Redcliffe Bridge Club Inc.

Clubrooms:
2A Irene

Street
Phone: 3883 4405
REDCLIFFE QLD 4020

Management Committee Meeting Minutes
Tues 29th September, 3.00pm 2026

1. Welcome and Apologies

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

Apologies: M Leal

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 signed conflict-of-interest documentation was noted as current. No conflicts of interest were declared.

3. Ratification of Previous Minutes and Circular Resolutions

The minutes of the Management Committee meeting held on 18 August 2026 were confirmed as a true and accurate record with no amendments required.

Motion: That the minutes of the 18 August 2026 meeting be accepted as a true and accurate record. Moved: D Paltridge Seconded: B Vernon - Carried.

The Committee noted the circular resolutions passed since the previous meeting under Rule 29.3:

- Membership application — D Reyno: approved unanimously.
- Door repair — option 1, replacement of the existing door lock and expenditure of $4,835.20 including GST: approved unanimously.

4. Actions Arising from Minutes

Completed Action Items from previous meetings were noted as follows:

Item No	Action items from previous meetings	Person responsible	Status
Meeting 27th July 2026			
22	New member MyAbf process	Treasurer and P Hancock	Completed
Meeting 18th August 2026			
1	Secretary to file confidentiality register and that this would be updated annually as new committee established after AGM.	Secretary	Completed
2	Secretary to follow up with Andrew Whitaker re the cost of setting up scan to email approach.	Secretary	Completed – P Hancock has set up the scan to email.
3	B Vernon and P Hancock to send comments on draft policy changes to committee.	B Vernon and P Hancock	Completed - As per discussion Action Item 3 from Previous minutes
4	President to write to Kim Ellaway and confirm date	President	Completed no further action required
5	Secretary to put in the announcements the week before 18th Sept for volunteers to play with K Ellaway	Secretary	Completed no further action required
6	B Clark to check Bridgemate 2 batteries	B Clark	Completed no further action required
8	Secretary to follow up with R Mangano re liquor licencing self assessment	Secretary	Completed – Liquor licence to be discussed with action item 15 previous meetings
9	Building and Maintenance Officer to follow up with the council/MBC regarding the door lock replacement job and report back. Secretary to forward the job reference to him.	B Clark	Completed no further action required
10	Treasurer to work with P Hancock on determining process for new members	Treasurer and P Hancock	Completed
12	Secretary to write to Tournament Organisers and update them on the agreed sign up process.	Secretary	Completed no further action required
13	President to develop a Bridgemate procedures folder covering	President	Ongoing - Awaiting feedback from W Parker

Item No	Action items from previous meetings	Person responsible	Status
	common issues and how to correct them.		
16	Building and Maintenance Officer to arrange urgent plumbing assistance for the urinal issue, using an alternative plumber if necessary.	B Clark	Completed see Maintenance officer report
19	Secretary to send document to committee for review	Secretary	Completed no further action required
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.	Secretary	Completed no further action required
21	President to contact team captain to confirm the correct GNOT team composition and notify QBA.	President	Completed no further action required
25	Peter Hancock to investigate UPS auto-shutdown options and report back.	P Hancock	Completed for noting no further action required - UPS shutdown; software and cable purchased and installed on Masterpoints PC; shutdown works correctly; System Administrator currently working on a way for somebody to be notified automatically when the power failure occurs.

The Actions from previous meetings highlighted in the agenda for discussion were as follows.

Action 3 (From Meeting 22nd July) – WHS Policy Changes
The Committee reviewed the proposed new Workplace Health and Safety policy and the comparison and clarification papers from D Paltridge, B Vernon and P Hancock. The committee agreed to add references to environmental hazards; include the adjoining Snooker Club in relevant emergency-planning contacts; require contracts or work orders to address WHS obligations, insurance, licensing, reporting duties and site rules; and require contractors to be suitably qualified, competent and experienced.

