

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 16 January 2025 at 1.06pm

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

Apologies: Melva Leal

2. **Draft Minutes** of the Management Committee Meeting held 10 December 2024 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	09/12/24	Email from John Newton (Member) – Advising that he will not be renewing his membership with the Club.	Email acknowledged and noted by the Committee.
2	10/12/24	Email from Moreton Bay City Council – Advising the old swipe cards have been deactivated.	No further action
3	10/12/24	Email from the President of ESA Redcliffe – Requesting use of the Club facilities on Saturday evening 8 March for their annual Trivia Night Fundraising event.	Ross Mangano moved ESA Redcliffe be allowed to use the RBC facility on the basis that the facility was left in a fit state after use. This was seconded by Ted Morriss. CARRIED
4	10/12/24	Email from Midge Spice (Member) – Thanking the RBC Management Committee for organising the Christmas Party and for the Committee’s work throughout the year.	This email was forwarded to Committee members. No further action.
5	10/12/24	Email from the Office of Fair Trading – Advising the payment receipt for the lodgement of the Annual Return.	No further action
6	11/12/24	Email from AMC Cleaning – Advising the name of the new Customer Services Manager.	Referred to Fay Jeppesen
7	12/12/24	Email from Denise Holland (Member) – Advising continuing problems with Pianola.	Referred to Wayne Parker
8	14/12/24	Email from Toowoomba Bridge Club – Promoting the Under 500 and Novice Matchpoint Pairs competition on 19 January 2025.	Posted on noticeboard
9	15/12/24	Email from Lorraine Hughes – Inquiring about the March lessons.	Email acknowledged and referred to Lynda Bennion.

10	15/12/24	Email from HNB Publications – Promoting a book written by Danny Roth called ‘Improve Your Defense as West’.	Referred to Sandra Routley, Susan Kennard and Wayne Parker for their information.
11	15/12/24	Email from Wayne Parker – Advising the new cups that he has been purchasing are recyclable.	To be communicated to members via a weekly notice.
12	17/12/24	Email from Ross Clark – Inquiring about the March lessons.	Email acknowledged and referred to Lynda Bennion.
13	22/12/24	Email from Fay Jeppesen (Committee Member) – Advising details of an online helpdesk account for logging help requests with AMC Cleaning.	Noted. No further action.
14	22/12/24	Email from Fay Jeppesen (Committee Member) – Advising Helpdesk ticket lodged with AMC Cleaning.	Fay Jeppesen to follow up.
15	23/12/24	Email from Roxane Blaylock (Member) – Thanking the RBC Management Committee for organising the Christmas Party and for the Committee’s work throughout the year.	This email was forwarded to Committee members. No further action.
16	27/12/24	Email from Kim Ellaway (QBA) – Advising that RBC needs to get approval from the QBA Webmaster first before holding the RBC Teams Championship on Monday 20 January 2025.	Refer to incoming correspondence below from the QBA Webmaster approving the event. No further action.
17	27/12/24	Email from Peter Bush (QBA Webmaster) – Approving the RBC Teams Championship on Monday 20 January 2025.	Referred to Sandra Routley for her information. No further action.
18	28/12/24	Email from Wayne Parker – Advising the RBC website has been updated with details of the upcoming March beginners’ lessons.	No further action
19	02/12/24	Email from Sandra Routley (Committee Member) – Advising all Committee Members that the first lot of the Club chairs have been picked up for reupholstering.	For noting. Refer to standing General Business Item below.
20	03/01/25	Email from Andrew (QBA) – Confirming the upload of the RBC Flyer (March Beginner’s Lessons) on the QBA website.	No further action
21	04/01/25	Email from Louise Joce and Brian Gaffney – Inquiring about the March lessons.	Email acknowledged and referred to Lynda Bennion.
22	06/01/25	Email from Caloundra Bridge Club – Promoting the X-IMP Pairs and Teams competitions on 22 and 23 February 2025 respectively.	Posted on noticeboard
23	06/01/25	Email from Fay Jeppesen – Advising the Management Committee of an advert she has	No further action

		posted on eight (8) Facebook Community Pages promoting the March Beginners Lessons.	
24	08/01/25	Email from ARA – Advising the six-monthly Fire Inspection of the RBC facility will be conducted on Wednesday 19 February 2025.	Referred to Fay Jeppesen
25	13/01/25	Email from Kym Moritz - Inquiring about the March lessons.	Email acknowledged and referred to Lynda Bennion.
26	14/01/25	Email from Fay Jeppesen – Advising of the quote received to supply and fit three (3) grab rails to the toilets.	Fay Jeppesen to manage
27	14/01/25	Email from Fay Jeppesen – Advising of the approval to proceed with the painting work under the 50/50 agreement with the Redcliffe Snooker Club.	Fay Jeppesen to manage

