

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 4 September 2025 at 1.00pm

1. MANAGEMENT COMMITTEE:

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

2. APOLOGIES: Nil

Sue Kennard opened the meeting at 1.09pm and welcomed the attendees.

3. CONFLICTS OF INTEREST (Rule 23.2): There were no conflicts of interest declared.

- S Routley recording meeting on her mobile phone.
- M Leal joined meeting through Facetime.
- S Kennard offered an apology for not following due process for meeting that was held on the 25th of August 2025.
- S Kennard congratulated the Secretary on the format of the Agenda and minutes. She had reviewed other clubs and believes that the format used is superior.

4. RESOLUTION: That the minutes of the 14th of August 2025 as amended be accepted.

Moved: D McColl
Seconded: B Anderson
M Leal - Abstained

CARRIED

5. MATTERS ARISING FROM PREVIOUS MINUTES:

Item	Details	Responsibility Notes / Actions
Minutes of the 14 August 2025	<ul style="list-style-type: none"> • Moreton Bay City Council. Requesting completion of a form associated with the Termite Barrier System. The Committee received verbal report to the meeting of 14 August 2025 explaining that this item is still being followed up. 	Responsibility D McColl Ongoing
9 (Minutes of 3 July 2025)	<ul style="list-style-type: none"> • Assa Abloy preventative maintenance to the Main Entry automatic door. The Committee received verbal report from Building and Maintenance explaining that the initial deposit made and currently awaiting further information from Assa Abloy on timing for the preventative maintenance to take place. Final invoice received and paid. 	Responsibility D McColl No further action required
15.2 (Minutes of 3 July 2025)	<ul style="list-style-type: none"> • Letter to City of Moreton Bay re parking issues experienced by RBC members. The Committee received verbal report explaining that the President sent the letter to CMB and is currently awaiting a response. Have rung Council. Engineer still looking at proposal. 	Responsibility S Kennard Ongoing

Item	Details	Responsibility Notes / Actions
15.4 (Minutes of 3 July 2025)	<ul style="list-style-type: none"> Draft Application for Membership form to be presented to August meeting. <p>The Committee received verbal report explaining 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>Peter has obtained a copy of the file used to produce an application from Wayne. Not a txt file or dot file. More a work of art difficult to fit any more info in there. Take a while to complete.</p>	<p>Responsibility P Hancock</p> <p>Ongoing</p>
15.5 (Minutes of 3 July 2025)	<ul style="list-style-type: none"> Use of TV for welcome message and Bridge Etiquette. <p>At its meeting of 14th August 2025, the Committee was requested to send suggestions for inclusion onto the TV rolling screen to P Hancock.</p> <p>OUTCOME OF INVESTIGATION: Received something from M Leal. No further suggestions have been received, so the initial screen will contain snippets from the Program Book.</p>	<p>Responsibility P Hancock</p> <p>Peter will construct a short powerpoint for anyone who wants to stay after meeting.</p>
3.3	<ul style="list-style-type: none"> Re emails received from members A Bencsevich and G Ohlson. <p>ACTION: President to prepare letter for sending to the named members. President not yet sent the letter.</p> <ul style="list-style-type: none"> Re email from Vice President re inability to attend Committee meetings on 2nd Thursday of month during school terms. <p>ACTION: President to verbally follow-up with VP</p>	<p>Responsibility S Kennard</p> <p>Ongoing</p> <p>Responsibility S Kennard</p> <p>Trial to Facetime with VP at the September meeting</p>
4.3	<ul style="list-style-type: none"> Key register – whereabouts of second PO Box key. <p>L Almond to investigate whereabouts of second post box key and to give to the President as the 2nd key holder.</p>	<p>Responsibility L Almond</p> <p>Found key and given to the President</p>
4.5	<ul style="list-style-type: none"> Sensitivity of information held on RBC server / computers. <p>OUTCOME OF INVESTIGATION: Removal of personal details - IT Administrator is of the opinion that the suggested changes would require a lot of work and are probably not worthwhile. He also believes that all the personal details we have provided are required as part of our agreement with Pianola and the ABF.</p> <p>Encryption of financials – IT Administrator believes that new procedures will complicate the Treasurer’s workflow too much, and that all our money is protected by the bank’s security and encryption systems anyway.</p> <p>Since then, discovered we have windows home on computers, and we need Windows-Pro for encryption.</p> <p>Plan to wait for new computers.</p>	<p>Responsibility P Hancock</p> <p>Peter to have discussion with Wayne (IT Admin), reporting on encryption, Pianola, ABF & QBA minimum needs and provide a discussion paper on the findings at the September meeting.</p>

