

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Tuesday 10 December 2024 at 3.47pm

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

2. **Draft Minutes** of the Management Committee Meeting held 6 November 2024 were distributed to Committee members for approval. The minutes were tabled and it was moved by Ross Mangano and seconded by Linda Almond that the minutes be confirmed as a true and correct record. **CARRIED**

3. **Inward Correspondence**

Number	Date	Details	Action/Further Action/Discussion Required
1	23/10/24	Email from Peter Hancock (Member) – Advice suggesting a fix for Pianola email problem.	Referred to Wayne Parker
2	04/11/24	Email from Toowoomba Bridge Club – Promoting the Swiss Teams competition on 8 December 24.	Posted on noticeboard
3	05/11/24	Email from Kim Ellaway (QBA) – Offering to supply 250 system cards.	Discussed at 6 November meeting
4	07/11/24	Email from Kim Ellaway (QBA) – Advising the RBC Under 300 Teams event for 2025 cannot be moved from the November date.	With Sandra Routley
5	07/11/24	Email from Fay Jeppesen – Advising the Management Committee on actions taken following the Committee decision to cancel the 24 November congress.	No further action
6	07/11/24	Email from Jacqui Dudurovic (QBA) – Advising the details for paying the for the RBC representation at the Interclub Teams competition on 17 November.	Referred to Linda Almond for payment
7	08/11/24	Email from Moreton Bay City Council – Advising the Council response to the RBC email dated 25 October 2024 in relation to the Building Defect Report.	With Fay Jeppesen to action
8	08/11/24	Email from Moreton Bay City Council – Advising new key cards are available for pickup.	With Linda Almond to action
9	08/11/24	Email from Kim Ellaway (QBA) – Advising 250 system cards will be sent.	The additional cards have been received
10	08/11/24	Email from Julie Jeffries – Confirming her availability to be the Director of the 3-Way Interclub 2025 event.	No further action
11	11/11/24	Email from AMC Cleaning – Advising that they will add urinal pads to the regular ordering process.	Ongoing monitoring of service delivery by Fay Jeppesen

12	12/11/24	Email from Sunshine Coast Bridge Club – Promoting their Qld Senior Teams competition on 15 December 24.	Posted on noticeboard
13	12/11/24	Email from Sunshine Coast Bridge Club – Promoting their Restricted Teams competition on 15 December 24.	Posted on noticeboard
14	17/11/24	Email from Redcliffe Snooker Club – Confirming Snooker Club’s availability to meet with RBC to discuss approach to sharing the cost and work associated with the Moreton Bay City Council’s Building Defect Report.	With Fay Jeppesen to coordinate
15	19/11/24	Email from Kenmore Bridge Club – Promoting their Graded Pairs and Teams competitions on 25 and 26 January 25.	Posted on noticeboard
16	21/11/24	Email from Fay Jeppesen – Advising the Management Committee on the outcome of the meeting with the Redcliffe Snooker Club in relation to building defects.	With Fay Jeppesen to coordinate
17	25/11/24	Email from Peter Hancock (Member) – Suggesting the RBC recycling bins be relabelled to align with Moreton Bay City Council’s advice.	Discussed – See Business Arising below.
18	27/11/24	Email from Pianola – Advising actions to be taken to correct Pianola email issues.	With Wayne Parker
19	27/11/24	Email from Kim Ellaway (QBA) – Noting RBC advice the Tuesday PM Bridge Session is moving to a 6.45pm start time.	No further action
20	27/11/24	Email from Pianola – Advising further actions to be taken to correct Pianola email issues.	With Wayne Parker
21	29/11/24	Email from Assa Abloy – Advising new rates from 1 November 24.	No further action
22	29/11/24	Email from AMC Cleaning – Advising resignation of the Customer Service Manager.	Forwarded to Fay for noting
23	03/12/24	Email from ClubIQ (Office of Sport and Recreation) – Invite to lunchtime Webinar.	No further action
24	04/12/24	Email from Toowong Bridge Club – Promoting their Open and Under 100 MP competition on 2 March 25.	Posted on noticeboard
25	05/12/24	Email from the Office of Fair Trading – Requesting payment for the lodgement of the 2024 annual return.	With Linda Almond for payment

