

**REDCLIFFE BRIDGE CLUB INC**  
**DRAFT MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday 11 April 2024 at 1.04pm**

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
3. **Draft Minutes** of the Management Committee Meeting held 14<sup>th</sup> of March 2024 were distributed to Committee members. Business arising from the Minutes and progress of actions:
  - a. Still awaiting advice from the QBA regarding changes to our Rules with the introduction of a grievance procedure as required by the Incorporations Act and the Office of Fair Trading commencing on 1 July 2024.
  - b. The Secretary still has to advise the ESA group on our approval for them to host a high tea fundraiser on the 16<sup>th</sup> of June 2024.

The minutes were tabled, it was moved by Wayne Parker and seconded by Ken Griggs "that the minutes be confirmed as a true and correct record."

**CARRIED**

**4. Inward Correspondence and Business Arising**

1. 12/03 – John Scrivens, some useful information regarding the travellers on Bridgemates
2. 13/03 – Kim Ellaway QBA, director's workshops and general update
3. 13/03 – Kim Ellaway QBA, membership cancellations must be completed by 31MAR24
4. 13/03 – MBRC Community Leasing, advising the Club of a service by ARA Fire
5. 14/03 – Kim Ellaway QBA, Not for Profit reforms – annual self-review for 2023-24 year
6. 14/03 – Kim Ellaway QBA, Annual General Meeting to be held via Zoom on 18APR24, the QBA Council Meeting at 7.00pm and followed by QBA General Meeting
7. 14/03 – Kim Ellaway QBA, Agenda for General Meeting and nomination form for positions
8. 17/03 – David Bruce, thank you for welcome letter and information on Pianola
9. 18/03 – Tracey Langton, Bridge Buzz newsletter forwarded to members and put on website
10. 18/03 – Voyko and Vesna Markovic, transfer home membership to Redcliffe BC
11. 18/03 – Jessica Finlay Dolphins Leagues Club, request approved for raffle prize President's day
12. 20/03 – Australian Bridge, invitation to enter the Australia Wide Novice Pairs 25-31 May 2024
13. 21/03 – Kim Ellaway QBA, advising receipt of Congress nominations for 2025
14. 21/03 – Childhood Cancer Support, information about 'Talk like a Pirate Day' 19SEP24
15. 24/03 – Geoff Kerr, advised of the passing of Brian Kerr
16. 26/03 – Kim Ellaway QBA, reminder to cancel memberships before 31MAR24
17. 26/03 – MBRC – notice of building inspection on 18/04/2024 at 9am – sent to Fay Jeppesen
18. 27/03 – Tracey Langton, copy of letter requesting a donation of a quilt for President's Day
19. 28/03 – Kim Ellaway QBA, latest update for Secretaries and Clubs
20. 28/03 – Jess Finlay Redcliffe Leagues Club, notifying time to collect raffle pack
21. 28/03 – Maurice Sanders, Director Issues
22. 28/03 – Intermediate Lessons – poster for notice board
23. 29/03 – Kim Ellaway QBA, Open Team selection trials 2025 – posted on notice board
24. 30/03 – Sandra Routley Tournament Organiser, reply to Maurice regarding Director Issues
25. 31/03 – Steve Woodrow, reply to Maurice regarding Director Issues
26. 31/03 – Maurice Sanders, response to Steve, Sandra, Annette and Committee members
27. 01/04 – Tracey Langton, regarding donation of a quilt for President's Day
28. 02/04 – Kelly Revie MBRC, requesting new Certificate of Currency for Public Liability Policy

29. 02/04 – Tracey Langton Quota Club, wanting to use clubroom for a morning tea function
30. 08/04 – Sandra Routley, Tournament Organiser’s report for Committee meeting
31. 09/04 – Tracey Langton Quota, Judith Gilligan has agreed to be the contact person

**5. Outward Correspondence:**

1. 19/03 – Kim Ellaway QBA, submitting Congress dates for 2025
2. 25/03 – Geoff Kerr, thank you for advising Brian’s passing, email sent to members
3. 28/03 – Australian Bridge, Club nominated for 9 tables in the Aust-Wide Novice Pairs – 31MAY24
4. 01/04 – Notice to members about President’s Day and ‘Give a Child a Chance’

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

1. 05/03 – New procedure to Aust Tax Office for Non-Profit organisations, sent to Treasurer
2. 17/03 – Notice of MBRC building inspection on Thursday 18APR24
3. 18/03 and 27/03 – Donation of a quilt from Henzell Street Quilters for President’s Day
4. 21/03 – Maurice Sanders director issues also 24/03, 25/03, and 26/03
5. 22/03 – Fay Jeppesen, Intermediate Bridge Lessons – notice to be placed in clubroom
6. 28/03 – MBRC, awaiting new Certificate of Currency
7. 29/03 – Tracey Langton Quota, use of clubroom for a morning tea function on Wednesday 5JUN24
8. 11/04 – Maurice advised that he was aware of a letter of complaint forwarded by mail that hadn’t been presented. The secretary advised that he would check mail box and forward copy to all Committee members for their perusal when received.

