

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
Held on Saturday 13 December 2025 at 9.30am

**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

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

**3. MINUTES OF THE COMMITTEE MEETING HELD ON 6 November 2025:**

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

**4. MATTERS ARISING FROM PREVIOUS MINUTES:**

ITEM	SUBJECT	ACTION
6.5	(4/09)ESA Group, clubroom booking confirmed for 21 March 2026	Sue Kennard
11.4	(2/10)TPI Group, requesting use of clubroom for monthly meetings (Monday's)	Ken Griggs

**MATTERS ARISING FROM THE MINUTES ON 6 November 2025:**

7.10	Maurice Sanders, re calling of Special General Meeting and the Secretary's response.	Acknowledged
7.11		
7.16	Maurice Sanders, requires an apology from the Secretary	No further Action

**5. INWARD CORRESPONDENCE:**

Item	From	Details	Responsibility Notes / Actions
5.1		From 5 November 2025 to 11 December 2025.	Secretary
5.2	5.11.2025	Tracey Langton, Bridge Buzz newsletter - Final	Secretary
5.3	7.11.2025	Linda Almond, copy of email to P Hancock re WhatsApp	L Almond
5.4	12.11.2025	Sue Woodrow, permission to put up poster in clubroom	Secretary
5.5	17.11.2025	Midge Spice, thanks for running Restricted Congress	Secretary
5.6	17.11.2025	Manager QBA, Congress flyer 'Conditions of Contest'	S Routley
5.7	17.11.2025	Manager QBA, Council Meeting minutes 16Oct25	Secretary
5.8	17.11.2025	Manager QBA, monthly letter to Secretaries	Secretary
5.9	17.11.2025	MBCC Sport Recreation, zoom workshop – Practical People Management for NFPs	Committee
5.10	18.11.2025	SCBC, flyers for upcoming congress 14Dec25	Secretary
5.11	19.11.2025	Manager QBA, Ladies day	Secretary
5.12	23.11.2025	Sue Woodrow, advertising the Community Xmas Appeal	Secretary
5.13	23.11.2025	Sandra Routley, Microsoft confirms Not-for-Profit	Secretary
5.14	26.11.2025	MBCC, copy of Permit 3yrs / Lease – Sub Lease 10 yrs	Secretary
5.15	02.12.2025	Kim Ellaway, regarding GNOT dates for 2026	Secretary
5.16	02.12.2025	Kim Ellaway, Brisbane Zone meeting 10.12.2025 @ 7pm	Secretary

5.17	03.12.2025	Michelle Radke QCBC, re bridge teacher's forum January	Secretary
5.18	04.12.2025	David Havyatt, National Directors Seminar	Secretary
5.19	04.12.2025	Kenmore BC, Congress flyer 24 and 25 January 2026	Secretary
5.20	07.12.2025	Sandra Routley, regarding IT upgrade	Secretary
5.21	10.12.2025	Redland BC, Congress Flyer 15Feb26	Secretary
5.22	11.12.2025	Michelle Radje QCBC, forum Thursday 29Jan26 at 2pm	Secretary

## 6. OUTWARD CORRESPONDENCE

Item	Date	To	Responsibility Notes / Actions
6.1	6.11.2025	Andrew Whitaker, copy of letter from QBA (Not-for-Profit)	Secretary
6.2	19.11.2025	Midge Spice, thank you	Secretary
6.3	19.11.2025	Sue Woodrow, no objections to putting up poster	Secretary
6.4	20.11.2025	Maurice Sanders, reply to email 4.16 (meeting 6Nov25)	Secretary
6.5	26.11.2025	Redcliffe Guide, Beginner lessons – March 2026	Secretary
6.6	08.12.2025	Club Directors, notice of ABDA Seminar	Secretary
6.7	08.12.2025	David Havyatt ABDA, advice of new email address	Secretary

## 7. BUSINESS ARISING FROM THE CORRESPONDENCE:

Item	Details	Responsibility Notes / Actions
11.4 (2/10)	TPI Group, Ken to obtain an official written request and ask the group to give us an offer of rent to be paid.	Ken Griggs
5.17 5.22	Michelle Radke QCBC, re bridge teacher's forum on Thursday 29 January 2026 at 2pm at QCBC clubroom.	Wayne and Sue to attend forum