4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	07/11/24	Email to Jacqui Dudurovic (QBA) – Advising the cancellation of the 24 November congress.	No further action
2	07/11/24	Email to Kim Ellaway (QBA) – Advising the cancellation of the 24 November congress and requesting a change to the event for the 2025 year.	No further action
3	07/11/24	Email to Jacqui Dudurovic (QBA) – Advising the RBC nominations for the Interclub team event being held on 17 November at Redlands.	No further action
4	08/11/24	Email to Kim Ellaway (QBA) – Order for 250 system cards.	Ross Mangano moved to approve the expenditure of \$50 (ex GST) to pay for the purchase of 250 cards. Seconded by Melva Leal. CARRIED
5	08/11/24	Email to the Redcliffe Snooker Club – Advising the cancellation of the 24 November congress.	No further action
6	11/11/24	Email to Management Committee – Advising the Flying Minute as discussed at the 6 November meeting.	This was cancelled and replaced with a meeting to be held on 22 November.
7	18/11/24	Email to Pianola – Helpdesk request for assistance to correct problems with Pianola emails.	Refer to incoming email items 18 and 20.
8	20/11/24	Email to the Moreton Bay City Council – Advising RBC and the Redcliffe Snooker Club had met and agreed on an action plan to address the Building Defect Report. Note this email has been circulated to the RBC Management Committee.	With Fay Jeppesen to coordinate
9	25/11/24	Email to AMC Cleaning – Advising the need to swap out the security key cards for the cleaners.	Fay Jeppesen to coordinate
10	25/11/24	Email to Ray Ellaway – Thanking him for the system cards and advising the correct postal address for the RBC.	No further action
11	25/11/24	Email to all RBC members – Promoting the upcoming Rainbow Movement event on 14 November.	No further action
12	27/11/24	Email to the Office of Yvette D’Ath MP – Declining the offer of a bi-fold table.	No further action
13	27/11/24	Email to Lisa Harrold (Qld Centre for Gynaecological Cancer Research) – Declining invitation to donate funds.	No further action

14	27/11/24	Email to Kim Ellaway (QBA) – Advising RBC decision to move the starting time forward for the Tuesday PM Bridge Session to 6.45pm.	No further action
15	27/11/24	Email to Ross Shardlow (Member) – Thanking Ross for his proposal to put forward a motion to the AGM to formalise the criteria for Interclub Teams selection.	Refer to Tournament Organiser Report
16	28/11/24	Email to AMC Cleaning – Formally advising the exchange of the new security card, giving him a spare key to replace lost key and suggesting training was required on the use of the urinal mats.	Fay Jeppesen monitoring
17	29/11/24	Email to Redcliffe Snooker Club – Advising the receipt of their new security key cards from the Moreton Bay City Council.	With Fay Jeppesen to coordinate handover
18	29/11/24	Email to AMC Cleaning – Requesting: details of the new account manager; female toilet soap dispenser to be filled; and the urinal pads be replaced.	Fay Jeppesen monitoring
19	30/11/24	Email to Andrew Whitaker (Showme IT) – Thanking him for the install of the new microphone and waiving the callout fee.	Noted by Committee and agreed Showme IT should be promoted in an upcoming issue of the club newsletter.
20	02/12/24	Christmas Card and 2025 RBC Program Book – Sent to Kim Ellaway (QBA).	No further action
21	02/12/24	Email to Redcliffe Snooker Club – Confirming RBC financial support for the cleaning of external concrete areas as identified in the Council building defect report.	Fay Jeppesen moves to approve expenditure of \$150 for the RBC 50% portion. Seconded by Sandra Routley. CARRIED

Business Arising from the Inward and Outward correspondence:

Inward:

Item Number	Item Description	Follow Up Action Required
17	Are the cups purchased by the club recyclable? If not, are there recyclable cups available to be purchased in the future? Club members need to be advised what can be recycled.	Ross Mangano to follow-up with Wayne Parker and advise as necessary through weekly notices.

Outward:

Item Number	Item Description	Follow Up Action Required
19l	Promote Showme IT in an upcoming issue of the club newsletter.	Susan Kennard to action with Tracey Langton.

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

5. Treasurer’s Report (Linda Almond)

The financial report as at 30 November 2024 was tabled. Summary of accounts is set out below:

Everyday Account		\$7,932.89
Business Saver Account		\$5,390.68
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 November was \$-2,575.43 and total expenses were \$9,454.81 noting this included a \$3,864.00 payment for the Christmas Party. The Club has a liability of \$387.85 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$504,376.14 which is up by 2.8% compared to the same period from last year.

Table fees were up by \$489.00 for the month compared to last year.

Ross Mangano confirmed the existence and approximate amount of the accounts listed in the Treasurer’s report, including term deposits with Suncorp Bank.

Linda Almond moved “that the financial report as tabled be accepted and that the accounts paid be ratified,” seconded by Lesley Brown.

