

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Wednesday 6 November 2024 at 11.25am

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, Fay Jeppesen

2. **Draft Minutes** of the Management Committee Meeting held 10 October 2024 were distributed to Committee members for approval. The minutes were tabled and it was moved by Ross Mangano and seconded by Sandra Routley that the minutes be confirmed as a true and correct record. **CARRIED**

3. **Inward Correspondence**

Number	Date	Details	Action/Further Action/Discussion Required
1	15/10/24	Email from Moreton Bay City Council – Advice of building defects following building inspection.	Refer to outward correspondence Item 8.
2	15/10/24	Email from Moreton Bay City Council – Invite to a technology session.	Forwarded to Wayne Parker for information and action as necessary.
3	17/10/24	Email from Toowong Bridge Club – Promotion of the dragged pairs competition on 24 November.	Posted on noticeboard
4	19/10/24	Email from Jacqui Dudurovic (QBA) – Request 2025 club dates for GNOT Qualifying events.	Forwarded to Sandra Routley for action
5	21/10/24	Email from Midge Spice (Masterpoint Secretary) – Advice on 2024 Award Winners.	Forwarded to Susan Kennard, Wayne Parker and Sandra Routley
6	22/10/24	Email from Office of Yvette D’Ath MP – Offer to donate a bi-fold table.	Not required and response to be provided.
7	24/10/24	Email from ClubIQ (Office of Sport and Recreation) – Invite to lunchtime Webinar.	Ross Mangano attended and provided a verbal update to the Committee.
8	25/10/24	Email from Jacqui Dudurovic (QBA) – Requesting update on club nominations for the Interclub competition on 17 November at Redlands.	Response provided.
9	28/10/24	Email from Moreton Bay City Council – Advice of date to upgrade the security system from the Insight Security System to the Integriti Security System.	Forwarded to Fay Jeppesen to coordinate.
10	29/10/24	Email from Lisa Harrold (Qld Centre for Gynaecological Cancer Research) – Inviting club to donate funds.	This request is outside the normal parameters of what the club supports and was declined. A response is to be provided.

11	29/10/24	Email from Lesley Brown – Quote for system cards	For discussion under general business.
12	30/10/24	Email from Fay Jeppesen – Update to all committee members on actions taken with the cleaners.	Forwarded to all committee members.
13	30/10/24	Email from Annette Hyland (Member) – Request to commence the Tuesday session earlier than 7pm.	Ross Mangano moved the starting time be 6.45pm from the start of the 2025 calendar year. This was seconded by Linda Almond. CARRIED
14	30/10/24	Email from Jacqui Dudurovic (QBA) – Advice of Brisbane Zone AGM.	Forwarded to Susan Kennard and Melva Leal for actioning.
15	31/10/24	Email from HazSure – Advice of time to complete the asbestos building survey.	Forwarded to Fay Jeppesen to coordinate.
16	01/11/24	Email from Give a Child a Chance Foundation – September/October Newsletter.	Posted on front noticeboard.
17	01/11/24	Email from Brad Coles – Advice of the provisional results for the Australia-Wide Restricted Pairs Competition.	Forwarded to Sandra Routley.
18	03/11/24	Email from Sandra Routley – Advice of letter offering an annual donation to support the development of club members with <100 masterpoints.	This was discussed noting the donor wishes to remain anonymous. A potential approach to capturing data against a set of criteria was discussed. Concerns were raised as to the effort required to establish, monitor and administer the award. The form of the monthly award was also discussed that incentivised the development of Bridge skills e.g. Bridge Shop Vouchers, Bridge credits for online bridge, MyABF credits, etc.
19	03/11/24	Email from Brad Coles – Advice of the final results for the Australia-Wide Restricted Pairs Competition.	Forwarded to Sandra Routley.
20	03/11/24	Email from Ross Shardlow (Member) – Proposal to put forward a motion to the AGM to formalise the criteria for Interclub Teams selection.	The Committee acknowledged and was thankful for Ross Shardlow’s letter to the Committee. Sandra Routley outlined the impact, including the

			effort required, of using the Masterpoint approach as opposed to awarding points based on the criteria as agreed to by the Committee for the 2024 year.
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4. Outward Correspondence

