

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday 13 March 2025 at 1.56pm**

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

**Apologies:** Ted Morriss, Fay Jeppesen and Ken Griggs

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

3. **Inward Correspondence**

Number	Date	Details	Action/Further Action/Discussion Required
1	14/02/25	Email from Paul Lavings – Providing a quote to move to Bridgemate 3.	Noted. No further discussion until technical information is available.
2	14/02/25	Email from Moreton Bay City Council (MBCC) – Advising an Asbestos Audit will be conducted in the next 3- 12 months.	Referred to Fay Jeppesen
3	15/02/25	Email from Kim Ellaway (QBA) – Advising the resignation of Jacqui Dudurovic as the Brisbane Zone Secretary and requesting nominations.	No further action
4	17/02/25	Email from Gary Gibbards (Member) – Advising a change of email address.	Email acknowledged and referred to Membership Secretary and Pianola updated.
5	17/02/25	Email from MBCC – Advising the appointment of Platinum Electrical and Air as the contractor to undertake RCD testing.	Referred to Fay Jeppesen
6	18/02/25	Email from Northern Suburbs Bridge Club – Promoting One Day IMP Pairs Congress on Sunday 23 February.	No further action
7	18/02/25	Email from Moreton Bribie Bridge Club – Promoting GNOT Heats on 29 and 30 March 2025.	Posted on the noticeboard
8	19/02/25	Email from Bruce Dick – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion
9	19/02/25	Email from Peter Jaunais – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion
10	21/02/25	Email from Greg Gosney (Member and Director) – Requesting that the published finishing time for the Tuesday AM Bridge session be changed to 1.00pm.	Discussed and agreed Tuesday and Thursday AM published finishing times should be 1.00pm with the word 'approximately' next

			to it. It was also agreed that all sessions should state 'approximately' next to the finishing time. Refer to business arising for required action.
11	21/02/25	Email from Jean Le Mescam – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion
12	23/02/25	Email from Wayne Parker (Member) – Responding to email from Secretary.	Refer to outgoing item 5
13	24/02/25	Email from AMC Cleaners – Confirming details of site visit for Monday 3 March 25.	No further action
14	24/02/25	Email from Jane McShane – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion
15	24/02/25	Email from Christine Thomas - Requesting an update to her personal details.	Email acknowledged and referred to the Membership Secretary
16	24/02/25	Email from Toni Farrell – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion
17	25/02/25	Email from Australia Post – Advising previously issued invoice for the annual renewal of 'PO Box 2179' was incorrect and a new invoice will be issued.	Referred to Linda Almond
18	25/02/25	Email from Local Guide Magazine – Requesting confirmation of the need for a hard copy to be sent to the Club.	Refer to outgoing item 18
19	27/02/25	Email from AMC Cleaners – Acknowledging email sent by Club Secretary in relation to locking the Clubroom.	Refer to outgoing item 15
20	27/02/25	Email from Kim Ellaway (QBA) – Advising the QBA/ABF policy position for retaining birth date information for Club members.	Refer to outgoing item 17
21	03/03/25	Email from Meryl Perry (Member) – Advising an update to personal information.	Refer to General Business.
22	05/03/25	Email from Kim Ellaway (QBA) – Acknowledging RBC decision to postpone the first GNOT Heat session due to Cyclone Alfred.	No further action
23	06/03/25	Email from AMC Cleaners – Confirming the locking of the Clubroom after they did the cleaning.	No further action
24	11/03/25	Email from Virtual Clubs – Promoting the facilitation of on-line competition for Club Members.	Discussed and agreed to requesting further information. Refer to Business Arising below.
25	11/03/03	Email from Platinum Electrical and Air – Proposing a date for RCD testing.	Response provided and a copy of response provide to Fay Jeppesen for her information.

26	12/03/25	Email from MBCC – Requesting an update to Management Committee Member details.	Response provided requesting clarification on which Committee Members are the most relevant.
27	03/03/25	Email from AMC Cleaners – Requesting feedback in terms of service. This email was sent to the RBC accounts email address initially and only received by Secretary on 12 March.	Clarify whether a response is still required.
28	11/03/25	Email from Chris Snook – Promoting Director Workshop Lesson.	Referred to Sandra Routley