The AED wording was simplified so that an AED may be used in a life-threatening cardiac emergency, preferably under the direction of emergency services via Triple Zero, without delaying treatment. For bullying concerns, the policy will state that a member, visitor or volunteer should first approach the Recorder and, if that is not acceptable, may approach a committee member. The revised reporting provisions were retained.

Motion: That the revised WHS policy be adopted with the amendments agreed at the meeting. Moved: D Paltridge Seconded: P Hancock. Carried.

Action 1: Secretary: incorporate the agreed amendments into the WHS Polity and arrange publication of final controlled version

Action 12 (From Meeting 22nd July) –New dealing machine
The Committee considered the discussion paper presented by the President. The committee considered operational need for a second machine, dealer feedback, compatibility with existing cards and systems, offline operation, supplier support, warranty and servicing. The preferred model was the Dealer4+. The committee considered that given the spare machine is no longer operational and the risk if the current machine was to require servicing that a new dealing machine should be purchased.

Motion: That the Club purchase a Dealer4+ dealing machine for $5,950. Moved: L Almond Seconded: B Anderson - Carried.

Action 2: President: Arrange purchase of the Dealer 4+ with the Treasurer and coordinate implementation with dealers

Action 15 (From Meeting 22nd July) –Liquor licensing self-assessment and RAMP
The online self-assessment indicated that the Club is not exempt from a liquor permit requirement and as such needs to apply for a community liquor permit. The President has compiled the required documentation for submission to the council. As part of the submission a Risk-Assessed Management Plan (RAMP) is required. The draft RAMP was reviewed. The approved consumption area was described as approximately 12 m × 18 m, with one service point. The Committee supported proceeding with the application, subject to finalising the permitted hours and required endorsements.
Decision: The RAMP and submission of the community liquor permit application were approved.

Action 3: President: Finalise the RAMP and permit application, obtain required police and council endorsements, and submit the application before Melbourne Cup function

Action 4 – Secretary: Add annual renewal of community liquor permit to the Secretary induction/annual compliance schedule

Action 20 (From Meeting 22nd July) –Website archiving
The website archiving action was confirmed complete and may be closed.

Action 11 (From Meeting 18th August) –Table lighting
The trial and purchase of portable lights for members with low vision was noted.

Motion: That expenditure of up to $120 for the table lights be approved. Moved: B Anderson. Seconded: L Almond. Carried.

Action 18 (From Meeting 18th August) AED replacement
The Committee considered discussion paper presented by the President regarding replacement of the current AED which is no longer operational. They considered the available AEDs, warranty periods, pad life, ongoing costs and the benefit of real-time CPR coaching. It was agreed that the higher-specification Zoll AED 3 was the preferable safety option. Grant funding was not considered practical for this purchase.
Motion: That the Club purchase a Zoll AED 3 for $3,543. Moved: B Vernon. Seconded: B Clark - Carried.

Action 5: President/Treasurer: Arrange purchase of the Zoll AED 3 and ensure associated consumables and replacement dates are recorded

Action 26 (From Meeting 18th August) Membership register access
The Committee considered Rule 13.3 and the apparent ambiguity concerning inspection of the membership register.

Action 6 – Secretary: Seek written clarification from the Office of Fair Trading about the meaning and application of rule 13.3

Action 27 (From Meeting 18th August) 4.8 Printer servicing and toner
Alternative servicing arrangements and toner costs were noted. A spare black toner cartridge is held, and the installed cartridges are currently full. No immediate purchase was required.

5. Correspondence

The correspondence listed in the agenda was received and noted. Items requiring discussion highlighted in red; the full incoming and outgoing registers follow.

