

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday 13 February 2025 at 1.02pm**

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

**Apologies:**

2. **Draft Minutes** of the Management Committee Meeting held 16 January 2025 were distributed to Committee members for approval. The minutes were tabled and it was moved by Ross Mangano and seconded by Fay Jeppesen that the minutes be confirmed as a true and correct record. **CARRIED**

3. **Inward Correspondence**

Number	Date	Details	Action/Further Action/Discussion Required
1	14/01/25	Email from Tasmania Bridge Association – Promoting the Tasmanian Festival of Bridge to be conducted from 20 to 23 March 2025.	Posted on noticeboard
2	15/01/25	Email from Moreton Bay City Council (MBCC) – Promoting free online webinar session about managing council facilities.	Referred to Fay Jeppesen. It was agreed that there was nothing to be gained by attending as Fay had to been to previous sessions.
3	17/01/25	Email from Leone Ryan (ESA) – Acknowledging Redcliffe Bridge Club (RBC) approval to use the Club facility on Saturday 8 March for their annual fundraising trivia night.	No further action
4	18/01/25	Email from Garry Ohlson (Member) – Requesting clarification on whether the Monthly Development Award was mandatory.	Response provided (see outgoing correspondence - Item 6)
5	21/01/25	Email from Redcliffe Snooker Club – Acknowledging Fay Jeppesen’s advice of the appointment of Gary Regal Enterprises to undertake the pest control of the joint 2a Irene Street facility.	No further action
6	21/01/25	Email from ABDA – Advising the agenda for the ABDA AGM to be conducted during the Gold Coast Congress.	Referred to Sandra Routley
7	23/01/25	Email from Annette McNee (Member) – Advising an update to her contact details.	Email acknowledged and referred to Peter Hancock
8	23/01/25	Email from Rockhampton Bridge Club – Promoting the Autumn Congress on 8 and 9 March 2025.	Posted on noticeboard
9	24/01/25	Email from Caroline Black (Member) – Advising an update to her Club details.	Email acknowledged and referred to Peter Hancock
10	24/01/25	Email from Margaret Plunkett (Member) – Advising an update to her contact details.	Email acknowledged and referred to Peter Hancock

11	24/01/25	Email from Maria Setiyawan (Member) – Advising an update to her contact details.	Email acknowledged and referred to Peter Hancock
12	25/01/25	Email from Tom Murphy (Member) – Advising an update to his contact details.	Email acknowledged and referred to Peter Hancock.
13	26/01/25	Email from Peter Hancock (Member) – Querying the currency of position descriptions, AGM minutes, Annual Report, Rules on the RBC website.	Website documents reviewed and all documents are still current. Response provided to Peter.
14	28/01/25	Email from MBCC – Advising update on the keys ordered.	No further action
15	29/01/25	Email from Arana Bridge Club – Requesting MyABF details of Club members.	Referred directly to Club members to respond
16	31/01/25	Email from MBCC – Advising contractor ARA Fire will be conducting fire facility servicing at the Club facility.	Previously referred to Fay Jeppesen and is being actioned accordingly.
17	02/02/25	Email from Karen Waite – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion.
18	05/02/25	Email from the Office of Fair Trading – Advising the approval of the RBC Rules as approved by Club members through the Special General Meeting conducted on 18 October 2024.	Hardcopy of the updated Rules and By-Laws sit in the Clubroom. A Pianola email will be issued when they are available on the Club website. This will also be communicated via the Club newsletter.
19	05/02/25	Email from Maria Bennett – Requesting registration in the March Beginners' Lessons.	Email acknowledged and referred to Lynda Bennion.
20	09/02/25	Email from Sunshine Coast Bridge Club – Promoting their Graded Teams event on 16 March 2025.	Posted on noticeboard
21	10/02/25	Email from Wayne Parker – Confirming the uploading of the updated RBC Rules and By-Laws onto the RBC website.	Refer to outgoing item 20.

