07/26	Email to Wayne Parker re purchasing officer role
23/07/26	Email to Brad Coles re Australia Wide Open Pairs entry
27/07/26	Email from Treasurer to Tom Berry PPC re badge machine warranty decision
27/03/26	Letter of thanks to Caboolture Bridge Club re Redcliffe/Caboolture competition
29/07/26	Email to Australian Business Directory
29/07/26	Email to Kim Ellaway re Redcliffe Bridge Directors
29/07/26	Email response to Joan Mills
31/07/26	Email to council re defibrillator and advice on purchase of new one
1/08/26	Wayne emailed Paul Lavings re new server
3/08/26	Letter of thanks to Caloundra Bridge Club
11/08/26	Australian Business Directory requesting removal of club details

5.3 Business Arising from Correspondence

The committee discussed the flagged correspondence requiring action.

Energex third party permission

Actioned – no further action required

Posthumus life membership

Discussion deferred to general business and bylaw change discussion.

Insurance advice

Noted – no further action required at this stage.

Colour-blind cards and lighting support

The committee discussed the correspondence about colour-blind cards and broader visual accessibility needs. It was noted that marking on boards already assists with colour identification and that obtaining separate card packs would be impractical. The committee agreed to investigate lighting support first, including asking a member to trial a light and provide feedback.

Action 11: Committee to investigate suitable table lighting options after trial and feedback.

Online event sign-up and MyABF

The committee considered the request for online sign-up for majority of events. Members discussed whether sign-up should occur through the club website or MyABF and noted the administrative difficulty of maintaining dual systems. The committee agreed that MyABF should be used for all events, including club-only events, but not for standard bridge sessions.

Motion: That MyABF be used for all events, including club-only events, but not standard bridge sessions. **Moved:** Peter Hancock. **Seconded:** Brooke Anderson. Carried.

Action 12: Secretary to write to Tournament Organisers and update them on the agreed sign up process.

Bridgemate training and procedures

The committee discussed the written request for Bridgemate training, noting that directors and Bridgemate assistants need clear guidance for common errors and corrective procedures. The committee agreed to establish a procedures folder and to consider training support, including contacting the supplier for recommended training options.

Motion: That a folder be developed containing common Bridgemate issues and procedures for correcting them. **Moved:** Brooke Anderson. **Seconded:** Linda Almond. Carried.

Action 13: President to develop a Bridgemate procedures folder covering common issues and how to correct them.

Action 14: Secretary to write to P Busch to see if he is able to provide training. Secretary to reply to requester re actions taken.

Defibrillator

The committee discussed advice from council about grants for a defibrillator and related training. It was noted that a grant could potentially cover both equipment and training. The committee agreed to pursue grant funding, with the defibrillator treated as a priority safety matter. Discussion re grant process deferred to general business.

Induction program for new members

The committee discussed the proposed induction program and agreed that new players and new members should receive clearer support, including information about attending sessions, reporting to the director, being introduced to members, and possible mentoring or buddy arrangements following lessons.

Action 15: Brian Vernon as Education officer is to liaise with Wayne about the final lesson session and what is provided and recommend to the committee an induction/support approach for graduates and new members.

QBA Secretary list

Discussed under actions arising.

6. Reports by Exception

6.1 Treasurer's Report

The Treasurer's Report for July 2026 was presented. The treasurer noted the congress expenditure report which showed a small profit. Bridge credits have been paid to winners.

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - July 2026
Tabled at Management Committee Meeting of 18th August 2026

\$	7,783.24	Cash at Bank Account	Interest on
\$	9,420.13	Business Saver Account	Maturity
\$	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
\$	454,780.99	Total Cash Holdings	\$ 19,724

2. Expenses

\$ 8,078.97 List of Expenses Attached.

3. Liabilities

\$ 871.30 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	Jul-26	Jul-25	Year to Date from 1 April 2026
Table Fees	\$ 6,447.00	\$ 6,458.00	\$ 27,256.00
Total Receipts	\$ 6,640.34	\$ 6,995.95	\$ 38,718.96
Expenditure	\$ 8,078.97	\$ 11,665.51	\$ 39,194.07
Net Income	-\$ 1,438.63	-\$ 4,669.56	-\$ 465.11

Monthly Notes:

1. The club's net income for the month of July 2026 was \$-1,438.63
2. Table Fees were \$6,447.00.00 for the month, down by \$130.00 for the same period last year.
3. Directors and Bridgemate fees were \$222.00. A total of \$222.00 for free games for the month.
4. All expenses are listed separately on the attached - Total Expenses by Payee.
5. MyABF - The bridge Credits are paid into our bank account early in the new month. The amount owed is currently showing under Accounts Receivable as \$5,059.63
6. The management committee has engaged Catton Roderick Lawyers to consultant and advise on the matter on hand to the amount of \$1,500.00
7. We transferred \$9,000 from the Everyday Account into the Business Saver Account.
8. The Providore Budget has been complete and discussed with Magdeline Wong. Magdeline will received a copy of the updated budget each month.

Motion: That the Treasurer's Report be accepted. **Moved:** Brian Vernon. **Seconded:** Linda Almond. Carried.

Motion: That the committee approve expenditure to Catton Roderick Lawyers up to \$1,500 for the confidential matter. **Moved:** Linda Almond. **Seconded:** Brooke Anderson. Carried.

Motion: That refunds be provided to four congress withdrawals due to illness. **Moved:** Linda Almond. **Seconded:** Melva Leal. Carried.

6.2 Tournament Organiser's Report

The Tournament Organiser's Report was noted.

