

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 16 November 2023 at 1.15pm

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

Apologies: Ted Morriss, Melva Leal, Di McColl, and Tracey Langton

2. **Draft Minutes of the Management Committee Meeting held 12 October 2023** were distributed to the Committee, business arising from the Minutes and Progress of Actions:
- a. Air quality monitor – report on CO₂ levels
 - b. Intermediate lessons added to website – Wayne to add additional topics
 - c. Office manager/assistant duties
 - d. Review of Club playing sessions – which was discussed at another meeting on 19 October 2023
 - e. Code of Conduct – Tracey Langton
 - f. Christmas Party Menu and Wine List - which was discussed at another meeting on 19 October 2023

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

CARRIED

3. **Draft Minutes of the Management Committee Meeting held 19 October 2023** were distributed to the Committee, business arising from the Minutes and Progress of Actions:
- a. Review of Club Playing sessions
 - b. Christmas Party

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

CARRIED

4. **Inward Correspondence and Business Arising**

1. 12/10 – Silene Kipping MBBC, asking for Xmas menu as there is a shortage of turkey's this year
2. 13/10 – Julie Jeffries BNE Zone, QCBC has volunteered to host the interclub team's event
3. 13/10 – Silene Kipping MBBC, providing wine list – will have trouble providing wine buckets
4. 13/10 – Brad Coles AWRP, copy of deal files for competition
5. 19/10 – Nomination forms for Congress and Club Director exams
6. 21/10 – Ross Shardlow, request to transfer home membership from Arana Bridge Club
7. 23/10 – Sue Eix Toowong BC, invitation to Joan Butts workshop 4 November – 10am till 12noon
8. 25/10 – Debbie Dwyer, not receiving Pianola emails – sent items to check
9. 26/10 – Kim Ellaway QBA, link to QBA Bulletin – sent to members
10. 29/10 – Julie Jeffries BNE Zone, Zone AGM Agenda
11. 30/10 – Midge Spice, notification of 2023 Awards for the Program Book
12. 31/10 – Brad Coles AWRP, notification of score errors and invoice for the competition
13. 31/10 – Ashley Fitzgibbon, update contact number for program book – email acknowledged
14. 01/11 – Elizabeth Gibson, resignation as Secretary due to unforeseen circumstances
15. 01/11 – Kim Ellaway QBA, QBA meeting agenda for November – sent to delegates
16. 07/11 – Kim Ellaway QBA, minutes of the Council meeting 2Nov23
17. 09/11 – Sport & Recreation MBRC, Free Zoom People Management workshop 29Nov23
18. 12/11 – Kim Ellaway QBA, advice that Joan McPheat QBA Life Member had passed away
19. 13/11 – Kim Ellaway QBA, MyABF training webinar to be conducted on 28Nov23 6pm
20. 15/11 – Peter Busch Altosoft, re website problems with internet server provider
21. 15/11 – Julie Jeffries BNE Zone, AGM minutes

5. Outward Correspondence:

1. 12/10 – Silene Kipping MBBC, confirming \$38.50 set meal and requesting wine on tables
2. 15/10 – President Caboolture BC, many thanks for offer – email discussed at recent meeting
3. 19/10 – Silene Kipping MBBC, cancelling the wine on tables at the Christmas party
4. 02/11 – RBC Members, sent link to QBA Bulletin
5. 03/11 – Brad Coles AWRP, corrections to scores of recent events by Tournament Organiser
6. 05/11 – Julie Jeffries BNE Zone, notified that Sue Kennard will be attending the AGM
7. 05/11 – Cheryl Stone QCBC, advised list of players for Interclub Teams event
8. 13/11 – George O'Brien Kenmore BC, flyer placed on noticeboard

Moved by Wayne Parker and seconded by Barbara Wales that the inward correspondence be received, and the outward correspondence be endorsed. **CARRIED**

6. Treasurer's Report (Linda)

Linda Almond presented her financial report for the current financial year up until the 31st of October 2023. We have \$12,136.77 in our Everyday Account and \$5,260.80 in our Business Saver Account along with two term deposits totalling \$403,594.99.

The Club's net income was \$609.11 for the month of October and has a liability of \$351.95 to Wright Express for our Coles Customer Account card. Total expense for October was \$5,022.35 and the Balance Sheet shows that our total equity is \$488,728.08 which is an increase of 1.60% over the same period last year. Other Notes:

- A list of honorariums and volunteer gifts paid out last year was presented to the Committee
- 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 Wayne Parker. **CARRIED**

7. Membership and Masterpoint

- The Committee approved Ross Shardlow's request to transfer his HOME Club to Redcliffe BC.