4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	10/12/24	Email to John Newton (Member) – Acknowledging that John will not be renewing his membership with the Club.	No further action
2	11/12/24	Email to Contractor previously engaged by the Redcliffe Snooker Club – Enquiring on availability to quote on proposed toilet grab handles endorsed at the December Committee meeting.	Fay Jeppesen to follow up.
3	11/12/24	Email to Wayne Parker – Requesting details of the recycled content of the cups purchased by the Club.	Refer to incoming correspondence item number 11.
4	11/12/24	Email to Wayne Parker – Thanking him, on behalf of the Club and the Management Committee, for his work developing the 2025 Program Book.	No further action
5	12/12/24	Email from Fay Jeppesen to the new Customer Services Manager at AMC Cleaning – Detailing issues previously raised with AMC about issues with the cleaning of the Club facilities.	Fay Jeppesen to follow up.
6	12/12/24	Email from Fay Jeppesen to the Moreton Bay City Council (MBCC) – Requesting the engagement of a locksmith to review the locking function of the main door into the Club facility.	Fay Jeppesen to follow up.
7	12/12/24	Email to the President of the ESA Redcliffe – Acknowledging ESA’s request for the use of the Club facility on Saturday evening 8 March for their annual Trivia Night Fundraising event.	Refer to incoming correspondence item number 3.

8	13/12/24	Email to all Club Members – Advising the rescheduling of the last two sessions of ‘Lessons Improving Your Play’.	Ted Morriss to advise when these sessions will be rescheduled.
9	13/12/24	Email from Wayne Parker to Denise Holland (Member) – Advising ways to reinstate Pianola emails.	Refer to incoming correspondence item number 7.
10	14/12/24	Email to Midge Spice (Member) – Acknowledging email thanking the RBC Management Committee for organising the Christmas Party and for the Committee’s work throughout the year.	Refer to incoming correspondence item number 4.
11	23/12/24	Email to Lorraine Hughes – Acknowledging inquiring about the March lessons.	Refer to incoming correspondence item number 9.
12	23/12/24	Email to Ross Clark – Acknowledging inquiring about the March lessons.	Refer to incoming correspondence item number 12.
13	23/12/24	Email to Roxane Blaylock (Member) – Acknowledging email thanking the RBC Management Committee for organising the Christmas Party and for the Committee’s work throughout the year.	Refer to incoming correspondence item number 15.
14	27/12/24	Email to Kim Ellaway (QBA) – Advising the RBC Teams Championship is being held on Monday 20 January 2025 as an all-day event which is a deviation from the normal RBC Monday session times.	No further action
15	27/12/24	Email to Kim Ellaway (QBA) – Advising details of the March 2025 RBC Beginners Lessons.	No further action
16	03/01/25	Email to QBA – Requesting the publishing of the March 2025 RBC Beginners Lessons Flyer on the QBA website.	No further action
17	05/01/25	Email to Louise Joce – Acknowledging inquiring about the March lessons.	Refer to incoming correspondence item number 21.
18	09/01/25	Email to Lisa Myers – Providing information about the March Lessons.	No further action
19	10/01/25	Email to All Members – Distributing the December 2024 RBC Newsletter.	Requested Wayne Parker load this onto the RBC website.
20	12/01/25	Email to relevant Committee and club members – Requesting a review of the Club Position Description document.	Secretary to manage
21	13/01/25	Email to Kym Moritz – Acknowledging inquiring about the March lessons.	Refer to incoming correspondence item number 25.

Business Arising from the Inward and Outward correspondence:

Inward:

Item Number	Item Description	Follow Up Action Required
3	Email from the President of ESA Redcliffe – Requesting use of the Club facilities on Saturday evening 8 March for their annual Trivia Night Fundraising event.	Advise ESA of the Committee decision.

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 December 2024 was tabled. Summary of accounts is set out below:

Everyday Account		\$9,399.33
Business Saver Account		\$5,400.98
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 December was \$1,476.74 and total expenses were \$3,720.62. The Club has a liability of \$374.30 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$505,852.88 which is up by 4.2% compared to the same period from last year.