Number	Date	Details	Further Action/Discussion Required
1	10/10/24	Email to Parry & Williams Upholstery – Unsuccessful advice in relation to quote to upholster the club chairs.	No further action
2	10/10/24	Email to Redcliffe Upholstery – Unsuccessful advice in relation to quote to upholster the club chairs.	No further action
3	10/10/24	Email to Allen Hockenhull Upholstery – Successful advice in relation to quote to upholster the club chairs.	Refer to the General Business item
4	10/10/24	Email to all RBC members – Advice of the RBC members positions/roles associated with the RBC Management Committee for the 2024/25 year.	No further action
5	15/10/24	Email to all RBC members – Advice of the Special General Meeting agenda to be conducted on Friday 18 October 2024.	No further action
6	21/10/24	Email to all RBC members - Advice of the criteria approved by the Management Committee for the interclub team competition on 17 November.	No further action
7	23/10/24	Email to all RBC members - Advice correcting the email issued to all members on 21 October.	No further action
8	25/10/24	Email to the Moreton Bay City Council – Advice drafted by Fay Jeppesen requesting clarification of a number of items associated with the Council advice, dated 15 October, on building defects.	This is an item in progress
9	25/10/24	Email to the Redcliffe Snooker Club – Copy of the email sent to the Moreton Bay City Council on 25 October forwarded for their information.	This is an item in progress
10	25/10/24	Email to Jan Bencsevich (Member) – Response to complaint received 9 October.	No further action
11	28/10/24	Email to Jacqui Dudurovic (QBA) – Advice on when the RBC will be finalising the Interclub team nominations for event being held on 17 November.	Awaiting close of nominations on 5 November
12	28/10/24	Email to the Redcliffe Snooker Club – Advice of how the RBC will ensure access for the Snooker Club	No further action

		members on 24 November when RBC will be holding its congress.	
13	28/10/24	Emails to the Moreton Bay City Council – Advice on suitable days for upgrading the swipe security system.	No further action
14	30/10/24	Email to RBC Secretary – Advice of fee structure calculator as developed by ClubIQ (Office of Sport and Recreation).	With RBC Secretary for consideration
15	30/10/24	Email to RBC Management Committee – Advice of the Liquor Licencing Application and confirmation of information provided.	Refer to the General Business item

Business Arising from the Inward and Outward correspondence:

Inward:

Item Number	Item Description	Follow Up Action Required
13	Tuesday sessions to commence at 6.45pm starting from the commencement of the 2025 calendar year.	Action: QBA to be advised of the new starting time and the RBC website is to be updated.
18	Anonymous letter offering an annual donation to support the development of club members with <100 masterpoints.	Action: Sandra Routley will relay discussion points with the donor. Further discussion to take place at the next meeting.
20	Ross Shardlow (Member) proposal to put forward a motion to the AGM to formalise the criteria for Interclub Teams selection.	Action: Sandra Routley to discuss further with Ross Shardlow and to report back to 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 31 October 2024 was tabled. Summary of accounts is out below:

Everyday Account		\$10,518.27
Business Saver Account		\$5,380.73
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 October was \$1,893.71 and total expenses were \$7,793.84 noting this included a \$3,000 deposit for the recovering of the club chairs. The Club has a liability of \$451.40 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$506,951.57 which is up by 3.8% compared to the same period from last year.

Table fees were \$10 down 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 Sandra Routley.

CARRIED

Follow-up on Previous Action Items

Item Description	Status
Updating Asset Register (July Meeting)	Carry forward
First NFP Self- Review Return due by 31 October (July meeting)	Linda advised we have an extension. Ross advised the replacement paperwork has been reissued to ATO. Linda advised she will follow up before the end of November. Action: Update at the next meeting.
Replacing the Swipe Cards and Additional Keys (July meeting)	In progress. There was discussion on the lock to the clubroom which has been inconsistent and troublesome to many keyholders. Action: Linda will raise this with the Moreton Bay City Council.

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

As a current ABF member an application to join the Redcliffe Bridge Club for Vicki Ayliffe was tabled. In line with the Redcliffe Bridge Club's Rules Ross Mangano moved to accept the membership and this was seconded by Ken Griggs. Susan Kennard abstained from voting and committed to contact Vicki Ayliffe's daughter.

CARRIED

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

Nothing to report

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

Whilst Fay Jeppesen was absent from the meeting, the Committee did discuss and acknowledge the Fay's efforts to escalate issues with the cleaners to improve the quality of the services being received. The Committee did discuss the potential of changing providers if the situation did not improve.