Item	Details	Responsibility Notes / Actions
4.6	<ul style="list-style-type: none"> Computer performance. <p>OUTCOME OF INVESTIGATION: The IT Administrator believes that the existing machines are performing maximally and that the work involved in making changes to them would increase failure risk. He suggested that they would be due for replacement when Windows 10 is no longer supported.</p> <p>Windows 10 life expectancy can be extended by 12 months. Made some hardware changes to scoring computer which made some small improvement. Computers approaching end of life. A refurbished computer on amazon costs about \$300 with a 12-month warranty.</p> <p>Will continue discussions with IT Administrator and come up with some thoughts for next meeting.</p>	<p>Responsibility P Hancock</p> <p>Peter to discuss with IT Admin and report back to the Committee</p>
4.8	<ul style="list-style-type: none"> Disaster Recovery Plan. <p>OUTCOME OF INVESTIGATION: IT Administrator is prepared to offer limited assistance with this but is currently very busy with other tasks (e.g. lesson preparation). He also agreed to test the current backup procedure by restoring one of the backups to a spare machine. Wayne has attempted to do back up and do restore to another computer. Found the whole system backup was slow. Software not flexible. Asked to approve expenditure for backup for software package.</p> <p>RESOLUTION That the Management Committee approve the expenditure of less than \$200 on a software package to perform backups and restores on all of RBC computers.</p> <p style="text-align: right;">Moved: P Hancock Seconded: Brooke Anderson CARRIED</p>	<p>Responsibility P Hancock</p> <p>Investigate further needs for a DRP</p>
4.9	<ul style="list-style-type: none"> Remote access to computers. <p>OUTCOME OF INVESTIGATION: The IT Administrator is of the belief that the Secretary already has access to Club email from home and that is all that is needed, also other Committee members do not need remote access.</p> <p>Treasurer requires email access and Reckon access and has verbal confirmation from the insurer that she is covered while working from home.</p> <p>RESOLUTION That the Management Committee agrees that the Treasurer can have secure access to the software package remotely.</p> <p style="text-align: right;">Moved: L Almond Seconded: B Anderson CARRIED</p>	<p>Responsibility P Hancock</p> <p>To provide a further report to the Committee</p>
4.12	<ul style="list-style-type: none"> Strategic and Operational Monthly Planner. 	<p>Responsibility S Routley B Anderson</p> <p>To review and populate the planner</p>

6. CORRESPONDANCE

Item	From	Details	Responsibility Notes / Actions
6.1	M Sanders	<ul style="list-style-type: none"> M Sanders request for email from the Tournament Organiser dated the 28th of April 2025. <p>FOR DISCUSSION: As a response to the email sent by the President regarding the return of keys from M Sanders which also discussed the continuation of the role as Director, the President and Secretary received a reply which noted that Mr Sanders did not receive an email from the Tournament Organiser as previously advised.</p> <p>S Routley advised that the date was in fact the 24th of April 2025. The question related to why the email came from the Tournament Organiser and not the Management Committee.</p>	<p>Responsibility S Kennard</p> <p>Sue to respond and advise Mr Sanders of the correct date.</p> <p>The answer was Director Roster related.</p>
6.2	C Gibson	<ul style="list-style-type: none"> Regarding member behaviour. <p>FOR DISCUSSION: An email was received on 31 August 2025 as follows: Dear Secretary, please present this attachment at the Committee meeting. I believe that this behaviour is contrary to our values and should be addressed.</p> <p>RECOMMENDATION: The President is to respond to the correspondents, regarding the matters raised and is to advise the member about the ethics and proprieties which are printed in the 2025 Redcliffe Bridge Program book.</p>	<p>Responsibility S Kennard</p> <p>Sue to respond</p>
6.3	J Gilligan	<ul style="list-style-type: none"> For noting. <p>To the Secretary, would you please convey my sincere thanks to Sue and all the Bridge Club members for the kind and thoughtful messages on a card which I received recently.</p> <p>I now seem to be on the road to recovery following surgery and hope to return to 'normal' activities following rehab which I have just started.</p> <p>Meanwhile I play the odd game online and hope I won't forget too much that I have learned at the club.</p> <p>Good luck to all.</p>	<p>Responsibility M Nicholls</p> <p>Noted</p>