#### 4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	13/02/25	Email to Tracey Langton (Member) – Requesting an article to be published in the newsletter about the updated Club Rules and By-Laws.	No further action
2	13/02/25	Email to Wayne Parker (Member) – Advising approval of the updated Membership Application form as approved at the February Management Committee meeting.	Wayne Parker to post on the RBC website
3	17/02/25	Email to Club Members – Promoting the ‘Bridge Intangibles’ lesson to be delivered by Ted Morriss on 21 February.	No further action
4	19/02/25	Email to Wayne Parker (Member) – Requesting the publishing of the Position Description document as approved at the February Management Committee meeting.	Wayne Parker to post on the RBC website
5	19/02/25	Email to Wayne Parker (Member) – <ul style="list-style-type: none"> <li>• Inviting Wayne to the March Management Committee to discuss how the Club should move forward with MyABF;</li> <li>• Requesting confirmation of Wayne in the role of the Purchasing Officer for the Club;</li> <li>• Requesting Pianola administration access for the Secretary;</li> <li>• Requesting information on how Member health information is recorded and stored.</li> </ul>	No further action
6	19/02/25	Email to Bruce Dick – Acknowledging request for registration in the March Beginners’ Lessons.	No further action
7	19/02/25	Email to Peter Jaunais – Acknowledging request for registration in the March Beginners’ Lessons.	No further action

8	21/02/25	Email to Club Members – Promoting the program of ‘Player Improvement Lessons’ to be delivered up to June 2025.	No further action
9	21/02/25	Email to Jean Le Mescam – Acknowledging request for registration in the March Beginners’ Lessons.	No further action
10	23/02/25	Email to Greg Gosney (Member and Director) – Acknowledging email to request change to finishing time for the Tuesday AM Bridge session.	Refer to Business Arising – incoming correspondence item 10.
11	25/02/25	Email to Toni Farrell – Acknowledging request for registration in the March Beginners’ Lessons.	No further action
12	27/02/25	Email to Australian Bridge Magazine – Advising the correct postal address for the RBC.	No further action
13	27/02/25	Email to Wayne Parker (Member) – Requesting the publishing of the February newsletter on the RBC website.	No further action
14	27/02/25	Email to all Club Members with keys to the Clubroom – Reminding them of the importance of locking and securing the Clubroom if they are the last person out.	No further action
15	27/02/25	Email to AMC Cleaners – Reminding them of the importance of locking and securing the Clubroom when they are the last to leave.	No further action
16	27/02/25	Email to Club Members – Advising the 2025 Christmas Party date.	No further action
17	27/02/25	Email to Kim Ellaway (QBA) – Requesting the QBA/ABF policy position for retaining birth date information for Club members.	No further action
18	27/02/25	Email to Local Guide Magazine – Advising the RBC does not require a hardcopy of the magazine to be sent to the Club.	No further action
19	04/03/25	Email to Club Members – Promoting the Pro-Am event on Monday 7 April 2025.	No further action
20	04/03/25	Email to Club Members – Advising the closure of the Club on Thursday 6 March and Friday 7 March due to Cyclone Alfred.	No further action
21	05/03/25	Email to Christine Thomas (Member) – Confirming updating of personal information.	No further action
22	05/03/25	Email to Kim Ellaway (QBA) and Peter Busch (QBA) – Advising the postponement of the first GNOT Heat session due to Cyclone Alfred.	No further action
23	06/03/25	Email to Club Members – Advising the closure of the Club on Saturday 8 March due to Cyclone Alfred.	No further action
24	07/03/25	Emails to Various Club Members – Thanking them for their contribution to making the 3-Way Interclub Competition a success on Sunday 16 February.	No further action
25	09/03/25	Email to Club Members – Advising the closure of the Club on Monday 10 March due to Cyclone Alfred.	No further action

26	10/03/25	Email to Club Members – Advising the reopening of the Club from Tuesday 11 March following Cyclone Alfred.	No further action
27	11/03/25	Email to Club Members – Advising participants of the GNOT Heats, options for sessions 2 and 3.	No further action
28	12/03/25	Email to Platinum Electrical and Air – Proposing new dates for RCD testing.	Follow up as required
29	12/03/25	Email to MBCC – Requesting clarification on which Management Committee Member details are required.	Clarification response received and requested return to be prepared.
30	13/03/25	Email to AMC Cleaners – Requesting confirmation they still would like feedback on service.	Refer to Fay Jeppesen to address on her return.

**Business Arising from the Inward and Outward correspondence:**

Inward:

Item Number	Item Description	Follow Up Action Required
10	Change published finishing time for the Tuesday AM Bridge session to 1.00pm with the word 'approximately' added. Also add the word 'approximately' to all finishing times for RBC sessions.	Secretary to send a request to Wayne Parker to update the RBC website with this information.
24	Request additional information from Virtual Clubs.	Secretary to send email request.

Outward:

Item Number	Item Description	Follow Up Action Required

Ross Mangano moved that the inward correspondence be received, and the outward correspondence be endorsed. Lesley Brown seconded this motion. **CARRIED**

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

The financial report as at 28 February 2025 was tabled. Summary of accounts is set out below:

Everyday Account		\$13,622.47
Business Saver Account		\$408.54
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 February financials are as follows:

- Total income was \$8,620.12 and total outgoings were \$3,814.01 resulting in a net income of \$4,806.11 for the month;
- Table fees for the month were \$4,919.00. This is down by \$6.00 compared to the same period for last year.
- A liability of \$661.35 to Wright Express for our Coles Customer Account exists; and

- Balance Sheet shows a total equity of \$468,634.01. This is down by 7.3% 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 moved "that the financial report as tabled be accepted and that the accounts paid be ratified," seconded by Sandra Routley.

