

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
Held on Thursday 2 October 2025 at 1.10pm

**1. MANAGEMENT COMMITTEE:**

Susan Kennard (President), Melva Leal (Vice President), Linda Almond (Treasurer), Wayne Parker (Secretary), Di McColl, Peter Hancock, Brooke Anderson, Sandra Routley and Ken Griggs.

**2. APOLOGIES:** Sue Kennard

Melva Leal (Chairperson) opened the meeting and welcomed the attendees.

**3. MINUTES OF THE SPECIAL COMMITTEE MEETING HELD ON 22 September 2025 at 4.00pm:**

PRESENT: Sue Kennard (Chairperson), Melva Leal, Linda Almond (Treasurer), Sandra Routley, Brooke Anderson, Peter Hancock, Di McColl.

APOLOGIES: K Griggs.

The purpose of this meeting was to appoint Wayne Parker as Secretary. Following a short discussion, a motion was made, "that Wayne Parker be appointed as Secretary of the Redcliffe Bridge Club from the 22<sup>nd</sup> of September 2025."

Moved: M Leal    Seconded: Linda Almond

**CARRIED**

The meeting closed at 4.30pm

**4. MINUTES OF THE MEETING HELD ON 4 September 2025 at 1.09pm:**

PRESENT: Sue Kennard (Chairperson), Melva Leal (by Facetime), Marg Nicholls (Secretary), Linda Almond (Treasurer), Sandra Routley, Brooke Anderson, Peter Hancock, Di McColl.

APOLOGIES: Nil.

Melva Leal asked if there were any amendments to the draft minutes.

- Some minor spelling changes were necessary.
- Correspondence item 6.1 was to reflect that the reason why the email came from the Tournament Organiser and not the Management Committee. The email was part of the Director's roster sent out by the Tournament Organiser.
- General business items 8.1 (Review of By-Laws): The Recorder advised the Committee of a complaint, and it was resolved to appoint a sub-committee consisting of John Scrivens, Brooke Anderson, Fay Jeppesen and Sandra Routley to advise the Management Committee of any changes to the By-Laws.
- General Business 8.2 (AGM withdrawn motion): Following on from this motion, it is recommended that the annual calendar year award should be named "The Redcliffe Bridge Club Edna Hodgen Award for the Most Improved Player".

**RESOLUTION:** That the minutes of the 4<sup>th</sup> of September 2025 with amendments be accepted.

Moved: K Griggs    Seconded: M Leal

**CARRIED**

**5. MATTERS ARISING FROM THE MINUTES of 4 September 2025:**

Item	Details	Responsibility Notes / Actions
	The Secretary is to follow up on a letter of reply to Claudia Gibson.	Responsibility W Parker

