

FINAL MINUTES

Meeting of Redcliffe Bridge Club Management Committee 14 August 2025 RBC Club Rooms at 1.00pm.

1	Approval of Agenda, Attendance, Apologies		Responsibility	Note / Action / Resolution
1.1	Agenda	Sue opened the meeting at 1.05pm and welcomed attendees.	S Kennard	
1.2	Attendance Apologies (Rules 23.2) Conflicts of Interest	Sue Kennard (President), Linda Almond (Treasurer), Marg Nicholls (Secretary), Di McColl, Peter Hancock, Brooke Anderson, Sandra Routley Melva Leal (Vice President), Ken Griggs Sue asked if anyone had a conflict of interest to the agenda There were Nil conflicts of interest declared.	M Nicholls S Kennard	
2	Minutes of Previous Meeting			
2.1		Draft Minutes of Meeting 3 July 2025. RESOLUTION That the minutes of 3 July 2025 be accepted	M Nicholls	M: M Nicholls S: S Routley CARRIED
2.2	Matters Arising from the 3 July 2025 Minutes			
	6.1	<ul style="list-style-type: none"> • Letter to Members regarding Member Motions 7, 8, and 9 from the AGM for distribution via Pianola <p>The Committee received a verbal report from the President advising that she had written a letter which was distributed to members on 21 July 2025. NFA</p>	S Kennard	Noted
	6.2	<ul style="list-style-type: none"> • MBCC – Requesting completion of a form associated with the Termite Barrier System <p>The Committee received a verbal report explaining that this item is still being followed up.</p>	D McColl	Noted
	9	<ul style="list-style-type: none"> • Assa Abloy preventative maintenance to the Main Entry automatic door. 	D McColl	Noted

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		The Committee received a verbal report explaining that the initial deposit was made and we are currently awaiting further information from Assa Abloy on timing for the preventative maintenance to take place		
	11	<ul style="list-style-type: none"> Discussion paper presented to the August meeting regarding the Member Development Award and whether the guidelines in place were continuing to meet the aims of the anonymous donor. <p>The Committee was advised that a discussion paper is presented at Item 5.5 of these minutes</p>	S Routley	Noted
	12	<ul style="list-style-type: none"> Education report to be presented to the August meeting. <p>The Committee received a written report detailing the progress to date. This item is further detailed at Item 5.6.</p>	M Nicholls for M Leal	Noted
	14.1	<ul style="list-style-type: none"> Covering of Remaining Chairs (first discussed February 2025). <p>The Committee received a verbal report explaining that the remaining chairs have been covered and payment has been made.</p>	S Routley	Noted
	15.2	<ul style="list-style-type: none"> Letter to City of Moreton Bay re parking issues experienced by RBC members. <p>The Committee received verbal report explaining that the President sent the letter to CMC and is currently awaiting a response.</p>	S Kennard	Noted
	15.3	<ul style="list-style-type: none"> Sensory Mats near front entrance to building worn and tearing <p>The Committee received a verbal report explaining that new sensory mats were now in place.</p>	D McColl	Noted
	15.4	<ul style="list-style-type: none"> Draft Application for Membership form to be presented to August meeting <p>The Committee received a verbal report explaining that there are a number of formats of membership forms used over the past and further information is being sought. A report will be brought to the Committee in due course</p>	P Hancock	Noted

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4	General Business			
4.1	MyABF non committee role	<p>A new member is sought to fill the vacant position of MyABF Administrator.</p> <p style="text-align: center;">RESOLUTION</p> <p>The Management Committee accepts the verbal nomination of Peter Hancock as the second MyABF Administrator.</p> <p>The Committee thanked Peter for undertaking this role.</p>	S Kennard	M: S Kennard S: L Almond CARRIED
4.2	By Law 7.1 Establishment of disciplinary panel	<p>FOR DISCUSSION</p> <p>By Law 7.1 states that: the Management Committee may, as soon as possible following their election to office, establish and appoint</p> <ul style="list-style-type: none"> • A disciplinary panel consisting of 3 member who <ul style="list-style-type: none"> ○ Are not committee members ○ Are experienced players ○ Are known for concerns for adherence to ethical behaviour <p>After discussion the Committee determined that there are sufficient avenues within the current Rules and the By-Laws for managing disciplinary processes.</p> <p style="text-align: right;">No Further Action</p>	S Kennard	Noted
4.3	By Law 2.1 d) Key Register	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • Up date of key register • Is there a second PO Box key and who holds <p>The Committee received verbal advice that the key register was almost up-to-date however it is uncertain who is currently holding the second PO Box key. The Secretary holds the primary key. The Treasurer to find out who is holding the second key.</p>	L Almond	Action: L. Almond to investigate whereabouts of 2 nd post box key and to give to the President as 2 nd key holder.
4.4	Rules 19.2 & Associations Incorporation Act	FOR DISCUSSION	M Nicholls	Noted

