

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
**Held on Thursday 8 August 2024 at 1.14pm**

1. **Management Committee:** Susan Kennard, Melva Leal, Linda Almond, Ross Mangano, Ted Morriss, Ken Griggs, Fay Jeppesen, Sandra Routley and Lesley Brown.

**Apologies:** Fay Jeppesen, Melva Leal and Lesley Brown. Linda Almond was a late attendee to the meeting.

2. **Draft Minutes** of the Management Committee Meeting held 11 July 2024 were distributed to Committee members for approval. The minutes were tabled and it was moved by Ross Mangano and seconded by Sandra Routley that the minutes be confirmed as a true and correct record. **CARRIED**

3. **Inward Correspondence and Business Arising**

1. 12/07 – An email received from ‘Give a Child a Chance’ containing the May/June Newsletter in PDF format. This has been placed on the noticeboard.
2. 13/07 - An email from Kim Ellaway (QBA) with ‘Lapsed Player Win Back’ campaign material.
3. 13/07 – A letter of thanks from ‘ESA International’ acknowledging their support for their Coffee and Cake function held in the Club’s facility.
4. 16/07 – An email reminder from Kim Ellaway (QBA) around procedural fairness for new member applications, liquor licencing requirements and the protocol of not corresponding directly with the ABF.
5. 17/07 - An email reminder from Kim Ellaway (QBA) about disclosing remuneration paid and adopting model rules for managing disputes and grievances.
6. 18/07 – An email from Kim Ellaway (QBA) advising appointment of a new ABF sponsor ‘Fixed Income Solutions’.
7. 19/07 – An email from Jacqui Dudurovic BNE Zone providing the July newsletter.
8. 19/07 – An email from ARA Fire Protection advising upcoming annual fire inspection on 3 September.
9. 23/07 – An email from Toowong Bridge Club advertising congress. Placed on noticeboard.
10. 25/07 – An email from Darling Downs Bridge Club advertising congress on 24/25 August. Placed on noticeboard.
11. 26/07 – An email from City of Moreton Bay Council (CMBC) advising ARA Fire Protection would be in contact as the approved contractor to undertake the annual fire inspection.
12. 26/07 – A Letter from the Australian Taxation Office reminding the club of its obligation to lodge a NFP self-review return by 31 October 2024. Note there is action required to advise Taxation Office of the new Club PO Box.
13. 26/07 – An email from Kim Ellaway (QBA) promoting ABF Club Knockout Teams event.
14. 28/07 - An email from Kim Ellaway (QBA) advising new QBA guidelines ‘Congress Prize Money Guidance for Tournament Organisers’.
15. 29/07 – An email from Kenmore Bridge Club advertising congress. Placed on noticeboard.
16. 01/08 – A thankyou email from club member Dianne McColl thanking the club for running the supervised play sessions.
17. 02/08 – An email from Ric Henderson enquiring about Bridge lessons.
18. 04/08 – An email from Anne Lamport enquiring about Redcliffe congress availability.
19. 05/08 – An email from Sunshine Coast Bridge Club, advertising their Novice Pairs congress. Placed on noticeboard.
20. 05/08 – An email from Sunshine Coast Bridge Club, advertising their Graded Pairs congress. Placed on noticeboard.
21. 06/08 – A marketing email from Ayaanterprises to redo website.

22. 06/08 - An email received from Kim Ellaway (QBA) advising the finalisation of the QBA 2025 Calendar.
23. 06/08 - An email received from Kim Ellaway (QBA) advising the release of the QBA Bulletin and advice of the 2025 levies from QBA and the ABF effective from 1 April 2025.

**4. Outward Correspondence:**

1. 26/07 – Email to ARAFire confirming no issues with annual fire inspection being conducted on Tuesday 3 September and advising the generic email address for the club.
2. 05/08 - Email to Anne Lamport advising the Redcliffe congress is fully subscribed.
3. 05/08 - Email to Ric Henderson providing information about September Bridge lessons.
4. 08/08 – Email to Ayaanterprises acknowledging their email and declining offer.