## 6. INWARD CORRESPONDENCE:

Item	From	Details	Responsibility Notes / Actions
6.1	Secretary	<ul style="list-style-type: none"> <li>Correspondence in and out from the 3<sup>rd</sup> September 2025 to the 2<sup>nd</sup> of October 2025.</li> </ul>	W Parker
6.2	3 September Annette Hyland	<ul style="list-style-type: none"> <li>Advising that Caboolture BC does not want to schedule their events when there is a red point day at Redcliffe BC.</li> </ul>	Noted
6.3	3 September Jenny Hays	<ul style="list-style-type: none"> <li>Reminder about their Gardner Pairs competition.</li> </ul>	Noted
6.4	4 September Jenny Hays	<ul style="list-style-type: none"> <li>Request from Caboolture BC to S Routley for a copy of our programme book when it is done.</li> </ul>	S Routley
6.5	5 September MBCC	<ul style="list-style-type: none"> <li>The council enquiring about the pest control date.</li> </ul>	D McColl
6.6	5 September Errol Miller	<ul style="list-style-type: none"> <li>Query about session scores. Howell movement.</li> </ul>	W Parker Information supplied
6.7	5 September Sandra Routley	<ul style="list-style-type: none"> <li>Copy ... Acknowledging a request for a copy of our 2026 programme book to Caboolture BC.</li> </ul>	Noted
6.8	5 September Sandra Routley	<ul style="list-style-type: none"> <li>Regarding amendments to the draft minutes of the 4<sup>th</sup> of September 2025.</li> </ul>	Noted
6.9	6 September Brad Coles	<ul style="list-style-type: none"> <li>Results of the 2025 Australia Wide Open Pairs.</li> </ul>	Results on Notice Board
6.10	9 September Noosa BC	<ul style="list-style-type: none"> <li>Congress Flyer.</li> </ul>	Flyer on Notice Board
6.11	9 September Jaqui Dudurovic	<ul style="list-style-type: none"> <li>Reminder about Teams-of-Three at NSBC.</li> </ul>	Flyer placed on Notice Board
6.12	9 September AMC	<ul style="list-style-type: none"> <li>Invoice for cleaning services.</li> </ul>	L Almond
6.13	10 September Tracey Langton	<ul style="list-style-type: none"> <li>Currently on a boat cruise. Newsletter will be published in late October.</li> </ul>	Noted
6.14	11 September Paulette Rosin	<ul style="list-style-type: none"> <li>Request to join bridge lessons.</li> </ul>	W Parker
6.15	12 September Lynne Johansen	<ul style="list-style-type: none"> <li>Enquiring about bridge lessons.</li> </ul>	W Parker
6.16	12 September Kim Ellaway	<ul style="list-style-type: none"> <li>Invitation to the Brisbane Zone Inter-Club Teams competition on 30Nov25 – <b>Closing 25Nov25.</b></li> </ul>	S Routley Ongoing
6.17	14 September Brad Coles	<ul style="list-style-type: none"> <li>2025 Australia Wide Restricted Pairs competition requesting number of souvenir books.</li> </ul>	S Routley 40 books ordered
6.18	15 September S Routley	<ul style="list-style-type: none"> <li>The sub-committee working party has concluded the task of proposed draft amendments to By-Laws 6 &amp; 7.</li> </ul>	Ongoing
6.19	15 September Platinum Air	<ul style="list-style-type: none"> <li>Regarding appointment for electrical checks.</li> </ul>	D McColl
6.20	15 September Fay Jeppesen	<ul style="list-style-type: none"> <li>Copy of letter to the Moreton Bay City Council about illegal car parking in west carpark.</li> </ul>	Noted

Item	From	• Details	Responsibility Notes / Actions
6.21	15 September MBCC	• Council advising club of a termite inspection due on the 9 <sup>th</sup> of October 2025.	D McColl
6.22	16 September Kim Ellaway	• Regarding overdue invoice for stationary package collected from GNOT regional finals.	L Almond (now paid)
6.23	22 September MBCC	• Sport and Recreation invitation to online workshop on 22 <sup>nd</sup> of October at 6.00pm by zoom.	Noted
6.24	22 September ABDA	• From the Australian Bridge Director's Association, copy of their online bulletin.	Forwarded to S Routley
6.25	22 September Peter Busch	• Changes to uploading Compscore data builds.	W Parker
6.26	22 September Ventra IP	• Invoice for email domain name. Paid by Wayne.	Forwarded to Treasurer
6.27	22 September Ventra IP	• Confirmation of payment.	Noted
6.28	24 September Sandra Routley	• Email of details with Andrew Whittaker about AI minute taking.	Ongoing
6.29	12 September MBCC	• Council lease agreement to be signed and returned to council early October.	S Kennard
6.30	Minitool Shadowmaker	• Reply regarding backup program for club computers.	Ongoing

## 7. OUTWARD CORRESPONDENCE

Item	To	• Details	Responsibility Notes / Actions
7.1	Management Committee	• Draft Agenda for October meeting.	M Nicholls
7.2	18 September Alex Bencsevich	• Regarding ethics and proprieties.	S Kennard
7.3	18 September Alex Bencsevich and Garry Ohlson	• Regarding the use of Pianola.	S Kennard
7.4	18 September Brian Landrigan	• Regarding the running of our Annual General Meeting.	S Kennard
7.5	Manager QBA Kim Ellaway	• Requesting a copy of the invoice for stationary.	L Almond
7.6	Minitool Shadowmaker	• Request for information about costs for program.	P Hancock