8. Tournament Organiser Report (Sandra and Max)

- Sandra and Helen Chapman wish to run a Rainbow movement on Friday 8Dec23, Sue Kennard apologised for approving the competition without putting it before the Committee first
- The Tournament Sub-Committee including Sandra Routley, Max Kershaw and Wayne Parker proposed a program of competitions for 2024 and Wayne presented the program to the Committee for approval:
 - The Club was allocated 21 red point events for 2024
 - The GNOT dates have been confirmed with the Zone Secretary, Julie Jeffries
 - Caboolture has been asked to host the 3Way Challenge on Sunday the 4th of February because of our building repairs to the clubroom
 - Caboolture has been approved by Peter Busch and the QBA for the Interclub Pairs which will be held on Sunday, the 7th of July 2024
 - Midge has advised the 2023 winners of the various awards for publication in the program book

After some discussion by the Committee, Maurice Sanders moved that the 2024 proposed program be accepted with the exception that the Novice Trophy on 14 and 21 October 2024 be contested by players under 100 masterpoints, seconded by Linda Almond. **CARRIED**

The Committee thanked Sandra, Max, and Wayne for their contribution to the 2024 program.

9. Building and Maintenance (Barbara)

- The white ants are still alive, the works foreman is upset that he cannot proceed to the next step
- Most of the asbestos has been removed from under the building, the rest will be removed when the floor is pulled up

10. O H & S Report (Di)

- Wayne presented a report on the CO₂ levels that have been recorded in the clubroom, on average the readings have been very good, there were three readings that were average and one reading was unhealthy at 4.12pm on a Monday afternoon where there were 62 players, and the windows were closed
- Fay Jeppesen mentioned that some of the alcohol hand wash bottles need refilling

11. Education Report (Ted)

- No report

12. Member Welfare Report (Melva)

- Barbara mentioned that Ron Elmes has just had an operation and that Fay Jeppesen has one coming up very soon. Sue said that she would follow up and send a card while Melva is away

13. General Business

- 80 nominations have been received so far for the Christmas Party and we need to select a charity for the monies collected. Wayne Parker moved that we donate the nomination fee collected to the local Salvation Army and match the monies collected dollar for dollar, seconded by Barbara Wales
CARRIED
- The Committee reviewed the volunteer awards and prizes which will be given out at our annual Christmas Party, it was moved by Linda Almond that an amount of \$1700 be awarded to our volunteers for the service they provide, seconded by Barbara Wales.
CARRIED
- A report from QBA delegates meeting was given by Sue Kennard:
 - Still looking for a venue at the Gold Coast in 2025
 - Amendments to our Club Rules have to be into the QBA by July 2024
 - QBA office closed 12Dec23 to 20Jan24
 - Clubs were asked to keep their website up to date
- A report from the Brisbane Zone AGM by Sue Kennard:
 - Jacqueline Do is the new Zone Secretary
 - Venue for the 2024 Inter-Club teams is to be advised
- Linda Almond moved that Wayne Parker fill the position of Secretary until the next Annual General Meeting, seconded by Barbara Wales.
CARRIED

14. Close and date of next meeting.

- Thursday – 14 December 2023

Minutes confirmed as true and correct by:

Susan Kennard (Chairperson)

Date: S Kennard

14/12/23



Wayne Parker (Secretary)

Date: 14/12/2023

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - October 2023
 Tabled at Management Committee Meeting of 16th November 2023

1. Cash Holdings

\$ 12,136.77	Cash at Bank Account	
\$ 5,260.80	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
\$ 420,992.56	Total Cash Holdings	\$ 12,771

2. Expenses

\$ 5,022.35 List of Expenses Attached.

3. Liabilities

\$ 351.95 Coles Customer Account Card.

4. Profit & Loss

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

P & L Summary	Oct-23	Oct-22	Year to Date from 1 April 2023
Table Fees	\$ 5,358.00	\$ 4,809.00	\$ 37,921.70
Total Receipts	\$ 5,631.46	\$ 5,118.16	\$ 47,818.44
Expenditure	\$ 5,022.35	\$ 4,603.40	\$ 46,654.59
Net Income	\$ 609.11	\$ 514.76	\$ 1,163.82

Monthly Notes:

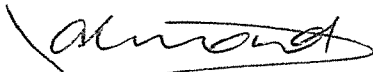
1. The club's net income for the month of October 2023 was \$609.11
2. Table Fees were \$5,631.46 for the month up by \$549.00 for the same period last year.
3. Free games for the month were \$265.00 for Director and Bridgemate fees
4. All expenses are listed separately on the Attached - Total Expenses by Payee
5. List of Honorariums and Volunteers Gifts paid out last year at total of \$2,360.00

Balance Sheet:

Attached is the Balance Sheet report for the 31 October 2023

The balance sheet shows that our total Equity is \$488,728.08 up by 1.60% 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