

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday 6 November 2025 at 1.15pm

1. MANAGEMENT COMMITTEE:

Susan Kennard (President), Melva Leal (Vice President), Linda Almond (Treasurer), Wayne Parker (Secretary), Di McColl, Peter Hancock, Brooke Anderson, Sandra Routley and Ken Griggs.

2. APOLOGIES: Ken Griggs and Di McColl

Sue Kennard (Chairperson) opened the meeting and welcomed the attendees.

3. MINUTES OF THE COMMITTEE MEETING HELD ON 2 October 2025:

Wayne Parker tabled the minutes from the meeting and moved that the minutes be accepted, seconded by Brooke Anderson. **CARRIED**

4. MATTERS ARISING FROM THE MINUTES:

ITEM	SUBJECT	ACTION
6.4	Caboolture BC has requested a copy of our 2026 programme book	Noted
6.16	Nominations close 25Nov25 for the Brisbane Zone Interclub Teams	Completed
6.28	Consultation with Andrew Whitaker on Copilot and AI	Ongoing
6.29	Moreton Bay City Council lease agreement	Completed
8.8	2026 Program Book is nearly completed	Ongoing
9.2	Information on new Bridgemate 3 devices	Wayne
9.3	Promote MyABF to club members for introduction in the new year	Ongoing
9.4/5	Promotional gifts for congress and volunteers	Sue
9.7	Further meeting with Andrew Whitaker on Copilot and AI	Ongoing
9.11	Letter to Peter Hancock regarding his WhatsApp Chat	Completed
	Letter to Marg Nicholls thanking her for volunteering as Secretary	Completed

5. MINUTES OF THE SPECIAL COMMITTEE MEETING HELD ON 17 October 2025:

This special committee meeting was held to call a Special General Meeting on Monday the 3rd of November at 11am and to direct the Secretary to notify all members of the Association of the proposed amendments to the Club By-Laws. **APPROVED**

6. MINUTES OF THE SPECIAL GENERAL MEETING HELD ON 3 November 2025:

The meeting was chaired by President Sue Kennard and opened at 11.05am.

There were 19 members present, 13 apologies and 5 proxy votes were received.

Both resolutions were carried at the meeting.

7. INWARD CORRESPONDENCE:

Item	From	Details	Responsibility Notes / Actions
7.1		From 2 October 2025 to 4 November 2025.	
7.2	2.10.2025	Brad Coles, Australia Wide Restricted Pairs – 25-31Oct25.	Ordered 40 books

7.3	3.10.2025	Manager QBA, reminder to organise our November Congress.	Completed
7.4	4.10.2025	Manager QBA, Affiliation details and advice for club secretaries	Noted
7.5	6.10.2025	Peter Busch, Congress flyer approved, loaded to QBA website.	Completed
7.6	6.10.2025	Brad Coles AWRP, souvenir books will arrive by 21 October.	Noted
7.7	9.10.2025	Jenny Hays Caboolture BC, order name badge for Gillian King.	Completed
7.8	13.10.2025	MBCC reminder to join the 'Good Governance in the Real World' zoom workshop on 22/10/2025	Secretary Noted
7.9	13.10.2025	Peter Murray, away 15Oct to 5Nov, Robyn Church to fill in as Partner Liaison for Peter.	Completed
7.10	15.10.2025	Maurice Sanders, regarding incorrect process for calling a Special General Meeting and looking for the August Management Committee minutes.	Meeting held 17Oct25 Minutes uploaded to website
7.11	16.10.2025	Maurice Sanders, regarding the Secretary's response to his email on 15/10/2025.	Correspondence Acknowledged
7.12	16.10.2025	Replies from Committee members regarding SGM.	Completed
7.13	18.10.2025	Caboolture BC notifying T.O. that the proposed 3Way dates have been cancelled.	New Dates arranged with P Busch
7.14	18.10.2025	Providore notifying that she will be away 13Nov to 2Dec25.	Noted
7.15	18.10.2025	Manager QBA, changes to the way Masterpoints and Congress Flyers are approved.	Sent to M Spice
7.16	20.10.2025	Maurice Sanders requires a written apology from the Secretary about the Secretary's response to his email. Item (8.15)	Committee
7.17	20.10.2025	Tournament Organiser, advise members of QBA System Regulations about responding to 1C openings through Pianola. Item (8.14)	Sent by Pianola 26/10/2025
7.18	26.10.2025	Pianola, reminder to players – QBA System Regulation Changes	Completed
7.19	27.10.2025	Eve Sirigos QBA Novice Co-ordinator, to email registered novice players on 27.10.2025 and followup before congress.	Completed
7.20	27.10.2025	Manager QBA, update Club Director list – unchanged.	Sent to T.O.
7.21	27.10.2025	Christine Harper, error in scoring during AWRP competition.	Acknowledged
7.22	28.10.2025	Eve Sirigos, copy of notice to novice players re Congress.	Noted
7.23	30.10.2025	Garry Ohlson, interest in understanding common conventions – do we have a list?	Acknowledged
7.24	30.10.2025	Manager QBA, has Grievance Procedures been put in our Rules.	Reminder Completed
7.25	30.10.2025	Manager QBA, communication to Secretaries	Noted
7.26	30.10.2025	Maya Widomski, link does not work in newsletter	Being updated
7.27	4.11.2025	Sandra Routley, quotes from Andrew Whitaker for hardware and software upgrades to club equipment	Ongoing
7.28	3.11.2025	Brad Coles, final results of the AWRP competition	Noticeboard
7.29	4.11.2025	Manager QBA, seeking submissions for clubs to give a gift of Bridge this Christmas	Noted