5.1 Incoming Correspondence

Date	From	Subject	Action/Outcome
13/08/26	Kim Ellaway	Response to invitation to play at RBC	Attendance on 18 September noted.
14/08/26	Midge Spice	Thanks for lucky draw session	Noted.
14/08/26	Kim Ellaway	Masterpoint secretary webinar	Forwarded to M Spice.
18/08/26	Tony Treloar	GNOT finals payment and team confirmation	Completed 19/08/26.
19/08/26	MBC	Urinal repair responsibility	Repair completed.
23/08/26	Fay Jeppesen	Bridge lessons Facebook notice	Noted.
24/08/26	Helane Knespal	Bridge cruise flyers	Placed on noticeboard.

25/08/26	Sandra Routley	MyABF two-category events	Capability confirmed; organiser notified.
25/08/26	Peter Busch	Bridgemate training	Discussed under business arising.
26/08/26	MBC	Community Activity Grants	Discussed with grant work.
26/08/26	NSBC	Teams event notice	Placed on noticeboard.
26/08/26	Andrew Whittaker	Scan-to-email and Copilot	Scan-to-email completed; software discussed.
27/08/26	Annette Hyland	Masterpoint Secretary backup	Support arrangements noted.
28/08/26	Liquor and Gaming Licensing	Self-assessment instructions	Considered with liquor permit item.
01/09/26	Maddy Wong	Event closing dates	Forwarded to organisers and Treasurer.
01/09/26	Brad Coles	Australia-Wide Open results	Forwarded to Tournament Organiser.
02/09/26	Pine River Locksmith	Door parts ordered	Noted.
04/09/26	P Busch	November Congress flyer	L Almond to publish on MyABF.
05/09/26	M Wong	Providore absence arrangements	Noted.
06/09/26	T Langdon	Newsletter	Discussed; production to proceed.
06/09/26	Kenmore BC	Thanks for Novice Competition	Noted.
07/09/26	MBC	Pest control visit	Noted.
07/09/26	Aidacare	Defibrillator quote unavailable	Noted.
09/09/26	M Wong	Provisions update	Noted.
09/09/26	MyABF	Email outage and resolution	Noted.
09/09/26	Brad Coles	Australian-Wide Restricted Pairs	Decision recorded under Tournament Organiser report.
10/09/26	Caloundra BC	Congress notice	Placed on noticeboard.
11/09/26	Waverley BC	Bridge cruise flyer	Placed on noticeboard.
14/09/26	Kim Ellaway	Death notice	Included in notices.
15/09/26	MBC	Energy-saving declaration	Completed and submitted.
15/09/26	Sunshine Coast BC	Seniors Congress flyer	Placed on noticeboard.
16–19/09/26	M Kershaw, W Parker, P Murray, J Hanley	Dealing machine feedback	Noted.

17/09/26	K Ellaway	WBF webinars	Sent to Education Officer.
17/09/26	K Ellaway	QBA Council meeting	Delegate information sent.
17/09/26	Sunshine Coast BC	Restricted Pairs Congress	Placed on noticeboard.
18/09/26	Tom Murphy	AED grant	Discussed with AED replacement.
18/09/26	MBC	Grant-writing webinar	Forwarded to T Murphy.
18/09/26	Redland BC	Congress flyer	Placed on noticeboard.
21/09/26	T Murphy	Attendance at grant-writing workshop	Noted.
21/09/26	K Ellaway	QBA Council attendees	Noted.
22/09/26	Eve Sirigos	Novice Congress information	Placed on noticeboard.
22/09/26	Platinum Electrical	On-site visit	Forwarded to Building and Maintenance Officer.
22/09/26	K Ellaway	Updated information for secretaries	Reviewed; actions noted.
22/09/26	Ventral IP	RBC IP address renewal	Forwarded to Treasurer.
22/09/26	S Routley	Complaints guidelines feedback	Sent to B Vernon for review.

