

REDCLIFFE BRIDGE CLUB INC
MINUTES OF THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 10 August 2023 at 1.25pm

1. **Management Committee:** Sue Kennard, Maurice Sanders, Linda Almond, Di McColl, Tracey Langton, Melva Leal, Ted Morriss, and Barbara Wales

Apologies: Tracey Langton

2. **Draft Minutes of the Management Committee Meeting** held 13 July 2023 to be confirmed. Business arising from the Minutes of Thursday 13 July 2023 and Progress of Actions:

- a. **Players for the Zone GNOT finals to be confirmed for 26 and 27 August at QCBC.**

Sandra Routley has confirmed that 6 teams will represent our Club and that Julie Jefferies the convenor has been advised of our augmented players

- b. **Provision of remote cover and support for the name badge machine.**

Linda Almond has followed up with PPC ID Card Solutions to confirm the benefits of our warranty and remote cover and will present these details in her Treasurer's report.

- c. **Exemption for serving of Alcohol at Clubs – Wayne / Maurice.**

- d. **Security lighting in the western carpark - Wayne**

Wayne Parker spoke with the Assistant General Manager of the RSL Club who has taken the issue up with the Moreton Bay Regional Council and they have advised him that the lights would be fixed within the next week. This means that the top carpark bays will be covered by lights during the evening.

- e. **MBRC to investigate the holes in the clubroom floor – Barbara**

This issue is still ongoing and Matthew (the works supervisor) from the MBRC has organised the replacement lino in the clubroom and also for repairs to the lino seal in the men's toilet. Matthew will advise Barbara when the works are to commence.

- f. **Replacement of vision impaired mat in the RSL carpark – Barbara**

This issue has been raised with the Moreton Bay Regional Council.

- g. **Checklist of works performed in clubroom – Barbara / Wayne**

Barbara Wales has prepared a checklist of works performed in the clubroom.

- h. **Procedures for 'Do Not Resuscitate' to be discussed by Committee – Wayne**

Tracey Langton has distributed the information received from the QBA last year to the new committee.

- i. **Air quality** information by Jan Dann – Sue to distribute to the Committee

- j. **Fire evacuation procedures** to be announced by directors quarterly – Wayne

The Directors are announcing the Club policy and procedures this week.

- k. **By-Laws to be revised** and put to a general meeting – everyone

This is an ongoing matter.

- l. **Purchase of new Bridgemate devices – Wayne**

Wayne Parker advised that only one Bridgemate II unit is available in Australia. New Bridgemate III units are coming soon, and they will not be compatible with our Bridgemate II units. This means that the Club will also have to acquire a new Bridgemate Server for the BM III unit. Wayne recommended that we delay the purchase of new Bridgemate units until the new equipment is available in Australia.

The minutes were tabled, it was moved by Linda Almond and seconded by Melva Leal that the minutes be confirmed as a true and correct record.

CARRIED

3. Inward Correspondence

1. 13/07 – Kim Ellaway QBA, update on letter to Secretaries
2. 13/07 – Kim Ellaway QBA, information for Walk-ins at the 2024 Gold Coast Congress
3. 13/07 – Kim Ellaway QBA, information for Novice events at the 2024 Gold Coast Congress
4. 14/07 – Abby Wanigaratne, update from the National Championships in Perth
5. 16/07 – Jan Lovell Convenor QLD Graded Teams, flyer for noticeboard
6. 17/07 – Elise Henderson Bally Cara, regarding village residents attending bridge sessions
7. 17/07 – Tracey Langton, response to alcohol served at Clubs
8. 17/07 – Sue Kennard, response to alcohol served at Clubs research
9. 18/07 – Elizabeth Gibson, response to alcohol served at Clubs
10. 19/07 – Kim Ellaway QBA, updated flyer for Director Training – put on noticeboard
11. 20/07 – Caboolture BC, requesting a name badge
12. 20/07 – Floyd Wilson Darling Downs BC, flyer for congress 26/27 August 2023
13. 20/07 – Paulette Rosin, wishing to register for bridge lessons in September
14. 24/07 – David and Bella Keith, wishing to register for bridge lessons in September
15. 27/07 – Julie Jefferies BNE Zone, list of GNOT qualified teams
16. 27/07 – Barbara Wales, sent a link for MBRC Facilities zoom meeting
17. 27/07 – Julie Jeffries BNE Zone, 49 teams contending for the GNOT finals
18. 30/07 – Kim Ellaway QBA, Bridge Teacher conference 7/8 October by Zoom
19. 31/07 – Kim Ellaway QBA, the ABF has agreed to subsidise the costs of training Directors
20. 31/07 – Kim Ellaway QBA, the 2024 Congress calendar has now been finalised
21. 31/07 – Barbara Holmes SCBC Novice pairs congress flyer for 1/10/2023
22. 31/07 – Kim Ellaway QBA, Gold Coast flyer – 18-24/02/2024 now open for registration
23. 07/08 – MBRC Sport and Recreation, notice of Zonta Flags UN ceremony on 9Dec23
24. 08/08 – Kim Ellaway QBA, confirmation of accredited Directors

