

**REDCLIFFE BRIDGE CLUB INC**  
**MINUTES FOR THE MANAGEMENT COMMITTEE MEETING**  
Held on Wednesday 07 January 2026 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:** Sue Kennard and Ken Griggs has to leave at 10am for dentist appointment. Melva Leal (Chairperson) opened the meeting and welcomed the attendees.

**3. MINUTES OF THE COMMITTEE MEETING HELD ON 13 December 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
4.17(13/12)	Bridge teachers’ workshop at QCBC, 29Jan26 – Wayne and Sue to attend.	Completed
11.4 (2/10)	TPI Group, requesting use of clubroom for monthly meetings (Monday’s)	Approved

Ken Griggs moved “that we approve the TPI group using our clubrooms and that we obtain a deposit for the replacement value of the key and card swipe (*if lost*) and that they pay a monthly rent of \$20.00. The TPI group will be required to provide a copy of their Public Liability Insurance coverage and agree to the conditions of use for our clubrooms”. Seconded by Sandra Routley.

**CARRIED**

**MATTERS ARISING FROM THE MINUTES ON 13 December 2025:**

- MyABF promotion to members – 78.4% of members have now signed up. Ongoing
- Position descriptions to be reviewed and upgraded. Ongoing

**5. INWARD CORRESPONDENCE:**

Item	From	Details	Responsibility Notes / Actions
5.1		From 12 December 2025 to 07 January 2026.	Secretary
5.2	15.12.2025	Members correspondence	President
5.3	15.12.2025	Andrew Whitaker, requesting info about Compscore	W Parker
5.4	16.12.2025	Andrew Whitaker, regarding arrangements to set up new mailboxes – also he feels that we are leaving ourselves open to an account being compromised	S Routley
5.5	16.12.2025	ARA Fire, attending site on 25 March 2026	Secretary
5.6	17.12.2025	Andrew Whitaker, happy to setup mailboxes, will continue as Bitwarden administrator. He recommends that we should discuss Sophos again for cybersecurity	S Routley
5.7	18.12.2025	Tracey Langton/Fay Jeppesen, draft newsletter	Secretary
5.8	19.12.2025	MBCC, Contractor to undertake a valuation of our building in the coming week	Secretary
5.9	22.12.2025	Caboolture BC, thank you for Inter-Club players list	Secretary
5.10	26.12.2025	Melva Leal, notifying new email address	P Hancock

5.11	26.12.2025	Julian Foster MyABF, maintenance outage 29.12.25	Secretary
5.12	29.12.2026	Jan Bencsevich, email for discussion	Secretary
5.13	31.12.2025	Michelle Radke, confirming registration for workshop	Secretary
5.14	31.12.2025	Kim Ellaway QBA, taking request for congress to Mngt	Secretary
5.15	01.01.2026	Matt Raj Mal ABDA, renewal fees now due - \$25.00	Secretary
5.16	03.01.2026	Julian Foster MyABF, maintenance outage 08.01.2026	Secretary
5.17	03.01.2026	Thankyou card from Leanne Paddison	Secretary
5.18	03.01.2026	Sandra Routley, suggested Technology roles	Committee
5.19	03.01.2026	Michael Munro MBCC, Automated acknowledgement	Secretary
5.20	04.01.2026	Tracey Langton, draft newsletter	Committee
5.21	04.01.2026	Jan Bencsevich, response to correspondence	Committee
5.22	05.01.2026	Michael Gearing Qld Youth Co-ordinator, youth lessons 19-22 January 2026	Secretary
5.23	05.01.2026	Kim Ellaway, QBA has approved congress on 15.11.2026	Secretary
5.24	05.12.2026	Kim Ellaway, notifying 2025 James O'Sullivan winners	Secretary
5.25	06.01.2026	Coles, activation notice for new purchase card	Secretary
5.26	07.01.2026	David Rickman TPI Group, requesting use of clubrooms	Secretary
5.27	07.01.2026	Members correspondence	Secretary

