

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 14 March 2024 at 1.05pm

1. **Management Committee:** Sue Kennard, Maurice Sanders, Wayne Parker, Linda Almond, Tracey Langton, Melva Leal, Ted Morriss, Ken Griggs, and Fay Jeppesen

Apologies: Ted Morriss, Tracey Langton

2. **Draft Minutes** of the Management Committee Meeting held 08th of February 2024 to be confirmed. Business arising from the Minutes and Progress of Actions:
- a. Changes to our Rules, we are awaiting on the QBA legal officer to give some advice to Clubs regarding the introduction of a grievance procedure as required by the Incorporations Act and the Office of Fair Trading to be included in the Rules by July 2024.
 - b. Wayne will prepare a letter for members to obtain donations and prizes for President's Day.

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

CARRIED

3. **Inward Correspondence and Business Arising**

1. 08/02 – Joan Mills, request for Club final placings in 3Way competition held at Caboolture BC
2. 08/02 – John Lemarchand, advertising Peter Hollands Celebrity workshop at the Gold Coast
3. 09/02 – Kim Ellaway QBA, update for February 2024
4. 09/02 – Kim Ellaway QBA, list of Club delegates – AGM is in April 2024
5. 12/02 – Australia Post, annual renewal for PO Box rental is due on 31 March 2024
6. 15/02 – Wendy Copeland, feedback on Supervised Play during January 2024
7. 18/02 – Sue Kennard, checked out venue for Christmas Dinner on 11DEC24
8. 20/02 – Melva Leal, provided information about 'Give a Child a Chance' – for President's day
9. 23/02 – Fay Jeppesen, has posted upcoming Bridge Lessons on 5 Facebook sites
10. 24/02 – Vicki Mitchell, when is the Novice days and times?
11. 26/02 – Fay Jeppesen, Pest control and carpets organised for 13 March at 7.30am
12. 28/02 – Pianola, zoom workshop on new email design tools on 6MAR24
13. 28/02 – Maree Filippini, request to use premises for a high tea for ESA Redcliffe on 16JUN24
14. 29/02 – MBRC Community Leasing, just received our email of 10FEB24 regarding smoke alarm
15. 29/02 – Kim Ellaway, Calendar request for 2025
16. 04/03 – Rawl Leslie, organising air-conditioning service on 6MAR24
17. 07/03 – Jacqui BNE Zone, update on 2024 GNOTS, sent to Sandra and Max
18. 08/03 – Belinda Casey ARA Fire, notice to service alarms on Friday 3May
19. 08/03 – Geoff Busiko and Donna Blaylock are not renewing their membership

4. **Outward Correspondence:**

1. 09/02 – Joan Mills, secretaries' response to her email
2. 09/02 – Group email to prospective bridge beginners for lessons commencing 2 March 2024
3. 09/02 – Tournament Organisers, re BNE Zone newsletter update and GNOT competition
4. 09/02 – Chris and Mike Stewart, information about Pianola
5. 09/02 – Committee and TO's, information about planned changes for MyABF

Outward Correspondence – *continued*:

6. 09/02 – Alan Gibson Director, fees approved for conducting the GNOT Club Heats 7/14/21 March
7. 09/02 – Greg Gledhill, Cheryl Williams, Jan Bencsevich & Pauline Ralph re Supervised Play feedback
8. 09/02 – Magdeline Wong and Tracey Langton, thanks for feedback on Teams of Three competition
9. 09/02 – Committee members, sent a full copy of Education report by Ted Morriss
10. 10/02 – Angela Armstrong, seeking donation from President's day
11. 10/02 – MBRC, emergency call for faulty smoke alarm
12. 12/02 – Kim Ellaway QBA, order for more system cards – Melva Leal to collect from Gold Coast
13. 17/02 – Bridge Lesson prospects – notifying learners of lessons and teaching programme
14. 26/02 – Vicki Mitchell, response to Novice Games
15. 26/02 – David Bruce, letting him know the joining fees for Club membership
16. 07/03 – Kim Ellaway QBA, Our Club is now fully operational, termites gone!
17. 11/03 – Tournament Organisers and Management Committee, BNE Zone newsletter update
- 11/03 – ARA Fire, confirmation of fire alarm service 3May2024

Business Arising from the Inward and Outward correspondence:

1. In 07/02 – 2024 Christmas Dinner at the Dolphins Leagues Club has been booked by Sue Kennard
2. In 08/02 – Bill will be asked to visit the Club before President's day to explain what the charity does and to motivate members to buy tickets in the raffle
3. In 10/02 – Vicki Mitchell advised about our programme for 2024 – Out 14/02
4. In 11/02 – Pest control, to be reported on in Building Managers report
5. In 13/02 – ESA request to use premises on 16Jun for a high tea – function **approved** by Committee
6. In 14/02 – MBRC testing of smoke alarm system, to be reported on in Building Managers report
7. In 15/02 – QBA asking for 2025 Congress calendar
8. In 16/02 – Airconditioning service, to be reported on in Building Managers report
9. In 18/02 – ARA Fire booking appointment to service fire alarm equipment – Out 18/02
10. In 19/02 – Secretary to reply to Geoff and Donna and wish them all the best for the future

It was moved by Wayne Parker and seconded by Ken Griggs, that the inward correspondence be received, and the outward correspondence be endorsed.

