

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
 Held on Thursday 3 July 2025 at 1.20pm

1. **MANAGEMENT COMMITTEE:** Susan Kennard (President), Melva Leal (Vice President), Marg Nicholls (Secretary)

COMMITTEE: Sandra Routley, Ken Griggs, Peter Hancock, Di McColl

2. **APOLOGIES:** Linda Almond (Treasurer), Brooke Anderson (Committee member)

Sue commenced the meeting by welcoming the members of this new Management Committee and in particular extended a warm welcome and appreciation to the newest members of the Committee of Peter Hancock, Di McColl, Ken Griggs and Marg Nicholls.

3. **RESOLUTION:**

That the minutes of the Management Committee meeting of 15th May 2025 be accepted.

Moved: M Leal

Seconded: S Routley

CARRIED

That the minutes of the Management Committee meeting of 6th June 2025 be accepted

Moved: M Leal

Seconded: S Routley

CARRIED

4. **INWARD CORRESPONDENCE**

Item	Date	Details	Action/Further Action/Discussion Required
4.1	15/05/25	Email from Kim Ellaway (QBA) – Promoting the QBA Teams of 3 on 21 June 2025.	Posted on noticeboard.
4.2	16/05/25	Email from the Moreton Bay City Council (MBCC) – Acknowledging receipt of emergency contacts for the Redcliffe Bridge Club (RBC).	No further action.
4.3	16/05/25	Email from Sunshine Coast Bridge Club – Promoting the IMP Pairs and Swiss Teams Congress on 21 and 22 June 2025 respectively.	Posted on noticeboard.
4.4	20/05/25	Email from Leanne Paddison – Advising Club of some personal details.	Acknowledged and referred to the Management Committee for their information.
4.5	16/05/25	Email from the MBCC – Responding to the email from Fay Jeppesen advising the MBCC would not cover the cost of the main door lock.	Noted and referred to Fay Jeppesen. Also refer to outgoing item 1.
4.6	27/05/25	Email from the MBCC – Inviting the RBC to reapply for the lease of 2A Irene Street premises.	Refer to outgoing item 9.
4.7	28/05/25	Email from Kim Ellaway (QBA) – Promoting the Australian National Bridge Championships from 6 to 17 July 2025.	Posted on noticeboard.

Minutes RBC meeting 3 July 2025

4.8	28/05/25	Email from Redcliffe Bridge Club – Promoting the Under 500 Graded Swiss Matchpoint Pairs Congress on 10 August 2025.	Posted on noticeboard.
4.9	02/06/25	Email from Pine Rivers Locksmiths – Providing a quote to do a permanent fix to the main door lock.	To be discussed under general business.
4.10	04/06/25	Email from the MBCC – Promoting an online information session entitled “Acknowledge This”.	No further action.
4.11	04/06/25	Email from the ABF – Advising the results of the Australia-Wide Novice Pairs competition.	Forwarded to Tournament Organiser.
4.12	05/06/25	Email from the MBCC – Promoting an online information session entitled “Good Governance”.	No further action.
4.13	18/06/25	Email from Kim Ellaway (QBA) – Advising the affiliation and masterpoint fees for 2026.	Referred to Treasurer.
4.14	18/06/25	Email from Steve Woodrow (Club Member and Director) – Requesting the new Management Committee send an email to all members to communicate the results of the Member Motions 7,8, and 9 from the AGM.	See Business Arising
4.15	19/06/25	Email from the MBCC – Requesting completion of a form associated with the Termite Barrier System installed at 2A Irene Street.	To be referred and actioned by the new Building Maintenance Officer for the Club.
4.16	27/6/25	Email Joan Mills – unable register to Caboolture/Redcliffe interclub event. Information not showing on website.	Referred to IT Manager who advised that event to be advertised on Monday 30 th June 2025 and that the online registrations will be open be received at that time. Advised Member No further action
4.17	27/6/25	Letter from PPC Solutions regarding card printer warranty expiring on 18/7/25 and advising of extension to extend warranty for \$654.50 (GST incl)	Referred to IT Manager for action / followup. No further action
4.18	27/6/25	Email: Brad Coles Invitation to attend Australian annual Australia-Wide Open Pairs from 25-31 August	Referred to Tournament Organiser. No further action
4.19	27/6/25	Email from AMC Cleaning for outstanding accounts	Referred to Treasurer for payment. No further action

