

Here is a **clean, structured, formal meeting summary** including:

- ✓ Members Present
- ✓ Apologies
- ✓ Inward & Outward Correspondence
- ✓ Summary
- ✓ Decisions
- ✓ Motions
- ✓ Action Items

(All content is derived solely from the meeting transcript you provided.)

Management Committee Meeting Summary – 12 March 2026

1. Members Present

(Based on spoken contributions)

- Sue Kennard (Chairperson)
 - Wayne Parker
 - Dianne McColl
 - Linda Almond
 - Sandra Routley
 - Peter Hancock
 - Brooke Anderson
 - Melva Leal
 - Ken Griggs
-

2. Apologies

No explicit apologies were recorded in the transcript.

3. Inward Correspondence

1. Tom Dunsmuir wants to purchase our Bridgemate2 devices
2. Matt Raj Mal ABDA, Presidents report from Annual General Meeting
3. Pauline Ralph enquiring about bridge credits and membership fees
4. Australia Post, invoice for PO Box rental - \$192.00
5. MBCC Community Leasing, Platinum Electrical to arrange RCD inspection
6. Geoff and Helen Shephard, cancellation of away membership
7. Suzy Brownlow, thank you for the ABDA sponsorship and support
8. Alan Metcalf, cancellation of home membership

9. Caroline Black, cancellation of away membership
10. Doug Fuller, cancellation of home membership
11. Bridge Base Online, training tool for bridge teaching
12. Mary McKernon, re resignation of club membership 27 January
13. Suzy Brownlow, report on ABDA seminar
14. Brad Coles AWNP, invitation to compete in Novice Pairs 25-31 May
15. Hervey Bay BC, notice of upcoming congress 25-26 April
16. Platinum Electrical, service booked, power outage for 5 seconds
17. MBCC Sport Recreation, CPR Group workshop for Not-for-Profits organisations
18. Kim Ellaway QBA, Member cancellations need to be completed by 31 March
19. Kim Ellaway QBA, 2027 Congress Application form
20. Sandra Routley, regarding the publication of the newsletter
21. Julian Foster MyABF, using "Full Member Management" for renewals

4. Outward Correspondence

1. Tom Dunsmuir advised that purchases will be discussed by the Committee
 2. Pauline Ralph confirmation of bridge credits and membership payment
 3. Suzy Brownlow, the Committee approved \$200 for registration fees
 4. Pianola – all members, commencing table fee payment through MyABF 2 March
 5. Mary McKernon, re resignation and Pianola
 6. Bridge Lessons, 20 emails sent to registered players
 7. Peter Busch Altosoft, regarding new Bridgemate3 issues and problems
 22. Enquiries from **Geoff Shepherd** and **Tom Dunsmuir** about purchasing **Bridgemate2 units**.
 23. **Charlotte Robinson (ESA)** – request for support for upcoming event on **21 March**.
 24. Notification regarding **RCD inspection** by council contractor scheduled for **24 March**.
 25. **Australia-Wide Novice Pairs** application form received.
 26. Cleaning service concerns raised involving contractors (bins, paper products, restocking).
 27. Email from **Kim Ellaway** regarding ABF registration for 2027 Congress dates.
-

5. Business Arising from the Correspondence

1. Bridgemate2 devices
 2. Charlotte Robinson ESA, access to clubroom for trivia night 21 March 5.00pm
 3. Platinum Air and Electrical to arrange RCD inspection 25 March
 4. Australia Wide Novice Pairs – club application form (Monday 25 May)
 5. BBO training tool
-

6. Meeting Summary

The committee reviewed previous minutes, addressed Bridgemate device issues and potential sales, discussed MyABF data inconsistencies, clarified technical role responsibilities, updated on membership processing, reviewed hall maintenance concerns, received updates on beginner lessons, debated educational workshop options, set 2027 Congress dates, and reviewed OH&S issues including furniture stability and equipment wear.

Significant time was devoted to backup policies, server reliability, cleaning contractor performance, and MyABF system transition challenges.

7. Motions Passed

Motion – Acceptance of Previous Minutes

- **Moved:** Wayne Parker
- **Seconded:** Ken Griggs
- **Outcome:** Passed unanimously.

Motion – Acceptance of Treasurer’s Report

- **Moved:** Linda Almond
- **Seconded:** Wayne Parker
- **Outcome:** Passed.

Motion – Approve Home Membership for Tony Bowmaker

- **Moved:** Peter Hancock
- **Seconded:** Wayne Parker
- **Outcome:** Approved unanimously.