Item	From	Details	Responsibility Notes / Actions
6.4	B Landrigan JP (Qual)	<ul style="list-style-type: none"> Regarding letters sent to the club on 22nd of June 2025. (See attachments 5.4-1 to 6) <p>FOR DISCUSSION: In mid-July 2025, Mr Landrigan contacted the Secretary asking whether there was any correspondence from him that was yet to be actioned. After searching both the emails and other folders, it was not found. He sent the information via email early August 2025 saying:</p> <p>Many thanks Marg, this is what I emailed in however a couple of the attachments are cover sheets only as I did not keep copies of the original document which I had included in the mailed version. The reference material noted in these attachments are available online.</p> <p>Really appreciate your work. The position of Secretary of an Association or Club is often overlooked as to the time and effort in requires which goes to make an ordinary club a great one.</p> <p>RECOMMENDATION: The Management Committee consider the suggestions outlined in the attached documents as provided by Mr Landrigan and allocate responsibility for preparing a reply.</p>	<p>Responsibility S Kennard</p> <p>Sue to respond</p>
6.5	Charlotte Robinson	<ul style="list-style-type: none"> Requesting use of clubrooms for Trivia night for fundraising purposes. <p>FOR DISCUSSION: In early August 2025, the club received a request for use of the clubrooms for the ESA Redcliffe to undertake a trivia night on the 21st of March 2026 which is a Saturday. The correspondent did not note the times of access required but noted that the RBC had been supportive of ESA Redcliffe in the past and hopes that a favourable response is forthcoming.</p> <p>RECOMMENDATION: The Management Committee considered the request for the use of the clubrooms by ESA Redcliffe. The Committee should be mindful of any potential conflict of use.</p>	<p>Responsibility S Kennard</p> <p>Sue to advise that the Committee has agreed in principal but will confirm once the program book has been completed.</p>
6.6	Correspondence	<ul style="list-style-type: none"> Correspondence in and out from the 19th of August to 2nd September 2025 	<p>Responsibility M Nicholls</p>

7.1	Treasurer	<ul style="list-style-type: none"> Membership Fees collected August 2025 Members Club Joining Fee Away Membership The Redcliffe Congress was held on the 17th of August 2025; this event was well attended. Our club made a profit of \$650.18. Assa Abloy have completed the preventative maintenance service as per quote number 734386, the balance of the invoice will now be paid. The Treasurer will let the Redcliffe Snooker Club know the invoice they have can now be paid. <p>BALANCE SHEET: Attached is the Balance Sheet report for the 31st of August 2025.</p> <p>The balance sheet shows that our total Equity is \$473,694.15 up by 4.0% for the same time last year.</p> <p style="text-align: center;">RESOLUTION:</p> <p>That the Treasurer's report for August 2025 as tabled be accepted and the accounts paid be ratified.</p> <p style="text-align: right;">Moved: L Almond Seconded: K Griggs</p> <p style="text-align: right;">CARRIED</p>	Responsibility L Almond
7.2	Membership Secretary	<ul style="list-style-type: none"> Catherine McKellar and Martin Carr have been added as Away members. 	Responsibility P Hancock Noted
7.3	Building and Maintenance	<ul style="list-style-type: none"> Fire inspection undertaken on 4th September 2025 report to be provided in due course. On 16 Sept is building inspection and a report to be provided. 	Responsibility D McColl Noted
7.4	OH&S	<ul style="list-style-type: none"> Nothing to report 	Responsibility K Griggs
7.5	Education	<ul style="list-style-type: none"> Working on some short lessons. P Hancock noted that Joan Butts has a series of courses that the club might like to purchase. No agreement through discussion by the Management Committee. 	Responsibility M Leal Waiting until after the new bridge lessons.
7.6	Welfare	<ul style="list-style-type: none"> Verbal report on members incapacity and now on the mend. 	Responsibility B Anderson

Item	From	Details	Responsibility Notes / Actions
7.7	Tournament Organiser	<ul style="list-style-type: none"> See attachment – items in the report include: Club Championship pairs 12 September 2025, Jo Neary to direct and table fees to be \$20 for each person. Novice trophy < 50 masterpoints event on Friday 10 and 17 October noting discussion required regarding convenors for under 300 MP teams Congress on 16 November. Wayne, Brooke and Sandra indicated availability. Program book to be commenced at end of September. It was noted that a date for the 2026 AGM is required. Rainbow movement 12 December 2025 discussion underway with G Gosney, with consideration given to changing to a Teams of Three event. Approval for session times given by Peter Busch. Final amendment of monthly development award. <p style="text-align: center;">RESOLUTION:</p> <ol style="list-style-type: none"> That the Management Committee identified that the 2026 Annual General Meeting will be held on Monday 15th June 2026 at the Redcliffe Bridge Club commencing at 10am. Moved: S Kennard Seconded: P Hancock CARRIED That the MC identified that a Special General Meeting will be held on Monday 3rd November 2025 at 11am at the Redcliffe Bridge Club. Moved: B Anderson Seconded: L Almond CARRIED 	Responsibility S Routley