5. OUTWARD CORRESPONDENCE

Item	Date	Details	Further Action/Discussion Required
5.1	14/05/25	Email to RBC Club Members – Communicating date of the AGM and calling for nominations to the management committee and member motions.	No further action.
5.2	21/05/25	Email to MBCC – Providing the quote from Pine Rivers Locksmiths and requesting consideration and payment for the work to do a permanent fix to the main door lock.	Refer to incoming item 5.
5.3	01/06/25	Email to RBC Club Members – Communicating the 2025 AGM Notice and Proxy Form for the submitted member motions.	No further action.
5.4	04/06/25	Email to Redcliffe Snooker Club – Reminding the Snooker Club of the RBC Congress on Sunday 17 August 2025.	No further action.
5.5	06/06/25	Thankyou emails – To Club Members, Tom Murphy and Brett Brownlow thanking them for their work to fit new soap dispenser in the kitchen area.	No further action.
5.6	08/06/25	Email to MBCC – Requesting the Council investigate a potential mould issue in the Clubroom.	President spoke to this item advising that officers from Council investigated and advise RBC that there is no mould in the building. No further action
5.7	08/06/25	Email to RBC Club Members – Providing the 2025 Annual Report, Final Audit Report and Asset Register.	No further action.
5.8	15/06/25	Email to Redcliffe Snooker Club – Providing details of RBC Lease Renewal Application.	No further action.
5.9	18/06/25	Email to MBCC – Submitting Lease Renewal Application.	Will need further work once a response from the Council is received.
5.10	18/06/25	Email to RBC Club Members – Advising the start date for the new table fees as approved at 2025 AGM.	No further action.

That the inward correspondence, listed as Items 4.1 to 4.18 and the outward correspondence, listed as Items 5.1 to 5.10 be noted.

NOTED

6. BUSINESS ARISING FROM THE INWARD AND OUTWARD CORRESPONDENCE:

Inward:

Item Number	Item Description	Follow Up Action Required
6.1	Email from Steve Woodrow (Club Member and Director) – Requesting the new Management Committee send an email to all members to communicate the results of the Member Motions 7,8, and 9 from the AGM.	The Committee discussed this item and agreed that a letter be written by the President for distribution to members.
6.2	Email from the MBCC – Requesting completion of a form associated with the Termite Barrier System installed at 2A Irene Street.	Referred to new incumbent for the role of Building Maintenance Officer

Outward:

Item Number	Item Description	Follow Up Action Required
Nil	Nil	Nil

7. TREASURER’S REPORT (Linda Almond)

Financial report as at 30th May 2025 tabled.

Summary May 2025

Account Name	Balance \$	Detail
Every day account	6,964.07	Nil
Business Saver Account	410.49	Nil
Term Deposit 005686717	299,947.71	6 months at 4.35% maturing 22/11/25
Term Deposit 34921275	144,069.64	6 months at 4.35% maturing 27/11/25

- Club’s net income May 2025 was \$14,348.92
- Table fees \$5,134.05 an increase of \$630.05 for previous year
- Directors and Bridgemate fees \$310.00
- Free games \$310.00
- Membership fees collected during May 2025
 - Members \$ 66.60
 - Club joining fee \$ 10.00
 - Away membership -
 - Total \$ 76.60
- Balance sheet shows a total equity of \$475,673.66 up by 7.20% for the same period in 2024

Financial report as at 30th June 2025 tabled.

