

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 24 April 2025 at 1.08pm

1. **Management Committee:** Susan Kennard, Melva Leal, Linda Almond, Ross Mangano, Ted Morriss, Fay Jeppesen, Sandra Routley, Lesley Brown and Ken Griggs

Apologies: Lesley Brown

2. **Draft Minutes** of the Management Committee Meeting held 13 March 2025 were distributed to Committee members for approval. The minutes were tabled and it was moved by Ross Mangano and seconded by Melva Leal that the minutes be confirmed as a true and correct record. **CARRIED**

3. **Inward Correspondence**

Number	Date	Details	Action/Further Action/Discussion Required
1	14/03/25	Email from Sandra Routley – Providing quote from Hockenhull Upholstery to recover the four (4) outstanding club chairs.	Order confirmed with Hockenhull Upholstery. Refer to outgoing item 4.
2	14/03/25	Email from Australian Bridge Magazine – Acknowledging advice of the RBC PO Box change.	No further action.
3	15/03/25	Email from Andrew Slater (Member) – Following up on membership registration.	Response provided.
4	16/03/25	Email from Andy Hung – Wanting to confirm whether he had invoiced the RBC for his May 2024 presentation.	Referred to Linda Almond to respond.
5	17/03/25	Email from Wayne Parker – Confirming changes made to the RBC website to communicate that Club session finishing times are ‘approximate’.	Refer to outgoing item 6.
6	18/03/25	Email from Moreton Bay City Council (MBCC) – Advising recycling posters are available for pick up.	Posters have been picked up. Refer to outgoing item 5.
7	19/03/25	Email from VentralP – Advising pricing changes to their products.	Referred to Wayne Parker and Linda Almond.
8	19/03/25	Email from Steve Woodrow (Member and Director) – Requesting Management Committee consider a Workplace Health and Safety policy to have tables at the front of the room for mobility impaired Members.	Refer to General Business.
9	20/03/25	Email from ABF – Promoting the Australia-Wide Novice Pairs competition.	Referred to Sandra Routley.
10	20/03/25	Email from Maryborough Bridge Club – Promoting Pairs and Teams Congress on 19 and 20 July respectively.	Posted on noticeboard.

11	21/03/25	Further email from Kim Ellaway (QBA) – Advising the resignation of Jacqui Dudurovic as the Brisbane Zone Secretary and requesting nominations.	No further action.
12	23/03/25	Email from Gold Coast Bridge Club – Promoting Pairs and Teams Congress on 7 and 8 June respectively.	Posted on noticeboard.
13	24/03/25	Email from Errol Miller (Member) – Thanking the Management Committee for acknowledging his personal achievement of the rank of Silver Grand Master.	Refer to outgoing item 11.
14	25/03/25	Email from Sandra Routley – Advising Hockenhull Upholstery will recover the four (4) outstanding club chairs after Easter.	No further action.
15	29/03/25	Email from Marg Nicholls (New Member) – Enquiring about joining the Club and finding a partner for Tuesday AM sessions.	Response provided. Refer to new member application below.
16	30/03/25	Email from Kim Ellaway (QBA) – Advising ABF will not refund overpayments for members not resigning i.e. Clubs need to ensure they cancel members out of the ABF system.	Referred to Peter Hancock.
17	30/03/25	Email from Kim Ellaway (QBA) – Advising update to the QBA Regulations with respect to the 'Wellness Guidelines'.	Referred to Sandra Routley.
18	30/03/25	Email from Caboolture Bridge Club – Requesting advice on what was the driver for RBC's latest update to the RBC Rules and By-Laws.	Response provided referring Caboolture to the Office of Fair Trading and changes to the Model Rules.
19	06/04/25	Email from Dean Wolfenden (Member) – Highlighting potential issues with links on RBC website.	Referred to Wayne Parker.
20	07/04/25	Email from AMC Cleaning – Responding to email from Fay Jeppesen.	Refer to Fay Jeppesen's update below.
21	09/04/25	Email from Kim Ellaway (QBA) – Requesting information on former Club Member John Newton.	Response provided.
22	10/04/25	Email from Australian Bridge Directors Association (ABDA) – Providing latest information for Directors.	Referred to Directors.
23	13/04/25	Email from Sunnybank Bridge Club - Promoting QBA statewide Novice Championship event to be held on 27 April 2025.	No further action.
24	14/04/25	Email from Marg Nicholls (New Member) – Requesting details of her Club number and registering for Pianola.	Response provided. Refer to new member application below.
25	14/04/25	Email from Joan Mills (Member) – Making complaint about the session movements on Friday 11 April 2025.	Email acknowledged. Refer to Tournament Organiser update below.

