

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 10 October 2024 at 1.25pm

1. **Management Committee:** Sue 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 12 September 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	12/09/24	Email from Jacqui Dudurovic – September newsletter and details of the 17 November Interclub teams’ event at Redlands Bridge Club.	Forwarded to Sandra Routley
2	13/09/24	Email from Brad Coles – Invitation to participate in the Australia-Wide Restricted Pairs Competition.	Forwarded to Sandra Routley
3	13/09/24	Email from Julie Jeffries – Endorsement of the November Congress Flyer.	Outward correspondence drafted to be sent to Peter Busch
4	16/09/24	Email from Fay Jeppesen – Confirmation solar panels will be cleaned on Tuesday 8 October 24.	No further action required
5	16/09/24	Email from Moreton Bay City Council – Advice promoting the Grants Training Session.	Noted at September meeting that we will not attend.
6	16/09/24	Email from Ton Vankan – Advice request to change his email address.	Updated email address on Outlook and sent to Wayne Parker for actioning
7	16/09/24	Email from Kim Ellaway (QBA) – Promotion of the Alice Springs Bridge Festival in August 2025.	Posted on noticeboard
8	18/09/24	Email from Redlands Bridge Club – Promotion of Open Teams Congress on 1 December.	Posted on noticeboard
9	21/09/24	Email from Northern Suburbs Bridge Club – Promotion of the teams’ event on 29 September.	Did not post on noticeboard as no flyer provided
10	21/09/24	Email from Sunshine Coast Bridge Club – Promotion of the Senior Pairs and Restricted Pairs Congress on 10 November.	Posted on noticeboard
11	23/09/24	Email from Kim Ellaway (QBA) – Advice reminding masterpoint secretaries to lodge details of green points awarded up until 30 September.	Forwarded to Midge Spice for actioning

12	23/09/24	Email from Kim Ellaway (QBA) – Confirmation of details of RBC representation on the QBA Council.	Responded with details of Melva Leal.
13	23/09/24	Email from Brad Coles – Confirmation of entry into the restricted pairs competition to be held in the club on 28 October.	Forwarded to Sandra Routley
14	25/09/24	Email from Midge Spice – Advice she has had issues getting into the clubroom with the key.	Ross Mangano has spoken with Midge and Fay Jeppesen. Appears to be user related. No further action at this stage.
15	26/09/24	Email from Kim Ellaway (QBA) – Advice of results for the GNOT 2024 finals.	Forwarded to Sandra Routley
16	26/09/24	Email from Kim Ellaway (QBA) – Request to confirm details on the QBA are correct for the RBC.	Reviewed and advised Kim accordingly
17	27/09/24	Email from Julian Foster (ABF) – Request for details of the membership year end date for RBC.	Advised Julian that it is 31 March.
18	28/09/24	Email from Kim Ellaway (QBA) – Promotion of the 2025 Summer Festival of Bridge in Canberra.	Posted on noticeboard
19	29/09/24	Email from Kim Ellaway (QBA) – Advice of approval of the draft RBC Rule changes.	Advised the committee.
20	30/09/24	Email from Caloundra Bridge Club – Promotion of Graded Pairs Congress on 27 October.	Posted on noticeboard
21	30/09/24	Email from Kim Ellaway (QBA) – Advising hosting positions to be filled at the Gold Coast International Congress.	Discussed and no further action required.
22	01/10/24	Email from Hockenhull Upholstery – Updated quote for the recovering of club chairs received.	Reviewed by Ross Mangano and Linda Almond. To be discussed under general business item.
23	02/10/24	Email from Richard Grills – Advice of a change in his email address.	Updated email address on Outlook and sent to Wayne Parker for actioning.
24	08/10/24	Email from Sandra Routley – Advice of a quote for installing microphone equipment once acquired.	Refer to general business item.
25	08/10/24	Email from Fay Jeppesen – Advice of report from Crystal Clear Solar after the cleaning of the solar panels on 8 October.	No issues raised by contractor. No further action required.
26	09/10/24	Email from Jan Bencsevich (Member) – Complaint about Director’s decision to play a Howell movement in the Red Section on Monday 7 October.	This was discussed by the Management Committee.

