

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 13 July 2023 at 12.58pm

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

Apologies: Ted Morriss

2. **Draft Minutes** of the Management Committee Meeting held 18 May 2023 to be confirmed.

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

Business arising from the Minutes of Thursday 18 May 2023 and Progress of Actions:

- a. Nil.

3. **Draft Minutes** of the Special meeting held on 8 June 2023 to be confirmed.

The minutes were tabled for discussion, Maurice mentioned that item 3D was incorrect, and the directors name was to be changed to Jo Neary, item 3M apparently the mats referred to are vision impaired mats and the statement that the mats were not is to be removed. Item 3I, Fay is to be asked if she wants to be removed from being the third after hours callout. Sue Kennard will follow up. Tracey Langton moved that the minutes be confirmed with amendments and Melva Leal seconded the motion. **CARRIED**

Business arising from the Minutes of Thursday 18 May 2023 and Progress of Actions:

- a. Sue to follow up with Fay about being an after-hour callout contact for the Club.

4. **Inward Correspondence and Business Arising**

1. 25/05 – Flying Minute responses to changing our Auditor for the 2023/24 year
2. 28/05 – Jan Kinross, advising apology for AGM
3. 29/05 – Sue Eix Toowong BC, invitation to workshop by Joan Butts Saturday 3 June
4. 29/05 – Kim Ellaway QBA, early notice of new ABF and QBA levies for 2024
5. 30/05 – Barbara Holmes SCBC, Congress Flyer 16/17/18 June
6. 31/05 – Fay Jeppesen, update of members health
7. 31/05 – Belinda Baker, enquiring about Bridge Lessons in September 2023
8. 01/06 – ABF, 2023 Invitation to **Online Australia Wide Teams** Club Knock-out competition
9. 02/06 – Peninsula Electrical Service, notice of air conditioning service
10. 02/06 – Kim Ellaway QBA, Confirmation of QBA mailing list and news
11. 03/06 – Kim Ellaway QBA, Rumours – venue is not secured for the 2025 Gold Coast Congress
12. 03/06 – Kim Ellaway QBA, Congress Calendar 2024
13. 03/06 – Kim Ellaway QBA, Nominations for Club Director exams close 8 June
14. 03/06 – Kim Ellaway QBA, Lockyer BC Congress flyer – placed on noticeboard
15. 03/06 – Kim Ellaway QBA, updated information for Club Secretaries
16. 03/06 – Kim Ellaway QBA, a list of accredited bridge teachers will be sent to ABF soon
17. 03/06 – Kim Ellaway QBA, flyer – Club Director training weekend 14-15 October 2023
18. 03/06 – Kim Ellaway QBA, Gold Coast Congress 2024 and 2025 – players past and present
19. 03/06 – Brad Coles AWP, provisional results of the AWP competition – noticeboard

20. 05/06 – Jane Whelan Redland BC, congress flyer for noticeboard
21. 05/06 – Peter Busch Altosoft P/L, website hosting invoice until 30 June 2024
22. 05/06 – Greg Dobson Caloundra BC, Congress flyer for noticeboard
23. 07/06 – Mandy Plymin ARA Fire, 6-monthly fire inspection
24. 09/06 – Julie Jeffries BNE Zone, list of Zone qualifiers for final and invoice
25. 14/06 – Kim Ellaway QBA, welcome to new secretary
26. 14/06 – Kim Ellaway QBA, interim copy of the 2024 Calendar
27. 14/06 – NeuRA Foundation, asking for a donation
28. 15/06 – Management Committee, seven responses to lighting flying minute – all agree
29. 15/06 – Elise Henderson Bally Cara, requesting a bridge day with residents
30. 18/06 – Kim Ellaway QBA, recommended statement for entry into clubrooms (post Covid)
31. 16/06 – Sport and Recreation MBRC, free online workshop 19July – facility management
32. 21/06 – Management Committee, responses to Interclub flying minute – all agree
33. 21/06 – Brad Coles AWP, invitation to enter AWOP pair competition 25-31 August
34. 23/06 – Silene Kipping MBBC, 13 December is available
35. 23/06 – Brad Coles AWP, confirmation of registration to AWOP pair competition
36. 26/06 – Elise Henderson Bally Cara, up to 20 residents will play on Thursday 20 July
37. 26/06 – Maurice Sanders, copy of confirmation of event details for interclub competition
38. 26/06 – Caboolture BC, confirmation of event details – looking forward to a great day
39. 27/06 – Silene Kipping MBBC, booked in for Christmas party on 13 December
40. 28/06 – Kim Ellaway QBA, notice of coming competitions – placed on noticeboard
41. 29/06 – Janet Lovell, QLD Graded Teams flyer – placed on noticeboard
42. 30/06 – Magdeline Wong, notice of providore holidays
43. 03/07 – PPC Solutions, renewal of remote cover and support agreement - \$324.50
44. 03/07 – Julie Jefferies BNE Zone, updated list of GNOT entries and reminder of payment
45. 04/07 – Peter Busch Webmaster, approval of flyer for Congress – uploaded to website
46. 04/07 – AGL Electricity, notice to upgrade electricity meter on 4 September
47. 08/07 – Kim Ellaway QBA, Alcohol served at clubs