#### 4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	16/01/25	Email to Leone Ryan (ESA) – Advising Redcliffe Bridge Club (RBC) approval to use the Club facility on Saturday 8 March for their annual fundraising trivia night.	No further action

2	17/01/25	Email to all Club members – Reminding members that Monday 20 January will be an all-day session for the annual Club Championship Teams event.	No further action
3	17/01/25	Email to all Club Members – Advising members of the new Monthly Development Award for club members with fewer than 100 masterpoints.	No further action
4	17/01/25	Email to Wayne Parker – requesting publishing of the Monthly Development Award conditions.	No further action
5	17/01/25	Email to Bridgemate Assistants sent by Sandra Routley – Requesting assistants update the diary with their availability.	No further action
6	18/01/25	Email to Garry Ohlson (Member) – Providing clarification on how the Monthly Development Award is selected.	No further action
7	21/01/25	Email from Fay Jeppesen to the Redcliffe Snooker Club – Advising the appointment of Gary Regal Enterprises to undertake the pest control of the joint 2a Irene Street facility.	No further action
8	21/01/25	Email from Linda Almond to the MBCC – Providing clarification on the keys required.	No further action
9	23/01/25	Email from Tournament Organiser (Sandra Routley) to the Bribie Bridge Club – Requesting details of their representation at the upcoming 3-Way Interclub competition.	No further action
10	28/01/25	Email from Tournament Organiser (Sandra Routley) to all Club members – Advising members of changes to the QBA System Regulations.	No further action
11	28/01/25	Email from Secretary to Membership Secretary – Advising updated details for John Henderson as verbally advised.	No further action
12	29/01/25	Email to Peter Hancock (Member) – Advising the position descriptions, AGM minutes, Annual Report, Rules on the RBC website are still current.	No further action
13	29/01/25	Email to Arana Bridge Club – Advising that the request for MyABF details for Club members had been referred to them to respond directly.	No further action
14	30/01/25	Email to all Club position holders – Providing a final updated version of the Position Descriptions for review.	Refer to the General Business item below.
15	02/02/25	Email to MBCC – Acknowledging advice of the appointment of contractor ARA Fire and advising contact had been made with ARA for a suitable time to visit the site.	No further action
16	03/02/25	Email to Karen Waite – Acknowledging request for registration in the March Beginners' Lessons.	No further action

17	03/02/25	Email to all Club Members – Advising members of the Club’s GNOT qualifying heats to be conducted over three (3) consecutive Thursdays starting 6 March.	No further action
18	05/02/25	Email to Wayne Parker – Requesting the uploading of the updated RBC Rules and By-Laws.	No further action
19	05/02/25	Email to Maria Bennett – Acknowledging request for registration in the March Beginners’ Lessons.	No further action
20	10/02/25	Pianola email to all Club Members – Advising the release of the updated RBC Rules and By-Laws.	No further action

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

Inward:

Item Number	Item Description	Follow Up Action Required

Outward:

Item Number	Item Description	Follow Up Action Required

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

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

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

Everyday Account		\$11,817.05
Business Saver Account		\$407.85
Total Term Deposits	Two (2) deposits maturing 22 and 27 of May 2025 at 5.05% and 4.55% respectively	\$428,358.77

The net Income for January was \$5,152.59 and total expenses were \$7,115.11 which included the yearly insurance premium of \$2,697.00. The Club has a liability of \$395.85 to Wright Express for our Coles Customer Account. The Balance Sheet shows that our total equity stands at \$463,827.90 which is down by 7.7% compared to the same period from last year. Table fees for the month were \$5,265.00 down by \$161.00 compared to 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 keys had been received for the main entry.

Linda advised that four (4) new office keys are to be ordered.
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6. **Membership Report** (Peter Hancock)

Ross Mangano moved the new applications received from Paul Forrest and Bert Luchjenbroers be accepted. This was seconded by Fay Jeppesen. **CARRIED**

7. **Masterpoint Report** (Midge Spice)

Nothing to report

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

**Follow up from Previous Meetings**

Item Description	Status
Performance of the cleaners	Fay reported the performance is acceptable. <b><i>This item will now be closed.</i></b>
Actioning the Moreton Bay City Council Building Defect Report	In progress. Fay reported RBC has completed work that is attributable to RBC responsibility. Fay advised RBC is awaiting confirmation of completed works by the Redcliffe Snooker Club.
Installation of Grab Handles in Toilets	Fay advised this work is now complete. <b><i>This item will now be closed.</i></b>
Annual Fire Inspection	As previously advised Fay confirmed the annual inspection will be conducted on Wednesday 19 February.