8. OUTWARD CORRESPONDENCE

Item	Date	To	Responsibility Notes / Actions
8.1	4.10.2025	Proposed November Congress flyer sent to S Routley and B Anderson.	Secretary Done
8.2	4.10.2025	Sent approved Congress flyer to Julie Jeffries (Congress Director) for approval.	Secretary Done
8.3	4.10.2025	Kim Ellaway QBA, advising that the Congress preparation is underway. Also notifying her that I am now the Secretary of the Redcliffe Bridge Club, and that the website has been updated to reflect this change.	Secretary Completed
8.4	4.10.2025	Sent flyer to Peter Busch, State Masterpoint Secretary, requesting approval and uploading to QBA website.	Secretary Done
8.5	4.10.2025	Brad Coles AWRP, ordering 40 books (10 Tables).	Secretary Done
8.6	7.10.2025	Give a 'Child a Chance', unsubscribing from their newsletter.	Secretary Done
8.7	7.10.2025	Peter Busch, advising the Restricted Teams Congress has been published on MyABF.	Secretary Completed
8.8	9.10.2025	Promotion flyer to 21 bridge clubs, asking them to advertise our November Congress.	Secretary Done
8.9	16.10.2025	To Committee members regarding the Special General Meeting perceived incorrect procedure and requesting a special committee meeting to recall the SGM.	Secretary Completed
8.10	22.10.2025	Draft MC minutes for 2 October 2025 asking for corrections.	Secretary Committee
8.11	22.10.2025	To Peter Hancock details from MiniTool Shadowmaker	Secretary Completed
8.12	22.10.2025	To Manager QBA, happy to attend a zoom meeting for Brisbane Zone.	Secretary Ongoing
8.13	17.10.2025	Letter to Claudia Gibson	S Kennard
8.14	26.10.2025	Email to members about QBA System Regulations changes	Secretary Completed
8.15	26.10.2025	Acknowledgement of email (7.16) from M Sanders	Secretary Completed
8.16	26.10.2025	Eve Sinigos, QBA Novice Co-ordinator, re Teams congress 16Nov2025	Secretary Completed
8.17	22.10.2025	To Peter Hancock, regarding WhatsApp Chat	Secretary Completed
8.18	22.10.2025	To Marg Nicholls, thanks for her contribution as Secretary	Secretary Completed
8.19	27.10.2025	To Eve Sinigos, QBA Novice Co-ordinator – asked for help in promoting our November Under300MP Congress	Secretary Completed
8.20	30.10.2025	Manager QBA/BNE Zone, Redcliffe BC nominations for Zone Interclub.	Secretary Completed
8.21	2.11.2025	Christine Harper, acknowledging scoring error in AWRP results.	Secretary Completed
8.22	2.11.2025	Eve Sinigos, thanking her for contacting the novice players	Secretary Completed
8.22	2.11.2025	Sent flyer to 21 Bridge Clubs, reminding them of our upcoming congress	Secretary Completed
8.23	30.10.2025	Garry Ohlson, acknowledging his email on Bridge Systems and advising that we do not have a list.	Secretary Completed
8.24	2.11.2025	Maya Widomski, acknowledging her email re Bridge Buzz newsletter	Newsletter is being updated

9. BUSINESS ARISING FROM THE CORRESPONDENCE:

Item	Details	Responsibility Notes / Actions
7.11	The Secretary's response to Maurice Sanders email on 15Oct25	The issue was discussed
7.16	Maurice Sanders requires a written apology	The Committee advises that the matter is closed.
7.20	The Tournament Organiser has confirmed the Director List	Secretary – QBA notified
7.26	Bridge Buzz newsletter – link not working	Newsletter being updated
7.27	Andrew Whitaker has provided quotes	Quotes accepted
8.12	Zoom meeting for Zone Interclub AGM	Ongoing

Wayne Parker moved that the inward correspondence be received and the outward correspondence be endorsed, seconded by Sandra Routley. **CARRIED**