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

Inward:

Item Number	Item Description	Follow Up Action Required
4	Liquor Licencing Requirements	Ross Mangano to research previous meeting minutes.
7	July BNE Zone Newsletter – August Brisbane Zone GNOT Final	Ross Mangano to send reminder email to team members a week before event on 24 and 25 August.
8	Annual Fire Inspection	Sandra Routley to inform the Director for this session.
12	First NFP Self- Review Return due by 31 October	Linda Almond will follow-up with Auditors to ensure return is lodged.
12	Taxation Office to be advised of correct PO Box number.	Ross Mangano to advise the Taxation Office.
14	New QBA Guidelines on Congress Prize Money Guidance for Tournament Organisers''.	Ross Mangano provided this to Linda Almond and Sandra Routley for their information and necessary dissemination.
23	New ABF and QBA levies from 1 April 2025	Linda Almond to provide a recommendation to the next Management Committee Meeting.

Previous Minutes Action Items:

Item Description	Status
Updating the key register was discussed at July meeting that the register be audited and a master set of keys be kept at all times. Action person is Linda Almond.	Linda advised that this is in progress. This will be added to the weekly update.

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

**CARRIED**

## 5. Treasurer's Report (Linda Almond)

The financial report as at 31 July 2024 was tabled. Summary of accounts is out below:

Everyday Account		\$11,610.82
Business Saver Account		\$5,350.33
Total Term Deposits	Interest Rate of \$4.90%. Maturing 19 and 27 of August 2024	\$416,366.29

The net Income for July was \$3,379.48 and total expenses were \$2,303.16. It was noted that the Web Hosting services are paid up to June 2026. The Club has a liability of \$642.95 to Wright Express for our Coles Customer Account and the Balance Sheet shows that our total equity stands at \$496,021.24 which is up by 2.5% compared to the same period from last year.

Table fees were down for the month compared to last year.

Linda Almond moved that both term deposits be reinvested on maturity with Suncorp Bank for a period of nine (9) months at the rate as advised by the bank on maturity of both deposits. Linda Almond advised that the current nine (9) month rate is 5.05%. This motion was seconded by Ted Morriss. **CARRIED**  
Ross Mangano 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 Ken Griggs. **CARRIED**

### Previous Actions Items

Item Description	Status
Updating signatories with Suncorp Bank. (July meeting)	Complete
Category of 'Honorarium' be changed to 'Remuneration Benefits' to provide a better categorisation for reporting purposes. (July meeting)	This was specifically addressed and will be carried forward to the next Management Committee meeting.
Use of club credit cards in lieu of using club members individual credit cards. (July meeting)	Linda Almond led a discussion highlighting a higher risk (e.g. cards getting lost) and workload with credit cards. Linda Almond highlighted the current system works. It was agreed RBC would continue with cash reimbursements supported by receipts or the use of accounts supported by debit cards e.g. Coles.
Increasing monthly Wright Express (Coles) card limit. (July meeting)	It was discussed and determined that a budget for the Providore is required first before this can be considered further. <b>Action:</b> Combine this into one new agenda item for the next Management Committee Meeting.
Updating Asset Register. (July meeting)	Linda Almond advised that this requires work and has asked RBC member, Christine Broughton (who is an accountant by

qualification) to assist. This needs to be completed before the next audit.
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**6. Membership Report (Peter Hancock)**

- The Secretary received membership applications received for Liz Irvine and Caroline Black. Sandra Routley moved “that the membership applications be approved,” seconded by Linda Almond. **CARRIED**

**7. Masterpoint Report (Midge Spice)**

- Nothing to report.

**8. Building and Maintenance (Fay Jeppesen)**

- Nothing to report.

**9. O H & S Report (Ken Griggs)**

- Nothing to report.