Outward Correspondence:

1. 03/06 – Belinda Baker, acknowledgement of email enquiring about bridge lessons
2. 03/06 – Mark Robinson RSL, requesting improved security lighting in the western carpark
3. 06/06 – MBRC Community Leasing, advising new committee for 2023/24 year
4. 12/06 – Manager QBA, advising new committee and delegates for the 2023/24 year
5. 15/06 – Management Committee, flying minute – lights in the foyer
6. 21/06 – Management Committee, flying minute – Costs for Interclub Challenge
7. 23/06 – Silene Kipping MBBC, request to hold Christmas Party on 7/12 or 13 December
8. 23/06 – Brad Coles AWP, nomination to compete in the Australia Wide Open Pairs 31/08/23
9. 23/06 – Silene Kipping MBBC, *BOOKED* the boat club for our Christmas Party on 13/12/2023
10. 26/06 – Office of Fair Trading, sent annual return plus fee - \$60.05
11. 03/07 – Peter Busch Webmaster, asking approval for congress flyer

Business arising from the correspondence and Progress of Actions:

- a. In 24 – Zone GNOT nomination fees to be paid by 28Jul23
- b. In 39 – Christmas Party booked at MBBC on Wednesday 13Dec23
- c. In 43 – PPC remote cover agreement – Linda to investigate warranty and support services
- d. In 46 – AGL upgrade of meter on 4 September – ongoing
- e. In 47 – Alcohol at Clubs, Sue completing online application to be an approved Responsible Alcohol Service person so we can provide drinks responsibly at our functions. Elizabeth felt that we did not need an exemption – Wayne will apply for an exemption for the congress and the interclub competition.
- f. Out 2 – Security lighting provided by RSL – Secretary to follow up, we can provide a new bulb if it would help.

Wayne Parker moved that the inward correspondence be received, and that the outward correspondence be endorsed, seconded by Melva Leal.

CARRIED

5. Treasurer's Report (Linda)

- Linda Almond moved that Susan Kennard, Wayne Parker, 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. Seconded by Wayne Parker.
- Linda said that she did not produce a report for the month of June as there was no Committee meeting following our Annual General Meeting on the 5th of June, Linda wanted it recorded in case the Auditor asks the question.
- Linda handed out her report for the month of May and June. The Club has a balance of \$7,036.73 in our everyday account and \$5,221.10 in our business investment account. Total receipts for the month were \$5,659.43 and expenses totalled \$8,604.77. Our current liability stands at \$655.60 for our Coles Customer Account.

CARRIED

Linda advised that the cleaning contract would increase from the 1st of August. Elizabeth and Tracey queried whether we needed the clubroom cleaned 4 days a week. The members seem to be happy with the cleanliness of the clubroom and a new contract would have to be negotiated if we wanted to reduce our costs.