**CARRIED**

#### Follow-up on Previous Action Items

Item Description	Status
Replacing the Swipe Cards and Additional Keys ( <b>July meeting</b> )	Linda advised that four (4) new office keys are have been received. <i>This item is now closed.</i>

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

Ross Mangano moved the new applications received for Ian and Debbie Paltridge be accepted. This was seconded by Linda Almond.

**CARRIED**

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

##### Follow up from Previous Meetings

Item Description	Status
Actioning the Moreton Bay City Council Building Defect Report	An invoice has been received for works completed by the Redcliffe Snooker Club. This represents Redcliffe Bridge Club's portion of expenses under the share agreement in place between the two Clubs.

#### 8. **O H & S Report** (Ken Griggs)

##### Follow up from Previous Meetings

Item Description	Status
Replacing Frame for the Occupational Health and Safety Policy	A new frame has been purchased and rehung in the Clubroom.

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

**GNOT Heats** – Sessions 2 and 3 will now be conducted on Thursday 20 March following the delayed start as a result of Cyclone Alfred. Approval for the change in arrangements will be sought from Peter Busch (State Masterpoint Secretary).

**Director Training** – A Club Member has approached Sandra willing to start the training to becoming a Director. Sandra will be the Club Member's mentor.

**Alternate Sectioning** – The alternate approach to sectioning of the Bridge sessions has now occurred on two (2) Mondays. The feedback has been positive.

**Pro-Am - Monday 7 April** – The registration response has been very positive. An additional nomination sheet will be posted on the noticeboard for anyone looking for a partner.

**Australian Wide Novice Pairs - Monday 26 May** – it was agreed to order the same number of booklets as last year.

## 10. Education Report (Ted Morriss)

### Follow up for next meeting

Item	Meeting First Discussed	Status Update
Finalised Program of Improvement Lessons	January	This is now complete and the program has been emailed to Club Members.

## 11. Member Welfare Report (Melva Leal and Lesley Brown)

Follow up has been conducted with new members as well as members that have been absent from the Club.

## 12. General Business

### Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Bag Hutches (Ken Griggs)	September	<i>Carry forward to April meeting</i>
Recovering Remaining four (4) Clubroom Chairs	February	Linda Almond moved the remaining four (4) chairs be recovered, subject to confirmation from the upholsterer they can refurbish the chairs for no more than the original unit price of \$115 and that there is still sufficient material left over from the original work. This was seconded by Sandra Routley.  <b>Action:</b> Sandra Routley to contact Allen Hockenhill Upholstery to get an updated quote.
Errol Miller attaining Silver Grand Master Ranking	February	There was acknowledgement by the Committee this is a significant personal achievement for Errol. It was also noted the standard Club practice is to make the announcement of this achievement once the ABF Bridge Ranking Certificate is received by the Club.  The Committee agreed the Club would provide a suitable cake to celebrate the presentation of the ABF Bridge Ranking Certificate to Errol. It was also noted the presentation will be during a normal playing session.
Purchasing Officer Role (Ross Mangano)	February	Wayne has agreed to stay on as Purchasing Officer role and to train another Club Member.  <b>Action:</b> Committee to nominate a Club Member.
Future Direction for RBC Adopting MyABF	February	Wayne Parker delivered a presentation to the Committee. The following are the key points from the presentation: <ul style="list-style-type: none"> <li>MyABF was introduced to manage congresses and national events including collection of fees;</li> </ul>

		<ul style="list-style-type: none"> <li>• MyABF has evolved into a total club management system. It can be used by clubs to collect table fees, manage annual membership renewals, communicate with members, etc;</li> <li>• Masterpoint Centre functions are transitioning to MyABF in 2025;</li> <li>• ABF is committed to the ongoing development of MyABF;</li> <li>• RBC uses MyABF to run its Congresses; and</li> <li>• There are 51.5% of RBC Members registered in MyABF.</li> </ul>
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### New General Business Items