Table fees for the month were \$4,752.05 up by \$441.05 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
Updating Asset Register (July Meeting)	Linda advised this task had been completed with the assistance of a qualified ex-work colleague of Christine Broughton (Member). A motion was moved by Linda that a thankyou card and gift voucher, to the value of \$50, be acquired and presented to the provider of these services. This was seconded by Ted Morriss. CARRIED
First NFP Self- Review Return due by 31 October (July meeting)	Linda advised that she had confirmed with the ATO that this return had been registered as

	complete in their system. This item is now complete.
Replacing the Swipe Cards and Additional Keys (July meeting)	Linda advised that the old swipe cards are to be returned to the MBCC. The purchase order for the additional keys is in progress.

New Item

Item Description	Status
Yearly Insurance Premium	Linda provided an overview of the new yearly premium as sourced by the Club's insurance broker. The annual premium is up from last year by approximately \$400. The cheapest quote was accepted. Linda Almond moved that the insurance quote be accepted. This was seconded by Ken Griggs. CARRIED

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

Ross Mangano moved that the new applications received from Michele Capra, Doug Fuller, Susan Gallagher, Philip Gartshore, Brian Landrigan, Tim Sayer, Keith Taylor, and Sybil Hawley 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 performance is improving. The Committee thanked Fay for her continued efforts to manage the cleaners.
Actioning the Moreton Bay City Council Building Defect Report	Fay provided an update on work that was progressing to action the MBCC report.
Installation of Grab Handles in Toilets	Fay advised a quote had been received to supply and fit three (3) handles at a total cost of \$350. This work is to proceed in line with the December meeting Committee approval.
Main Lock to the Club Facility	Discussion was had that potentially the issue was with the keys. It was agreed that key holders experiencing issues with the lock would be issued with replacement keys and the issue will be monitored.

New Item

Item Description	Status
Annual Fire Inspection	Fay advised that 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	In progress

10. **Tournament Organiser Report** (Sandra Routley)

Sandra advised the following:

Club Championship Teams will be conducted on Monday 20 January 2025 and the prize money will be the same as last year i.e. \$50 each player for the winners and \$30 each player for second. Jo Neary will be engaged as the external Director.

3-Way Inter-Club Competition will be conducted on Sunday 16 February 2025 and there will be eight (8) prizes in total (six (6) wine and two (2) chocolate prizes). Julie Jeffries will engaged be as the external Director.

Appointment of External Directors for remaining RBC Events for the 2025 year are as follows:

- **GNOT Heats** – Bob Davies;
- **Club Championship** – To be advised;
- **Inter-Club Redcliffe and Caboolture** – Jo Neary;
- **Redcliffe Pairs Congress** – Julie Jeffries;
- **Club Championship Pairs** – Jo Neary;
- **Redcliffe Teams <300 MP Congress** – Julie Jeffries

ABF Change to Classification of Green System – Under Section K 2.1(b) there is an addition stating that “An opening bid of one of a major guarantees length (4+ cards) in the denomination named”.

There was also discussion about prizes for the remaining RBC events for 2025.

Action: Linda Almond to formalise the discussion and to present at the next Committee meeting.

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Anonymous letter offering an annual donation to support the development of club members with <100 masterpoints.	November	Sandra Routley presented the proposal as detailed in Attachment A. Sandra Routley moved the proposal be accepted. Fay Jeppesen seconded the motion. CARRIED with one dissenting vote.

11. **Complaints** (Sandra Routley)

Complaint discussed at December meeting has been actioned and is now closed.

12. Education Report (Ted Morriss)

Ted advised the following:

- There is evidence, based on the Teams of Three event, that there needs to be reinforcement of basic Bridge playing skills.
- Whilst there are a number of informal mentoring arrangements occurring the Club needs to continue to encourage mentoring. This is as simple as a junior player asking one of the more senior players whether they would be available to mentor them.

Ted presented a potential list of topics for basic and more advanced play lessons and asked the Committee members to provide input.

13. Member Welfare Report

The Committee noted the passing of Club Member Elly Oudendijk and Midge Spice's mother. Sympathy cards will be sent to both families.