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

**CARRIED**

## 8. REPORTS

Office holder	Matters of interest	Actions															
President	Sue sent some flowers to Sue Woodrow on behalf of the Redcliffe Bridge Club.	S Kennard															
Treasurer	<p><b>CASH HOLDINGS:</b></p> <table> <tr> <td>Everyday Account</td> <td>\$ 36,375.11</td> <td></td> </tr> <tr> <td>Business Account</td> <td>\$ 413.30</td> <td></td> </tr> <tr> <td>Term Deposit</td> <td>\$ 306,525.19</td> <td>4.15% maturing on 22/05/2026</td> </tr> <tr> <td>Term Deposit</td> <td>\$ 122,228.91</td> <td>4.15% maturing on 27/05/2026</td> </tr> <tr> <td><b>Total Cash Holdings</b></td> <td><b>\$ 465,542.51</b></td> <td></td> </tr> </table>	Everyday Account	\$ 36,375.11		Business Account	\$ 413.30		Term Deposit	\$ 306,525.19	4.15% maturing on 22/05/2026	Term Deposit	\$ 122,228.91	4.15% maturing on 27/05/2026	<b>Total Cash Holdings</b>	<b>\$ 465,542.51</b>		L Almond
Everyday Account	\$ 36,375.11																
Business Account	\$ 413.30																
Term Deposit	\$ 306,525.19	4.15% maturing on 22/05/2026															
Term Deposit	\$ 122,228.91	4.15% maturing on 27/05/2026															
<b>Total Cash Holdings</b>	<b>\$ 465,542.51</b>																

Treasurer	<p><b>Expenses</b> \$ 5,489.51 (List provided)</p> <p><b>Liabilities</b> \$ 903.28 (Coles A/c Card)</p> <p><b>Nett Income YTD</b> \$ 26,436.29</p> <p><b>Total Equity as of 30 November 2025</b> \$ 490,284.26 +7.20% change</p> <ul style="list-style-type: none"> <li>• Net income for the month of November was \$12,165.80 which included \$6,033.00 in table fees.</li> <li>• The monthly development award went to Debbie Paltridge, and she will receive a \$50 gift voucher.</li> <li>• The club made a small profit of \$188.80 for the Restricted Teams Congress which was held in November.</li> <li>• Peninsula Electrical Service has notified the club of an increase to their fees for servicing our air-conditioning equipment as there has not been an increase for the past 7 years.</li> <li>• Our insurance cover needs to be updated in case we have to replace our assets, Linda will follow up before the renewal is due in early January.</li> <li>• MyABF – members to be advised that they need to create an account and be enrolled by 1 February 2026.</li> </ul> <p>Linda Almond moved that the Treasurer's report as tabled be accepted and the accounts paid be ratified, seconded by Brooke Anderson.</p> <p style="text-align: right;"><b>CARRIED</b></p>	L Almond
Membership	No Report	P Hancock
Building and Maintenance	<p>Di went through the defect list supplied by the MBCC which is to be repaired within 3 months:</p> <ul style="list-style-type: none"> <li>• Outside security lighting – lighting is our responsibility however, <b>the timer</b> is not on the premises and needs to be adjusted.</li> <li>• External cleaning of the roof, gutters and ramp - Robbie from the snooker club has replaced some rusty screws that the council wanted repaired, photos sent to council and repair has been accepted.</li> <li>• General roof, gutters and ducts – snooker club is looking into that and will happen in early 2026.</li> <li>• Rear stairwell to the bridge club from the RSL carpark – has been cleaned and the council has accepted the repair.</li> <li>• The hot water system – is out of date but is still working properly, the MBCC has cleared this item from their list.</li> <li>• The wall under the men's hand towel dispenser has been repaired</li> <li>• The lino on the floor under the men's urinal needs to be repaired.</li> <li>• The drain outside the entry to the foyer has to be covered, Di contacted Bruce Hintz and he will look into it.</li> </ul>	<p>Di McColl</p> <p>MBCC</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>

<p>MBCC Defect list continued</p> <p>Other</p>	<ul style="list-style-type: none"> <li>• Broken cement path outside the building facing the Special School has been repaired and approved by council.</li> <li>• Cracked gyprock wall in clubroom – Di will advise council that the crack will be attended to when the room is painted.</li> <li>• Cleaning – AMC did an audit of the clubroom and passed the cleaners performance, in future, Di is to ask AMC to perform the audit with someone from the bridge club.</li> <li>• Bridge tables – legs need to be rotated for safety, and the chair plugs need to be replaced.</li> </ul>	<p>Completed</p> <p>Ongoing</p> <p>Di to follow up with AMC supervisor</p> <p>Ongoing</p>
<p>OH&amp;S</p>	<p>No report</p>	<p>K Griggs</p>
<p>Tournament Organiser</p>	<ul style="list-style-type: none"> <li>• Sandra has suggested that we name an event in honour of Steve Woodrow for his contribution to the club. The committee would have to talk to Sue Woodrow about this idea and if it is possible a motion would have to be put to our next AGM. The event could be called – the Steve Woodrow Pro Am.</li> <li>• Sandra would also like to recommend Steve Woodrow for life membership of the club and write Steve’s obituary for the newsletter.</li> <li>• <b>Under 300MP Teams Congress</b> Discussion needed on whether or not we should ask QBA for a date/cancellation for 2026, following the success of the recent congress.</li> <li>• <b>Program Book</b> planning Wayne, Brooke and Sandra have prepared and edited the draft book, ready for distribution – just waiting on a confirmed date and venue for the Brisbane Zone Interclub Teams for 2026</li> <li>• <b>Director training</b> - ongoing and practice directing sessions are allocated on each roster</li> <li>• <b>Single Session Teams</b> – positive as well as constructive feedback was given</li> <li>• <b>Pro/Am event</b> on Friday 12 December – no seeding will be done</li> <li>• <b>External directors</b> for 2026 are all booked as follows:  <b>Jo Neary</b> – Monday 12 January – Club Championship Teams - \$380  Friday 04 September – Club Championship Pairs - \$380  <b>Bob Davies</b>  Thursday 12,19, 26 March - GNOT Heats - \$240 per session  Thursday 14,21 &amp; 28 May – Club Individual Championship \$240 per session  <b>Julie Jeffries</b>  Sunday 16 August 2026 – Redcliffe Congress -\$475</li> </ul>	<p>S Routley</p> <p>Secretary to contact QBA to see if a date is possible</p> <p>Book distributed 15 December</p> <p>B Clark S Brownlow</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

