

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 11 July 2024 at 1.01pm

- 1. Management Committee/Guests:** Susan Kennard (MC), Melva Leal (MC), Linda Almond (MC), Ross Mangano (MC), Ted Morriss (MC), Ken Griggs (MC), Fay Jeppesen (MC), Sandra Routley (MC), Lesley Brown (MC) and Wayne Parker (G).
- 2. Apologies:** Fay Jeppesen, Ted Morriss, Linda Almond and Ken Griggs
- 3. Draft Minutes** of the Management Committee Meeting held 9 May 2024 and 6 June 2024 (noting no meeting took place as a quorum could not be achieved) were distributed to Committee members for approval. Business arising from the Minutes and progress of actions:
 - a. Wayne Parker attended ZOOM workshop on Governance Education conducted by MBRC on 22 May at 6.30pm. Recent changes to the Incorporations Act were discussed.
 - b. Wayne Parker attended ZOOM meeting conducted by QBA legal counsel on 16 June at 1.30pm.

The minutes were tabled noting 9 May 2024 minutes were moved by Susan Kennard and seconded by Melva Leal and 6 June 2024 minutes were moved by Wayne Parker and seconded by Susan Kennard. Both minutes were confirmed as a true and correct records.

CARRIED

4. Inward Correspondence and Business Arising:

1. 09/05 – Kim Ellaway QBA, important tax complication for clubs
2. 10/05 – Kim Ellaway QBA, Task 1 – setting up a MyGov account for NFP tax implications
3. 10/05 – Kim Ellaway QBA, Club Director exam to be held on Saturday 22 June
4. 14/05 – Maria Setiyawan, details of 2023/04 membership – Maria wishes to transfer home club.
5. 15/05 – Alex Bencsevich, reply to open letter to the committee
6. 20/05 – Michael Munro Liaison Officer MBRC, advising that he is still our council contact
7. 21/05 – Fay Jeppesen, advising that the Redcliffe Post Office is closing in July
8. 21/05 – Jacqui Dudurovic BNE Zone, newsletter sent to Committee and TO's
9. 22/05 – Maurice Sanders, letter following events on Monday the 20th of May
10. 27/05 – Maurice Sanders, motion passed by the Committee
11. 27/05 – Maria Setiyawan, regarding Membership Fees for 2024/25
12. 30/05 – Australia Post, Post Office is closing on Friday 12 July 2024
13. 02/06 – Kim Ellaway QBA, copy of 2025 Calendar and Zoom Legal Seminar 16 June 1.30pm-3pm
14. 04/06 – Kim Ellaway QBA, links to 2025 Gold Coast Congress
15. 11/06 – Kim Ellaway QBA, notice of newly appointed Novice co-ordinator
16. 18/06 – Kim Ellaway QBA, ABF will no longer be printing system cards
17. 22/06 – Brad Coles AWP, invitation to compete in competition 25-31 August
18. 24/06 – Maria Setiyawan, congratulations to the new Management Committee
19. 25/06 – Kim Ellaway QBA, information for new secretaries
20. 25/06 – Give a Child a Chance newsletter embedded in email
21. 26/06 – Kym Moritz, application for membership of the Redcliffe Bridge Club
22. 27/06 – Kim Ellaway QBA, feedback from the Q & A legal workshop held on 16 June
23. 28/06 – Michael Munro MBRC, has arranged for the security light timer to be changed
24. 02/07 – Midge Spice, uploading of masterpoints for July would be delayed
25. 02/07 – Judith Gilligan, thank you for our kind wishes
26. 09/07 – Kim Ellaway QBA, notice for secretaries
27. 11/07 – Unity Water notice of disruption of water supply
28. 11/07 – MBRC email advising asbestos audit will be conducted by contractor Azsure. Actual date to be confirmed.