CARRIED

Follow-up on Previous Action Items

Item Description	Status
Updating Asset Register (July Meeting)	Linda advised that she had asked Christine Broughton (Member) to assist with this task. The Committee has previously noted Christine is a qualified accountant. Linda has provided Christine with the information required. In progress. Action: Follow up over coming months.
First NFP Self- Review Return due by 31 October (July meeting)	In progress. Action: Update at the next meeting.
Replacing the Swipe Cards and Additional Keys (July meeting)	This task is almost complete with most key cards distributed and the old ones returned. Linda has also requested an additional three (3) physical keys. Action: Follow up and close this item next meeting.

6. Membership Report (Peter Hancock)

Nothing to report.

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

Nothing to report

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

Follow up from Previous Meetings

Item Description	Status
Update on progress of monitoring the performance of the cleaners.	Fay reported efforts to manage the cleaning contractor. Action: Ongoing updates at future meetings to determine whether to retender the service.
Update on actioning the Moreton Bay City Council Building Defect Report.	The Committee noted Fay Jeppesen had provided an email to the Committee members on the agreed works between the RBC and the Redcliffe Snooker Club (Refer to Item 8 in the Outward Going Correspondence). Fay Jeppesen provided update on works that have been completed since the agreement with the Redcliffe Snooker Club. Action: Update at the next meeting.

New Items

Item Description	Status
Problem with Urinal in the Male Toilet which was evidenced by clear water on Friday 6 December 2024.	Fay Jeppesen reported that the plumber had attended on Monday 9 December and he could not find a problem in either the male toilets or the disabled toilet where water was also observed on Friday 6 December. No further action at this stage.
Grab handles for toilets – Fay advised that there had been requests to have handles in the female toilets.	Fay Jeppesen moved that she have approval to fit suitable rails in two (2) of the ladies' toilets and one (1) in the male toilets. This was seconded by Melva Leal. CARRIED
Replacing the lock to main door to club room	Action: Fay Jeppesen to contact the Council to discuss and take next steps to have a locksmith look at the lock.

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

There was a discussion on the need to continue to have hand sanitiser in the room and available at each table.

Action: Ken Griggs to do a stock take of what is current and to restock as necessary.

10. Tournament Organiser Report (Sandra Routley)

- **Directors** – Sandra advised that Helen Chapman will be taking a break from directing. The Committee noted Helen’s efforts over many years. Sandra advised that she is speaking to a number of members about the possibility of taking up this role.
- **Resources** – Sandra Routley moved that we purchase two (2) copies of the ‘2017 Laws of Duplicate Bridge’ and four (4) copies of the ‘Introduction to Bridge’ written by Paul Marston. This was seconded by Linda Almond. **CARRIED**
- **Rainbow Movement** on Saturday 14 December
Nominations for proposed 11 table movement (44players) have reached capacity but a reserve list of an extra 16 players has been posted. Nominations will close on Thursday 12 December. A generic system card will be placed on each table. Coloured hats to keep a check on player movement are stored in office.
- **Inter-club 3 Way Event** – Redcliffe to host
Noreen Weyling (Caboolture) and Ruth Webb (Bribie) have agreed to the date of Sunday 16 February. As agreed in the inter-club agreement in 2023, each club is to provide twelve pairs and table fees will be \$15 per player. Nominations are required by 10 February 2025.
Julie Jeffries has agreed to be the Director of the event.
Peter Busch has approved the date for the 3-way inter-club event as well as the Inter-club event in August 2025.
- **Teams of Three** – Monday 13 January 2025
After consultation with experienced players, the consensus was to announce nominations in teams with the captain having >200 masterpoints and the three team members having <200 masterpoints. The nomination list and conditions of play will be posted on Monday 16 December.
- **Club Championship Teams** - Monday 20 January 2025
This is an all-day event to be held on Monday 20 January 2025. Jo Neary has agreed to be the Director of this event. Notification is to be made to QBA about a variation in our advertised session time for that date. The nomination list and conditions of play will be posted on Monday 23 December. Ross Mangano moved that the cost be \$15 for the day which includes a sandwich lunch. This was seconded by Ken Griggs. **CARRIED**
- **Directors required** – There was a discussion about potential Directors for the 2025 events as detailed below:
 - GNOT Heats;
 - Individual Championship;
 - Redcliffe Pairs Congress;
 - Championship Pairs; and
 - <300 MP Teams Congress.
- **2025 Yearly Wall Calendar** – This is now complete.

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Further discussion with Ross Shardlow on proposal to put forward a motion to the AGM to formalise the criteria for Interclub Teams selection.	November	Sandra and Fay met with Ross Shardlow to discuss the allocation of points for team selection. It was mutually agreed that the following allocation of points should be added to the By-Laws at the next AGM: 10 points for first, 9 points for second, all the way down to one point for a tenth place.