**RESOLUTION:** That the inward correspondence be received and the outward correspondence be endorsed.

Moved: Wayne Parker

Seconded: Ken Griggs

**CARRIED**

## 8. REPORTS

Item	From	Details	Responsibility Notes / Actions																						
8.1	Treasurer	<p><b>TREASURERS REPORT – SEPTEMBER 2025</b></p> <p>1. CASH HOLDINGS:</p> <table border="0"> <tr> <td>Cash at Bank – Everyday Account</td> <td style="text-align: right;">\$ 9,995.11</td> </tr> <tr> <td>Business Saver Account</td> <td style="text-align: right;">\$ 412.44</td> </tr> <tr> <td>Term Deposit 005686717</td> <td style="text-align: right;">\$ 299,947.71</td> </tr> <tr> <td>Maturing on 22/11/25 at 4.35%</td> <td></td> </tr> <tr> <td>Term Deposit 34921275</td> <td style="text-align: right;">\$ 144,069.64</td> </tr> <tr> <td>Maturing on 27/11/25 at 4.35%</td> <td></td> </tr> <tr> <td><b>Total Cash Holdings</b></td> <td style="text-align: right;"><b><u>\$ 454,424.90</u></b></td> </tr> </table> <p>2. EXPENSES: As listed <span style="float: right;">\$7,240.60</span></p> <p>3. LIABILITIES: Coles A/c. <span style="float: right;">\$ 663.15</span></p> <p>4. P &amp; L SUMMARY: <span style="float: right;">SEP-2025</span></p> <table border="0"> <tr> <td>Table Fees</td> <td style="text-align: right;">\$ 10,595.00</td> </tr> <tr> <td>Total Receipts</td> <td style="text-align: right;">\$ 12,713.10</td> </tr> <tr> <td>Expenditure</td> <td style="text-align: right;"><u>\$ 7,072.75</u></td> </tr> <tr> <td><b>Net Income</b></td> <td style="text-align: right;"><b><u>\$ 5,472.50</u></b></td> </tr> </table> <p>MONTHLY NOTES:</p> <ul style="list-style-type: none"> <li>• Table Fees were up by \$2,502.045 for the same period last year.</li> <li>• Directors and Bridgemate free games were \$312.00.</li> <li>• All expenses are listed separately.</li> <li>• A Monthly Development Award was initiated in January 2025 and each month a member with under 50 points (revised), who meets the criteria set by the management committee will receive a \$50.00 gift voucher. The recipient for September was Peter Hancock.</li> <li>• The 2024-25 NFP (Not-for-Profit) self-review has been completed and returned to MyID. I have been appointed access on behalf of the RBC, and the authorisation code will expire on 30 September 2025. The club will have to apply for authorisation to complete this task each year.</li> <li>• I can confirm that club volunteers are covered under the “Voluntary Workers Personal Accident Policy” when working remotely.</li> <li>• Lachlan Kennedy from Tony Bemrose Insurance Brokers has issued a “Certificate of Insurance” for each category, and the broker has amended our policy to include the MBCC as Trustee which is required under our new lease agreement with the Moreton Bay City Council.</li> </ul>	Cash at Bank – Everyday Account	\$ 9,995.11	Business Saver Account	\$ 412.44	Term Deposit 005686717	\$ 299,947.71	Maturing on 22/11/25 at 4.35%		Term Deposit 34921275	\$ 144,069.64	Maturing on 27/11/25 at 4.35%		<b>Total Cash Holdings</b>	<b><u>\$ 454,424.90</u></b>	Table Fees	\$ 10,595.00	Total Receipts	\$ 12,713.10	Expenditure	<u>\$ 7,072.75</u>	<b>Net Income</b>	<b><u>\$ 5,472.50</u></b>	L Almond
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8.1	Treasurer	<ul style="list-style-type: none"> <li>The Management Committee needs to approve our new Secretary to operate the club's bank account with Suncorp Bank. It was moved "that Wayne Parker be added to the signatories and approved as a signing officer on the Club bank accounts which includes Linda Almond and Sue Kennard". <ul style="list-style-type: none"> <li>➤ The Everyday Account 024403550</li> <li>➤ The Business Investment Account 502077515, and</li> <li>➤ The Term Deposit Accounts 005686717 and 34921275.</li> </ul> </li> </ul> <p>Moved: Linda Almond    Seconded: Sandra Routley <b>CARRIED</b></p> <p>5. BALANCE SHEET: The balance sheet shows that our total Equity is \$479,166.65 up by 4.5% for the same time last year. Moved: B Anderson    Seconded: Sandra Routley <b>CARRIED</b></p>	L Almond
8.2	Membership Secretary	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	P Hancock
8.3	Masterpoint Secretary	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	M Spice
8.4	Building and Maintenance	<ul style="list-style-type: none"> <li>ARA Fire equipment inspection completed.</li> <li>Moreton Bay City Council building inspection was completed on 16<sup>th</sup> September 2025.</li> <li>Peninsula Electrical Services has serviced our air conditioning units on the 9<sup>th</sup> of September 2025.</li> <li>Still trying to contact Platinum Air about their enquiry.</li> <li>The termite inspection (job #20250905) is still to be done by State Pest Management.</li> <li>The Defibrillator has not been tested, enquiries have been attempted with "Restart the Heart", message left, no reply as yet.</li> <li>Contacted Crystal Clear Solar to clean our solar panels – they will get back to me with a date.</li> <li>The MBCC electricians have completed the testing of our Residual Current Device which is a legal requirement and crucial for the proper functioning and safety of our equipment. This device quickly disconnects power minimizing the risk of electrical shock on faulty devices.</li> </ul>	Di McColl Completed  Completed Ongoing Ongoing Ongoing Ongoing Completed
8.5	OH&S	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	K Griggs
8.6	Education	<ul style="list-style-type: none"> <li>Melva is preparing rules, etiquette and playing tips to be used as a screensaver for the club TV when not in use for results.</li> </ul>	M Leal and P Hancock
8.7	Welfare	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	B Anderson