26	14/04/25	Email from MBCC – Promoting an Education and Training session, on 21 May 2025, addressing people management strategies for sporting and recreation clubs.	No further action.
27	15/04/25	Email from ABF – Acknowledging RBC registration in the Australia-Wide Novice Pairs competition.	No further action.
28	15/04/25	Email from Michael Burgess – Enquiring about when the next Beginners Lessons will be conducted.	Response provided.
29	17/04/25	Email from Maurice Sanders (Member and Director) – Providing information relating to the session movement on Friday 11 April.	Email acknowledged. Refer to Tournament Organiser update below.
30	17/04/25	Email from the Redcliffe RSL – Advising their intent to use the area in front of 2A Irene Street for their annual traditional Anzac Day outdoor entertainment activities.	Pianola email issued to Club Members. No further action.
31	18/04/25	Email from ESA – Thanking the RBC for the use of the RBC Clubroom for their annual Trivia fundraising night on 22 March 2025.	Email acknowledged. Refer to outgoing item 8.
32	20/04/25	Reminder Email from Kim Ellaway (QBA) – Requesting information for the 2026 calendar.	Discussed. It was agreed that RBC would request 16 August 2026 as the day for the Pairs Congress in 2026. It was also agreed that RBC would not progress an under 300MPs Teams Congress in 2026. Refer to Business Arising.
33	23/04/25	Email from Kim Ellaway (QBA) – Providing GST advice and the impact of the zonal secretary retiring.	Referred to Sandra Routley and Linda Almond.
34	24/04/25	Email from Kim Ellaway (QBA) – Advising the appointment of Tony Treloar as the new Brisbane Zone Secretary.	Referred to Sandra Routley.

4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	14/03/25	Email to MBCC – Advising details of the Club to update their records.	No further action
2	14/03/25	Email to the QBA – Requesting approval to alter the RBC GNOT Heat dates.	Approved. No further action.
3	14/03/25	Email to Meryl Perry (Member) – Responding to request for the Club to hold personal health information.	Refer to March minutes and further discussion required under General Business below.

4	15/03/25	Email to Hockenhull Upholstery – Accepting quote to recover the four (4) outstanding club chairs.	No further action
5	15/03/25	<ul style="list-style-type: none"> Email to MBCC – Requesting recycling promotion material to update the Clubroom information. 	Updated posters received and are to be placed above the recycling bin in the Clubroom.
6	16/03/25	Email to Wayne Parker – Requesting update to the RBC website to communicate that Club session finishing times are approximate.	Complete. Refer to incoming item 5.
7	16/03/25	Email to Virtual Clubs – Requesting more information on how Virtual Clubs can facilitate on-line competition for Club Members.	No response received. No further action.
8	16/03/25	Email to ESA – Advising the RBC Management Committee has agreed to the use of the Clubroom for their annual Trivia Night on 22 March.	Refer to incoming item 31.
9	17/03/25	Email to Peter Hancock – Requesting an update to Carolyn Adcock (Member) personal information as verbally advised to the Secretary.	No further action.
10	18/03/25	Email to Kim Ellaway (QBA) – Advising the RBC GNOT Heat results in the form of a report from the Director for the event Bob Davies.	No further action.
11	18/03/25	Email to Errol Miller (Member) - Congratulating him on his personal achievement of the rank of Silver Grand Master.	No further action.
12	19/04/25	Pianola email to all Members – Advising the Redcliffe RSL will be using the grounds in front of the Clubroom on Friday PM 25 April 2025 to commemorate ANZAC day.	No further action.

Business Arising from the Inward and Outward correspondence:

Inward:

Item Number	Item Description	Follow Up Action Required
32	Providing information for the QBA 2026 calendar.	Advice to be sent to QBA advising of decision for 2026.

Outward:

Item Number	Item Description	Follow Up Action Required

Ross Mangano moved that the inward correspondence be received, and the outward correspondence be endorsed. Ken Griggs seconded this motion.

CARRIED

5. **Treasurer’s Report** (Linda Almond)

The financial report as at 31 March 2025 was tabled. Summary of accounts is set out below:

Everyday Account		\$12,457.25
Business Saver Account		\$409.20
Total Term Deposits	Two (2) deposits maturing 22 and 27 of May 2025 at 5.05% and 4.55% respectively	\$428,358.77

A summary of the March financials are as follows:

- Total income was \$5,567.49 and total outgoings were \$10,353.53 resulting in a negative result for the month of \$4,786.04.
- Table fees for the month were \$4,507.50. This is down by \$689.50 compared to the same period for last year.
- A liability of \$421.30 to Wright Express for our Coles Customer Account exists.
- Balance Sheet shows a total equity of \$463,847.97. This is down by 7.7% compared to the same period for last year.