5.2 Outgoing Correspondence

Date	Subject
19/08/26	Job logged with MBC regarding men's urinal.
19/08/26	GNOT team information sent to Tony Treloar.
20/08/26	Confirmation of Kim Ellaway visit.
21/08/26	Termination of Fuji service agreement.
24/08/26	Email to A Hyland regarding Masterpoint Secretary backup.
24/08/26	Email to A Whittaker regarding scan-to-email and Copilot.
24/08/26	Email to Tournament Organisers regarding future MyABF sign-up.
24/08/26	Email to P Busch regarding Bridgemate training.
24/08/26	Email to Directors regarding announcement process.
27/08/26	OLGR liquor licensing self-assessment enquiry.
02/09/26	Email regarding November Teams Congress flyer.
07/09/26	Defibrillator quote request to St John.
08/09/26	Email to W Parker regarding Bridgemate 3 issues.
13/09/26	President's email to dealers regarding dealing machine.
14/09/26	President's email to T Murphy regarding AED grant writing.
21/09/26	Email to clubs advertising Redcliffe Teams Congress.

5.3 Business Arising from Correspondence

I. My ABF two category events – The MyABF administrators confirmed that My ABF can be used for two category events such as the lucky draw with members signing up as individuals. Committee agreed to trial for the next such event.

II. Bridgemate training and guidance: The Committee noted the response from P Busch regarding request for training. It was agreed that a concise setup and troubleshooting guide is required, drawing on existing manuals and known issues.

Action 7 – Treasurer: Prepare a Bridgemate set up and troubleshooting guide and arrange for it to be kept beside the relevant equipment

III. Community grants: The Club will consider a future grant application for internal refurbishment. T Murphy is willing to assist when the project scope is settled.

IV. Use of CoPilot for transcription. The committee noted the correspondence from A Whittaker re the use of Copilot for assistance with minutes. The committee agreed to approve the installation of Audacity on the Secretary's laptop so recordings can be divided locally without uploading confidential material to third-party services.

V. Masterpoint Secretary back up - The correspondence was noted and no further action was required at this stage.

VI. Newsletter - T Langdon will prepare the newsletter, with F Jeppesen as the sole proofreader. Content should be timely and avoid publishing notices after the relevant event.

Action 9: President: Contact T Langdon and request commencement of the next newsletter and establish a timely production timetable

VII. QBA information: The QBA closure period from 27 November 2026 to 2 January 2027 was noted. Proposed constitution changes must be approved by QBA before the Special General Meeting. The Club also needs to advise QBA of its education program and order the required new laws books.

Action 10: Secretary: Follow up with the Tournament Organiser on preparation of the 2027 program booklet

Action 11: Secretary: Confirm the number of new Bridge Law books requireds and coordinate the clubs order.

6. Reports by Exception

6.1 Treasurer

The August 2026 Treasurer's Report was presented. It was noted that the Secretary is to verify the reported bank balances as an internal control.

1. Cash Holdings

$ 7,993.59	Cash at Bank Account		
$ 9,435.34	Business Saver Account		Interest on 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
$ 455,006.55	**Total Cash Holdings**	$	19,724

2. Expenses

$ 6,970.05 List of Expenses Attached.

3. Liabilities

$ 771.53 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		Aug-26	Aug-25	Year to Date from 1 April 2026
Table Fees		$ 9,119.00	$ 6,464.00	$ 36,271.72
Total Receipts		$ 9,771.07	$ 7,360.83	$ 48,307.84
Expenditure		$ 6,970.05	$ 7,465.67	$ 46,050.84
Net Income		$ 2,801.02	-$ 104.84	$ 2,257.00

Monthly Notes:

1. The club's net income for the month of August 2026 was $2,801.03
2. Table Fees were $9,119.00.00 for the month, up by $2,669.00 for the same period last year.
3. Directors and Bridgemate fees were $240.00. A total of $240.00 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 $7,635.09
6. Away fees collected for the month of August was $15.00
7. The increase in table fees is due to the "Redcliffe Congress held on the 16th August 2026
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 for August 2026 be accepted. Moved: L Almond. Seconded: B Anderson. Carried.
The Treasurer discussed the need to release some funds from the term deposit to deal with the approved purchases discussed by the committee including the door lock, AED and dealing Machine.

