

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday 9 May 2024 at 1.25pm**

1. **Management Committee:** Sue Kennard, Maurice Sanders, Wayne Parker, Linda Almond, Tracey Langton, Melva Leal, Ted Morriss, Ken Griggs, and Fay Jeppesen
2. **Apologies:** Tracey Langton, Fay Jeppesen and Ken Griggs
3. **Draft Minutes** of the Management Committee Meeting held 11<sup>th</sup> of April 2024 were distributed to Committee members. Business arising from the Minutes and progress of actions:
  - a. Changes to our Grievance Policy as required by the Incorporations Act and the Office of Fair Trading by 1 July 2024 are still to be finalised, as we are awaiting further information from the QBA.
  - b. Secretary to advise ESA group on approval to use our clubroom on **Sunday 16 June** providing they have sufficient insurance cover for their fundraising event.
  - c. Service of Alarm equipment by ARA Fire to be performed on Friday 3 May.
  - d. Building inspection by MBRC to be conducted on Thursday 18 April.
  - e. MBRC – awaiting new Public Liability Insurance certificate for 2024/25 year to be sent to council.
  - f. Quota Club wanting to use clubroom on **Wednesday 5 June** 9am-12noon for their Biggest Morning Tea fundraiser, approval given providing they have sufficient insurance cover for the event. Judith Gilligan has agreed to be the contact person for the event.  
The Tournament Organiser will look for outside Directors for coming competitions.  
It was moved by Linda Almond and seconded by Wayne Parker “that the minutes be confirmed as a true and correct record.”

**CARRIED**

**4. Inward Correspondence and Business Arising**

0. 11/04 – Jan Lewis, letter regarding the red section on a Monday and Friday
1. 05/04 – Grand Slam Bridge, free beginner online course for kids between 4-24, sent to Ted Morriss
3. 09/04 – Kim Ellaway QBA, information for Congress Secretaries
4. 09/04 – Kim Ellaway QBA, flyer for 2025 Gold Coast Congress, placed on notice board
5. 13/04 – Jacqui Dudurovic BNE Zone, list of players for GNOT Zone final and invoice
6. 16/04 – Kim Ellaway QBA, reminder of QBA AGM on 18 April 24
7. 16/04 – Sandra Routley TO, has planned for outside Directors for the Club Individual Championship (Alan Gibson), Redcliffe Congress (Jo Neary), Championship Pairs (Jo Neary) and the Restricted Teams Congress (Julie Jeffries)
8. 17/04 – Kim Ellaway QBA, latest copy of the QBA Bulletin
9. 17/04 – Kim Ellaway QBA, Agenda for Council meeting on 18 April 24
10. 17/04 – Kim Ellaway QBA, Agenda and Report for QBA Annual General Meeting on 18 April 24
11. 17/04 – Michaela French Auditor, commenced planning the audit – require more information
12. 18/04 – Fay Jeppesen, Fay met with building inspector and outlined the club’s concerns
13. 21/04 – John Reiter was dismayed at Maree taking ill, best wishes from Bev Connell, Jan Kinross, Rosie Floquet and John Reiter. Congratulations Sue and Sandra on running a successful day
15. 22/04 – Alex Bencsevich, letter regarding the red section on a Monday and Friday
16. 22/04 – Kim Ellaway QBA, latest update of Accredited Directors for each Club
17. 22/04 – Maree Filippini ESA, thank you for approval – they have Public Liability Insurance for event
18. 23/04 – Sue Lind, message from Andy Hung for lesson on 22 May 24, sent to Ted Morriss
19. 23/04 – Kim Ellaway QBA, OFT and Grievance Policy - legal counsel meeting will be held in June
20. 24/04 – Tracey Langton, reply to Alex Bencsevich’s letter to the Committee

21. 24/04 – Elizabeth Gibson, advising the Club of the next charity event for the Zephyr Foundation
22. 24/04 – Kim Ellaway QBA, minutes of the QBA AGM and the Council meeting
23. 24/04 – Fay Jeppesen, regarding suggested reply to Alex Bencsevich's letter
24. 25/04 – Kim Ellaway QBA, date for legal counsel ZOOM meeting – **Sunday 16 June 1.30pm**
25. 25/04 – Kim Ellaway QBA, regarding our annual self-review reporting obligations
26. 25/04 – Kim Ellaway QBA, regarding 2025 Congress Calendar
27. 29/04 – Peter Busch Compscore, made a tweak to fix mobile iPhone reception of hands
28. 29/04 – Sport & Recreation MBRC, free Zoom workshop on Governance Education and recent amendments to the Associations Incorporation Act
29. 29/04 – Maurice Sanders, regarding President's response to Jan Lewis's letter
30. 30/04 – Kim Ellaway QBA, Certificate of Currency for Public Liability Insurance 2024/25 year
31. 30/04 – Wayne Parker, response to letters from Jan Lewis and Alex Bencsevich
32. 01/05 – Ted Morriss, response regarding members letters
33. 01/05 – Brad Coles AWWNP, confirmation of registration – deal files & brochures to arrive by 18May
34. 03/05 – Ken Waterfield, letter of concern regarding the Novice section on a Monday and Friday
35. 06/05 – Maria Setiyawan, requesting transfer of home club to Redcliffe Bridge Club
36. 06/05 – Open letter to Management Committee from players in the red section