9. **O H & S Report** (Ken Griggs)

**Follow up from Previous Meetings**

Item Description	Status
Refilling of the hand sanitiser bottles on each of the tables	Ken advised that this in progress and will be completed before the 3-Way Interclub competition on 16 February. <b><i>This item will now be closed.</i></b>

**New Item**

Item Description	Status
Framed Occupational Health and Safety Policy	Sandra Routley raised the issue of the policy and whether the RBC policy was still current. There was discussion and it was agreed that there was no reason to suggest the policy was not current. In addition, Sandra pointed out the glass in the framed policy was broken. <b>Action:</b> Ken Griggs to make arrangements to get the glass replaced or a new frame.

## 10. Tournament Organiser Report (Sandra Routley)

Sandra advised the following:

**Club Individual Championship** - will be conducted on Thursdays 12, 19 and 26 June. Bob Davies will be the external Director. Club members have been advised.

**GNOT Heats** – will be conducted on Thursdays 6, 13 and 20 March. Bob Davies will be the external Director. Club Members have been advised.

**Clubs Championship Pairs** – QBA has approved this being an all-day event on 12 September.

**Changes to the QBA Regulations** – Club Members, via a Pianola email, have been advised of these changes.

**Meeting with Directors** – was held on 21 January and a number of topics were discussed. The Directors agreed that conducting random draws for seating throughout the year would be beneficial.

**Random Seating Feedback** – There was mainly positive feedback from Club members with only two negative comments received.

**Bridgemate Assistant Roster** – has been completed and is posted on the calendar in the Clubroom.

**Cashier Listing** – listing has been completed and is displayed near the calendar in the Clubroom.

**Pro-Am** – is to be held on 7 April. The conditions of play are as follows:

- the 'Pro' player will have more than 100 masterpoints;
- the 'Amateur' will have fewer than 100 masterpoints;
- the pairing would not have played more than three (3) times together previously; and
- masterpoint rankings will be as at the 31 of March.

### Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Prizes for RBC 2025 Events.	January	Fay Jeppesen moved the prizes, as detailed in Attachment A, be adopted for the RBC special events as listed. This was seconded by Linda Almond. <b>CARRIED</b>

## 11. Education Report (Ted Morriss)

Ted Morriss presented an outline of proposed player improvement lessons. The first lesson will be delivered Friday 21 February entitled 'Bridge Intangibles'. The first lesson will be promoted via session announcements and Pianola.

### Follow up for next meeting

Item	Meeting First Discussed	Status Update
Finalised Program of Improvement Lessons	January	

## 12. Member Welfare Report

Fay Jeppesen reported she had made contact with Dorothy Gehrke. Discussion took place as to ways the Club could assist Dorothy.

### 13. General Business

#### Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Approval of the Rules by the Office of Fair Trading and Publishing of the Updated Rules and By-Laws as approved by the SGM of 18 October 24 (Ross Mangano)	November	<p>Ross Mangano advised Office of Fair Trading approved the updated Rules on 5 February 2025. Ross also advised that hardcopies of the updated Rules and By-Laws are now in the Clubroom. Ross advised that a Pianola email has been issued to all Club Members with a link to the RBC website. This message will also be communicated via the Club newsletter.</p> <p><b><i>This item is now considered closed.</i></b></p>
Bag Hutches (Ken Griggs)	September	<p>Now the chairs have been delivered, Ken Griggs to undertake more research work and to bring his proposal to the next meeting.</p> <p><b>Action:</b> Carry forward to next meeting.</p>
Recovering of the Clubroom Chairs (Ross Mangano)	September	<p>An additional four (4) chairs, which were located in the Snooker Club, were identified after the work was awarded to the upholsterer. A discussion took place about the merits of having these chairs covered. A further discussion will take place at the next meeting after the feasibility to recover these additional chairs is known i.e. cost and whether there is any leftover material.</p> <p><b>Action:</b> Carry forward to next meeting.</p>
Review of Club Position Descriptions	November	<p>Ross Mangano presented an updated Position Description document which had input from all Club members that hold the official and unofficial roles within the Club. The following additional changes were noted:</p> <ul style="list-style-type: none"> <li>• Inclusion of the requirement to refresh the Liquor Licencing exemption annually following the appointment of the new Committee. This will be the role of the Secretary;</li> <li>• Inclusion of the annual requirement to forward to the MBCC a copy of the renewed Insurance Policy and Certificate of Currency. This will be the role of the Treasurer;</li> <li>• Correct the reference to the Council i.e. is now the Moreton Bay City Council under the Building Manager role; and</li> <li>• Inclusion of the need to review/update the Membership Form on annual basis. This will be the role of the 'Website and Technical Support' Officer.</li> </ul>