4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	12/09/24	Email to the ATO – Advice to update details for the club including postal address.	No further action
2	13/09/24	Email to all RBC members – Promotion of the RBC ‘Lessons for Improving Your Play’ sessions.	No further action
3	13/09/24	Email to Julie Jeffries – Request to endorse the RBC November Congress Flyer.	No further action
4	16/09/24	Email to Peter Busch – Seek final approval of the RBC November Congress Flyer and to upload to the QBA website and to MyABF.	No further action
5	16/09/24	Email to Ton Vankan – Confirmation of the receipt of request to update email address.	No further action
6	23/09/24	Email to Kim Ellaway (QBA) – Request to approve draft RBC Rule changes.	No further action
7	23/09/24	Email to Kim Ellaway (QBA) – Confirmation of details of RBC representation on the QBA Council.	No further action
8	03/10/24	Email to Julian Foster (ABF) – Confirmation that the RBC membership year ends on 31 March.	No further action
9	04/10/24	Email to all RBC members – Advice to all RBC members that there will be a Special General Meeting on Friday 18 October 2024 to approve the updated RBC Rules and RBC By-Laws.	No further action
10	04/10/24	Email to Kim Ellaway (QBA) – Confirmation of the RBC details as published on the QBA site are correct.	No further action
11	04/10/24	Email to Relevant Zone and Sunshine Coast Bridge Clubs – Promotion of the RBC November Teams Congress.	No further action
12	04/10/24	Email to Redcliffe Snooker Club – Advice of Redcliffe Bridge Club’s 2025 congress dates.	No further action

Business Arising from the Inward and Outward correspondence:

Inward:

Item Number	Item Description	Follow Up Action Required
26	Complaint about Director’s decision to play a Howell movement in the Red Section on Monday 7 October.	Response to be drafted for consideration of the Management Committee.

Outward:

Item Number	Item Description	Follow Up Action Required
Nil		

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 September 2024 was tabled. Summary of accounts is out below:

Everyday Account		\$12,422.25
Business Saver Account		\$5,370.46
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 September was \$2,955.53 and total expenses were \$5,246.93. The Club has a liability of \$680.40 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$508,845.28 which is up by 4.3% compared to the same period from last year. Table fees were up 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 Fay Jeppesen. **CARRIED**

Follow-up on Previous Action Items

Item Description	Status
Updating Asset Register (July Meeting)	Carry forward
Setting a Budget for the Providore (August Meeting)	Linda Almond advised that together with Susan Kennard, they had met with the Clubs’ Providore, Magdeline Wong, to discuss a budget. Linda and Susan explained the rationale for setting a budget which is detailed in the Club’s By-Laws. Two options were discussed i.e. the bottom of the range being \$190/week and the second being \$250/week. Magdeline offered to set the budget at \$190/week. After discussion the Management Committee agreed that the budget be based on an average of \$200/week. This item is now complete.

First NFP Self- Review Return due by 31 October (July meeting)	Linda advised that she is awaiting confirmation from the Australian Tax Office that she is the approved RBC contact person. Paperwork has been forwarded to the ATO. Update at the next meeting.
Review September meeting motion for Club Membership Fees and Table Fees (Ross Mangano).	Ross Mangano moved a motion 'The club annual membership fee be \$14 with effect 1 April 2026 and this be brought to club members at the next Annual General Meeting.' This was seconded by Linda Almond. CARRIED Ross Mangano moved a motion 'The Table Fees motion carried at the September meeting (i.e. members be charged \$6.00 and visitors be charged \$7.00) be brought to club members at the next Annual General Meeting.' This was seconded by Linda Almond. CARRIED
Completion of the Annual Review of the Key Register (July meeting)	Linda provided an update and this will be carried forward to next month.

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

A new membership application was received for Richard Kealy as an away member. Ross Mangano moved to accept the membership, and this was seconded by Linda Almond. **CARRIED**

There was also a new member application for Vicki Ayliffe which was unsigned and not considered at this stage.