Ross Mangano confirmed the existence and balances of all accounts listed in the Treasurer’s report.

Linda Almond advised the financial information for the year ending 31 March 2025 was ready to be forwarded to the Auditor.

Linda Almond moved “that the financial report as tabled be accepted and that the accounts paid be ratified,” seconded by Sandra Routley.

CARRIED

6. **Membership Report** (Peter Hancock)

Ross Mangano moved the new application received for Marg Nicholls be accepted. This was seconded by Linda Almond.

CARRIED

7. **Building and Maintenance** (Fay Jeppesen)

Fay provided the following update:

- An interim repair was urgently attended to the lock on the main door to the Clubroom. Fay also advised that door locks are the responsibility of the Club and that Pine Rivers Locksmiths are the approved repairer for MBCC properties. Fay advised she is awaiting a quote to do a full repair to the main door lock. Fay recommended the Treasurer organise an account with Pine Rivers Locksmiths.

Action: Treasurer to organise an account with Pine Rivers Locksmiths.

- The exhaust fan in the mens’s toilets will need attention.
- Fay had met with the new cleaners on-site to go through what is expected.

Follow up from Previous Meetings

Item Description	Status
Actioning the Moreton Bay City Council Building Defect Report	Fay Jeppesen advised this work had all been completed.

	Action: Secretary to advise MBCC that work has been completed and to provide copies of the invoices.
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8. **O H & S Report** (Ken Griggs)

Nothing to report.

9. **Tournament Organiser Report** (Sandra Routley)

Director Training – Training of a new Director is progressing.

Pro-Am - Monday 7 April – The day was very successful, based on the number of positive comments, along with many requests to include more such days in the future.

Australian Wide Novice Pairs - Monday 26 May – The Club has registered for the event and it is being promoted through the weekly notices.

Monthly Development Award – It was agreed the announcement of the award will be on the earliest Monday after the end of the previous month.

Pre-game Education – To be delivered pre-game on control of the boards and movement of cards.

Movement of Friday 11 April – Sandra outlined what had occurred on 11 April. Committee members in attendance were also able to comment. Sandra advised the movement was not in line with the Clubs' Movement Folder or what had been previously agreed to by the full cohort of Directors. It was noted two Member pairings were heavily impacted by this movement having to wait for approximately 45 – 50 minutes whilst having their sit-out on either side of the tea break. The Committee agreed that a suitable response be sent to Maurice Sanders and to Joan Mills. This matter is now considered closed.

Action: Secretary to issue Committee responses to Maurice Sanders and Joan Mills.

10. **Education Report** (Ted Morriss)

11. **Member Welfare Report** (Melva Leal)

Melva advised that contact had been made with Trish Robinson and Tracey Langton. It was also noted that a former Member, Kevin Tibbets, had passed away. In addition, special mention was made of Ton Vankan celebrating his 100th birthday. A birthday card has been sent to Ton

12. **General Business**

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Bag Hutches (Ken Griggs)	September	Discussion on this was had now that the majority of chairs are covered. It was agreed that the hutch should be just inside the main door adjacent to the fan switches. Melva Leal moved that Ken Griggs be given approval to proceed with purchasing and installing a four (4) X six (6) (total of 24 spaces) bag hutch. Linda Almond seconded the motion. CARRIED

Health Directive Information (Sandra Routley)	March	<p>Sandra Routley discussed this with John Scrivens following the March Committee meeting. John agreed with what was discussed at the March Committee meeting.</p> <p>Action: Secretary to issue a Pianola email to inform Members.</p>
Consideration of Additional Life Membership Recipients (Sandra Routley)	March	<p>Sandra Routley advised the Committee there was sufficient evidence to support the nominations of Maree Filippini and Fay Jeppesen to be Life Members of the Club according to the Clubs By-Laws.</p> <p>Sandra Routley proposed that Maree Filippini be nominated to become a Club Life Member. This was seconded by Ted Morriss. CARRIED</p> <p>Susan Kennard proposed that Fay Jeppesen be nominated to become a Club Life Member. This was seconded by Linda Almond. CARRIED</p> <p>Action: Secretary to advise nominees and request confirmation they wish to accept the nomination.</p>