4. Outward Correspondence:

1. 16/07 – Maurice Sanders, asking for confirmation of players to Zone GNOT finals
2. 16/07 – Maurice Sanders, regarding alcohol served at Clubs and Committee thoughts
3. 18/07 – Maurice Sanders, notice to directors regarding placement of biscuit cabinet key
4. 09/08 – Sandra Routley to Julie Jeffries, confirmation of GNOT finals teams

Business arising from the Correspondence:

- | | |
|------------------|---|
| In 4 | Abby's update forwarded to Tracey for inclusion in the Club newsletter. |
| In 5, 12, 21, 22 | Upcoming Congress flyers have been posted on the noticeboard. |
| In 6 | Bally Cara to be advised of our upcoming bridge lessons. |
| In 24 | Accredited Directors to be advised to QBA. |

Ted Morriss moved that the inward correspondence be received, and that the outward correspondence be endorsed, seconded by Barbara Wales.

CARRIED

5. Treasurer's Report (Linda)

Linda Almond presented the Financial Report ending on 31 July 2023. The Club has \$7,859.96 in our Everyday bank account and \$5,231.08 in our Business Investment Account along with \$403,594.99 in two term deposits with Suncorp Bank. The Club made a profit for the month of July to the amount of \$833.21 and has a liability of \$722.95 to Wright Express for our Coles business account. The Balance Sheet shows that our total Equity is \$484,421.55 which is up by 1.40% for the same time last year.

A discussion was had about the Name Badge Printing machine and whether the Club should renew the remote cover and support agreement. Wayne advised the Committee that Peter Hancock, Peter Murray, Max Kershaw, and Wayne Parker were all present for training when the machine was installed and activated – Wayne will ensure that these members are capable of using the machine and making name badges. After some consideration, Ted Morriss moved that we do not renew the remote cover and support agreement at this time, seconded by Maurice Sanders. **CARRIED**

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 Ted Morriss. **CARRIED**

6. Membership and Masterpoint

- No new membership applications have been received.

7. Tournament Organiser Report

- **The Inter-Club competition** was won by Caboolture BC – a very good day was had by all
- **The Redcliffe Congress** will be held on Sunday the 13th of August, 24 entries or 12 Tables as of 3 August have been received, bridge clubs have been asked to announce the competition again at the commencement of their bridge sessions
- **GNOT qualified team confirmations** – Sandra is in the process of confirming our contending teams, it looks like we may have 6 teams with 1 team withdrawing from the finals
- **The Australia Wide Open Pairs** will be held on Thursday the 31st of August, no nominations required – conditions of play are on the noticeboard
- **The Club Championship Pairs** will be held on Friday the 8th and 15th of August, the conditions of play are on the noticeboard and members can nominate on the website or noticeboard.

8. Building and Maintenance (Barbara)

- **Clubroom floor and toilet** – the lino is in the process of being ordered by the MBRC and the lino in the mem's toilet will be resealed and the weld repaired.
- **Cleaners** – cleaning supervisors phone number is incorrect. Wayne will follow up.
- **Zoom meeting with MBRC on Community Leasing and Facilities** – Barbara tuned in and got some good information about templates for Key and Asset Registers.
- **Maintenance Schedule** – Barbara Wales and Peter Hancock have setup a schedule and Barbara will meet with Linda Almond to confirm when the jobs were last completed.

- **ZIP water cooler filter** – the filter has been ordered and will be installed on arrival.
- **Electrical Tag and Testing** – Barbara will follow-up.

9. O H & S Report (Di)

- **Air Quality** – enquiries are ongoing, further discussion will be in General Business.

10. Education Report (Ted)

- Ted read out and presented a discussion paper on training and player improvement to the members of the Committee which reflects his personal thoughts and opinions. It would be helpful if the Committee could return their thoughts in writing to him for further discussion.