## 6. OUTWARD CORRESPONDENCE

Item	Date	To	Responsibility Notes / Actions
6.1	14.12.2025	Andrew Whitaker, notifying committee decision after monthly meeting on cybersecurity	S Routley
6.2	28.12.2025	Jan Bencsevich, update on email	Secretary
6.3	28.12.2025	Kim Ellaway QBA, asking for congress date Nov26	Secretary
6.4	28.12.2025	Michelle Radke, Wayne and Sue to attend teacher's forum on 29 January 2026	Secretary
6.5	03.01.2026	Michael Munro MBCC, Security lighting 2A Irene St	Secretary

## 7. BUSINESS ARISING FROM THE CORRESPONDENCE:

Item	Details	Responsibility Notes / Actions
5.2 6.2 5.12 5.21	In reply to our members correspondence, without opening an investigation and appointing a disciplinary panel, the MC has fulfilled its role in treating this complaint seriously. The MC considers this matter closed and that the letter to Jan Bencsevich should remind her of her obligation to abide by the Rules and By-laws of the club and that membership is conditional on signing that agreement.	Secretary
5.5	ARA Fire, attending 25 March 2026	D McColl
5.23	QBA, Restricted <300MP Teams Congress approved	Secretary to update website
5.24	Certificate to be framed and presented to Brian Clark	Secretary
5.26	TPI Group, use of clubroom approved	Secretary to notify group
6.2	Update on email	Committee for discussion
6.5	MBCC, regarding adjusting the timer for security lighting	Secretary

Wayne Parker moved "that the inward correspondence be received and the outward correspondence be endorsed", seconded by Linda Almond. **CARRIED**

## 8. REPORTS

Office holder	Matters of interest	Actions															
President	No Report, Sue was an apology at this meeting																
Treasurer	<p><b>CASH HOLDINGS:</b></p> <table> <tr> <td>Everyday Account</td> <td>\$ 25,288.16</td> <td></td> </tr> <tr> <td>Business Account</td> <td>\$ 413.74</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>\$ 454,456.00</b></td> <td></td> </tr> </table> <p><b>Expenses</b> \$ 9,883.38 (List provided)  <b>Liabilities</b> \$ 777.90 (Coles A/c Card)</p> <p><b>Nett Income YTD</b> \$ 24,445.78</p> <p><b>Total Equity as of 31 December 2025</b> \$ 488,293.75 +6.50% change</p> <ul style="list-style-type: none"> <li>• Net income for the month of November was -\$1,990.51 which included \$7,629.00 in table fees.</li> <li>• The monthly development award went to Lesley Brown, and she will receive a \$50 gift voucher.</li> <li>• MyABF – members to be advised that they need to create an account and be enrolled by 1 February 2026.</li> <li>• 90 members attended the Christmas party which cost \$4,410.00 for the event.</li> </ul>	Everyday Account	\$ 25,288.16		Business Account	\$ 413.74		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>\$ 454,456.00</b>		L Almond
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	<ul style="list-style-type: none"> <li>Linda contacted the Redcliffe Branch of the Salvation Army, and they are away from the office until the 15<sup>th</sup> of January so she will follow up.</li> <li>Linda Almond moved “that the petty cash for the providore be increased to \$300.00 until the new Coles cards are received”. Seconded by Melva Leal. <b>CARRIED</b></li> <li>Linda advised that the plant and equipment insurance policy will be upgraded to \$100,000.00 for replacement value, the annual renewal of this policy is just under \$2,300.00.</li> <li>Membership fees in the program book are incorrect</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. <b>CARRIED</b></p>	
Membership	<p>Membership applications were received from Bruce Carroll, Neville Little and Ilene Little. Peter Hancock moved “that the membership applications be accepted”, seconded by Wayne Parker. <b>CARRIED</b></p> <p>Wayne mentioned that Neville and Ilene Neville both had star points in New Zealand and the Masterpoint Secretary will have to get their points converted into the ABF system.</p>	P Hancock
Building and Maintenance	<ul style="list-style-type: none"> <li>Di spoke about the defect list and said that she would follow up with the plumber – Bruce Hintz as soon as he returns from holidays.</li> <li>Di will talk to the Snooker club about the painters they used to get a quote for painting the building.</li> <li>The lino floor in the men’s toilet is still on the list to be repaired, and she is liaising with the Snooker club. Wayne suggested that Matthew at the MBCC workshop may have the name of the company who repaired the clubroom floor.</li> <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 solar panels has been arranged by the Snooker club, and they will arrange to clean our panels at the same time.</li> </ul>	D McColl
OH&S	No report	K Griggs
Education	Mentoring on a Thursday has begun. Melva is looking to start advanced intermediate lessons on a Friday morning when she returns from holidays.	M Leal
Member Welfare	Brooke to send card Alex Bencsevich and wish him a speedy recovery.	B Anderson
Tournament Organiser	<ul style="list-style-type: none"> <li><b>Director training</b> - ongoing and practice directing sessions are allocated on each roster</li> <li>Discussion needed re training of new Bridgemate Assistants – Debbie Paltridge, Brooke Anderson, Linda Almond, Peter Hancock and Ross Mangano have shown interest.</li> <li><b>3 Way Interclub Pairs</b> – Caboolture on Sunday 04Jan26, masterpoint allocations have been adjusted.</li> </ul>	S Routley