10. REPORTS

Office holder	Matters of interest	Actions																									
President	Nothing to report.	S Kennard																									
Treasurer	<p>Cash Holdings:</p> <table> <tr> <td>Everyday Account</td> <td>-</td> <td>\$</td> <td>8,946.92</td> <td></td> </tr> <tr> <td>Business Account</td> <td>-</td> <td>\$</td> <td>412.88</td> <td></td> </tr> <tr> <td>Term Deposit</td> <td>-</td> <td>\$</td> <td>299,947.71</td> <td></td> </tr> <tr> <td>Term Deposit</td> <td>-</td> <td>\$</td> <td>144,069.64</td> <td></td> </tr> <tr> <td>Total Cash Holdings</td> <td></td> <td>\$</td> <td>453,377.15</td> <td></td> </tr> </table> <p>Expenses - \$ 7,084.92 (List provided) Liabilities - \$ 443.39 (Coles A/c card) Nett Income YTD \$ 14,270.49 Balance Sheet \$ 478,118.46 as at 31Oct25 Total Equity - Up by 4.0%</p> <p>The term deposits will be maturing on the 22nd and 27th of November and Linda Almond moved "that we withhold \$22,000.00 to cover the costs of new Bridgemate III scoring units, new club computers, the new software, and that we roll over both the investment accounts for a further 6 months. Seconded by Brooke Anderson. CARRIED</p> <p>Linda Almond moved that the Treasurer's report as tabled be accepted and the accounts paid be ratified, seconded by Brooke Anderson. CARRIED</p>	Everyday Account	-	\$	8,946.92		Business Account	-	\$	412.88		Term Deposit	-	\$	299,947.71		Term Deposit	-	\$	144,069.64		Total Cash Holdings		\$	453,377.15		L Almond
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Membership	The club has received a membership application from Phillip McMahon who is a past member and is renewing his membership. The application was proposed by Wayne Parker and seconded by Sue Kennard. CARRIED	P Hancock																									
Building and Maintenance	The MBCC has confirmed that the termite inspection was completed on the 15 th of October 2025. Water in the lady's toilet, mopped up – problem solved.	MBCC																									
OH&S	No report	K Griggs																									

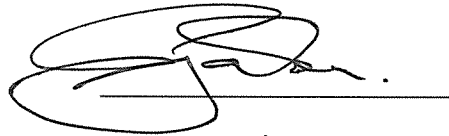
11.1	Bridgemate III	<p>Wayne produced more information on the new scoring units to members of the Committee. The units appear to provide a lot more information than Bridgemate II, however this information can be curtailed to meet our club needs. Wayne recommended that the club buy 10 units, a server and charging case to start with.</p> <p>Linda Almond moved “that the club purchase 10 Bridgemate III units, a charging case and a Bridgemate Server at a cost of \$4,500+GST+postage and that we set aside \$10,000 in the Business Investment Account to purchase a further 20 Bridgemate III units when required”. Seconded by Brooke Anderson. CARRIED</p>	W Parker
11.2	Copilot and AI	<p>Andrew Whitaker advised that Microsoft has said that our club is not compliant for enrolment into the Microsoft Non-Profit program. Linda contacted the Manager of the QBA and Kim has provided us with a letter confirming that we are compliant for ‘Not-for-profit’ status and the letter has been forwarded to Andrew.</p> <p>Andrew has provided details of costs for the Microsoft 365 Tenancy agreement using Microsoft Teams with Copilot and the replacement of our existing computers.</p> <p>Linda Almond moved “that the club agrees to purchase the proposed computer hardware and software necessary including 3 desktop computers and 1 laptop computer and any monitors required that may not be compatible with the new equipment along with Andrew Whitaker’s setup and migration costs up to an amount of \$7,000. Seconded by Brooke Anderson. CARRIED</p> <p>Linda asked if Andrew’s company could provide an annual service agreement which includes a 24-hour response time in case of an emergency and what would the costs be associated with this agreement for a retainer or call-out fee. Sandra is to follow-up about service costs and warranty on the new equipment and Linda Almond moved a motion in abeyance to be put at the December meeting. Seconded by Brooke Anderson. CARRIED</p>	S Routley
11.3	MyABF	<p>Siobhan Davies is going to talk to Linda Almond and Wayne Parker about preparing the club for MyABF in the new year.</p> <p>Time to ask members to create a MyABF account and to calm their concerns about using bridge credits.</p>	<p>L Almond W Parker</p> <p>Ongoing</p>
11.4	TPI Group	<p>Ken Griggs advised that the TPI group would like to use our clubrooms on a Monday morning for their monthly meetings like before covid. There was no objection, and we will have to get a written sub-tenancy agreement and view their Public Liability Policy.</p>	Secretary Ongoing
11.5	Xmas Party	<p>Cost \$10 for members, \$45 for guests – names to be written on noticeboard for catering purposes. Monies collected will be given to the Salvation Army at Redcliffe.</p>	S Kennard L Almond
11.6	Position Descriptions	<p>Committee members to review their duties and return to the Secretary for updating in the records.</p>	Secretary

11.7	Next Meeting	Meeting closed at 4.12pm. Next meeting – Thursday the 11 th of December 2025 commencing at 1.00pm	Chairman
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Confirmed as true and correct:



Chairman (3/12/2025)



Secretary 13/12/2025