5. Outward Correspondence:

1. 12/05 – Andy Hung, asking for a bridge workshop on Defence on Wednesday 22 May at 10am
2. 12/05 – Kim Ellaway QBA, add Tony Bowmaker to the inactive Directors list
3. 12/05 – Management Committee, suggested open letter reply
4. 12/05 – Confirmation of representatives for GNOT regional finals on 24 and 25 August
5. 12/05 – Seven letters of thanks for prizes for our President's fundraising day
6. 12/05 – Kim Ellaway QBA, details of fundraising for the "Give a Child a Chance" program
7. 13/05 – 15 emails to members, reply to open letter to committee
8. 16/05 – RBC members, notice of AGM, call for committee nominations and notice of motions
9. 30/05 – Letter to players in the Beginners Lessons, hope to see them again in September
10. 30/05 – Reply to Maria Setiyawan regarding membership fees
11. 20/06 – Noreen and Sandra Inter-Club event 7 Jul, list of entries for Redcliffe BC
12. 20/06 – Email our 103 Novice Players, sent notice of newly appointed QBA novice co-ordinator
13. 20/06 – Kim Ellaway and Jacqui Dudurovic QBA, notice of newly appointed Committee
14. 20/06 – Michael Munro MBRC, notice of newly appointed Committee
15. 20/06 – Brad Coles AWP, write-up for Karen Gosney and Brian Clark
16. 20/06 – Redcliffe Members, notice of new Committee members for the coming year
17. 27/06 – Peter Busch Webmaster, sent Congress flyer for approval
18. 27/06 – Brad Coles AWP, registering for event on Thursday 29 August 2024
19. 27/06 – Michael Munro MBRC, cancelling email address, advising new PO Box and questioning the automatic timer on our security lighting
20. 02/07 – New bridge players, Supervised Play will be held on Friday mornings during July
21. 04/07 – Bridge Clubs, notice of Redcliffe Pairs Congress — 11 August 2024
22. 10/07 – Kim Ellaway QBA, request to advertise bridge lessons on QBA website
23. 10/07 -Security Control Room, update afterhours contacts and email address

Business Arising from the Inward and Outward correspondence:

Inward:

- 1&2. Requires further follow up and actioning by Linda Almond.
7. New PO Box 2179 Redcliffe North Qld 4020 has been arranged —Compscore, Website, Pianola, Reckon Accounting, ABF Masterpoint Centre, Manager QBA have been advised.
- 9&10. These issues were discussed at the AGM on 17 June no further action required.
16. Lesley Brown to get a quote from Ashley Printers.
17. Invitation accepted on Thursday the 29th of August — 10 tables.
20. Wayne Parker to see if we can get a version to put up on noticeboard.
21. Application for membership by Kym Moritz.
24. Wayne Parker will discuss further with Midge Spice.
- 27&28. No further action required unless there is an impact to Bridge playing days.

Outward:

4. GNOT players confirmed
17. Congress flyer approved and published on MyABF
23. Key register was discussed, and it was agreed the register be audited and a master set of keys be kept at all times. Action person is Linda Almond.

Moved by Ross Mangano and seconded by Melva Leal that the inward correspondence be received, and the outward correspondence be endorsed.

CARRIED

6. Treasurer's Report (Linda Almond)

The financial report as at 30 June 2024 was tabled. Summary of accounts is out below:

Bank Accounts

Everyday Account		\$8,241.55
Business Saver Account		\$5,340.12
Total Term Deposits	Interest Rate of \$4.90%. Maturing 19 and 27 of August 2024	\$416,366.29

The net Income for June was -\$1,238.73 and total expenses were \$6,694.07. The Club has a liability of \$648.60 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$492,641.76 which is a decrease of 1.9% compared to the end of June 2023.

Table fees were down for the month compared to last year. The auditor fees were \$968.00.

Wayne Parker 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.

Sandra Routley moved "that the financial report as tabled be accepted and that the accounts paid be ratified," seconded by Melva Leal. **CARRIED**

Other Items Discussed Relating to Monthly Report

- It was discussed the category of 'Honorarium' be changed to 'Remuneration Benefits' to provide a better categorisation for reporting purposes.

Action: This requires further discussion with Linda Amond.

- Discussion took place to whether the club can have one or more credit cards in lieu of using club members individual credit cards.

Action: This requires further discussion with Linda Amond and the bank.

- Discussion took place to increase the monthly Wright Express (Coles) card limit given price increases.