	<ul style="list-style-type: none"> <li>• <b>Club Championship Teams</b> – Monday 12Jan26, looking at 16 teams, nominations close on Thursday the 8<sup>th</sup> of January. Dianne McColl moved “that the table fees be \$20.00 which includes lunch”, seconded by Brooke Anderson. <b>CARRIED</b></li> <li>• <b>Teams of 3</b> – Monday 09 February, discussion required on conditions of play – Captain to be &gt;100 masterpoints, other three team members to be &lt;100 masterpoints. Event to go on Announcements during first week of January 2026.</li> <li>• <b>Update by Andrew Whitaker</b>, Andrew back at work on Monday 12 January and start hardware and configuration setup that week. Monitors are OK, 1 wireless keyboard and mice required.</li> <li>• <b>Technology Roles</b>, Committee to look at roles and discuss at the next meeting.</li> </ul>	
Recorder	Nothing to report.	S Routley
QBA and Zone Delegates	Nothing to report.	S Kennard M Leal

## 9. GENERAL BUSINESS

Item	Topic	Details	Responsibility Notes / Actions
9.1	Technology Roles MyABF	Sandra Routley moved “that Fay Jeppesen be removed as an Administrator and that Linda Almond and Brooke Anderson be added as Administrators in addition to Wayne Parker of MyABF and that a position description be written for the role of the MyABF Administrators”, seconded by Linda Almond. <b>CARRIED</b>	W Parker  Committee to confirm
9.2	Technology Roles Computers	Andrew Whitaker will be the administrator of Bitwarden, Microsoft and changes of personnel after each AGM	
9.3	McCutcheon Awards	Fay Jeppesen suggested that the club makes a big deal about our members who appeared in the awards as we had a lot of people in the top 20.	S Routley M Leal
9.4	MyABF	Wayne will send an invitation through MyABF to all unregistered members to join, then Brooke, Linda and Wayne can follow up to ensure that everyone is enrolled by 1Feb26.  It was reported that if members refuse to pay by MyABF then other clubs have raised the table fees by \$2.00 for those members to play and if we decided to follow this reasoning then the table fees would have to be altered at our next AGM.	W Parker
9.5	Next Meeting	Meeting closed at 11.35am. Next meeting – Thursday the 19 <sup>th</sup> of February 2026 commencing after our bridge session at 1.30pm.	Chairman

Confirmed as true and correct:



Chairman 19/02/2026



Secretary 19/02/2026