GENERAL BUSINESS

Item	Topic	Details	Responsibility Notes / Actions
8.1	Review of By-Laws	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> The Recorder advised the Committee of a complaint where the other party refused to discuss resolving the issue. As the By-Laws do not cover such a situation, it was resolved after discussion to appoint a Sub-committee to consider any necessary changes to the By-Laws and recommend these changes to the Management Committee. <p>The Sub-committee consisted of Fay Jeppesen, Brooke Anderson, Sandra Routley and John Scrivens and it was resolved that the date to be recommended to the Committee to hold a Special General Meeting will be the 3rd of November 2025.</p>	Responsibility S Routley Recommendation to be presented to Committee meeting

Item	Topic	Details	Responsibility Notes / Actions
8.2	AGM withdrawn motion	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> At the 16 June 2025 AGM a motion was withdrawn by the proposer which related to the renaming of the Edna Hodgen Award. The withdrawn motion is presented below: <i>It is proposed that the current wording for 10.1(a) in the Club By-Laws be removed: 'The Edna Hodgen Achievement Awards shall be presented over a 9-month period, from 1 January to 30 September, for the most masterpoints won by Redcliffe Bridge Club members who have reached, by 30 September, the ranks of Local Master, Bronze Local Master and Silver Local Master.'</i> and replaced with: <i>'An annual calendar year award - the Redcliffe Bridge Club Most Improved Player, with an appropriate shield to be purchased and displayed in the club rooms, with recognition for players who finish 2nd and 3rd'.</i> <p>RECOMMENDATION: That the Management Committee discuss the intent of the withdrawn proposal and in consultation with the initial proposer of the withdrawn motion, prepare a new motion for inclusion into meeting papers of the next Special General Meeting.</p> <p style="text-align: right;">Moved: S Routley Seconded: L Almond CARRIED</p> <p style="text-align: center;">RESOLUTION</p> <p>That the Management Committee agree that a sum of up to \$300 be approved to purchase a shield.</p> <p style="text-align: right;">Moved: B Anderson Seconded: D McColl CARRIED</p>	<p>Responsibility S Kennard</p>
8.3	Position description review of the Secretary	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> The Position Description for the Secretary has been reviewed by the incumbent. Changes and additions are highlighted in red with deletions-crossed. The content has been updated to reflect current practice with additional detail included. <p>RECOMMENDATION: That the Management Committee review the proposed Secretary Position Description and if satisfied, adopt for immediate implementation.</p> <p>This Item was withdrawn by Secretary.</p>	<p>Responsibility M Nicholls</p>

Item	Topic	Details	Responsibility Notes / Actions
8.4	Succession Planning	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> The Tournament Organiser S Routley provided background to succession planning for the roles of Tournament Organiser and Recorder. Currently S Routley has responsibility for both these roles. B Anderson is currently undertaking training in the role of Tournament Organiser. <p>F Jeppesen is recommended for acceptance to train in the role of Recorder. Fay is a competent and experienced member with a thorough understanding of ABF Regulations and requirement of QBA. S Routley advised that both these roles are appointed by the new committee on commencement after each AGM.</p> <p style="text-align: center;">RESOLUTION</p> <p>That the Management Committee agreed that Fay Jeppesen be approved as a Trainee Recorder.</p> <p style="text-align: right;">Moved: S Routley Seconded: P Hancock</p> <p style="text-align: right;">CARRIED</p>	<p>Responsibility S Routley</p>
8.5	Pens for Congress	<p>FOR DISCUSSION:</p> <ul style="list-style-type: none"> Bulk purchase of promotional material as pens for 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. <p>A question was asked regarding finding of sponsor.</p> <p>RECOMMENDATION: That the Management Committee agree to the expenditure up to \$600 to purchases bulk promotional pens printed with the name of the Club.</p> <p style="text-align: right;">Moved: S Kennard Seconded: L Almond</p> <p style="text-align: right;">CARRIED</p>	<p>Responsibility S Kennard</p>
8.6	Next Meeting	<ul style="list-style-type: none"> Meeting closed at 3.55pm Next meeting – Thursday the 2nd of October commencing at 1.00pm 	<p>Responsibility Chairman</p>

Confirmed as true and correct:

M. G. Lead

Chairman 02 / 10 / 2025



Secretary 02 / 10 / 2025