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

- Nothing to report

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

- Fay Jeppesen advised that the solar panels were cleaned on Tuesday 8 October as agreed with the contractor. A thorough report, including pictures, were provided and there were no issues to be addressed.
- Fay Jeppesen also provided an update on the cleaning that was first reported at the September meeting. It was noted that the cleaners had not been to the club rooms at the time of the October meeting. Fay has been following up with the cleaning contractor.

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

Ken Griggs advised that he is reviewing the first aid kit and will restock. Susan Kennard will check the defibrator is operational.

10. Tournament Organiser Report (Sandra Routley)

- **Novice Pairs Trophy (Monday 14 and 21 October)**

Nominations for this event closed on 10 October.

- **Novice Teams Congress** Sunday 24 November. Fay Jeppesen, as the Convenor of this event, advised the congress flyer has been approved by both Julie Jeffries and Peter Busch. Following this late advice from QBA was received advising the need to remove any wording associated with grading. Fay is addressing this and the flyer will be reissued. It was noted that whilst it was important to address this it would not prevent teams being nominated i.e. under 100 points or under 300 masterpoints. Refer to general business for further discussion on the congress.

- **Australia Wide Restricted Pairs (Monday 28 October)**

This event will be announced – no need to register.

- **Club Championship Pairs** – Honour board inscription to be organised. It was noted that 2024 honour board inscriptions will occur once the Novice competition is conducted.

- **Brisbane Zone Inter-Club Teams (Sunday 17 November)**

Fay Jeppesen recused herself from participating in the discussion and the decision making on this item as she is a nominee for the competition.

Sandra Routley moved that the criteria for selecting club members for the QBA Zone interclub teams' competition be as follows:

- A Team - Selection to be made from the best overall performance in club events, using the relevant Special Events for the current year, as published in the club's Program Book. The allocation of points for each individual player for each applicable event listed is as follows:
 - Three (3) points for first place;
 - Two (2) points for second place; and
 - One (1) point for a top ten placing.
- B Team – Selection be made using the same criteria as stated for the A Team above.
- C Team – Selection to be made using the aggregate of masterpoints for the four team members.

Melva Leal seconded this motion.

CARRIED

Sandra Routley moved that the above criteria be included in the Redcliffe Bridge Club (RBC) By-Laws and that this be brought forward to club members at the next Annual General Meeting.

Melva Leal seconded this motion.

CARRIED

Ken Griggs moved RBC pay the team nomination fees for each of the teams participating in the event. Ross Mangano seconded this motion.

CARRIED

The Committee agreed that the closing date for club nominations should be 5 November ahead of the next Committee meeting.

Action: Ross Mangano in consultation with Sandra Routley to send Jacqui Dudurovic the nominees once selected.

Action: Linda Almond will make the payment to MyABF for all nominees.

- **Rainbow Movement (Saturday 14 December)**

Sandra Routley will organise with assistance from Wayne Parker and Greg Gosney.

- **Proposal of a Pro-Am event in 2025**

Sandra outlined the premise of the event i.e. there is a lower masterpoint player (e.g. <50) is paired with a higher masterpoint player with (e.g. >50) masterpoints. It was discussed that the rationale for the event is that it is a fun event. How the pairings are determined would need to be finalised. For example, a lucky dip approach could be used. The masterpoint threshold would also need to be finalised e.g. is it 50, 100, 300 etc.

- **Single Session Teams (Monday 11 November)**

This will be promoted from 14 October.

- **Club Championship Pairs event in 2025**

It was agreed that the 2025 event be held over one day.

11. Education Report (Ted)

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Latest Status of 'Lessons for Improving Your Play'	August	Susan Kennard and Ross Mangano advised the program has been very successful with the first lot of sessions having on average 20+ members in attendance.
Latest status of the September beginners training sessions (Susan Kennard).	N/A	Susan Kennard advised that they have had 18 regular attendees and they all new except for one existing club member who is attending.

12. Member Welfare Report (Melva)

Nil to report. Melva Leal excused herself from the meeting as she had an appointment to attend.