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

Nothing to report.

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

- **Novice and Restricted Pairs Congress on 24 November** – This item was discussed noting only four (4) teams in each grade had been nominated. It was agreed that the timing of the event had resulted in a poor response. Fay Jeppesen proposed a motion, through Sandra Routley, to change, for future years, the teams congress be only an under 300 master point event. This was seconded by Linda Almond. It was also agreed that an official request be made to the QBA to move the event to an alternate date during the year. If this cannot occur for 2025 then a request should be made for the

2026 year. It was agreed that March to June would be a more suitable timeslot. **Action:** An email from the Secretary to be sent to Kim Ellaway to request a change from the 2025 year, if possible. Based on the current nominations of eight (8) teams the Management Committee agreed that operating the event was not viable and that this situation was unlikely to change. The Committee was supportive of cancelling the event and for Fay Jeppesen, as the Congress Convenor, to make the final decision after discussing with the proposed Congress Director, Julie Jeffries.

- **Brisbane Zone Inter-Club Teams on Sunday 17 November**
The Secretary to advise Jacqui Dudurovic (QBA) of the following nominations:
 - Open – Annette Hyland, Peter Stride, Fay Jeppesen, John Henderson;
 - <400 MPs – Sue Kennard, Jane Doyle, Melva Leal, Magdeline Wong; and
 - <100 MPs – Brooke Anderson, Brian Clark, Dianne McColl, Tom Murphy.
- **Inter-Club 3 Way Event - 2025**
 - Redcliffe to host and both Caboolture and Bribie have agreed to Sunday 16 February 2025.
 - Julie Jeffries will be asked if she is interested in being the Director.
- **Inter-Club Competition - 2025**
 - Redcliffe to host and both Caboolture and Bribie have agreed to Sunday 3 August 2025.
- **GNOT Club Heats - 2025**
 - Proposed dates for March 2025 have been approved by Jacqui Dudurovic (QBA).

11. Education Report (Ted)

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Latest Status of 'Lessons for Improving Your Play'	August	Progressing to schedule.
Latest status of the September beginners training sessions (Susan Kennard).	N/A	Susan Kennard provided update.

12. Member Welfare Report (Melva)

Melva advised that cards had been sent to Kay Strachan, Peter Godfrey and Frank Dyer.

13. General Business

Follow up from Previous Meetings

Item	Meeting First Discussed	Status Update
Reprinting System Cards - Quote (Lesley Brown)	July	<p>Lesley informed the Committee of the formal quote received from Ashley Printers.</p> <p>Ross Mangano moved to accept the quote from Ashley Printers for 5,000 cards at a cost of \$889. This was seconded by Melva Leal. CARRIED</p> <p>Action: Sandra Routley will contact Noreen Weyling (Club President of Caboolture Bridge Club) to advise RBC is going ahead with printing cards and that the cost per card will be 18cents.</p> <p>Action: Lesley will coordinate with the printer and with Sandra Routley to finalise the artwork.</p>
Liquor Licencing Requirements (Ross Mangano)	August	<p>Ross advised that he had made liquor licencing exemption application completing the questionnaire to the best of his knowledge.</p> <p>Two questions needed to be confirmed by each Committee member. Ross advised that he had received responses, in line with the questionnaire, from all committee members except for Ken Griggs and Ted Morriss.</p> <p>Ross confirmed that the exemption is open-ended and should be reviewed annually after the appointment of the new Management Committee given the nature of the questions asked.</p> <p>Ken Griggs verbally advised the Committee his response which was consistent with all responses received.</p> <p>Action: Follow-up Ted Morriss for a response.</p>
Taxation Office to be advised of correct PO Box number (Ross Mangano)	August	<p>Ross Mangano advised the paperwork to make this change has been forwarded to the ATO.</p>
Succession planning for the Tournament Organiser and Recorder roles (Sandra Routley)	July	<p>Carry forward</p>
Updating of Rules and By-Laws (Ross Mangano)	July	<p>The Special General Meeting (Friday 18 October 2024 at 11am) approved the proposed Rule and By-Law changes.</p> <p>Rules - Application to the Office Fair Trading to approve the Rule has been posted.</p> <p>By-Laws – Final review of the formatting required before publishing on the RBC website subject to a response</p>