11. Member Welfare Report (Melva)

- Melva will send a card to Vadnae Furminger as she is unwell at the moment.
- Robyn Burnage is back in hospital with an infection in her hand.
- Chris Payne is also not very well.
- Elly is undergoing further treatment.

12. General Business

1. **Christmas Party** – 13 December booked at the MBBC menu will be decided later on and details are to be put up on the website.
2. **Redcliffe Congress** – There is a roster for workers in the kitchen on noticeboard, members have been asked to supply a plate. Drinks have been organised by Maurice. There are plenty of cardboard coffee cups on hand. We have 20 tables registered for the event.
3. **Bridge Lessons** – start Saturday 2nd September – 24 registrations so far. Sue will provide a lesson programme and the registered players will be reminded next week. The programme can also be placed on the noticeboard so that our players can attend topics they need to reinforce and brush-up on.
4. **Technology upgrade**, Multiple display for bridge sessions – Wayne recommended that the Club purchases a Google Chromecast device which will cost around \$60.00 to cast the scoring results by Wi-Fi to the television. This will allow the Director and Bridgemates to work on other windows in Compscore3 without these screens being cast to the TV. A new Monitor may be required – Linda suggested that we check Harvey Norman as they had a sale not long ago. Wayne moved that we upgrade our technology for display purposes, seconded by Melva Leal. **CARRIED**
5. **Air Quality in the Clubroom** – Jan Dann would like to come to the next meeting to discuss this issue. It was decided that Wayne will invite her to the next meeting.
6. **Liquor Permit and Exemption** – Maurice has done some research and feels that we do not need an exemption as we are not selling or suppling alcohol at a cost to members. Wayne has also looked online and also agrees that we do not apply for an exemption as we are not selling alcohol. Sue Kennard advised the meeting that she has completed a training course to be a responsible person for serving liquor at club functions.
7. **Directors and Offices Insurance** – Our volunteers are covered by the ABF.
8. **Bridgemate Training** – Wayne will look at conducting training for members in the near future.

13. Close and date of next meeting.

The meeting closed at 3.40pm and it was decided that our next meeting will be held on Thursday afternoon the 14th of September.

Confirmed as true and correct by:



MAURICE SANDERS.
~~Susan Kennard~~ (Chairperson)

Date: 14/9/23



~~Wayne Parker~~ (A/Secretary)

Date: 14/09/2023

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - August 2023

Tabled at Management Committee Meeting of 14th September 2023

1. Cash Holdings

\$ 11,531.68	Cash at Bank Account		
\$ 5,241.07	Business Saver Account		
\$ 272,295.00	Term Deposit no. 125784107 - 9 mths at 4.20% maturing 19/1/2024	\$	8,616
\$ <u>131,299.99</u>	Term Deposit no. 34921275 - 9 mths at 4.20% maturing 27/1/2024	\$	4,155
\$ 420,367.74	Total Cash Holdings	\$	12,771

2. Expenses

\$ 4,323.77 List of Expenses Attached.

3. Liabilities

\$ 754.96 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Aug-23	Aug-22	Year to Date from 1 April 2023
Table Fees	\$ 7,647.70	\$ 5,167.00	\$ 27,156.70
Total Receipts	\$ 7,995.49	\$ 5,481.39	\$ 36,665.29
Expenditure.	\$ 4,323.77	\$ 4,949.85	\$ 36,136.25
Net Income	\$ 3,671.72	\$ 531.54	\$ 529.04

Monthly Notes:

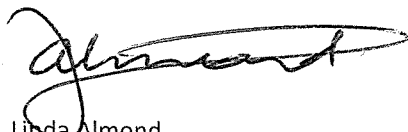
1. The club's net income for the month of August 2023 was \$3,671.72.
2. Table Fees were \$7,647.70 for the month up by \$2,480.70 for the same period last year.
3. Free games for the month were \$265.00 for Director and Bridgemate fees
4. Our major expenses for the month were for the Redcliffe Congress. We spent \$2,231.81. and received \$2,709.70 from MYABF leaving a profit of \$477.89. (see attachment)
5. I spoke to David Crockett from PPC ID Card Solutions in regards to our custom template for the name badge machine. He has send me instructions on how to do a Card Exchange Template Backup. This will be discussed under general business.
6. Attached is a copy of the expense summary for \$1,076.25 which was reimbursed to Wayne for mainly Redcliffe Congress expenses.

Balance Sheet:

Attached is the Balance Sheet report for the 31 August 2023

The balance sheet shows that our total Equity is \$488,103.27 up by 2.% 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