		Sandra Routley moved the Committee put forward a motion to the Annual General Meeting to have the By-Laws changed to include the selection criteria for the QBA Zone interclub teams' competition be based on performance in the relevant Special Events, for the current year, as published in the club's Program Book. Points will be awarded based on 10 points for first, nine (9) points for second, eight (8) points for third, etc, descending to one (1) point for a tenth place. This was seconded by Fay Jeppesen. CARRIED
Anonymous letter offering an annual donation to support the development of club members with <100 masterpoints.	November	Sandra advised that she had updated the donor with the previous Committee meeting discussions. The donor is prepared to amend the offer to be \$60 per month, beginning in April. Sandra and Fay had further discussion about managing the Player Performance Report to generate the data required. Sandra advised this appears to be pretty straight forward and will discuss with Peter Hancock and Melva Leal about the possibility of taking this on if approved by the Committee. Action: Sandra to put forward a proposal to a future meeting so this can be voted on.

11. Complaints (Sandra)

Sandra Routley advised of a Recorder complaint that required a referral to the Committee in accordance with the Rules and By-laws. The complaint was dealt with and the details remain confidential. The RBC Management Committee has taken action and has closed the matter.

12. Education Report (Ted)

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Latest Status of 'Lessons for Improving Your Play'	August	Due to illness, Ted Morriss has requested postponing the last two (2) sessions on Multi-Twos until January 2025. Action: Ross Mangano to issue a Pianola advice.
Latest status of the September beginners training sessions (Susan Kennard).	N/A	Susan Kennard advised this now complete.

13. Member Welfare Report (Melva)

Melva Leal will send a sympathy card to Tracey Langton.

14. General Business

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Reprinting System Cards - Quote (Lesley Brown)	July	<p>Sandra Routley advised, based on further research, the Club cannot develop its own system card. It is a requirement of the ABF and the QBA, that players have a current and legal system card.</p> <p>On this basis Ross Mangano rescinded the motion put forward at the 6 November 2024 meeting.</p> <p>Sandra Routley moved that once the current system cards are exhausted, and no more can be purchased, the RBC will print off the blank ABF system proforma sheets and make this available to members. In addition, members will be reminded that they can download and populate their own system cards from the ABF website. This was seconded by Linda Almond. CARRIED</p>
Liquor Licencing Requirements (Ross Mangano)	August	Action: Ross Mangano to follow-up Ted Morriss for a response to questionnaire as issued by the Secretary.
Succession planning for the Tournament Organiser and Recorder roles (Sandra Routley)	July	<p>Sandra Routley has exposed a few members to these roles.</p> <p>This item is now being closed.</p>
Updating of Rules and By-Laws (Ross Mangano)	July	<p>Rules have been received by the Office of Fair Trading and the lodgement fee has been paid.</p> <p>Both the Rules and By-Laws documents have had formatting finalised and are ready to be published subject to the approval of the Rules by the Office of Fair Trading.</p>
Bag Hutches (Ken Griggs)	September	Carry forward to February 2025 meeting once the club chairs are reupholstered.
Recovering of the Clubroom Chairs (Ross Mangano)	September	Sandra to follow up the company in the lead up to Christmas closure period.
2025 RBC Program Book (Sandra Routley)	September	<p>Program Books have been completed and printed and were available to members from the start of December. The Committee acknowledged and thanks Sandra Routley and particularly Wayne Parker for their efforts. This is now complete.</p> <p>Action: Ross Mangano to send a thankyou email to Wayne Parker to thank him for his work in developing the Program Book.</p>

RBC Christmas Party 4 December 2024 (Susan Kennard)	September	<p>A review of the Christmas Party was conducted with the following outcomes:</p> <ul style="list-style-type: none"> • Linda Almond moved that we donate \$800 to the local Salvation Army. This was seconded by Fay Jeppesen. CARRIED • It was agreed the Dolphins venue was better than the previous year for a number of reasons including: location; parking; the size; and intimacy of the room. Whilst there was an issue with the air conditioning, which was believed to be a one event, it was better than the previous year. It was noted this room is popular and books up early i.e. this was booked in April 24 for the RBC Christmas Party. • The Committee noted that due to some members not turning up there was an overestimate provided to the Dolphins for the catering. To avoid overestimating the number of attendees in the future and therefore paying too much for catering, the Committee agreed there needs to be a strict adherence to the cut-off date i.e. if members/visitors do not register and pay by the cut-off date than members/visitors will not be able to attend. • To ensure the use of the Dolphin room in 2025 it was agreed that the Dolphins room be locked in now for 2025. Melva Leal moved the RBC book the same Dolphins Room for the 2025 Christmas Party and that there be a strict adherence to the two (2) week cut-off date required by the Dolphins'. This was seconded by Lesley Brown. CARRIED
Change to Monthly Meeting (Susan Kennard)	October	<p>Susan Kennard advised that she had made alternate arrangements and meetings will revert to the normal second Thursday of the month. This item is now closed.</p>
Volunteer Gift Recognition/Remuneration	November	<p>A Flying Minute, based on the November 6 Committee meeting discussion, was issued on 11 November and was not carried. A further special Committee meeting was held on 22 November with all present except Ted Morriss. At the 22 November meeting Linda Almond moved that all identified volunteers would receive a thankyou Christmas Card as presented by Ross Mangano. In addition, it was moved that a sub-set of the volunteer roles would receive a box of chocolates. It was proposed that Linda and Sandra would develop the list of names and that this would be circulated to the Committee as a Flying Minute for final approval. This was seconded by Lesley Brown. CARRIED The Flying Minute was carried.</p>