Action: This requires further discussion with Linda Almond.

- It was also noted further work is required related to the asset register following Audit recommendations.

Action: Linda Almond to action.

Other Motions

Melva Leal moved that Susan Kennard, Ross Mangano, and Linda Almond be signing officers for the Club's

Suncorp Everyday Account 024403550, Business Investment Account 502077515, and the Club's Term Deposit accounts 034921275 and 125784107. It was also moved that Wayne Joseph Parker be removed as a signing officer. Seconded by Sandra Routley. **CARRIED**

7. Membership Report (Peter Hancock)

The Secretary received a membership application from Janusz Jastrzebski, Vince Holland, Robert Stammel, Claire Stammel, Kym Moritz, John Wales, and Paula Ivanovic. Lesley Brown moved "that the membership applications be approved," seconded by Ross Mangano. **CARRIED**

8. Masterpoint Report (Midge Spice)

Nothing to report.

9. Building and Maintenance (Fay Jeppesen)

- The Moreton Bay Regional Council has made changes to the timer on the security lights.
- MBRC email received 11 July 2024 advising asbestos audit will be conducted by contractor Azsure. Actual date to be confirmed.

10. O H & S Report (Ken Griggs)

Nothing to report.

11. Tournament Organiser Report (Sandra Routley)

- A wall calendar has been placed on the wall in the office. It shows details of playing events, e.g. red points, when nominations should be advertised as well as closing dates etc. for the next six months.
- Discussion took place re protocols of booking external Directors. (It was discussed and understood that any fees charged by external Directors are set by the QBA.)
Action: Sandra Routley to contact Kim Ellaway to discuss protocols and fee structures (including travel fees) for engaging external Directors.
- Jo Neary has been confirmed as Director for Redcliffe Pairs Congress on Sunday 11 August at a cost of \$320 for the day. Wayne Parker as Convenor has confirmed arrangements.
- Single Teams event for Friday 12 July has had a good response with 17 teams nominating. Discussed the potential to run a team event over a full day in 2025.
- 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.
- Ton Vankan Anniversary Pairs event has had a date change to 20 and 27 July following a flying minute decision from committee members.
- Australia Wide Open Pairs event will be conducted on Thursday 29 August.

12. Education Report (Ted Morriss)

In Ted Morriss' absence Susan Kennard provided an update on supervised play that is occurring during the month of July.

13. Member Welfare Report (Melva Leal)

Action: Melva Leal to check in with Ashley Fitzgibbon.

14. General Business

Committee Roles: Susan Kennard confirmed Ted Morriss as the Education Officer, Fay Jeppesen as the Building and Maintenance Officer, Ken Griggs as the OH&S and Social Events Officer, Melva Leal as the Welfare Officer and Sandra Routley as the Tournament Organiser and Recorder. Sandra Routley raised the issue of succession planning for the Tournament Organiser and Recorder roles within the club.

Action: Susan Kennard to confirm club members assigned to other roles within the club at the next meeting.

Action: Sandra Routley to advise on progress on succession planning for the Tournament Organiser and Recorder roles.

Inactive Members: Lesley Brown raised the issue of following up with inactive members which was supported by the committee members.

Action: Lesley Brown and Melva Leal to review and do follow up and report back at future meetings re progress.

Redcliffe Congress: Susan Kennard advised committee of progress and that she will be promoting the event including requesting members to bring a plate on the day.

Beginners Lessons: Susan Kennard advised the committee that beginner's lessons will commence on 7 September.

Bridge Results: It was suggested by Susan Kennard that Directors announce the outright and handicap winners of the previous week Bridge sessions before the start of each new session.

Action: Sandra Routley to communicate this to Directors.

New Disciplinary Procedures: Susan Kennard provided an overview of the current position on the club's disciplinary procedure (RBC By-Laws section 7) and the proposed model rules 'Grievances Procedure' as issued by the Office of Fair Trading (OFT) which would need to be incorporated into the Club Rules. Susan Kennard advised that this would require a Club Special General Meeting to make this change. It was agreed that any proposed changes be reviewed by the club's author of the RBC By-Laws and Rules, John Scrivens.