Summary June 2025

Account Name	Balance \$	Detail
Every day account	9,758.45	Nil
Business Saver Account	411.00	Nil
Term Deposit 005686717	299,947.71	6 months at 4.35% maturing 22/11/25
Term Deposit 34921275	144,069.64	6 months at 4.35% maturing 27/11/25

- Club's net income June 2025 was \$2794.89
- Table fees \$5,398.05 an increase of \$316.00 for previous year
- Directors and Bridgemate fees \$310.00
- Free games \$310.00
- Membership fees collected during June 2025
 - Members \$ 169.80
 - Club joining fee \$ 40.00
 - Away membership -
 - Total \$ 209.80
- Balance sheet shows a total equity of \$478,468.55 up by 8.10% for the same period in 2024

RESOLUTION

- (a) That the financial reports for the period to 30th May 2025 and 30th June 2025 be accepted.
 Moved: L Almond
 Seconded: M Leal
CARRIED
- (b) That the paid accounts as outlined in the report be ratified.
 Moved: S Routley
 Seconded: D McColl
CARRIED
- (c) That Susan Kennard, Margaret Nicholls, and Linda Almond are the nominated signing officers for the Club's Suncorp Everyday Account 024403550, Business Investment Account 502077515, and the Club's Term Deposit accounts 034921275 and 125784107
 Moved: P Hancock
 Seconded: M Leal
CARRIED
- (d) That Ross Mangano be removed as a signing officer on behalf of the Club to all Suncorp accounts
 Moved: D McColl
 Seconded: P Hancock
CARRIED

8. MEMBERSHIP REPORT (P Hancock)

- The Committee was advised that payment has been received for the new member application of Peter Jaunais
- RBC Membership applications with paid fees receive from

- Chris Loton
- Lorraine Hughes

RESOLUTION

That the RBC membership applications from Chris Loton and Lorraine Hughes be accepted.

Moved: P Hancock

Seconded: M Leal

CARRIED

9. BUILDING AND MAINTENANCE

As there was no person nominating for Building and Maintenance role at the time of this meeting, it was discussed by the Committee to defer this item until the position is filled, with a report to be presented at the 14th August 2025 meeting by the new incumbent.

The President tabled a Quote # 734386 from Assa Abloy Entrance Systems for \$3,458.68.

This quote outlined preventative maintenance required to the Main Entry automatic door Q15118 located at 2A Irene Street Redcliffe. The President advise that the Redcliffe Snooker Club also received a copy of the quote. She further advised that there is in place a Share Agreement with the Redcliffe Snooker Club for maintenance of the building at 2A Irene Street Redcliffe.

RESOLUTION

That the quote #734386 from Assa Abloy for preventative maintenance to the Main Entry automatic door Q15118, for \$3,458.68 be accepted and that payment to 50% of the total being \$1,729.34 be paid in line with the agreement with the Redcliffe Snooker Club.

Moved: S Kennard

Seconded: P Hancock

CARRIED

10. O H & S REPORT (K. Griggs)

- There are new forms to check the First aid box on a monthly basis
- With the bag hatch being in place for some months with no complaints the hatch will be secured to the wall

11. TOURNAMENT ORGANISER REPORT (S Routley)

- Club individual Championship red points approved.
- Ton Vanken Pairs 19- 26 July 2025 nominations open.
- Upcoming events on website. The facility to nominate only opens once it becomes included for dissemination in the Announcements as given by Directors
- Interclub competition Redcliffe and Caboolture 03 August 2025
- GNOT Finals Brisbane Zone 23-24 August 2025
- Australia wide open pairs 29th August 2025 Discussion on number of booklets and the teams to be:
 - Pat Gower, Suzy Brownlow, Brooke Anderson, Brian Clark
 - Wayne Parker (substitute for Anita) Jennifer Bavage, Melva Leal, Jenny Reid
 - Melissa Weber, John Henderson, Annette Hyland, Peter Stride (Robert Barr has withdrawn)
- Allocation of Member Development Award was agreed by the Management Committee to run until June 2025. Discussion ensued regarding the Member Development Award and whether the

guidelines in place were continuing to meet the aims of the anonymous donor. The Tournament Organiser will present a report on this to the August meeting.