#### **5. Outward Correspondence:**

1. 01/04 – To Tracey Langton Quota, approval to use clubroom on Wednesday 5 June 24
2. 11/04 – To Jan Lewis, acknowledging receipt of her correspondence
3. 17/04 – To Jan Lewis, President's reply to her letter
5. 21/04 – To Maree Filippini ESA Redcliffe, approval to use clubroom on Sunday 16 June 24
6. 23/04 – To members of the Committee, emailed a copy of Alex Bencsevich's letter
7. 26/04 – To Alex Bencsevich, acknowledging receipt of his correspondence
8. 05/05 – To Kellye Revie MBRC, sent copy of Public Liability Policy for 2024/25 year
9. 05/05 – To Management Committee, link to register for Free Governance Education workshop
10. 05/05 – To Management Committee, letter from Ken Waterfield
11. 05/05 – To Ken Waterfield, acknowledging his letter of concern

#### **Business Arising from the Inward and Outward correspondence:**

##### Inward Correspondence:

0. Discussion on Jan Lewis's letter
5. GNOT players to be confirmed and entry fees have been paid to the Brisbane Zone
15. Alex Bencsevich's letter – suggested reply
16. Tony Bowmaker to be listed as an inactive Director of the Redcliffe Bridge Club
18. Andy Hung proposed lesson on Wednesday 22 May – Pre-empts, Defence and Lead Cards
19. Legal counsel meeting by Zoom, regarding Incorporation and Grievance Policy – Sunday 16 June
20. Tracey's response to Alex's letter
25. NFP self-review return is due by 31October, get ready to lodge online
28. Free Zoom workshop for governance education and incorporation – Wednesday 22May
29. 31. 32. Maurice, Ted, and Wayne's responses to President's reply to Jan Lewis
34. Ken Waterfield's letter of concern – reply
35. Maria's transfer of home club – forward to Membership Secretary
36. Open letter to Committee, this letter needs to be discussed and perhaps we need to reply to all members regarding the playing sessions on Monday and Friday. Unfortunately, these players all believe that there is currently a novice section in our Club.

### Outward Correspondence:

1. Quota – Confirmation of Public Liability Insurance to cover event
5. ESA Redcliffe – Confirmation of Public Liability Insurance to cover event

Moved by Wayne Parker and seconded by Ted Morriss that the inward correspondence be received, and the outward correspondence be endorsed. **CARRIED**

### **6. Treasurer's Report (Linda Almond)**

Linda Almond presented the financial report up until the 30<sup>th</sup> of April 2024 and we have \$17,813.54 in our Everyday Account, \$5,320.10 in our Business Saver Account, and two term deposits totalling \$416,366.29 which mature on the 19<sup>th</sup> and 27<sup>th</sup> of August 2024 with an interest rate of 4.90%.

The net Income for April was -\$247.12 and total expenses were \$6,191.55. The Club has a liability of \$691.30 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$507,888.63 which is an increase of 4.70% compared to the end of April 2023.

Table fees were up for the month, President's day was very successful, and we raised \$3,004.45. The cost to the club for hosting the President's day was \$747.63.

The auditor has contacted the club to confirm the date of the Annual General Meeting.

Wayne confirmed that he has verified the existence and approximate amount of the accounts listed in the Treasurer's report, including our 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 Melva Leal. **CARRIED**

### **7. Tournament Organiser Report (Sandra and Max)**

- Directors have been booked for the following club events:
  - \*Alan Gibson - Individual Club Championship on 06,13 and 20 June at a cost of \$250 per session.
  - \*Jo Neary – Redcliffe Pairs Congress on Sunday 11 August at a cost of \$320 for the day.
  - \*Jo Neary – Club Championship Pairs on 06,13 and 20 September at a cost of \$200 per session.
  - \*Julie Jeffries -Teams Congress, <100 MP and <300 MP on Sunday 24 November at a cost of \$440 for the day.
- Entries are being taken for the Australia Wide Novice Pairs competition to be held on Friday 31 May, closing date being 27 May. The event will be seeded.
- Nominations and conditions for the Club Championship event will be advertised at the beginning of the week, starting 13 May.
- Perfect Teams – This is advertised in the Program Book as an event for **Friday 12 July**. It can't be run on a single day as it needs three sessions to run it properly. A discussion needs to be held about either a replacement event or a cancellation of the event. Either way, it needs to be announced as a change to the Program Book. Ted Morriss proposed that the Committee suggest to the Tournament Organiser that this event be changed to a Teams of 3 competition, seconded Maurice Sanders. **CARRIED**
- GNOT Brisbane Zone Final at QCBC on 24 & 25 August.
- A reminder will be sent out to the members of the three teams that qualified in the heats of this event at Redcliffe to ensure they will be in attendance.