Susan Kennard will discuss with John Scrivens. It was also noted that any changes to the RBC Rules would require QBA approval. Therefore, any Special General Meeting would be scheduled once we have QBA approval. Susan Kennard moved to put a motion to a Club Special General Meeting to remove the 'Disciplinary Procedures' as stated under RBC By-Laws (Section 7), seconded by Ross Mangano. **CARRIED**

Lesley Brown moved to put a motion to a Club Special General Meeting to endorse the OFT requirements for the Model Rules 'Grievances Procedure' and to incorporate these in the RBC Rules. Seconded by Melva Leal. **CARRIED**

Other Proposed Changes to RBC By-Laws:

9.2: Sandra Routley moved to put a motion to a Club Special General Meeting to change 9.2 in the last sentence to remove the word 'negotiated'. Seconded by Ross Mangano. **CARRIED**

10.1: Sandra Routley moved to put a motion to a Club Special General Meeting to change 10.1 to reflect the updated ABF ranking titles. It is proposed in the last sentence 'Local Master*' will change to 'Bronze Local' and 'Local Master**' will change to 'Silver Local'. Seconded by Ross Mangano. **CARRIED**

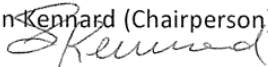
10.2: Sandra Routley moved to put a motion to a Club Special General Meeting to change 10.1 to reflect the updated ABF ranking titles. It is proposed in the last sentence 'Regional Master*' will change to 'Bronze Regional'. Seconded by Ross Mangano. **CARRIED**

15. Close and date of next meeting

Next Meeting — Thursday 8 August, Meeting Closed 3.27pm

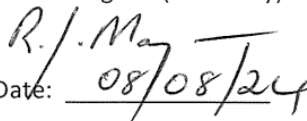
Confirmed as true and correct by:

Susan Kennard (Chairperson)



Date: 8/8/24

Ross Mangano (Secretary)



Date: 08/08/24

Redcliffe Bridge Club Inc, - TREASURERS REPORT - July 2024

Tabled at Management Committee Meeting of 8th August 2024

1. Cash Holdings

Interest

\$ 11,610.82	Cash at Bank Account	at
\$ 5,350.33	Business Saver Account	Maturity
\$ 280,911.46	Term Deposit no. 125784107 – 7 mths at 4.90% maturing on 27/08/2024	\$8,033
<u>\$135,454.83</u>	Term Deposit no. 34921275 – 7 mths at 4.90% maturing on 19/08/2024	<u>\$3,873</u>
\$433,327.44	Total Cash Holdings	\$11,906

2. Expenses

\$ 2,303.16 List of Expenses attached

3. Liabilities

\$ 642.95 Coles Customer Account Card

4. Profit and Loss

P & L Summary	Jul-24	Jul-23	Year to Date from 1 April 2024
Table Fees	\$ 5,169.00	\$ 5,310.00	\$ 19,951.05
Total Receipts	\$ 5,682.64	\$ 6,536.51	\$ 24,954.27
Expenditure	\$ 2,303.16	\$ 5,703.30	\$ 31,364.06
Net Income	\$ 3,379.48	\$ 833.21	-\$ 6,409.79

Monthly Notes:

1. The club's net income for the month of July 2024 was \$3,379.48
2. Table Fees were \$5,169.00 for the month down by \$141.00 for the same period last year.
3. Directors and Bridgemate fees were \$265.00. A total of \$265.00 for free games for the month.
4. All expenses are listed separately on the attached - Total Expenses by Payee.
5. Membership Fees collected in July 2024

Members	\$ 160.00
Club Joining Fee	\$ 40.00
Away Membership	\$ -
	<u>\$ 200.00</u>

6. The term deposits will mature on the 19th and the 27 August 2024. I would like to recommend we reinvest the principal and interest for the period of 9 months at 5.05%. I have the forms to sign and return to the bank by due dates.

Balance Sheet:

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

The balance sheet shows that our total Equity is \$496,021.24 up by 2.50% for the same time last year.

I move that the Treasurer's report as tab]ed be accepted and the accounts paid be ratified.


Linda Almond
Treasurer