		Susan Kennard purchased the chocolates and Ross Mangano organised the Christmas Cards. This item is now complete.
Review of Club Position Descriptions	November	Ross Mangano, Fay Jeppesen and Sandra Routley advised they had reviewed their PDs. In addition, Sandra tabled a proposed PD for the Bridgemate Assistant role which has not previously been documented. Action: Ross Mangano to issue the current Position Description to all current holders. This needs to be discussed at the next meeting.

New General Business Items

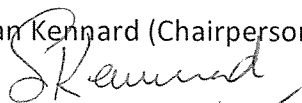
Item	Meeting First Discussed	Status Update
Review Club Awards (Fay Jeppesen)		Proposed for the January meeting

15. Close and date of next meeting.

- Next Meeting – Thursday 16 January 2025 at 1.00pm.
- Meeting Closed at 5.50pm.

Confirmed as true and correct by:

Susan Kennard (Chairperson)



Date: 16/01/25

Ross Mangano (Secretary)



Date: 16/01/25

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - November 2024
 Tabled at Management Committee Meeting of 10th December 2024

1. Cash Holdings

\$ 7,932.89	Cash at Bank Account	
\$ 5,390.68	Business Saver Account	
\$ 289,030.67	Term Deposit no. 005686717 - 9 mths at 5.05% maturing 22/05/2025	Interest on Maturity \$ 10,917
<u>\$ 139,328.10</u>	Term Deposit no. 34921275 - 9 mths at 4.55% maturing 27/05/2025	\$ 3,873
\$ 441,682.34	Total Cash Holdings	<u>\$ 14,790</u>

2. Expenses

\$ 9,454.81 List of Expenses Attached.

3. Liabilities

\$ 387.85 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Nov-24	Nov-23	Year to Date from 1 April 2024
Table Fees	\$ 5,297.00	\$ 4,808.00	\$ 44,078.60
Total Receipts	\$ 6,879.38	\$ 6,562.14	\$ 42,969.70
Expenditure	\$ 9,454.81	\$ 4,183.96	\$ 61,672.26
Net Income	-\$ 2,575.43	\$ 2,378.18	\$ 1,945.11

Monthly Notes:

- The club's net income for the month of November 2024 was -\$2,575.43
- Table Fees were \$5,297.00 for the month up by \$489.00 for the same period last year,
- Directors and Bridgemate fees were \$245.00. A total of \$245.00 for free games for the month.
- All expenses are listed separately on the attached - **Total Expenses by Payee.**
- No Membership Fees collected in November 2024
- The total amount paid for the christmas function held at the Redcliffe Leagues Club was \$4,314.00 this included hall hire of \$450.00 paid in April and \$3,864.00 for Christmas Buffet dinners.

Dinner and Hall Hire	\$4,314.00	92 @ \$46.90 per head - paid
Club members paid	\$760.00	76 members @ \$10.00 each - to be donated to a charity
Partners paid	\$315.00	7 partners @ \$45.00 each

Total amount to be donated - Salvation Army - \$760.00

7. Cost for Volunteers - Gifts given out at the christmas function:

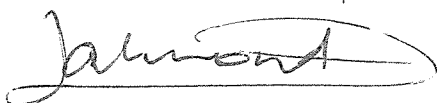
Chocolates	\$324.31
Gift Card	\$30.00
Gift - for Printing Cards	<u>\$37.83</u>
	<u>\$392.14</u>

To be reimbursed to Sue Kennard in Dec 24

Balance Sheet:

Attached is the Balance Sheet report for the 30th November 2024
 The balance sheet shows that our total Equity is \$504,376.14 up by 2.80% 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