### **8. Membership Report (Peter Hancock)**

- The Secretary received a membership application from Richard Cuerden to be an Away member, Wayne Parker moved " that the membership applications be approved," seconded by Linda Almond. **CARRIED**
- The outstanding membership payments from Helen and Geoff Shephard have been received.

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

- Nothing to report.

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

- Nothing to report.

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

- MBRC Building inspection was completed on Thursday the 18<sup>th</sup> of April.
- ARA Fire Alarm Service – is still to be done.

**12. Education Report (Ted Morriss)**

- Andy Hung has been engaged to provide a workshop on **DEFENCE**, Leading Correctly and Signalling More Accurately on Wednesday the 22<sup>nd</sup> of May. A flyer has been placed on the notice board and members are asked to register, Directors will announce the workshop at the commencement of play.
- Ted Morriss moved that the club subsidise the workshop by \$15.00 for our members, seconded by Maurice Sanders. This means that the total cost for each member will be \$10.00. **CARRIED**
- Ted Morriss moved that the club conduct Supervised Play sessions commencing at 10am on the four Friday mornings in July before afternoon bridge, seconded by Melva Leal. **CARRIED**

**13. Member Welfare Report (Melva Leal)**

- Nothing to report.

**14. General Business**

- President's Day, Wayne would like a list of donors to thank them for their support.
- Ted Morriss suggested that the club has an Assistant Secretary and an Assistant Treasurer.
- AGM – nomination forms for Committee positions will be sent out by the 20<sup>th</sup> of April.
- Bridgemates need to be cleaned, red section units are sticky. Wayne to follow up on Bridgemate III.
- All members letters and concerns were discussed by the Committee. It was suggested that the club re-introduce a points limit for players to play in the red section, but this proposal was not supported by the majority of the Committee, the Secretary will draft a reply to member concerns and send it to those members listed in the open letter and confirm that the Director is in charge of running a bridge session and applying the laws of bridge and that the Director has the full support of the Committee.

**15. Close and date of next meeting**

- Next Meeting – Thursday the 6<sup>th</sup> of June
- Meeting Closed ... 3.45pm

Confirmed as true and correct by:



Susan Kennard (Chairperson)

Date: 11/7/24.



Wayne Parker (Secretary)

Date: 11/09/2024

**Redcliffe Bridge Club Inc. - TREASURER'S REPORT - April 2024**

Tabled at Management Committee Meeting of 9th May 2024

**1. Cash Holdings**

\$ 17,813.54	Cash at Bank Account	
\$ 5,320.10	Business Saver Account	
\$ 280,911.46	Term Deposit no. 125784107 - 7 mths at 4.90% maturing 27/08/2024	\$ 8,033
\$ 135,454.83	Term Deposit no. 34921275 - 7 mths at 4.90% maturing 19/08/2024	\$ 3,873
\$ 439,499.93	<b>Total Cash Holdings</b>	\$ 11,906

**2. Expenses**

\$ 6,191.55 List of Expenses Attached.

**3. Liabilities**

\$ 691.30 Coles Customer Account Card.

**4. Profit & Loss**

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

P & L Summary	Apr-24	Apr-23	Year to Date from 1 April 2024
Table Fees	\$ 4,916.00	\$ 4,547.00	\$ 4,916.00
Total Receipts	\$ 5,944.43	\$ 11,371.32	\$ 5,944.43
Expenditure	\$ 6,191.55	\$ 14,034.31	\$ 6,191.55
<b>Net Income</b>	<b>-\$ 247.12</b>	<b>-\$ 2,662.99</b>	<b>-\$ 247.12</b>

**Monthly Notes:**

- The club's net income for the month of April 2024 was **-\$247.12**
- Table Fees were \$4,916.00 for the month up by \$369.00 for the same period last year.
- Directors and Bridgemate fees were \$250.00. The Mentors free games were \$50.00. A total of \$280.00 for free games for the month.
- All expenses are listed separately on the Attached - **Total Expenses by Payee.**
- Membership Fees collected in April 2024

Members	\$ 180.00
Club Joining Fee	\$ 30.00
Away Membership	\$ 10.00
	\$ 220.00

6. Total amount collected in memberships fees to the end of April is **\$9,359.00**

7. President Day was very successful we raised **\$3,004.45** in total broken down:

Raffles and Donations	\$ 2,634.45
Auction	\$ 370.00

8. The cost for Presidents day was \$791.21 which covered pizza's, wine and soft drinks and miscellaneous items (wrapping of Raffles). Three amounts making up this total will appear in May "Expenses by payee"

**Balance Sheet:**

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

The balance sheet shows that our total Equity is \$507,888.63 up by 4.70% 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