		<p>Ross Mangano moved that the Position Description document, with the changes detailed above, be approved by the Committee. This was seconded by Fay Jeppesen.</p> <p><b>CARRIED</b></p> <p><i>This item is now considered closed.</i></p>
Review Club Awards (Fay Jeppesen)	January	<p>Fay Jeppesen moved the Club initiate a 'Most Improved Player' shield (or similar) for the most improved player. This would be based on performance over the previous calendar year. This new award would replace the existing Edna Hodgen Achievement Awards. In making the announcement of the winner, notable mentions would be made of Club Members who ran 2<sup>nd</sup> and 3<sup>rd</sup>. This motion was seconded by Ken Griggs.</p> <p><b>CARRIED</b></p> <p>This motion needs to be put forward to the upcoming Annual General Meeting.</p>
Proposed Charity to be supported from proceeds of President's Day – 10 April 25	January	<p>Susan Kennard briefed the Committee on 'The Salt Shop' as a potential recipient of funds raised from President's Day. Located in Sutton Street, the Peninsula based charity operates on the moto of giving a 'HAND UP' not just a 'HAND OUT'. The charity provides support for disadvantaged children through sport to become productive members in the community. Their goal is to ensure disadvantaged children have the skills to gain employment. This is achieved by the Charity working with community partners as well as providing employment opportunities to support the Salt Shop itself.</p> <p>Sandra Routley moved 'The Salt Shop' be accepted by the Committee as the charity to be supported by the 2025 President's Day fund raising efforts. This was seconded by Ross Mangano.</p> <p><b>CARRIED</b></p>
Proposed Improvements to the Induction Process for New Players (Fay Jeppesen)	January	<p>Fay Jeppesen presented an 'Induction Program' for new members to the Club who have recently completed the Beginners Lessons.</p> <p>Fay Jeppesen moved that the Induction Program be approved by the Committee. This was seconded by Sandra Routley.</p> <p><b>CARRIED</b></p>

### New General Business Items

Item	Detail
Errol Miller attaining Silver Grand Master Ranking	There was discussion on how the achievement of this ranking could be reasonably recognised. There was the suggestion of a cake and recognition at an upcoming normal Bridge session.
Committee endorsement for a Club member to undertake the Purchasing	Wayne Parker is currently undertaking this role. It was agreed that Wayne be approached to confirm he is happy to continue in the role

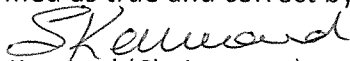


Officer Role as per the Position Description	and whether he would be comfortable to train a fellow Club Member as a backup.  <b>Action:</b> Ross Mangano to contact Wayne Parker.
Christmas Party -2025	Susan Kennard advised that Wednesday 3 December had been locked in for the 2025 Christmas Party and the deposit had been paid.  <b>Action:</b> Club members to be advised through weekly announcements and Pianola.
Updated Membership Form	Ross Mangano moved that the updated Membership Form, as submitted by Wayne Parker, be approved with two amendments (i.e. the inclusion of overseas history and a date field for when the joining fees are collected). This was seconded by Linda Almond. <b>CARRIED</b> <b><i>This item is now considered closed.</i></b>
Future Direction - MyABF	With an increasing expectation that all Clubs utilise MyABF, it was agreed that there needs to be a more robust discussion of this issue. It was proposed Wayne Parker be invited to the next meeting to discuss how MyABF fits into the future of IT systems used by the Club.  <b>Action:</b> Wayne Parker to be invited to the next Management Committee meeting to be part of the discussion.
Bridgemate Version 3	Susan Kennard advised that Version 3 of the Bridgemate is coming in April. Sue advised that there was little information on the new version at this stage. Further discussion will take place as information comes to hand.