14. General Business

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Liquor Licencing Requirements (Ross Mangano)	August	Ted Morriss advised he has no infringements under the Liquor Licencing Act. This item is now closed.
Updating of Rules and By-Laws (Ross Mangano)	July	There is still no advice or contact from the Office of Fair Trading.
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	In progress and should be completed by the end of January.
Review of Club Position Descriptions	November	Ross Mangano advised that an email had been sent to current position holders. Ross advised that he will collate the responses in a marked-up version of the Position Description document for the February Committee meeting.

New General Business Items

Item	Detail
Review Club Awards (Fay Jeppesen)	There was general discussion on the appropriateness of the current club awards.
Secretary is Away from 20 March to 13 April (inclusive) (Ross Mangano)	Sue Kennard offered to take on this role in Ross Mangano's absence. It was also agreed the April Committee meeting will be moved back a week i.e. now Thursday 17 April.
President's Day – 10 April 25	There was discussion of potential charities that could be supported from proceeds of the President's Day.
Induction of New Club Members	There was general discussion on how the Club could improve the way new members are inducted.

2025 Fees Renewal	Linda advised an email from the Membership Secretary will be issued before the end of this month to current members on the renewal process.
Future Direction - MyABF	To be discussed at a future meeting.

15. Close and date of next meeting.

- Next Meeting – Thursday 13 February 2025 at 1.00pm.
- Meeting Closed at 3.55pm.

Confirmed as true and correct by:

Susan Kennard (Chairperson)



Date: 13/2/25

Ross Mangano (Secretary)



Date: 13/02/25

Attachment A

MONTHLY DEVELOPMENT AWARD

An anonymous donor has offered to donate a monthly award for a period of 12 months as an encouragement for developing club members with fewer than 100 masterpoints. The award will have a value of \$50 per month. The award will be in the form of a \$50 voucher from 'The Bridge Shop'.

The monthly award will be for play results in the previous month and this will start in February 2025. To be eligible for this award club members must fulfil the following criteria:

1. be a financial club member;
2. hold < 100 masterpoints as per the ABF recorded points at the end of the previous calendar month;
and
3. have played in at least ten sessions at the Redcliffe Bridge Club during the previous calendar month.

From the list of eligible club members, the club member with the best average of the best two percentages for the previous calendar month will be deemed to be the winner for that month.

The following conditions apply to the award:

- Assessment is based on data extracted from Compscore for the previous calendar month.
- Where requirements are not fully achieved for any given month, the award will go to the club member deemed closest to meeting the criteria.
- In the event of a tie, the award will be shared equally.
- A club member is only eligible for this award twice in the 12-month period.
- Eclectics are not included in the assessment.
- Supervised Play is not included in the assessment.

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

Tabled at Management Committee Meeting of 16th January 2025

1. Cash Holdings

\$ 9,399.33	Cash at Bank Account	
\$ 5,400.98	Business Saver Account	
\$ 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>
\$ 443,159.08	Total Cash Holdings	<u>\$ 14,790</u>

2. Expenses

\$ 3,720.62 List of Expenses Attached.

3. Liabilities

\$ 374.30 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Dec-24	Dec-23	Year to Date from 1 April 2024
Table Fees	\$ 4,752.05	\$ 4,311.00	\$ 48,830.65
Total Receipts	\$ 5,197.36	\$ 4,963.40	\$ 68,814.73
Expenditure	\$ 3,720.62	\$ 10,253.86	\$ 65,392.88
Net Income	\$ 1,476.74	-\$ 5,290.45	\$ 3,421.85

Monthly Notes:

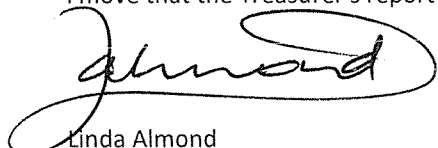
1. The club's net income for the month of December 2024 was \$1,476.74.
2. Table Fees were \$4,752.05 for the month up by \$441.05 for the same period last year,
3. Directors and Bridgemate fees were \$250.00. A total of \$250.00 for free games for the month.
4. All expenses are listed separately on the attached - **Total Expenses by Payee.**
5. No Membership Fees were collected in December 2024.
6. A donation of \$800.00 was paid to the Salvation Army Redcliffe from funds received from members for their Christmas Dinner contribution.

Balance Sheet:

Attached is the Balance Sheet report for the 31st December 2024

The balance sheet shows that our total Equity is \$505,852.88 up by 4.20% 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