Linda Almond moved “that we donate the use of our clubroom for Quota to hold their morning tea function on 5JUN24,” seconded by Melva Leal. **CARRIED**

Moved by Wayne Parker and seconded by Fay Jeppesen “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 31<sup>st</sup> of March 2024 and we have \$18,060.66 in our Everyday Account, \$5,310.28 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 March was \$1,654.11 and expenses for were \$5,145.46. The Club has a liability of \$619.40 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$507,472.75 which is an increase of 4.10% compared to the end of our financial year on 31 March 2023.

The income includes a total amount of \$9,139.00 for membership fees for the 2024/25 year and free games for Directors, Bridgemates and Mentors totalled \$240.00. 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 said that she did not like Wayne Parker being the contact person in our Club for all our suppliers and that when office holders change their position at an AGM, suppliers should be advised of a new contact person.

Linda is going to ask the auditor to do the depreciation of our assets and to prepare an Asset Register template for the club so she can do it next year.

Linda Almond moved “that the financial report as tabled be accepted and that the accounts paid be ratified,” seconded by Ted Morriss. **CARRIED**

Linda Almond moved that the financial records for the financial year ending 31 March 2024 be presented to TWR Group for audit,” seconded by Melva Leal. **CARRIED**

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

- GNOT's – three teams will represent Redcliffe Bridge Club in the Zone final.
- President's Day – members can register on the notice board and on the website.
- Club Individual Championship – 6/13/20 June, a non-playing director needs to be booked.
- Director's Discussion –
  - This discussion was initiated following complaints about the bridge sessions (as outlined in a letter to the President on 26 March 2024).
  - There was unanimous consensus by the five accredited Directors that all sessions be set up according to the number of people who turn up to play in any session. This is in accordance with The Laws of Duplicate Bridge and the By-laws of The Redcliffe Bridge Club, specifically 9.4c3. A formal email, detailing the results of the Directors' discussion email was sent to the President on 31 March 2024.
  - An important point was made by a Director with experience from another club. The experience from this Director was outlined in a letter forwarded to the President on 31 March 2024.
  - A valuable suggestion was made by one Director to do up an extra page for the Movements Folder. This is to assist Directors in choosing the optimum movement for table numbers 12 and above. This has been formulated and sent to the club to be added to the folder.
  - Another suggestion was made of the importance of including a specific focus in Beginner Lessons, stressing the importance of informing new players of the role of the Director. New players need to understand that the Director is in charge of running a bridge session.
  - A suggestion has been made to me by one of our Directors that the club should give consideration to stop advertising two sections on Monday and Friday. It may be that the appropriate movement may be for just one section as happened on Friday, 05 April 2024, a movement that was well received. When considering this, it may be helpful to remember that only a few years ago, our biggest bridge session happened on a Thursday and there were regularly two sections. It was advertised just as a session, like all the other days on which we schedule a game.

*The Committee decided that we would no longer announce two sections of bridge on a Monday and a Friday afternoon, unfortunately we cannot change what is written in the program book for the 2024 year as it has been widely distributed to our members. The new Committee will address the playing schedule after the Annual General Meeting under By-Law 2.1 (g) and for the moment, the website will remain unchanged. The Committee will support the role of the Tournament Organisers and the Directors, and we appreciate their contribution to our Club.*

Melva Leal moved "that the Tournament Organiser look for a Director to run the Club Individual Championship and that we approve payment up to \$250.00 for each session," seconded by Fay Jeppesen.

**CARRIED**

## 8. Membership Report (Peter Hancock)

- The Secretary received membership applications for Dean Wolfenden, Robyn Deane and Philip Mc Mahon. Wayne Parker moved " that the membership applications be approved," seconded by Fay Jeppesen.
- Peter reports that the 2025 memberships have been finalised with the Club now having a **total of 188 members** with 160 being HOME members and 28 AWAY members. Unfortunately, 5 members resigned, and 14 members let their membership lapse.
- Helen and Geoff Shephard are still to finalise a payment of \$80.00 to make Redcliffe their home club.

**CARRIED**

## 9. Masterpoint Report (Midge Spice)

- Nothing to report.

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

- Cleaners to be advised that they can use all rubbish bins and they are to make sure that the lids are fully closed so that the crows don't spread the rubbish. Wayne to note in the cleaner's book.

## 11. Building and Maintenance (Fay Jeppesen)

- MBRC Building inspection will be conducted on Thursday 18April24.
- ARA Fire Alarm Service is due on 3May24.
- After Hours Security Call-out, Wayne to contact Security company and update contacts as Ken will be away for a few months.