Item	Detail
President's Day (Susan Kennard)	<p>There was a general discussion in relation to final preparations for the day. It was agreed the Club will provide a sandwich lunch and that people can also bring a plate of food if they so wish.</p> <p>Sandra Routley stated a nomination sheet and conditions of play document would be available for promoting from Monday 17 March 2025.</p> <p>Susan Kennard advised she would be seeking Committee and Club Member support/assistance to approach local business for raffle prizes.</p> <p><b>Action:</b> Secretary to draft a suitable introduction letter to be used to canvas local businesses. Tournament Organiser to finalise nomination sheet and conditions of play document.</p>
Consideration of Additional Life Membership Recipients	<p>There was discussion about two (2) existing Club Members being nominated for Life Membership.</p> <p><b>Action:</b> Sandra Routley to assess the proposed Club Members against the criteria as stated in RBC By-Law 11.3 and to report findings to the Committee at the April meeting.</p>
Health Directive Information Retained by Club (Ross Mangano)	<p>There was a general discussion on the Club's duty of care responsibilities to Club Members. There was agreement the Club will do everything within its power to care for a person in the event of a health crisis event. This may include the use of the Club Defibrillator as well as calling for assistance from the ambulance service.</p> <p>There was also agreement that individual Club Members should make their playing partner aware if they are carrying an Advance Health Directive document and where this can be located in the event of an emergency. It is understood the only professional that can act on an Advance Health Directive is a paramedic or qualified doctor.</p> <p>There was also discussion whether the Club should retain personal health information in the Clubroom. It was agreed that any existing personal health information would be destroyed if the member was no longer a member of the Club. It was felt any retained personal health</p>

	<p>information, for current members, should be returned to the Club Member.</p> <p>To ensure the Committee has a full understanding of the Club responsibilities, it was agreed Sandra Routley would discuss this matter with John Scrivens and report back at the next meeting.</p> <p>There was discussion and agreement the Committee members should be shown how to use the Club Defibrillator.</p> <p><b>Action:</b> Sandra Routley to discuss with John Scrivens. There will be a demonstration on the Club Defibrillator at the next Committee meeting.</p>
Changing the Friday Session to AM (Susan Kennard)	<p>There was a general discussion and acknowledgement that the parking was increasingly becoming an issue for Club Members on Friday afternoons. It was also noted that AM sessions presented other issues like morning school and work-related traffic. It was agreed that there would be no change to the Friday session time.</p>
Rescheduling of the ESA Charity Function	<p>Susan Kennard noted the ESA Trivia Night function originally scheduled for Saturday 8 March was cancelled due to Cyclone Alfred. ESA has asked whether the Clubroom would be available on Saturday 22 March to hold the same event as originally requested.</p> <p>Ross Mangano moved ESA could use the Clubroom on Saturday 22 March 2025 under the previous communicated conditions. Linda Almond seconded the motion. <b>CARRIED</b></p> <p><b>Action:</b> Secretary to advise ESA accordingly.</p>

**13. Close and date of next meeting.**

- Next Meeting – 17 April 2025 at 1.00pm.
- Meeting Closed at 3.55pm.

Confirmed as true and correct by:

Susan Kennard (Chairperson)

*S Kennard*

Date: 24/04/25.

Ross Mangano (Secretary)

*R. J. Mangano*

Date: 24/04/25

**Redcliffe Bridge Club Inc. - TREASURER'S REPORT - February 2025**

Tabled at Management Committee Meeting of 13th March 2025

**1. Cash Holdings**

\$ 13,622.47	Cash at Bank Account	Interest on
\$ 408.54	Business Saver Account	Maturity
\$ 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	<u>\$ 3,873</u>
\$ 442,389.78	<b>Total Cash Holdings</b>	<u>\$ 14,790</u>

**2. Expenses**

\$ 3,814.01 List of Expenses Attached.

**3. Liabilities**

\$ 661.35 Coles Customer Account Card.

**4. Profit & Loss**

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

P & L Summary	Feb-25	Feb-24	Year to Date from 1 April 2024
Table Fees	\$ 4,919.00	\$ 4,925.00	\$ 59,014.65
Total Receipts	\$ 8,620.12	\$ 7,354.46	\$ 89,702.55
Expenditure	\$ 3,814.01	\$ 4,043.64	\$ 73,826.89
<b>Net Income</b>	<b>\$ 4,806.11</b>	<b>\$ 3,310.82</b>	<b>\$ 15,609.06</b>

**Monthly Notes:**

1. The club's net income for the month of February 2025 was \$4,806.11
2. Table Fees were \$4,919.00 for the month down by \$6.00 for the same period last year,
3. Directors and Bridgemate fees were \$225.00. A total of \$225.00 for free games for the month.
4. All expenses are listed separately on the attached - **Total Expenses by Payee.**
5. 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 receive a \$50.00 gift voucher to spend at Paul Lavings bridge books and supplies shop. The recipient for January was Peter Hancock and for February was Brian Clark

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

6. Membership Fees collected in February 2025


Members	\$ 2,603.60
Club Joining Fee	\$ 30.00
Away Membership	\$ 70.00
	<u>\$ 2,703.60</u>

**Balance Sheet:**

Attached is the Balance Sheet report for the 28th February 2025

The balance sheet shows that our total Equity is \$468,634.01 down by 7.30% 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