Linda informed the Committee that she held an invoice for an amount of \$324.50 for ongoing support and service for our name badge making machine, she does not agree that we should pay for this service on a new machine. **Action** ... Linda will investigate what would happen if we did not pay for the ongoing support and check out the warranty cover on the machine including the supply of parts. The payment is due on 20 July, so Wayne Parker moved that we pay the invoice for this year and investigate future planning for our support and service on the machine, seconded by Sue Kennard.

LOST

Linda highlighted the large variance of \$43,905.52 for Accumulated Depreciation in the Profit and Loss statement, Wayne said that the amount should be shown on the Balance Sheet and suggested that she talk to the accountant and not the monthly P&L statement.

- 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 Tracey Langton.

CARRIED

6. Membership and Masterpoint

- Membership applications from Jan Lewis and Des Lehmann.
Wayne Parker moved that the applications be accepted, seconded by Di Mc Coll. **CARRIED**

7. Tournament Organiser Report (Maurice)

- Ton Vankan trophy – Wayne and Maurice to do the seeding, Maurice asked if there was going to be any prize money.
It was brought to the attention of the Committee that prize monies had already been approved for the 2023 year, Linda to arrange prizes for the Ton Vankan event.
- Championship Pairs – to be held in September
- Inter-Club Challenge – nominations are slowly coming in as both Clubs are struggling to get enough players. Maurice will speak with Noreen Weyling to see how their nominations are going. The director is Jo Neary, volunteers are required for the kitchen, wine has been purchased for the day and Magdeline is going to get some coke and ginger beer. Maurice will arrange prizes for the day.
- GNOTS – 26 and 27 August, Maurice will confirm that players are going to attend QCBC and Linda will make payment to the QBA Zone by the 28th of July.
- Redcliffe Congress – 13 August, director is Alan Gibson, flyer approved, details published on MyABF, and entries can now be accepted. A link is available through our website.

8. Building and Maintenance (Barbara)

- Wayne rang Bruce Hintz (Plumber) to complete ongoing works at the bridge Club and to fix the flush in the disabled toilet and replace the toilet seat. Works completed 21/06/2023 cost \$550.00 for toilet seat and \$495.00 to be shared with Snooker Club.
- The new LED fluorescent lights have been installed in the foyer.
- The Moreton Bay Regional Council is conducting a free online workshop on exploring some key facility management topics on Wednesday the 19th of July at 6.30pm. All volunteers are welcome to attend, and **you need to register online** before the meeting so that a link can be sent to you to attend the online workshop. Original email sent to Committee members for registration.
- Issues with the floor in the clubroom – Wayne rang the Community Leasing Services department of the MBRC and was advised to lodge a customer request application so that the matter could be directed to the right area. Last building inspection was in March 2022. Barbara also lodged a customer request with the council – the workshop foreman called in and surveyed the problem and he confirmed that it is a council issue, and he will organise the plumber and appropriate people to replace the lino after the repairs have been completed. These repairs will be performed over a Tuesday afternoon and Wednesday at a future date.
- Barbara has made a customer request to the MBRC to replace the damaged vision impaired mats in the RSL carpark.
- Barbara felt that there should be some instructions on the dishwasher. When we purchase a new one, Elizabeth suggests that we get a commercial dishwasher.
- Some issues need to be recorded like when checks are made including the RCD's. Barbara will check with Wayne about these issues.

9. O H & S Report (Di)

- The first aid kit has been checked and items replaced.
- The defibrillator has been checked, Di wondered why we had one on the shelf when the machine should only be used under the guidance of a trained doctor, nurse, or emergency 000 services personnel. The opinion of the Committee was that the machine needed to be available when we contact the forementioned people and not stored in the office. The issue of DNR procedures has been raised recently and it is not up to our members to make any decisions on this matter.

Tracey requested that Wayne dig out the information about DNR procedures and put it in general business for next month's meeting so we can have another discussion about it.

- Air quality – Jan Dann has provided some more information, Sue Kennard will forward the information to the Committee members.
- One member had a fall in the foyer recently and an incident report was not made. We must ensure that these incidents are reported in the register which is stored under the PA system.
- The Fire evacuation procedures need to be announced by the Director every quarter, Wayne will put this issue on the announcement list for the first week of August.
- Hand sanitiser bottles should be labelled, Di will print some more labels.