Motion – Invite Joan Butts to Deliver Workshop During QLD Visit

- **Moved:** Melva Leal
 - **Seconded:** Sue Kennard
 - **Outcome:** Approved.
-

8. REPORTS

Treasurer (Linda Almond)

Tabled at the meeting of the 12th of March 2026

Everyday Account	-	\$ 30,277.97	Cash at Bank
Business Saver A/c	-	\$ 414.61	Investment Account
Term Deposit	-	\$306,525.19	Maturing 22.05.2026
Term Deposit	-	\$122,228.91	Maturing 27.05.2026
TOTAL HOLDINGS	-	\$459,446.68	

Net Income for February	\$ 11,528.50	
Expenses for February	\$ 3,742.93	(list provided)
Liabilities for February	\$ 665.38	(Coles Account)
Balance Sheet	\$499,659.43	(6.40% Change)

Tournament Organiser (Sandra Routley)

- Bridgemate training is ongoing for new assistants, rostered to shadow Directors and Bridgemates.
- Andrew Whitaker (Microsoft and Bitwarden Administrator) provided a template to help with our backup policy.
- Storage of encrypted drives, Peter wishes to store at home – Committee is yet to finalise discussion on that.
- GNOT Club Heats – 12, 19 and 26 March – Bob Davies to direct, Wayne to assist with the dealing and scoresheets.
- Single Session Teams – 10 April, there are no special conditions for this event.

Membership (Peter Hancock)

- Membership reconciliation needed across four systems (Pianola, ABF, MyABF, Compscore).
- Position description duties provided for discussion by the Committee.

MyABF (Linda Almond, Brooke Anderson and Wayne Parker – Administrators)

- Membership year **will not** change to calendar year at this stage.
- MyABF import/export issues corrected; data now clean.
- Thanks, sent to **Siobhan Davies** for MyABF support and troubleshooting assistance.

Technical / IT (Wayne Parker)

- Old Bridgemate2 devices **not to be sold yet**; revisit next meeting.
- Server relocated into playing room to avoid RF interference from metal cabinet and TV.

Systems Administrator (Peter Hancock)

- Backup responsibilities reaffirmed: nightly backups for three machines, Treasurer maintains isolated backup.
- Position description duties provided for discussion by the Committee.

Education (Melva Leal)

- Joan Butts workshop approved for late April, subject to logistics and pricing.
- Friday pre-session education to resume after Easter.

Facility & Cleaning (Dianne McColl)

- RCD inspection confirmed for **24 March**.
- Fire services inspection (ARA) dates corrected.
- Cleaning contractor performance to be monitored; alternative providers may be investigated.
- Roof repairs completed; cost to be sent to council for defect consideration.

Events

- 2027 Congress dates tentatively set:
 - Matchpoint Pairs – **15 August 2027**
 - Restricted Teams – remain **Under 300 MP** unless data suggests moving to Under 500.
-

8. Action Items

Administration / Membership

Action	Responsible
Continue updating MyABF member statuses	Linda
Complete membership reconciliation across multiple systems	Peter
Review all IT-related job descriptions for overlap	Technical group (Wayne, Peter, Andrew)

Bridgemates / Technology

Action	Responsible
Provide website nomination training to additional committee members	Wayne
Continue monitoring Bridgemate stability post server relocation	Wayne
Print director training manual for Melva	Wayne
Remove/dispose old hard drives after verification	Andrew

Facility & OH&S

Action	Responsible
Follow up with cleaning contractor about bins & paper supply	Dianne
Investigate moisture/mould patches and await contractor advice	Dianne
Purchase box of masks for club	Ken
Men's Shed to repair table orientation, chairs, keyboard tray, stoppers	Tom Murphy
Plan office cleanup prior to replacing safe	Committee

Education

Action	Responsible
Confirm Joan Butts workshop logistics (topics, equipment, TV use)	Melva
Collect expressions of interest from members	Melva
Add topic-request notice to announcements	Melva

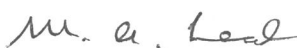
Events

Action	Responsible
Continue Bridgemate training for rostered directors	Sandra
Analyse Masterpoint distribution for 2027 Restricted Teams classification	Peter

Welfare

Action	Responsible
Provide welfare updates for unwell members	Brooke

Meeting Closed 3.30pm, Next meeting ... Thursday 9 April 2026



Melva Leal
Chairperson



Wayne Parker
Secretary