

Here is a **clear, structured summary** of the meeting based on the transcript you provided. I've organised it into the sections you requested: **Members Present, Correspondence, Reports, Motions Passed,** and **Action Items.**

Meeting Summary – Management Committee

(19 February 2026) at 1.07pm

(Based on transcript provided)

Members Present

- Sue Kennard (Chairperson)
- Peter Hancock
- Sandra Routley
- Linda Almond
- Wayne Parker
- Brooke Anderson

Apologies:

- Melva Leal
 - Ken Griggs
 - Dianne McColl
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Confirmation of Previous Minutes

- Minutes from previous meeting read and accepted.
 - A query was raised about previous agreement regarding **key deposit amounts.**
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Correspondence

Incoming and outgoing correspondence discussed extensively, including:

Key Items

- Member complaint (Maurice) – matter considered **closed.**
- **TPI Redcliffe Sub-branch** – monthly use of club rooms confirmed as *third-party casual hire* (no council approval required).
- **Storm damage funding** opportunity from Moreton Bay City Council.
- Membership resignations:
 - **Lynda Bennion**
 - **Margaret McNee**

- **UPS installation** notifications.
 - **QBA notifications:** fees, AGM, online sessions.
 - Numerous routine operational emails (maintenance, membership updates, equipment servicing, hire enquiries, etc.).
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Reports

Treasurer's Report

- Membership fees continue to be received; some still outstanding.
- Insurance updated and contents value increased to \$100,000.
- New insurer: **Hollard Insurance Company** via Tony Bemrose Brokers.
- Unknown \$67.20 payment received with no identifying details – to be announced to members.
- Bridgemate invoice (\$6,375) received for **18 new units + storage case**.

Membership Report (Peter)

- **64 members yet to renew** (53 home, 8 away).
- Some members confirmed paid though not yet reconciled.

Building & Maintenance

- Mould spots identified; Council inspection suggests **air-conditioning cause**.
- Cleaning contractor quality concerns raised (thin paper towels, supply levels).
- Roof & solar panel cleaning arranged with SB ProClean.
- Snooker club to reimburse half of the cost.

Education

- Lessons begin **7 March**, 16 participants enrolled.
- Melva to introduce advanced sessions on Fridays upon return.
- Positive feedback on educational slides displayed on TV.

Members Welfare

- Marlene remains unwell; card sent.

Tournament Organiser

- Director training ongoing.
 - Bridgemate assistant roster being reorganised.
 - Bridgemate3 rollout discussed.
 - Rainbow Movement not supported in Compscore 3 – Teams of Three to replace.
 - Backup policy and technology roles discussed at length.
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Motions Passed

1. Key Deposit

- **Deposit for club key (TPI) set at \$50.**
Moved Wayne Parker, seconded Peter Hancock – carried.

2. Susie Brownlow Sponsorship

- Club will pay **\$200 registration fee** for her two-day director workshop in Melbourne.
- Susie to provide a written report afterwards.
Moved Sandra Routley, seconded Linda Almond – carried.

3. Payment for Bridgemate Devices

- Approval to pay **\$6,375** for 18 units + storage case.
Moved Sue Kennard, seconded Brooke Anderson – carried.
- Second charging case has been placed on back order.

4. Roof & Solar Panel Cleaning

- Club to pay **\$1,103.09** (half of total).
Moved Wayne Parker, seconded Brooke Anderson – carried.

5. Hard Drives for Backups

- Purchase **4 external hard drives** (1–2 TB), up to **\$500 total**.
Moved Sandra Routley, seconded Peter Hancock – carried.

6. Office Safe & Carpeting

- Safe to be **secured to the floor**.
- Office carpet to be replaced, quotes to be obtained.
Moved Brooke Anderson, seconded Linda Almond – carried.

7. Backup Storage Location

- Decision pending further clarification from IT consultant (Andrew).
Motion postponed.

8. Charity for President's Day

- Charity selected: **Give a Child a Chance**.
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Action Items

Secretary / Wayne

- Add notice about unknown \$67.20 payment.
- Prepare and send communications regarding MyABF rollout.
- Respond to member correspondence (Joan Mills).
- Confirm insurance coverage for Bridgemate3 units.

- Organise access for Trivia Night (21 March).

Treasurer / Linda

- Pay Bridgemate invoice(s).
- Continue reconciling membership payments.
- Proceed with Reckon automated + manual backups.
- Contact Siobhan Davies for MyABF procedural documents.

Technology / Peter & Wayne

- Finalise backup policies and create updated IT role descriptions.
- Create a new Systems Administrator role (assigned to Peter Hancock)
- Implement automated fortnightly backups.
- Destroy old hard drives after data transfer has been verified.
- Oversee installation of UPS units.
- Purchase 4 external hard drives.

Building

- Arrange securing of office safe.
- Obtain quote and arrange replacement of office carpet.
- Review paper quality concerns with cleaning contractor.
- Contact Council re maintenance issues as needed.

Tournament Organiser / Sandra

- Finalise Bridgemate assistant roster.
- Organise training session for new Bridgemate3 units.

Newsletter

- Sandra to meet with Tracy to establish clearer process and frequency (likely quarterly).
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Next Meeting

Thursday, 12 March, after the morning bridge session.