10. Education Report (Ted)

- Nil

11. Member Welfare Report (Melva)

- Nothing to report

12. General Business

- a. Christmas Party – 13 December booked at the MBBC
- b. The Photocopier was serviced and repaired by Fuji on Friday 18/06/2023.
- c. June newsletter sent to members by Pianola
- d. Linda to check and re-issue keys to new keyholders
- e. Redcliffe Guide – advertising of Bridge Lessons – incorrect website information
- f. Name Badges supplied for Committee members
- g. Redcliffe Congress – is now open for nominations online with MyABF
- h. By-Laws need to be revised and put to a general meeting, including members ranking classifications and red systems
- i. Di Mc Coll moved that the Redcliffe Bridge Club purchase 30 new Bridgemates to replace the current devices, seconded by Linda Almond. **CARRIED**
- j. Biscuit cabinet key is to be put in the office for when Maddy and Wayne are not here.
- k. Wine Glasses – Sue Kennard is to purchase some more glasses from Costco.
- l. Bally Cara – Wayne to invite residents to play bridge and outline conditions of play
- m. Some accounts are in Wayne's name because payment can only be made by bankcard e.g., Acuity Scheduling (booking program) and Microsoft Office. What happens if something happens to Wayne – the accounts will lapse, and the Club will have to renew operation. There is a reimbursement form for members to complete for claims under \$100.00.

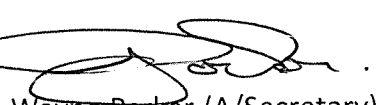
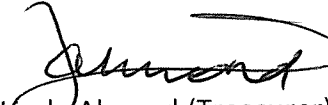
13. Meeting closed – 3.50pm, next meeting Thursday – 10 August at approximately 1pm.

Confirmed as true and correct by:



Susan Kennard (Chairperson)

Date: 10/8/23



Linda Almond (Treasurer)

Wayne Parker (A/Secretary)

Date: 10/08/2023 Date: 10/08/2023

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

Tabled at Management Committee Meeting of 10th August 2023

1. Cash Holdings

\$ 7,859.96	Cash at Bank Account		
\$ 5,231.08	Business Saver Account		
\$ 272,295.00	Term Deposit no. 125784107 - 9 mths at 4.20% maturing 19/1/2024	\$	8,616
\$ 131,299.99	Term Deposit no. 34921275 - 9 mths at 4.20% maturing 27/1/2024	\$	4,155
\$ 416,686.03	Total Cash Holdings	\$	12,771

2. Expenses

\$ 5,703.30 List of Expenses Attached.

3. Liabilities

\$ 722.95 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Jul-23	Jul-22	Year to Date from 1 April 2023
Table Fees	\$ 5,310.00	\$ 4,821.00	\$ 19,509.00
Total Receipts	\$ 6,536.51	\$ 5,264.44	\$ 28,669.80
Expenditure	\$ 5,703.30	\$ 3,352.34	\$ 31,812.48
Net Income	\$ 833.21	\$ 1,912.10	-\$ 3,142.68

Monthly Notes:

1. The Club made a profit of \$833.21 for the month of July 2023.
2. Table Fees were \$5,310.00 for the month up by \$489.00 for the same period last year.
3. Free games for the month were \$260.00 for Director and Bridgemate fees
4. Major Expenses for the month were \$1,400.00 for the GNOT Zone Finals paid to QBA Brisbane Centre and to ABF Masterpoint Centre for the amount of \$866.79.
5. I spoke to Sheena Clarke Administration Assistance for PPC ID Card Solutions and she confirmed our warranty cover and the following: See attached email, plus PPC Remote Cover + Document
I believe we can pick up the 12 months support close to the end of the warranty period if necessary.
We did pay for the 12 months Renewal and Remote Cover Support when we purchased the machine.

Balance Sheet:

Attached is the Balance Sheet report for the 31 July 2023

The balance sheet shows that our total Equity is \$484,421.55 up by 1.40% 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