CARRIED

5. Treasurer's Report (Linda)

Linda Almond presented her financial report up until the 29th of February 2024 and we have \$16,416.68 in our Everyday Account, \$5,300.15 in our Business Saver Account, and two term deposits totalling \$416,366.29 which mature on the 19th and 27th of August 2024.

The net Income for February was \$3,310.82 and expenses for were \$4,034.64. The Club has a liability of \$511.70 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$505,818.64 which is an increase of 4.10% compared to 28th February 2023.

Fay asked about what expenses our Club paid for the 3Way competition at Caboolture BC as they were running the event on our behalf. Linda advised the Committee that \$2,8,259.00 had been collected for membership fees so far which covers members until the 31st of March 2025. Linda also recommended that we have someone at the door to collect table fees on arrival on a Monday and Friday afternoon as we get a lot of players on these days.

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 Fay Jeppesen.

CARRIED

6. Membership and Masterpoints

- Received a membership application from David Bruce to join as an away member and a membership application from Joanna Haloiris to join as a home member. Wayne Parker moved that the applications be approved and that we welcome these people into our Club, seconded by Melva Leal. **CARRIED**
- Geoff Busiko and Donna Blaylock advised that they are not renewing their membership and Peter Hancock is following up on the six outstanding membership renewals.
- Nothing to report from the Masterpoint Secretary

7. Tournament Organiser Report (Sandra and Max)

- President's Day – nominations will be called for players in both fields, Wayne will send out an email through Pianola to advise all members of the event and the 'Conditions of Play' so that we can get the best result for our premier fundraiser. There will be no mentoring on this day.
- The Novice section will cover players up to and including 50 masterpoints and the Open section will be for players with more than 50 masterpoints.

8. Building and Maintenance (Fay)

- Smoke Alarm – Fay advised the Committee that the fault has been fixed, unfortunately the Moreton Bay Regional Council did not keep us up to date.
- Air Conditioning Service – our units have been serviced since the last meeting.
- Pest Control and Carpet cleaning – Gary from Regal Cleaning performed his service and cleaned the carpets in the office, he will only invoice us for half the labour for servicing the foyer as the Snooker Club was unavailable on the day and he will bill them separately.
- Plumbing- Bruce Hintz carried out repairs to the plunger on the disabled toilet.
- Test and Tag of Electrical equipment – is still outstanding.

9. O H & S Report (Ken)

- Nothing to report.

10. Education Report (Ted)

- We still have around 12 rookies attending classes, some of our novice players are also attending lessons where they need reinforcement and confirmation of their system.

11. Member Welfare Report (Melva)

- A sympathy card was sent to Ilo Hellaby's family.
- A sympathy card was sent to Brooke Anderson on the loss of her partner.
- Desley Strik is still very unwell.

12. General Business

- **President's Day** – members are providing some gifts for the raffle, and we have received a good response of the business community. Wayne will send some information to Tracey Langton so that she can put some information about the charity in our newsletter.
- The Committee decided that the Club will put some drinks and pizzas on after play for our members, Ken will get his secretary to design a poster for the notice board along with a catering list.
- Bill is coming from 'Give a Child a Chance' organisation on Monday the 8th of April to speak to our members and encourage the to support our fundraiser on Friday the 19th of April 2024.
- **Mentors** – Wayne asked if anyone was keeping a record of mentors helping our rookie players?
- **Nominations for the Management Committee 2024-25** – Wayne will prepare a timeline for the coming AGM and present it to the Committee at the next meeting.

13. Close and date of next meeting.

- The meeting closed at 2.10pm, next meeting will be on Thursday the 11th of April.

Confirmed as true and correct by:



Susan Kennard (Chairperson)

Date: 11/4/24



Wayne Parker (Secretary)

Date: 10/04/2024

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - February 2024

Tabled at Management Committee Meeting of 14th March 2024

1. Cash Holdings

\$ 16,416.68	Cash at Bank Account	Interest on
\$ 5,300.15	Business Saver Account	Maturity
\$ 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
\$ 438,083.12	Total Cash Holdings	\$ 11,906

2. Expenses

\$ 4,046.60 List of Expenses Attached.

3. Liabilities

\$ 511.70 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Feb-24	Feb-23	Year to Date from 1 April 2023
Table Fees	\$ 4,925.00	\$ 4,280.00	\$ 57,391.70
Total Receipts	\$ 7,354.46	\$ 6,516.65	\$ 90,533.62
Expenditure	\$ 4,034.64	\$ 3,123.75	\$ 72,279.21
Net Income	\$ 3,310.82	\$ 3,188.90	\$ 18,254.41

Monthly Notes:

1. The club's net income for the month of February 2024 was \$3,310.92
2. Table Fees were \$4,925.00 for the month up by \$645.00 for the same period last year.
3. Free games for Directors and Bridgemate fees were \$245.00. The Mentors free games were \$115.00. A total of \$360.00 for free games for the month.
4. All expenses are listed separately on the Attached - **Total Expenses by Payee.**
5. Membership Fees collected in February 2024

Members	\$ 2,350.00
Club Joining Fee	\$ 10.00
Away Membership	\$ 40.00
	<u>\$ 2,400.00</u>
6. Total amount collected in memberships fees to the end of February is **\$8,259.00**

Balance Sheet:

Attached is the Balance Sheet report for the 29 February 2024

The balance sheet shows that our total Equity is \$505,818.64 up by 4.10% 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