		from the Office Fair Trading in relation to approval of the amended Rules.
Replacing the microphone (Sandra Routley)	August	Sandra advised that Andrew Whitaker had delivered the correct cable to set up the second microphone. Sandra proposed a formal response of thanks from RBC for his generosity in waiving the call-out fee. Lesley Brown proposed promoting Andrew Whitaker business in the RBC Newsletter which was supported by the Committee. Action: Ross Mangano to issue a formal thank you to Andrew Whitaker and Sue to note it for the newsletter.
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	Upfront payment of \$3,000 made.
2025 RBC Program Book (Sandra Routley)	September	Sandra Routley provided an overview and update on progress of the 2025 program book which will be available by December. The Committee were supportive of the new format.
RBC Christmas Party 4 December 2024 (Susan Kennard)	September	Following on from the October meeting discussion Ross Mangano moved the cost to members be \$10 and non-members be \$45. This was seconded by Linda Almond. CARRIED It was agreed that the numbers needed to be known two weeks before the event so lists would be placed on the noticeboard in conjunction with the RBC Website having the ability to register as well. Linda advised that she would advise the cashier collectors how this was to be collected.
Change to Monthly Meeting (Susan Kennard)	October	Ross Mangano proposed Monday morning 9.30am to 11.30am or Tuesday afternoon 3.45pm to 5.45pm. Unfortunately, either timeslot did not present as a permanent solution. It was agreed the Committee would trial Tuesday afternoon from 3.45pm until 5.45pm for the next meeting which would be Tuesday 10 December.

New General Business Items

Item	Meeting First Discussed	Status Update
Volunteer Gift Recognition/Remuneration	November	The gifts list from the 2023 year was tabled. It was noted there was no supporting rationale or criteria for the decision-making process in 2023. It was also noted

		<p>that the total monetary value had grown in the 2023 year to \$1780.</p> <p>A number of approaches were extensively discussed with no consensus being reached. It was also agreed that it was a matter that all Committee members should have input. It was agreed that a Flying Minute be issued to all Committee members reflecting the discussion that took place.</p> <p>Action: Ross Mangano to issue a Flying Minute.</p>
Review of Club Position Descriptions	November	It was agreed that position holders review their positions, as published on the RBC Website, before the next meeting.

14. Close and date of next meeting.

- Next Meeting – Tuesday 10 December at 3.45pm.
- Meeting Closed at 2.17pm.

Confirmed as true and correct by:

Susan Kennard (Chairperson)

Ross Mangano (Secretary)

Date: *S Kennard*
10/12/24

R. Mangano
Date: *10/12/24*

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

Tabled at Management Committee Meeting of 6th November 2024

1. Cash Holdings

\$ 10,518.27	Cash at Bank Account	Interest on
\$ 5,380.73	Business Saver Account	Maturity
\$ 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>
\$ 444,257.77	Total Cash Holdings	<u>\$ 14,790</u>

2. Expenses

\$ 7,793.84 List of Expenses Attached.

3. Liabilities

\$ 451.40 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Oct-24	Oct-23	Year to Date from 1 April 2024
Table Fees	\$ 5,348.00	\$ 5,358.00	\$ 38,781.60
Total Receipts	\$ 5,900.13	\$ 5,631.46	\$ 56,737.99
Expenditure	\$ 7,793.84	\$ 5,022.35	\$ 52,217.45
Net Income	-\$ 1,893.71	\$ 609.11	\$ 4,520.54

Monthly Notes:

1. The club's net income for the month of September 2024 was -\$1,893.71
2. Table Fees were \$5,348.00 for the month down by \$10.00 for the same period last year,
3. Directors and Bridgemate fees were \$270.00. A total of \$270.00 for free games for the month.
4. All expenses are listed separately on the attached - **Total Expenses by Payee.**
5. Membership Fees collected in October 2024

Members	\$ 5.00
Club Joining Fee	\$ 10.00
Away Membership	\$ -
	<u>\$ 15.00</u>

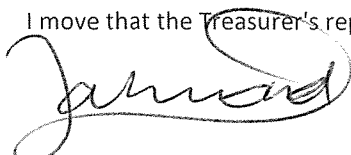
6. We paid a deposit of \$3,000.00 to Allen Hockenhull upholstery to purchase materials required to cover our playing table chairs.

Balance Sheet:

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

The balance sheet shows that our total Equity is \$506,951.57 up by 3.80% 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