Motion: On maturity of term deposit 034921275 on 27 November 2026, retain $20,000 in the Business Saver account for planned expenditure and roll over the balance. Moved: L Almond. Seconded: B Vernon. Carried.

The migration to Xero will be effective from 1 October 2026, with the system expected to become operational following setup in early October.

The treasurer raised the issue of the renewal of Pianola subscription. The committee discussed the use of Pianola and the fact that MyABF would allow similar functionality. The Committee agreed to renew Pianola for one further year while activating and transitioning equivalent MyABF functionality. The Pianola subscription is to cease on 1 October 2027.

Action 12: Treasurer: Activate relevant MyABF functions, plan the transition from Pianola and include member usage questions in the member survey

6.2 Tournament Organiser

The Tournament Organiser report was noted.

For the Australian-Wide Restricted Pairs on 26 October 2026, the Committee agreed to order on the same basis as the previous year: 11 tables and 40 booklets.

Motion: That the Club subsidise the event, so participants pay normal session fees and the Club pays the balance. Moved: D Paltridge. Seconded: B Clark. Carried.

Action 13: Secretary: Write to B Coles with the club requirements for the Australian Wide Restricted Pairs

The next Mystery Mitchell is to be held on Monday, 19 October 2026 and listed on MyABF. Sunday, 28 February 2027 was approved as suitable for the Moreton Bay/Bribie-hosted event.

Action 14: Secretary: write to the Tournament Organisers regarding the date for Mystery Mitchell and MyABF registration decision

The committee discussed the Moreton Bribie Hosting of the 3 way competition and confirmed that the approved date of 28 February 2027 is suitable.

6.3 Education Officer

The Education Officer report was noted.

The Committee discussed priorities for beginners, recent course graduates and intermediate players. It agreed that planning for the March 2027 beginners' course is the immediate priority. A consistent curriculum, access to all existing teaching resources, teacher coordination and a pre-course questionnaire are required. Options to be explored with Joan Butts include train-the-trainer sessions, an introductory "taster" session and intermediate tuition.

Action 15: Secretary: Request quotations from Joan Butts for discussed options

Action 16: System Administrator: secure and back up all Club teaching materials currently held on Club or training equipment

Action 17: Education Officer: prepare an education plan for the March 2027 beginners' course, including teacher roles, a consistent lesson sequence, support for course graduates and options for intermediate players

Action 18: Education Officer: Draft a short pre-course questionnaire to identify applicants card playing experience and support needs

6.4 Building and Maintenance Officer

The Building and Maintenance Officer Report was noted.

The replacement door lock is scheduled for Wednesday, 7 October 2026. Payment will be made in two instalments within banking limits, with the final amount dependent on actual labour. Existing keys are expected to remain compatible.

The Committee noted that the convection microwave arrangement is currently adequate but retained the appliance-capacity item for future review.

Testing and tagging had been completed, except that the Secretary's laptop was not present.

6.5 Website Administrator

The report was noted. No exception requiring a decision was raised.

6.6 System Administrator

The System Administrator Report was noted.

The Committee discussed password-vault access and recurring remote connections to the Treasurer's computer. Further confirmation is required from the IT provider about the purpose and scope of those connections.

Action 19: Treasurer: Ask A Whittaker to respond in writing about the recurring remote connection to the Treasurer's computer and confirm the security controls in place.

6.7 Membership Secretary

The Membership Secretary report was noted.

The membership application for Jane Farquhar was approved.
Motion: That Jane Farquhar's application for membership be approved. Moved: P Hancock. Seconded: B Clark. Carried.

To avoid delays, future applications may proceed through the administrative processing steps before the next committee meeting, with formal committee endorsement to follow.