13. General Business

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Reprinting System Cards - Quote (Lesley Brown)	July	Carry forward to the next meeting. Sandra Routley spoke with Noreen Weyling (Club President of Caboolture Bridge Club) who would appreciate being kept in the loop.
Liquor Licencing Requirements (Ross Mangano)	August	Sandra Routley spoke with Noreen Weyling (Club President) who advised the Caboolture Bridge Club regularly applies for an exemption to serve alcohol at their functions and that the process is very quick (i.e. completed online) and has attracted no cost. Ross Mangano moved RBC apply for an exemption to serve alcohol at future events where it is envisaged alcohol will be served. Lesley Brown seconded this motion. CARRIED Action: Ross Mangano and Ken Griggs to make application for both the Melbourne Cup and the November Congress.

Taxation Office to be advised of correct PO Box number (Ross Mangano)	August	Ross Mangano advises the paperwork to make this change has been forwarded to the ATO.
Advising club members of the committee/member roles for the 2024/25 year. (Ross Mangano)	September	Ross Mangano advised this is now complete with a Pianola email being sent as well as it being posted on the noticeboard.
Succession planning for the Tournament Organiser and Recorder roles (Sandra Routley)	July	Carry forward
Update on following up inactive members (Melva Leal and Lesley Brown)	July	Fay Jeppesen advised that she and Peter Hancock had individually contacted all ex-members that had not resigned with the club. It was agreed there is no further action required on this item.
Updating of Rules and By-Laws (Ross Mangano)	July	<p>QBA advised on 29 September that they had approved the draft Rules as submitted.</p> <p>A Committee Management Meeting was held following the Bridge Session on Monday 30 September 2024. All committee members were present except Lesley Brown. The following two (2) motions were CARRIED:</p> <ol style="list-style-type: none"> 1) Ted Morriss proposed that the updated Rules, as approved by the QBA, be put forward to the RBC members via a Special General Meeting. This was seconded by Fay Jeppesen. 2) Fay Jeppesen proposed that the updated RBC By-Laws be put forward to the RBC members via the same Special General Meeting. This was seconded by Sandra Routley. <p>It was agreed the Special General Meeting be held on Friday 18 October 2024 at 11am.</p> <p>Note: Fay Jeppesen advised she believed there was a need to report and pay a fee to the Office of Fair Trading following the meeting because the Rules were being changed. Action: Ross Mangano to follow up.</p>
Replacing the microphone (Sandra Routley)	August	<p>Sandra Routley advised that she had tried to get two (2) quotes to do an install of any new equipment. The only response was from Andrew Whittaker who has a business 'Show Me IT'. Maximum amount would be around \$176 (inclusive of GST) plus minor incidentals that may be required e.g. cable, adaptors etc. Andrew Whitaker supported the proposed purchased from DJ City and that RBC purchase the equipment directly.</p> <p>Sandra Routley moved RBC the quote from Andrew Whitaker, experienced audio technologist, be accepted to install the equipment at a cost between \$100 and</p>

		<p>\$160 (ex GST). This was seconded by Fay Jeppesen. CARRIED</p> <p>Sandra Routley moved RBC purchase the equipment from DJ City at a cost of \$139. This was seconded by Fay Jeppesen. CARRIED</p>
RBC November 24 Teams Congress (Fay Jeppesen)	August	<p>Ross Mangano confirmed that the flyer had been sent to surrounding Bridge Clubs promoting the event (refer to outwards correspondence Item 11).</p> <p>Susan Kennard advised that Maree Filippini and Lynne Miller will run the kitchen.</p> <p>Action: Ross Mangano to issue an email to all club members of the congress using the latest flyer.</p> <p>Action: Ross Mangano to issue a response to correspondence (i.e. Item 26 September meeting) received from the Redcliffe Snooker Club in relation to how the foyer area will be setup by RBC to allow access to the Snooker Club rooms and the common toilet facilities.</p> <p>Action: Fay Jeppesen to organise noticeboard lists for catering and helpers for the day.</p>
Bag Hutches (Ken Griggs)	September	<p>Ken Griggs provide an update on potential IKEA solutions.</p> <p>It was agreed that this item be carried over until all the club chairs are recovered and placed in the clubroom. It would mean relooking at how the room is setup.</p> <p>Carry forward to February meeting.</p>
Recovering of the Clubroom Chairs (Ross Mangano)	September	<p>Updated quote reviewed by Linda Almond and Ross Mangano. Linda has confirmed a payment of \$3000 upfront, to allow the ordering of the fabric, can be supported by the RBC with the final payment (i.e. \$10,728) being made at the completion of the work in January 2025. All Committee members have noted the change in the fabric following the September meeting.</p> <p>Ross Mangano has written to successful and unsuccessful suppliers.</p>
2025 RBC Program Book (Sandra Routley)	September	<p>Meeting to be scheduled. Fay suggested adding the fire evacuation into the program book.</p>
RBC Christmas Party 4 December 2024 (Susan Kennard)	September	<p>Discussion was had and there was an agreement the cost for members be \$10 and non-members be \$45.</p> <p>This will start to be promoted in early November.</p>