New General Business Items

Item	Detail
Club Raffles (Maree Filippini)	<p>Maree Filippini (Member) presented to the Committee information issued by the Office of Liquor and Gaming Regulation as it relates to running raffles. Maree raised concerns the raffle conducted for President's Day may have contravened Government Regulations. For example, all tickets need to be in every draw, need to be of the same size etc. Maree also recommended the Club have an Events Coordinator and a Position Description be developed. Maree was thanked for bringing this to the attention of the Committee.</p> <p>The Committee agreed that this should be actioned by the 2025/26 Management Committee.</p> <p>Action: Secretary to add to a handover document for the 2025/26 Committee.</p>
Demonstration of the Club Defibrillator (Susan Kennard)	Susan Kennard demonstrated the use of the Club Defibrillator to the Committee.
2025 AGM Timeline (Ross Mangano)	Ross Mangano outlined the 2025 AGM timeline. The Committee endorsed the timeline.
Seating for Mobility Impaired Members	This issue has been raised by Director Steve Woodrow (Incoming Correspondence Item 8). There was general discussion and agreement that from an OH&S perspective action should be taken to address the issues raised by Steve Woodrow. The following action plan was agreed to:

	<ul style="list-style-type: none"> • Ken Griggs will consult with mobility impaired Club Members the concept of reserving tables at the front of the room. • Sandra Routley will consult with the cohort of Directors. • Ross Mangano will make up some reserve signs that can be used by the Directors.
New Television (Susan Kennard)	Susan Kennard advised the Committee members of the Committee endorsement to purchase and install the new TV. Susan thanked Wayne Parker and Peter Hancock for investigating, procuring and installation of same.
Appointment of Convenors for the August and November Congresses (Ross Mangano)	<p>It was agreed that the following Members will share the role of Convenor for the August Congress:</p> <ul style="list-style-type: none"> • Sandra Routley; • Fay Jeppesen and • Wayne Parker. <p>It was also agreed the 2025/26 Management Committee can make a decision on the Convenor for the November Teams Congress.</p> <p>Action: Secretary to add to a handover document for the 2025/26 Committee.</p>

13. Close and date of next meeting.

- Next Meeting – 15 May 2025 at 1.00pm.
- Meeting Closed at 3.40pm.

Confirmed as true and correct by:

Susan Kennard (Chairperson)

S. Kennard

Date: 15/05/25

Ross Mangano (Secretary)

R.G. Mangano

Date: 15/05/25

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - March 2025

Tabled at Management Committee Meeting of 24th ~~March~~ **APRIL** 2025

1. Cash Holdings

\$ 12,457.25	Cash at Bank Account	
\$ 409.20	Business Saver Account	
\$ 289,030.67	Term Deposit no. 005686717 - 9 mths at 5.05% maturing 22/05/2025	\$ 10,917
<u>\$ 139,328.10</u>	Term Deposit no. 34921275 - 9 mths at 4.55% maturing 27/05/2025	\$ 3,873
\$ 441,225.22	Total Cash Holdings	<u>\$ 14,790</u>

2. Expenses

\$ 10,353.53 List of Expenses Attached.

3. Liabilities

\$ 421.30 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Mar-25	Mar-24	Year to Date from 1 April 2024
Table Fees	\$ 4,507.50	\$ 5,206.00	\$ 63,522.15
Total Receipts	\$ 5,567.49	\$ 6,799.57	\$ 95,270.04
Expenditure	\$ 10,353.53	\$ 9,927.58	\$ 84,123.82
Net Income	-\$ 4,786.04	-\$ 3,128.01	\$ 10,823.02

Monthly Notes:

- The club's net income for the month of March 2025 was ~~-\$4,786.04~~
- Table Fees were \$4,507.50 for the month down by \$698.50 for the same period last year,
- Directors and Bridgemate fees were \$195.00. A total of \$195.00 for free games for the month.
- All expenses are listed separately on the attached - **Total Expenses by Payee.**
- A Monthly Development Award was initiated in January 2025 and each month a member with under 100 points, who meets the criteria set by the management committee will received a \$50.00 gift voucher to spend at Paul Lavings bridge books and supplies shop. The recipient for March was Brian Clarke.

Anonymous donor of monthly award - Funds received	\$150
Paul Lavings invoice 28082 - 6 x Vouchers purchased	\$210

6. Membership Fees collected in March 2025		Collected in Total EOY
Members	\$ 622.60	\$ 9,391.20
Club Joining Fee	\$ -	\$ 250.00
Away Membership	\$ 60.00	\$ 310.00
	<u>\$ 682.60</u>	<u>\$ 9,951.20</u>

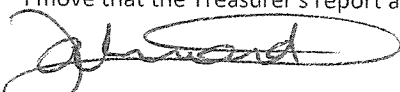
- The Journal needed to bring in the Depreciation expense for 31 March 2025 is \$3,621.48. This was credited to accumulated depreciation for the year.

Balance Sheet:

Attached is the Balance Sheet report for the 31st March 2025

The balance sheet shows that our total Equity is \$463,847.97 down by 7.70% for the same time last year.

I move that the Treasurer's report as tabled be accepted and the accounts paid be ratified.



Linda Almond
Treasurer