Motion: That future membership applications be processed without waiting for the next committee meeting and subsequently presented for formal endorsement. Moved: P Hancock. Seconded: B Anderson Carried.

The revised welcome letter was approved subject to adding a warmer introductory sentence, improving MyABF information and placing detailed Pianola guidance on the Club website with an appropriate link.

Action 20: Membership Secretary and Website Administrator: Finalise the revised welcome letter and publish the Pianola guide on the Club Website

7. General Business

7.1 Proposed rule and by-law changes

The draft paper was reviewed. A rationale is to be added for the proposed amendment to By-law 8.3, explaining that outstanding business should be dealt with by the outgoing committee and candidates introduced before voting. The posthumous honorary life member category is to be described as an honorific title rather than continuing legal membership. The document will clarify that only the changed clauses of 8.3 are presented and that the intervening clauses are unchanged.

The revised paper and a covering letter will be circulated to members for feedback before the wording is finalised and a Special General Meeting is called. QBA approval must be obtained before the Special General Meeting.

Action21: President: Revise the rule/by law discussion paper to include the agreed rationale, clarification and corrections

Action 22: Secretary: Draft the covering letter, circulate it to the President for approval, then issue the proposal to the members for feedback and coordinate submission to QBA

7.2 Interstate visitor fees

The Committee agreed that interstate visitor fees will remain unchanged and that the Club will absorb the additional QBA levy.

7.3 Access Management Protocol for External Directors

The current access arrangements for authorised external directors were considered appropriate. No change was made. Access remains subject to applicable privacy and governing-body requirements.

7.4 Mass email usage

The Committee agreed that mass emails to members, whether sent through Pianola, MyABF or another platform, require approval from the President or, if unavailable, the Vice-President.

7.5 Training laptop

The Committee discussed the status, ownership, control and return of a donated laptop used for training. It agreed that a Club-owned training laptop should be purchased and recorded on the asset register; the existing donated unit is to be cleared and disposed of appropriately after transfer of Club teaching materials.

Motion: That the Club purchase a suitable laptop for training purposes. Moved: B Anderson. Seconded: L Almond Carried.

Action 23: Treasurer: Obtain a quotation for a basic Club owned training laptop

7.6 Member survey

A draft member survey was considered. Committee members are to provide suggested additions and amendments. The survey should capture playing patterns, session preferences, education needs and use of member services such as Pianola/MyABF. The aim is to finalise it at the November meeting for issue before Christmas.

Action 24: All Committee Members: Send Survey feedback to Secretary

Action 25: Secretary: revise the survey, select a suitable no cost survey platform and present a final draft at the November Meeting

7.7 Melbourne Cup

The Committee agreed to make Melbourne Cup Day a more social event, with chicken, salads and desserts, sweeps and prizes. T Morris will be MC and G Gosney will direct. Registration is to be available through MyABF before promotion begins.

Motion: That the member charge for Melbourne Cup Day be $20 per person, including lunch and refreshments. Moved: B Anderson. Seconded: L Almond Carried.

Action 26: President: Prepare and circulate the Melbourne Cup event plan including catering, room setup, prizes and compliant arrangements for sweeps

Action 27: Secretary/My ABF Administrator: List the event on MyABF and commence announcements once registration is live

7.8 Christmas Party

The existing Dolphins booking and deposit were noted. The 2026 event will remain at Dolphins. Committee members are to suggest ways to make the function more engaging and celebratory.

Action 28: All Committee Members: Send Christmas Party program and entertainment suggestions to the secretary.

7.9 Meeting dates

The next meeting will be held on Tuesday, 27 October 2026 at 2.00 pm. The following meeting will be held on Tuesday, 24 November 2026 at 3.00 pm. The need for a December meeting will be determined at the November meeting; if required, 15 December 2026 is the preferred date.

8. Closure

There being no further business, the meeting closed at 5.51 pm.

Brooke Anderson
President

Linda Almond
Treasurer