New General Business Items

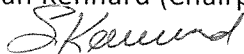
Item	Meeting First Discussed	Status Update
Melbourne Cup Function		<p>Ken Griggs moved that the club purchase two pack of sweep tickets. This was seconded by Fay Jeppesen. CARRIED</p> <p>Fay moved the club host a Melbourne Cup function where members pay \$6 per person for a normal sandwich and \$9 for gluten free sandwich plus table fees if they are playing in the morning. In addition, it was moved the Club will provide light refreshments at no charge to members. This was seconded by Lesley Brown. CARRIED</p> <p>This will start to be promoted from Monday 14 October.</p>
Change to Monthly Meeting		<p>Sue Kennard requested to change the regular meeting days for the remainder of the club year i.e. starting December 2024.</p> <p>Action: All Committee members were asked to think of a day/time that suited. This is to be further discussed and agreed to at the November meeting.</p>
Remuneration to be Paid to Members		Carried forward to next meeting.
Review of Club Position Descriptions		Carried forward to next meeting.

14. Close and date of next meeting.

- Next Meeting – Wednesday 6 November at 11am.
- Meeting Closed at 3.40pm.

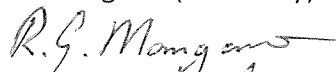
Confirmed as true and correct by:

Susan Kennard (Chairperson)



Date: 06/11/24

Ross Mangano (Secretary)



Date: 06/11/24

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - September 2024

Tabled at Management Committee Meeting of 10th October 2024

1. Cash Holdings

\$ 12,422.25	Cash at Bank Account	
\$ 5,370.46	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
\$ 446,151.48	Total Cash Holdings	<u>\$ 14,790</u>

2. Expenses

\$ 5,246.93 List of Expenses Attached.

3. Liabilities

\$ 680.40 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Sep-24	Sep-23	Year to Date from 1 April 2024
Table Fees	\$ 8,092.55	\$ 5,407.00	\$ 33,433.60
Total Receipts	\$ 8,202.46	\$ 5,501.70	\$ 50,837.86
Expenditure	\$ 5,246.93	\$ 5,495.99	\$ 44,423.61
Net Income	\$ 2,955.53	\$ 5.71	\$ 6,414.25

Monthly Notes:

- The club's net income for the month of September 2024 was \$2,955.53
- Table Fees were \$8,092.55 for the month up by \$2,685.55 for the same period last year, \$3,275.50 was received from ABF for the Redcliffe Congress in September 2023. (The event was held in August 2024)
- Directors and Bridgmate fees were \$230.00. A total of \$230.00 for free games for the month.
- All expenses are listed separately on the attached - **Total Expenses by Payee.**
- Membership Fees collected in September 2024

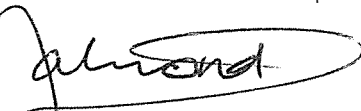
Members	\$ -
Club Joining Fee	\$ 10.00
Away Membership	\$ 10.00
	<u>\$ 20.00</u>

Balance Sheet:

Attached is the Balance Sheet report for the 30th September 2024

The balance sheet shows that our total Equity is \$508,845.28 up by 4.30% 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