RESOLUTION

That the fees in relation to the teams attending the GNOT be paid by the RBC.

Moved: K Griggs

Seconded: S Routley

CARRIED

RESOLUTION

That RBC accept the responsibility of paying \$5.00 per entry as a subsidy for each of the players playing in the Australian Wide Open Pairs

Moved: S Routley

Seconded: K Griggs

CARRIED

RESOLUTION

That the prize money allocated for the Ton Vankan pairs will be the same amount as allocated for the same event in 2024.

Moved: S Routley

Seconded: K Griggs

CARRIED

12. EDUCATION REPORT

As there was no person nominating for the Education role at the time of this meeting, it was discussed by the Committee to defer this item until the position is filled, with a report to be presented at the 14th August 2025 meeting by the new incumbent.

13. MEMBER WELFARE REPORT (M LEAL)

- Cards sent out the various members of the club
- Some discussion on the Buddy approach to support new members

14. FOLLOW UP FROM PREVIOUS MEETINGS

Item	Detail	Meeting First Discussed	Status Update
14.1	Covering of Remaining Chairs (Sandra Routley)	February	Sandra reported that although expecting this to be completed it has rolled over with expected completion in August 2025

15. NEW GENERAL BUSINESS ITEMS

Item	Detail	Status Update / Action to be undertaken	
15.1	Allocation of members to undertake the 2025/2026 non-committee roles. These roles are vital to the smooth and efficient running of the	Building Maintenance:	Di McColl
		Club Recorder:	Sandra Routley
		Dealing Co-Ordinator:	Peter Murray
		Education:	Melva Leal
		Emergency Callout Officer:	Ken Griggs

	Redcliffe Bridge Club and to the benefit of each of the players to the Club.	<p>Events Co-ordinator: Ken Griggs</p> <p>Librarian: Lorraine Bechly</p> <p>Masterpoints Secretary: Midge Spice</p> <p>Membership Secretary: Peter Hancock</p> <p>MyABF Administrators: Wayne Parker and Fay Jeppesen</p> <p>Newsletter: Tracey Langton</p> <p>OH&S: Ken Griggs</p> <p>Partner Liaison: Peter Murray</p> <p>Providore: Magdeline Wong</p> <p>QBA and Zonal Delegates: Susan Kennard and Melva Leal</p> <p>Tournament Organiser: Sandra Routley</p> <p>Website and IT Systems: Wayne Parker</p> <p>Welfare Officer: Brooke Anderson</p>
15.2	Discussion regarding parking problems within the parking area of 2A Irene Street.	<p>That a letter be written a letter to the City of Moreton Bay Council outlining the parking problem being faced by the members of the RBC. This includes:</p> <ul style="list-style-type: none"> • Highlighting that the RBC has members with mobility concerns • That consideration be given to implementing a 4 hour parking limit to reduce long term parking within the grounds. – There are instances of some vehicles taking a park over many weeks without movement • Wheelchair icons to be repainted
15.3	Sensory mats near entrance of building which are falling apart and becoming a trip hazard	Building and Maintenance Officer to follow up
15.4	Application for Membership form. Some discussion regarding missing information on the form	The Membership Secretary to prepare an updated Application for Membership form to be presented to the 14 August meeting
15.5	Suggestions received to use the TV on the way to advertise and inform players on Bridge Laws	Discussion held with general agreement that the TV can be used to have a welcome message plus reminder of bridge etiquette

16. CLOSE AND DATE OF NEXT MEETING.

- Meeting Closed at 4.10 pm
- Next Meeting – 14 August 2025

Confirmed as true and correct by:

Signature 
Susan Kennard (President /Chairperson)

Date: 14/8/25