**10. Tournament Organiser Report (Sandra Routley)**

- **Announcements of Winners:** An email was sent to all Directors re Management Committee suggesting that relevant winners, including handicap winners, be announced at each appropriate bridge session. The response was negative in many instances. It was further discussed by Management Committee that the focus of the announcement was to promote the good results by newer players that do well based on handicap. It was also highlighted that handicap results are not published online. It was agreed that only handicap winners will be announced. It was also agreed that any announcements be prefaced with the fact that handicap winner results are not available online. **Action:** Sandra Routley to advise Directors.
- **Contact with Kim Ellaway (July meeting Action Item)**  
Kim advised Sandra Routley the following:
  - Clubs can do exactly as they wish when booking any event other than a Congress.
  - Clubs must use a Congress accredited Director to direct Congresses.
  - There is no requirement to book a director who was previously used unless there has been a prior commitment or agreement.
  - There are no protocols around travelling expenses for external Directors as that would be a club agreement with a particular Director.
  - Kim commented that she was pleased that Redcliffe Bridge Club is mindful of giving directing work to a newly accredited Congress Director.
- **Redcliffe Pairs Congress**  
Jo Neary will be contacted in the coming days to finalise directing arrangements and dealing of boards for Sunday 11 August.
- **Australia Wide Open Pairs Thursday 29 August**  
The booklets for this event are organized. The set boards will be dealt from the link provided.
- **Club Championship Pairs – Friday event on 06,13, 20 September**  
Announcements for this event are to begin on Monday 05 August. Jo Neary will be the appointed Director.

## 11. Education Report (Ted Morriss)

- It was noted that Dorothy Gehrke mentors a small group at her residence on an ad hoc basis. Linda Almond is one of the attendees and she advised how helpful it has been to learn from Dorothy's skills and experience. It was agreed that this type of mentoring by senior club members, was appreciated and supported by the Management Committee.
- Ted Morriss proposed delivering targeted areas of focus (e.g. CRO, multi-twos, sacrificing, understanding your system card, etc) over a two (2) hour period. Ted Morriss also proposed using members from other clubs to present sessions.
- It was agreed that focusing on advancing player skill above the basic training should be the focus i.e. more for players that have commenced and looking to advance to a more intermediate level.
- **Action:** It was agreed the Ted Morriss will develop a list of topic areas for further discussion and development over the next two (2) weeks. It was agreed Committee members text Ted any ideas over the next two (2) weeks.

## 12. Member Welfare Report (Melva Leal)

- Melva advised Ross Mangano that:
  - contact was made with Ashley. He has ongoing medical issues but expects to return to bridge in the near future; and
  - Cheryl Williams is recovering well after her hip operation but has not ventured far from home as yet. It was noted that a get-well card has been sent to Cheryl.

## 13. General Business

- **Committee Roles:** In addition to positions confirmed at the July Management Committee meeting Susan Kennard confirmed the following committee/member roles:
  - Masterpoint Secretary: Midge Spice;
  - Partner Liaison: Peter Murray;
  - Librarian: Lorraine Bechly;
  - Providore: Magdeline Wong;
  - Website and IT: Wayne Parker;
  - Pianola Communications: Ross Mangano;
  - Building Maintenance: Fay Jeppesen;
  - Events Coordinator: Ken Griggs;
  - Dealing Coordinator: Peter Murray;
  - QBA and Zonal Delegates: Susan Kennard and Melva Leal;
  - MyABF Administrators: Wayne Parker and Fay Jeppesen; and
  - Emergency Callouts: Ken Griggs (1<sup>st</sup> call) and Wayne Parker (backup).

**Action:** Susan Kennard to confirm club members for the following committee/member roles:

- Membership Secretary (currently Peter Hancock); and
- Newsletter (currently Tracey Langton).

**July Action:** Sandra Routley to advise on progress on succession planning for the Tournament Organiser and Recorder roles. First raised at the July meeting. This will be carried forward.

- **Inactive Members:**

**July Action:** Lesley Brown and Melva Leal to review and do follow up and report back at future meetings re progress. This will be carried forward to a future meeting as both Melva and Lesley were absent at meeting.

- **Redcliffe Congress:** Susan Kennard advised committee of progress. The Management Committee approved the purchase of toilet brushes given poor state of repair. In addition, it became apparent

that the snooker club had not been advised of the congress. During the course of the meeting Ted Morriss attended the club and advised them of the upcoming Congress. It was confirmed the Snooker Club was holding a function on the same day as the Congress.

In addition, it was noted that a Snooker Club member had been leaving a chair outside of the clubhouse on the patio adjacent to the front door and had been using it to have a smoke which was outside the agreed smoking area required by legislation. It was agreed that a formal communication should be sent to the Snooker Club to 1) address the leaving of objects (e.g. chairs) outside the clubhouse facility, 2) the legal requirement for smoking and 3) a future commitment for both clubs to communicate ad hoc larger functions e.g. Club Congresses.