14. Close and date of next meeting.

- Next Meeting – Thursday 13 March 2025 at 1.00pm.
- Meeting Closed at 3.57pm.

Confirmed as true and correct by:

  
Susan Kennard (Chairperson)

  
Ross Mangano (Secretary)

Date: 13/3/25

Date: 13/03/25

**Attachment A****PRIZES for 2025 RBC EVENTS (Excluding Congress Events)**

<b>EVENT</b>	<b>DATE</b>	<b>WINNERS</b>	<b>RUNNERS-UP</b>	<b>TOTAL PRIZES</b>
Club <b><u>Teams</u></b> Championship	20 January	\$50 each	\$30 each	\$320
Club <b><u>Individual</u></b> Championship	12,19 & 26 June	\$50 \$20 for each partner (Each player may only win one prize)	\$30	\$140
Club <b><u>Pairs</u></b> Championship	12 September	\$50 each	\$30 each	\$160
Club <b><u>Novice Pairs</u></b> <b><u>&lt;50 MPs</u></b>	10 & 17 October	\$30 each	\$20 each	\$100
				\$720
Ton Vankan Anniversary Pairs	19 & 26 July	First choice of Wine or Chocolates	Wine or Chocolates	

**Redcliffe Bridge Club Inc. - TREASURER'S REPORT - January 2025**  
*Tabled at Management Committee Meeting of 13th February 2025*

**1. Cash Holdings**

\$ 11,817.05	Cash at Bank Account	<b>Interest on</b>
\$ 407.85	Business Saver Account	<b>Maturity</b>
\$ 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>
\$ 440,583.67	<b>Total Cash Holdings</b>	<u>\$ 14,790</u>

**2. Expenses**

\$ 7,115.11 List of Expenses Attached.

**3. Liabilities**

\$ 395.85 Coles Customer Account Card.

**4. Profit & Loss**

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

P & L Summary	Jan-25	Jan-24	Year to Date from 1 April 2024
Table Fees	\$ 5,265.00	\$ 5,426.00	\$ 54,095.65
Total Receipts	\$ 12,267.70	\$ 23,835.18	\$ 81,082.43
Expenditure	\$ 7,115.11	\$ 7,143.16	\$ 70,279.48
<b>Net Income</b>	<b>\$ 5,152.59</b>	<b>\$ 16,692.02</b>	<b>\$ 10,802.95</b>

**Monthly Notes:**

- The club's net income for the month of January 2025 was \$5,152.59
- Table Fees were \$5,265.00 for the month down by \$161.00 for the same period last year,
- Directors and Bridgemate fees were \$250.00. A total of \$250.00 for free games for the month.
- All expenses are listed separately on the attached - **Total Expenses by Payee.**
- We transferred \$5,000.00 out of the Investment Business Saver Account into the Everyday Account to cover the Allen Hockenhull Upholstery Invoice for the upholstery of our club chairs.
- The total amount paid for 119 chairs to be upholstered was \$13,728.00. The last payment went out of the bank account on the 2nd Feb 2025 for the amount of \$3,000.00.  
The amount of \$13,728.00 has been allocated to: Fixed Assets, Furniture and Fittings in the balance sheet.
- The difference in Total Receipts between Jan 2025 and Jan 2024 is interest received from Term Deposits
- Membership Fees collected in January 2025

Members	\$ 5,660.00
Club Joining Fee	\$ 90.00
Away Membership	\$ 140.00
	<u>\$ 5,890.00</u>

**Balance Sheet:**

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

The balance sheet shows that our total Equity is \$463,827.90 down by 7.70% for the same time last year.  
 (Difference is Less Accumulated Depreciation - \$54,959.69)

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

  
 Linda Almond  
 Treasurer