Tournament Organiser	<ul style="list-style-type: none"> <li>• Discussion needed re training of new Bridgemate Assistants</li> <li>• <b>Monthly Development Award</b> – discussion needed about the continuation after the December presentation</li> <li>• <b>3 Way Interclub Pairs</b> – at Caboolture BC on Sunday 04 January 2026. Twelve pairs are needed from each of the three clubs</li> <li>• <b>Club Championship Teams</b> – Monday 12 January Nominations to go up on the week beginning 15 December 2025</li> </ul>	<p>S Routley</p> <p>Finish at the end of December 2025</p> <p>Nominations sent to Caboolture BC</p> <p>Changed from the 19<sup>th</sup> of January</p>
Education	Mentoring on a Thursday has begun.	M Leal
Member Welfare	Brooke to send cards to Harriet Jakins and Quentin Crestanelli and wish them a speedy recovery.	B Anderson
Recorder	Nothing to report.	S Routley
QBA and Zone Delegates	Nothing to report.	S Kennard M Leal
Brisbane Zone	<p><b>GNOTS:</b></p> <ul style="list-style-type: none"> <li>• Made a small profit this year - \$232.46.</li> <li>• Will be played at QCBC in 2026 – 28<sup>th</sup> and 29<sup>th</sup> Nov26</li> <li>• Team entry fee for <b>regional final</b> to rise from \$200 to \$220 in 2026 – first increase in 10 years</li> <li>• 5 teams will go to the <b>State final</b> from Brisbane Zone <ul style="list-style-type: none"> <li>. First section – top 8 teams will play face-to-face</li> <li>. Second section – top 12 rural teams</li> <li>. Third section – rest of qualifiers</li> </ul> </li> <li>• No changes to the regulations required</li> </ul> <p><b>INTERCLUB TEAMS:</b></p> <ul style="list-style-type: none"> <li>• Poor support from clubs in the zone, house teams are a problem</li> <li>• Venue to be decided and will be played on 8Nov26</li> <li>• Nominations to close 2 weeks before event to plan for house teams</li> <li>• A request made to include the ABF youth club in 2027, venues to be considered, must pay full price</li> <li>• Most big clubs invite members to play – no nominations</li> </ul> <p><b>GOLD COAST CONGRESS:</b></p> <ul style="list-style-type: none"> <li>• Officially has come to an end</li> </ul> <p>Will be held at the Coco Hotel at North Quay, 29 January to 7 February 2027 and will cater for up to 200 tables</p>	<p>Secretary</p>

9. GENERAL BUSINESS

Item	Topic	Details	Responsibility Notes / Actions
9.1	Congress Flyers	Secretary to forward incoming flyers to Brooke and Sandra	Secretary
9.2	MyABF	70.6% of our membership has now setup an account for MyABF. Members to be enrolled by 1 February 2026.	
9.3	Bridgemate III	Bridgemates have arrived, currently reading the manual (188 pages) and waiting to set up the devices on our new computers, then we can start training the Bridgemate Operators on their use. Brooke, Sue, Linda and Peter have shown interest in becoming Bridgemate Operators.	W Parker
9.4	Cyber Security	Peter Moritz has recommended that we go with Microsoft 365 Premium package rather than the Sophos MDR service.	Ongoing
9.5	Upgrade Scoring Computer	A new SSD Hard drive has been installed in the scoring computer to make it a little bit faster. Peter Hancock moved that the club reimburse him \$22.95 for the hard drive, seconded by Melva Leal. <b>CARRIED</b>	P Hancock W Parker
9.6	Xmas Party	The club collected \$880.00 which is to be donated to the Salvation Army at Redcliffe.	L Almond
9.7	Square Terminal	Our device no longer receives new software updates as of 1 September 2025 as it is a 1 <sup>st</sup> generation device. We will continue to receive critical bug fixes and security updates a new Square Terminal costs \$329.00, the committee decided not to proceed with a new terminal at this stage.	W Parker
9.8	Next Meeting	Meeting closed at 11.40am. Next meeting – Wednesday the 7 <sup>th</sup> of January 2026 commencing at 9.30am	Chairman

Confirmed as true and correct:

M. J. Leal

Chairman 7/1/2026

[Signature]

Secretary 7/01/2026