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	1981 Re ineligibility for election to Management Committee	<p>There is no formal process for ensuring that a candidate for election to the RBC Management Committee complies with the Associations Incorporation Act 1981 and the Rules of RBC.</p> <p>The Australian Securities & Investments Commission website contains information on the ASIC Disqualified Persons Register. A recommendation was made to assess candidates against the ASIC register.</p> <p>The Committee noted that there is a requirement on the nomination form for a prospective member to self-identify any instances whereby they may be in conflict with the relevant Rules of the Redcliffe Bridge Club and the <i>Associations Incorporation Act 1981</i>.</p> <p style="text-align: right;">No Further Action</p>		
4.5	Sensitivity of information held on RBC server / computer	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • With increase in hacking and insider threat events, it is suggested that sensitive and personal data be hidden or removed if no longer required. Examples include <ul style="list-style-type: none"> ○ Pianola which contains personal information including COVID vaccination, addresses ○ Financial statements and data • Protection of computer content – personal and Club information. Everything is exposed if we are hacked or robbed, implement encryption of drives. <p>The Committee received a verbal report on these matters. It was requested by the Committee that further discussion be held with the IT Administrator as to the minimal personal and other details requirement to be held on the various systems and software products.</p> <p>In addition the Committee requested that the Encryption tool is turned on as added protection and security of held information.</p>	P Hancock	Action: P Hancock to have discussion with the IT Administrator re turning on encryption, Pianola, ABF and QBA minimum requirements and provide a discussion paper on the findings and present to the September meeting.
4.6	Computer performance	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • Current system is slow an investigation is required to improve performance 	P Hancock	Action: P Hancock to have discussion

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		The Committee received a verbal report on the slow performance of the current computer system and was asked for feedback. It was also suggested by P Hancock that further discussion to be held with the IT Administrator.		with the IT Administrator re potential to improve computer performance in a cost effective way. A report is to be present to the Committee in due course with recommendations.
4.7	Committee communications	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • Creation of a Whatsapp/Signal group for communications between Committee members. • Potential to expedite faster turnaround and for discussion between members <p>The Committee received a verbal report on value of having Committee members signing up for a closed communication system. There was no support for this suggestion from the Committee which cited requirements for all meetings to be transparent as per Rule 26.</p> <p style="text-align: right;">No Further Action</p>	P Hancock	Noted
4.8	Disaster Recovery Plan	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • Discuss the essentials of disaster recovery plan which can <ul style="list-style-type: none"> ○ outline procedures to restore IT infrastructure and data after a disruptive event, minimizing downtime and ensuring business continuity. ○ Identify key components such as risk assessment, identifying critical systems, establishing recovery objectives (RTO/RPO), creating backups, and defining communication protocols. ○ Equipment failure or personnel absence <p>The Committee received a verbal report plus an exemplar Disaster Recovery Plan which was discussed. Elements discussed included</p>	P Hancock	Action: P Hancock to further investigate needs of RBC for a DRP

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		<ul style="list-style-type: none"> • Requirement for risk assessment / risk management plan • Alignment to the needs of the Redcliffe Bridge Club • What is currently in place for RBC • Insurance for volunteers / members / attendees to the Club rooms <p>The Committee requested that a further report be presented with full details and a DRP suited to the needs of the Club.</p>		
4.9	Remote access to computers	<p>FOR DISCUSSION</p> <ul style="list-style-type: none"> • Create remote access to computers • Can be securely achieved using Tailscale and or TeamViewer but only if security of Club and Home computers is checked <p>The Committee received a verbal report outlining potential technological systems to securely permit remote access to the RBC computers. Discussion covered</p> <ul style="list-style-type: none"> • Who would be permitted remote access • Lack of server to support remote access • What is the best option to facilitate the remote access. <p>The Committee requested that a further report be presented outlining the scope and architecture required to facilitate remote access.</p>	P Hancock	Action: P Hancock to provide further report to the Committee.
4.10	2017 Business Plan	<p>FOR DISCUSSION</p> <p>The 2017 Business plan is out of date. The committee was asked to consider reviewing this document and to determine appropriateness or otherwise updating.</p> <p>The Committee discussed the Plan and was advised by one of the members that the plan was initially written to support a grant application for the Club. Since that time there was no longer a requirement for such a document.</p> <p style="text-align: right;">No Further Action</p>	M Nicholls	Noted
4.11	Payment of Games for members over 90 years of age	<p>FOR DISCUSSION</p> <p>It is brought to the attention of this Management Committee that there is some confusion in relation to whether or not a table fee is to be charged for those members who are over 90 years of age.</p>	S Kennard	Action: S Kennard to advise any member who is over 90 of the