Item	From	Details	Responsibility Notes / Actions
8.8	Tournament Organiser	<ul style="list-style-type: none"> <li>• <b>Novice Trophy &lt;50 masterpoints</b> as of the 31<sup>st</sup> of August, this event will be held on Friday the 10<sup>th</sup> and 17<sup>th</sup> of October 2025.</li> <li>• <b>Under 300MP Teams Congress</b> will be held on Sunday the 16<sup>th</sup> of November 2025. Wayne, Brooke and Sandra have prepared the flyer and are seeking approval from Julie Jeffries and Peter Busch.</li> <li>• <b>Advice received from Jo Neary</b> that the red masterpoints for the Club Championship Pairs have been approved by Peter Busch.</li> <li>• <b>Program Book planning</b>, Wayne, Brooke and Sandra will prepare the draft book, ready for the November meeting. Check with Midge Spice at the end of September regarding allocation of red point days for 2026.</li> <li>• <b>Masterpoint cutoff date for the Novice Pairs</b> competition has been suggested as the 31<sup>st</sup> of August 2025.</li> <li>• <b>Australia Wide Restricted Pairs</b> will be held on Monday the 27<sup>th</sup> of October 2025. Booklets for 8 tables have been ordered.</li> <li>• <b>Melbourne Cup</b> – Greg Gosney has confirmed he will direct on that day.</li> <li>• <b>Brisbane Zone Interclub Teams</b> competition to be held at BBC on 30 November, Sandra and Brooke to assess selection criteria for A and B teams.</li> <li>• <b>Director training</b>, Suzy Brownlow to shadow Monday directors to learn how to direct if the field requires sectioning. Brian Clark is also shadowing directors.</li> </ul>	<p>S Routley</p> <p>W Parker B Anderson S Routley</p> <p>M Spice</p> <p>M Spice Masterpoint Secretary</p> <p>Confirmed by the Committee</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>

## 9. GENERAL BUSINESS

Item	Topic	Details	Responsibility Notes / Actions
9.1	Leasehold Agreement MBCC	<ul style="list-style-type: none"> <li>• Questions on the new lease agreement have been directed to the MBCC, and the document will be signed when points have been clarified.</li> </ul>	S Kennard
9.2	New Bridgemates	<ul style="list-style-type: none"> <li>• Bridgemate 3 is now available, it would involve purchasing, new Bridgemates, a new server and a charging station.</li> </ul> <p>More information will be supplied at the next meeting.</p>	W Parker to provide additional information at the next meeting
9.3	MyABF	<ul style="list-style-type: none"> <li>• The Committee needs to promote MyABF to members, it costs nothing to setup an account and eventually all table fees will be paid through MyABF.</li> <li>• Future club special competitions will also be advertised on MyABF e.g., Championship events, Interclub competitions and trophy events.</li> </ul>	Ongoing