## 12. Education Report (Ted Morriss)

- Ted suggested that we have another month of Supervised Play sessions on a Friday morning before bridge during July. He would like to canvas other skilled players to assist in supervising these sessions.
- Ted would also like to arrange mentors for the intermediate players in the Club.
- Maurice mentioned that he was quite happy to carry on mentoring rookie players.
- Both the Supervised Play and Mentoring sessions have received very positive feedback.
- Wayne reported that the Beginner Lessons were progressing very well with 10 – 13 newbies attending each week, Wayne is very thankful for the members who come along to assist the newbies in playing the cards which support the lessons.

## 13. Member Welfare Report (Melva Leal)

- Chris Payne has come back to bridge and Ashley Fitzgibbon is having a few health issues and will be having a rest for the next couple of months while his playing partners are away.
- Ted reported that he still has contact with Ilo Hellaby's son and daughter-in-law and that they really appreciate the love and support that came from the bridge club.
- Judith Gilligan has been in hospital, and we need to send a get-well card.

## 14. General Business

- President's Day – 24 tables nominated for the day, Melva will gather a list of donors to thank them for their support. Maurice to purchase alcohol, Wayne to purchase soft drinks, Sue to order pizzas and some members will be bringing afternoon tea. Maree will conduct the auction on the day.

Wayne Parker moved "that the Club match the money raised from the raffle and the auction – dollar for dollar to donate to the Give a Child a Chance fund", seconded by Ted Morriss. **CARRIED**

- Timeline for the Annual General Meeting. Wayne distributed the timeline to the Committee when he will release notices to our members. Life Membership nominations were considered by the Committee.
- Our Grievance Policy needs to be included in the Rules from 1JUL24 or the Club will be required to follow the Model Rules set out by the Office of Fair Trading under the Incorporation Act. The policy can no longer be included in our By-Laws, we are still awaiting further information from the QBA and their Legal Officer as any change has to be approved by the QBA in the first instance.
- Linda mentioned that there was a problem with the way money was received from the Pirates fundraising day last year, Committee should be aware for later this year.

- Linda would like the Club contact person for accounts be changed to the Treasurer each year. Wayne suggested that a list of suppliers that require the contact to be changed be presented at the next meeting.
- The Providore will be away from the 30<sup>th</sup> of April for the next two months. Wayne will buy the supplies and our members will look after the clubroom.
- Fay Jeppesen will return her keys while she is also away for the next two months.

**Close and date of next meeting.**

- Next Meeting – Thursday – 9 May
- Meeting Closed ... 3.50pm

Confirmed as true and correct by:



Susan Kennard (Chairperson)

Date: 9/5/24



Wayne Parker (Secretary)

Date: 9/5/2024

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

Tabled at Management Committee Meeting of 11th April 2024

**1. Cash Holdings**

\$ 18,060.66	Cash at Bank Account	
\$ 5,310.28	Business Saver Account	
\$ 280,911.46	Term Deposit no. 125784107 - 7 mths at 4.90% maturing 27/08/2024	\$ 8,033
<u>\$ 135,454.83</u>	Term Deposit no. 34921275 - 7 mths at 4.90% maturing 19/08/2024	\$ 3,873
\$ 439,737.23	<b>Total Cash Holdings</b>	\$ 11,906

**2. Expenses**

\$ 5,145.46 List of Expenses Attached.

**3. Liabilities**

\$ 619.40 Coles Customer Account Card.

**4. Profit & Loss**

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

P & L Summary	Mar-24	Mar-23	Year to Date from 1 April 2023
Table Fees	\$ 5,206.00	\$ 4,505.00	\$ 62,597.70
<b>Total Receipts</b>	<b>\$ 6,799.57</b>	<b>\$ 5,555.52</b>	<b>\$ 97,333.19</b>
Expenditure	\$ 5,145.46	\$ 3,724.29	\$ 76,761.57
<b>Net Income</b>	<b>\$ 1,654.11</b>	<b>\$ 1,831.23</b>	<b>\$ 20,571.52</b>

**Monthly Notes:**

- The club's net income for the month of March 2024 was \$1,654.11
- Table Fees were \$5,206.00 for the month up by \$701.00 for the same period last year.
- Directors and Bridgemate fees were \$205.00. The Mentors free games were \$35.00. A total of \$240.00 for free games for the month.
- All expenses are listed separately on the Attached - **Total Expenses by Payee.**
- Membership Fees collected in March 2024

Members	\$ 850.00
Club Joining Fee	\$ 20.00
Away Membership	\$ 10.00
	<u>\$ 880.00</u>

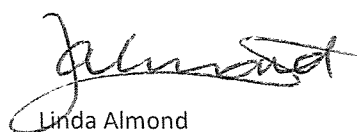
- Total amount collected in memberships fees to the end of March is **\$9,139.00**
- Depreciation Journals will be completed by the Auditor. I will do the journal entries into March 2024 accounts before the AGM.

**Balance Sheet:**

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

The balance sheet shows that our total Equity is \$508,135.75 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