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		<p>By-Laws 5.1 states that: Proposed table fees for regular club events shall be approved at a general meeting.</p> <p>By-Law 5. 2 states that: Table fees or entry fees for all congresses, major club competitions and other major events for which the Redcliffe Bridge club has organising and conduction responsibility, shall be determined by the Management Committee.</p> <p>The RBC 2025 program notes the table fees for member over 90 years of age is to be free.</p> <p>The Committee discussed this item noting that the information related to tables fees contained in the 2025 program is incorrect in relation to free table fee for members over 90. It was further noted that the Rules and By-Laws do not identify any class of members which allows non-payment of table fees.</p> <p style="text-align: right;">No Further Action</p>		Rules and By-Laws for table fees.
4.12	Strategic and Operational Monthly planner	<p>FOR DISCUSSION</p> <p>The strategic and operational work of the current Management Committee to be scheduled over the coming year to ensure that critical documents are reviewed in a timely manner and remain relevant to the good governance of the RBC.</p> <p>The Committee received and discussed the draft Planner with a number of documents listed for attention over the remaining period of this Committee.</p> <p>S Routley and B Anderson offered to take responsibility for populating the planner with a scheduled timeframe of documents due for review</p>	M Nicholls	Action: S Routley and B Anderson to review and populate the Planner and bring to a Committee meeting in due course.
4.13	System Card charging	<p>FOR DISCUSSION</p> <p>It has come to the attention of the President that it costs the club 20 cents to print system cards that are given to members. There is currently no charge made at this time for printed cards.</p>	S Kennard	Noted

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		<p>The Club provides the remaining stock of system card free of charge to members. However it should be noted that in the future cards are not being printed by ABF and so members will be required to download system playing cards from the ABF website.</p> <p>Any member wanting a System Card is to ask either a Director or Committee member.</p> <p style="text-align: right;">No Further Action</p>		
4.14	Monday and Friday novice sessions	<p>FOR DISCUSSION</p> <p>At the 19th October 2023 Management Committee meeting a resolution was carried <i>“that the Monday and Friday sessions be continued in two sections, Blue and Red, dispensing with the masterpoint stipulation where the more experienced players are encourage to sit on the blue side and all other players can play wherever they feel comfortable for as long as they wish.”</i></p> <p>Since that resolution has been introduced there has been considerable division and unhealthy discussion amongst some of the attending players with incorrect and unhelpful commentary and correspondence made. In addition it has been identified that any point restrictions impact on the mentoring program.</p> <p>The Committee discussed this item, and it was determined that this is not in the remit of the Management Committee and it to be dealt with by the Tournament Organiser.</p> <p style="text-align: right;">No Further Action</p>	S Kennard	Action: S Routley The Tournament Organiser S Routley to take carriage of this item
5	Reports			
5.1	Treasurer	<p>Report attached at 5.1.</p> <p>Summary of report</p> <ul style="list-style-type: none"> • Club’s net income for month of July 2025 was (\$4,669.56). this is made up of Table fees of \$6577, receipts • Table fees \$6,577 increase of \$1,408 against previous period 2024 	L Almond	

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		<ul style="list-style-type: none"> • Directors and Bridgemate fees were \$348 • Total free games for month \$348 • July recipient for \$50.00 monthly development award Chris Loton • Credit for \$637.27 receive from ACM Commercial cleaning all outstanding accounts paid • Paid \$2,458 as first payment towards preventive maintenance of main entry automatic doors. <p style="text-align: center;">RESOLUTION</p> <p>That the Treasurer's report be accepted and that the accounts paid be ratified.</p>		<p>M: L Almond S: D McColl CARRIED</p>
5.2	Membership	<p>The Committee received a verbal report on two new membership applications.</p> <p style="text-align: center;">RESOLUTION</p> <p>The Committee accepted two new member applications from Catherine (Cathy) McKellar and Martin Carr .</p>	P Hancock	<p>M: P Hancock S: D McColl CARRIED</p>
5.3	Building and Maintenance	<p>FOR NOTING</p> <p>Actions required from Committee Meeting – 3 July 2025.</p> <ul style="list-style-type: none"> • Item # 4.15 Termite Barrier System installed completion form – from 19/06/2025 – ongoing. • Item #5.6 Council investigation of potential mould issue in clubroom – reported all clear from Council. • Item #5.9 Lease Renewal Application – Committee met with Michael Munro from RCC on Friday 25th July at 10-30am, ongoing. • 2.2 item 6.2 MBCC – Termite Barriers System, ongoing. • 2.2 item 9 Main Entry Automatic door with Assa Abloy – Committee discussed quotes on work - ongoing. • 2.2 item 15.3 Sensory Mats, job # MN 01176639, have been advised that a quote will be sent to Bridge Club. Ongoing. <p>Current works</p>	D McColl	Noted