Item	Topic	Details	Responsibility Notes / Actions
9.4	Pens for November Congress	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> <li>Bulk purchase of promotional pens for the next two congresses being run by RBC. The pens would be a promotional reminder to all attendees and visitors to the club. Such a tool is generally considered value for money.</li> </ul> <p>A question was asked regarding finding of sponsor.</p> <p><b>RESOLUTION:</b>            “That the Management Committee agree to the expenditure of up to \$600 to purchase pink pens printed with the name of the Club”.</p> <p>Moved: M Leal    Seconded: L Almond    <b>CARRIED</b></p>	S Kennard
9.5	Promotional gifts for volunteers	<p>A sample gift pack was presented to the Committee members for consideration. The club would require around 50 packs instead of giving chocolates at our Christmas function.</p> <p><b>RESOLUTION:</b>            “That the Management Committee agree to the expenditure of up to \$300.00 to purchase these promotional gifts”</p> <p>Moved: L Almond    Seconded: K Griggs    <b>CARRIED</b></p>	S Kennard
9.6	Reckon Accounting	<p>Linda spoke to customer service at Reckon Accounting about buying a package and having our information stored in the cloud and also having remote access. Andrew Whittaker said that we could buy a Team Viewer package, and he would install it which would be much cheaper. Peter Hancock recommended that we use the desktop remote access software built into Windows to connect to the treasurer’s computer at no cost.</p> <p><b>RESOLUTION:</b>            “That Peter Hancock setup a remote connection to the Treasurers computer on Linda Almond’s home computer.”</p> <p>Moved: Linda Almond    Seconded: Melva Leal    <b>CARRIED</b></p>	P Hancock and L Almond
9.7	Copilot and AI	<p>Sandra emailed the committee a precis about things we have to consider regarding consent and security in using AI to produce minutes for our Committee meetings. Andrew Whittaker recommends using a Microsoft Business Tenancy to keep our data in the Microsoft community. Sandra agreed to contact Andrew to setup a meeting with the Committee to discuss our requirements and options.</p> <p><b>RESOLUTION:</b>            “That Andrew Whittaker be paid \$350.00 for his work to setup the new AI system and that he be asked to consult with members of the Committee about upgrading our computers and software and integrating our systems.”</p> <p>Moved: Brooke Anderson    Seconded: Wayne Parker    <b>CARRIED</b></p>	S Routley

Item	Topic	• Details	Responsibility Notes / Actions
9.8	Secretary position	Di McColl will not be able to take on the Secretary role in the future.	W Parker D McColl
9.9	Melbourne Cup	<ul style="list-style-type: none"> <li>Ken will prepare a flyer to advertise the Melbourne Cup, Sue Kennard is arranging the sweeps and catering will be provided by the club. Ken will construct a quiz and organise prizes. Nominations close Friday the 31<sup>st</sup> of October 2025. The cost of the function will be \$15.00 per player.</li> </ul>	K Griggs S Kennard M Wong Providore
9.10	Honorarium	<ul style="list-style-type: none"> <li>The Treasurer advised that the honorariums have not been paid yet, she was reminded that they are paid in arrears.</li> </ul>	Completed
9.11	RBC Novices 'Whatsup' Chat	<ul style="list-style-type: none"> <li>Some offensive comments have been made and reported to the Committee about a club member on this App. The Committee agreed that Peter Hancock, as the moderator of the group, must take action to rename the group as it is not approved by the club.</li> </ul> <p>It was recommended to Peter that he also re-state the purpose of the group to its members, emphasizing that it is meant for positive rather than harmful comments. Peter should adopt a firmer zero tolerance policy against offensive comments made by members of the group.</p>	W Parker
9.12	Backup of Computers	<ul style="list-style-type: none"> <li>Peter recommends that we use Paragon Backup and Recovery to replace our current system. It was recommended that we discuss this matter with Andrew Whittaker at the coming meeting.</li> </ul>	Ongoing
9.13	Membership Application	<ul style="list-style-type: none"> <li>Peter has reviewed the membership application form and made some changes to make it more suitable.</li> </ul>	W Parker to post on the website
9.14	Next Meeting	<ul style="list-style-type: none"> <li>Meeting closed at 3.55pm.</li> <li>Next meeting – Thursday the 6<sup>th</sup> of November 2025 commencing at 1.00pm</li> </ul>	Chairman

Confirmed as true and correct:



Chairman 06 / 11 / 2025



Secretary 06 / 11 / 2025