**Action:** Ross Mangano to send a formal communication to the Snooker Club to address the three issues raised above. Susan Kennard would advise RBC members at the Friday and Saturday Bridge sessions about potential parking issues for the Congress event. Ross Mangano to make up two (2) signs to identify the food and beverages in the foyer are for the RBC Congress participants.

- **Beginners Lessons:** Susan Kennard advised the committee the status of the upcoming beginner's lessons on 7 September.
- **System Card Quotes:** Lesley Brown, via a previously emailed quote to Ross Mangano, advised that the quote from Ashley Printers was \$257 (+GST) for 1,000 cards and \$705 (+GST) for 5,000. This was based on minimal artwork changes to the cards. Linda Almond advised that Lesley stated the size of the card would be slightly smaller. It was agreed the artwork would need to change to avoid any copyright issues. To ensure there was no issues RBC would seek endorsement of the approach from the QBA before going ahead. Concerns were also discussed about having a smaller card given the current card is quite limited for space. It was agreed to have further discussion once Lesley Brown was back in attendance at a future management meeting.

**Action:** Carry this forward to the next Committee Management meeting.

- **New Disciplinary Procedures:** Susan Kennard advised that she had discussions with John Scrivens and Sandra Routley about the proposed changes to the RBC Rules and the By-Laws. It was noted that the required changes are more substantial than initially thought and would take time to finalise. It was moved by Sandra Routley that an informal group consisting of Sandra Routley, Fay Jeppesen and John Scrivens work on drafting the necessary changes into both the RBC Rules and By-Laws. This motion was seconded by Linda Almond. **CARRIED**

**Action:** Sandra Routley and Fay Jeppesen to advise progress of the drafting at future Management Committee meetings.

- **Replacing Microphone:** It was agreed that the current microphone needs replacement. Linda Almond proposed Peter Hancock would have the skills to research this for the club. It was agreed Susan Kennard would talk with Peter Hancock about looking at this for the club.

**Action:** Susan Kennard to advise progress at next Management Committee meeting.

- **Remote Email Access for the Club Secretary:** Ross Mangano requested ongoing remote access to the RBC Secretary email account. Linda Almond moved to provide remote access for Ross Mangano to the RBC Secretary email account. This motion was seconded by Ted Morriss. **CARRIED**

- **RBC Supplier Accounts:** Linda Almond put forward a motion that she contact all the RBC suppliers notifying them of the current key RBC officer positions, i.e. President, Treasurer and the Secretary, and that the authorising officer for suppliers is now the current Treasurer. This was seconded by Ross Mangano. **CARRIED**

- **Pirates Day 2024:** Ken Griggs had been contacted by Pirates Day organisers to support Pirates Day 2024 fundraising. Ken advised that they have \$5 badges for sale which could be sold at the club to coincide with the day of the event which is Wednesday 18 September. It was agreed Ken would talk further with organisers to see what would be involved.

**Action:** Ken Griggs to provide update at next Management Committee meeting.

14. Close and date of next meeting

- Next Meeting – Thursday 12 September
- Meeting Closed 3.30pm

Confirmed as true and correct by:

Susan Kennard (Chairperson)



Date: 12/09/24

Ross Mangano (Secretary)



Date: 12/09/24

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - July 2024  
 Tabled at Management Committee Meeting of 8th August 2024

**1. Cash Holdings**

\$ 11,610.82	Cash at Bank Account	Interest on
\$ 5,350.33	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
\$ 433,327.44	<b>Total Cash Holdings</b>	\$ 11,906

**2. Expenses**

\$ 2,303.16 List of Expenses Attached.

**3. Liabilities**

\$ 642.95 Coles Customer Account Card.

**4. Profit & Loss**

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

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
<b>Total Receipts</b>	<b>\$ 5,682.64</b>	<b>\$ 6,536.51</b>	<b>\$ 24,954.27</b>
Expenditure	\$ 2,303.16	\$ 5,703.30	\$ 31,364.06
<b>Net Income</b>	<b>\$ 3,379.48</b>	<b>\$ 833.21</b>	<b>\$ 6,409.79</b>

**Monthly Notes:**

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

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

- 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 tabled be accepted and the accounts paid be ratified.



Linda Almond  
 Treasurer