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		<ul style="list-style-type: none"> • ARA Fire inspection on 4th September 25 at 1pm. Email sent from Michael Munro on 3th August 25. • Email sent to AMC Cleaning, Sarah Redwood regards men's paper dispenser faulty on 6/8/25, ongoing. <p style="text-align: right;">No Further Action</p>		
5.4	OH & S	<ul style="list-style-type: none"> • Since the last meeting there has been: <ul style="list-style-type: none"> ○ one call out and nothing other than a use of jellybeans when one of our members had a little 'faint'. ○ There are no events other than the recent club competitions. <p>There was an incident with a member who tripped. It was reported and there is no follow up required.</p> <p style="text-align: right;">No Further Action</p>	K Griggs	Noted
5.5	Tournament Organiser	<p>Monthly Development Award</p> <p>As agreed to by the previous Management Committee, there was a requirement for this award to be reviewed after six months. At the July Management Committee meeting, any decision was deferred to allow a review to take place to ensure that the award is continuing to meet the wishes and aspirations of the donor and is agreed to by the current committee.</p> <p>Words from the Donor</p> <p>"My intention for the award was to have a positive impact on newer players in an effort to retain them, to make them curious about ongoing learning, and to improve their engagement with the club. I'm happy if we make it <50 points or split it and make \$25 for 2 categories <25MPs and <50MPs if that works better".</p> <p>Proposal to Generate a Monthly Winner using Compscore</p> <ul style="list-style-type: none"> • Eligibility to be for club members only • Discuss change to <50 masterpoints • Discuss changing the requirement of playing at least nine sessions in a calendar month instead of ten which means that those aspiring to win the award would be required to play more than twice a week on average • Players are only eligible to win this award twice in a calendar year • In the event of a tie, the award will be shared equally 	S Routley	

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		<ul style="list-style-type: none">• Announcement to be made on the Monday following the end of the previous month• Trial to proceed until the end of December• Bridge Shop voucher or shopping card decision to be determined <p>New Items for Discussion using New Software</p> <ul style="list-style-type: none">• Permission to be sought to add new software developed by Peter Hancock to install on our system. Peter has spent a lot of time developing a more accurate method of assessing the monthly winner, using detailed accurate data not available in Compscore. <p>*** To assess a winner from members with <50 masterpoints, playing nine sessions in a month, a target group of 86 players would have been eligible in the month of June.</p> <p>*** To assess a winner from members with <25 masterpoints, playing nine sessions in a month, a target group of 67 players would have been eligible in the month of June.</p> <p>Peter will elaborate on this and also discuss this suggestion with Wayne, our IT Manager.</p> <ul style="list-style-type: none">• An average percentage of the best of nine sessions will determine the winner <p>Other Suggestions for Discussion</p> <ul style="list-style-type: none">• After discussion with one committee member, it was suggested that a new level of importance be given to refreshing the announcement of the winner of the Monthly Development Award. Linda Almond has offered to lead that by promoting some excitement at perhaps the half-way point of the month as well as making the announcement a source of anticipation. First, second and third places will be announced. <p>The Committee took note of the wishes of the donor of the funds for the Monthly Development Award to ensure that the process for awarding the Award meet these wishes.</p> <p>RESOLUTION</p> <p>The Committee resolved that eligibility for this award will be <50 masterpoints, playing at least nine sessions. The monthly award will now be a Bridge Shop voucher or shopping card</p>		<p>M: S Routley S: L. Almond CARRIED</p>
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		<p>The Committee received an additional verbal report on the management of the Monthly Development Award and in particular the best system to ensure more versatility in selection of the pool of players. Discussion centred around the use of a program to undertake this.</p> <p>Clarification was sought from Peter Hancock about the Python Program which he states is a secure and free Windows installation.</p> <p style="text-align: center;">RESOLUTION</p> <p>The Committee resolved that the installation of Python on computers was required to enable assessing the monthly award to allow for a more versatile selection of eligible players.</p>		<p>M: P Hancock S: S Routley CARRIED</p>
5.6	Education	<p>FOR NOTING</p> <p>At this early stage:</p> <ul style="list-style-type: none"> • planning to introduce mentoring for newer players who wish to be mentored. • also working on a series of short lessons • Committee approval is sought to permit free games for mentors - possibly for 3 games. By Law 5.3 states that: the Management Committee shall determine any other fees for services provided by the club. <p>The Committee noted this report and discussed the request for free games for mentors. The Committee did not approve this request.</p>	M Leal	Noted
5.7	Welfare Officer	The Committee received a verbal report.	B Anderson	
6	Next Meeting:	4 th September 2025 commencing 1pm	Sue Kennard	

Signed: S Kennard
Date 8 September 2025