6.3 Building and Maintenance Report

The Building and Maintenance Officer reported on the door lock issue, public safety inspection, smoke detector cut wires near the office, fire hose inspection, urinal blockage and the kitchen oven/stove failure. The committee agreed that an alternative plumber could be used to address the urinal issue given non response from the past plumber. The committee also agreed that quotes should be obtained for a replacement appliance suitable for heating food.

Action 16: Building and Maintenance Officer to arrange urgent plumbing assistance for the urinal issue, using an alternative plumber as necessary.

Action 17: Building and Maintenance Officer to research and provide options/prices for replacing the failed kitchen oven appliance.

7. General Business

a) Grant-writing assistance

The committee discussed an offer from Tom Murphy to assist with grant writing. The committee agreed to seek assistance with grants, beginning with the defibrillator and potentially including other priorities such as printer replacement or a dealing machine.

Motion: That the club approach Tom Murphy to assist with grant writing. **Moved:** Brooke Anderson. **Seconded:** Linda Almond. **Result:** Carried.

Action 18: President to approach Tom Murphy to assist with grant applications, beginning with the defibrillator.

b) Feedback re printer/ changes as per meeting with Andrew Whittaker

The president noted previous discussion re change to scan arrangements. Also at this meeting A Whitaker recommending a change to cloud based back up in preference to hard drives – the committee required further information and time to review the documents provided by Andrew Whittaker.

Action 19: Secretary to send document to committee for review

c) Daily notices process

The committee discussed the process for daily notices and the need for notices approved by the committee to be delivered consistently. At a recent session a director elected to omit a specific notice the committee had determined should be in the announcements. It was agreed that if a director is uncomfortable delivering any notice, the director should provide the whole notice sheet to a committee member before announcements are made, so the committee member can deliver the notices.

Motion: That an email be sent to directors advising the process for handling notices on behalf of the committee. **Moved:** Brooke Anderson. **Seconded:** Debbie Paltridge. Carried.

Action 20: Secretary to email all directors explaining the daily notices process and advising that any concerns should be referred to a committee member before announcements begin.

d) MyABF and GNOT team entry

The committee discussed one of the RBC GNOT teams for the regional final has a member TBA and the need to confirm the correct team members, including a replacement player.

Action 21: President to contact team captain to confirm the correct GNOT team composition and notify QBA.

e) Air-conditioning filter cleaning

The committee noted that the office air-conditioning filter cleaning is already being handled as part of existing servicing arrangements. No further action was required.

f) Proposed By-law changes

The committee discussed a proposed by-law enhancement to specify the number of visitor sessions allowed before a player must join RBC. The committee preferred a simplified approach applying to any player who is not a financial member of Redcliffe Bridge Club, with the limit applying by membership year. Visitor fee changes were deferred to the next agenda.

Motion: That the proposed visitor-session by-law amendment proceed using Option 1, amended to refer to the RBC membership year. **Moved:** Peter Hancock. **Seconded:** Brooke Anderson. Carried.

Action 22: Secretary to place Visitor fee changes on the next meeting agenda.

The committee considered proposed changes relating to youth membership and posthumous honorary life membership. The committee agreed to progress the youth membership wording and to amend the posthumous honorary life membership proposal to make clear that posthumous recognition would be a commemorative honorary title rather than an active membership category. The committee also agreed that a comprehensive discussion paper outlining all the proposed rule and by-law changes should be circulated to members before approaching QBA and scheduling a Special General Meeting.

Motion: That the proposed youth membership amendment proceed to next step.

Moved: Brooke Anderson. **Seconded:** Brian Vernon. Carried.

Motion: That the proposed posthumous honorary life membership wording proceed to the next step. **Moved:** Brooke Anderson. **Seconded:** Debbie Paltridge. Carried.

Motion: That posthumous honorary life membership be classified as a commemorative title. **Moved:** Brian Vernon. **Seconded:** Debbie Paltridge. Carried.

Action 23: President to update the proposed rule/by-law paper and revised resolutions for consideration at the next meeting.

Action 24: B Vernon to table a discussion paper at the next committee meeting regarding proposed changes to rule 12a.3 and bylaw 8.3 AGM sequence.

g) UPS auto-shutdown

The committee discussed the need to investigate UPS software or configuration so computers can shut down safely or raise an alarm when battery power is low.

Action 25: Peter Hancock to investigate UPS auto-shutdown options and report back.

h) Membership information security

The committee discussed membership information security, including access to contact information, address details, dates of birth and emergency contact information. The discussion was deferred to the next meeting, including consideration of Rule 13.3 and whether it requires amendment.

Action 26: President to review Rule 13.3 and bring advice on membership register access and information-security implications to the next meeting.

i) Printer replacement and servicing

The committee considered information about the current printer, including the end of servicing support, purchase and lease options for a replacement printer, expected usage and toner availability. The printer was purchased in March 2020 for \$7,209.00. The cost of buying a replacement printer would be \$10399 or to lease over 5 years

\$12300. The committee agreed to continue using the current printer while it remains serviceable and to investigate servicing and cartridge options.

Motion: That the club retain the current printer until it no longer works. **Moved:** Linda Almond. **Seconded:** Brooke Anderson. Carried.

Action 27: Peter Hancock and Linda Almond to investigate quotes for ongoing printer servicing and suitable cartridges for the current printer.

The President requested Christmas Party be placed on next meeting agenda

Action 28: Secretary to place Christmas function on next agenda

8. Next Meeting and Close

The committee discussed the need to monitor quorum for future meetings because some members will be away before the end of the year.

Action 29: All committee members to send the Secretary their known away dates between now and the end of the year as soon as possible.

The next meeting will be held 2.30pm Tuesday 15th September

Meeting closed 6.35pm



Brooke Anderson
President



Linda Almond
Treasurer