

Minutes of Toowong Bridge Club Committee Meetings

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Toowong Bridge Club Inc.

Management Committee



General Meeting

17 December 2013

Minutes

- **Attendance/Apologies**

Attendance: Barry O'Donohue, Margaret Prentice, Anne Griffin, Margie Knox, Diane Swan, Jackie Tozer, Margaret Willsford, Helen Clayton

Apologies: Elaine Kelly, Neil Strutton

Meeting opened at 4.45pm.

- **Minutes of the previous meeting (19 November 2013) /Action minutes**

The minutes of the previous meeting were taken as read and adopted with an amendment.

Motion: That the minutes be adopted as a true and accurate record of the meeting

Moved: Di Swan

Seconded: Margaret Prentice

Carried

- **Business arising from the minutes of the previous meeting (19 November 2013)**

Di has further investigated the supply of a water softener (\$2300) to reduce the build-up currently associated with the dishwasher. Jane Ramus has advised that she is happy to keep the dishwasher clean and free of build-up, so for the time being no action will be taken on the purchase of a water softener.

Anne Griffin has posted the winners of the Saturday session free game on the TBC website.

Di has advised Kim Ellaway and Sandra Mulcahy about the fundraising undertaken by TBC for the Bushfire Appeal. \$329.95 was raised on the day and TBC is to donate a further \$500 to the appeal, making a total donation of \$829.95. Jane Ramus is to be reimbursed \$75 for providing morning tea on the fundraising day.

Flyers for the beginners' lessons are to be distributed in mid-January. Margie to print 1000 flyers for distribution by members. Margaret Willsford will approach independent living centres to leave flyers for the lessons.

Although the decision was made at a previous meeting to allocate a kitchen hand to clean up at Wednesday night bridge, the problem has been finding someone for this role. Directors will be asked to request at all sessions that N/S attend to Bridgemate and bridge boards at the end of the session and E/W tidy the table and take any remaining cups to the kitchen.

Trainee directors will direct on Tuesday afternoons, with Jackie and Ross sharing this session and Neil filling in on an occasional basis. Neil expressed his willingness to direct on one Friday a month. Cheryl Shafferman is also willing to do some directing. Barry will update the list of directors and contact details.

Barry has been loaned a timer by QBA. Peter Noble is working on how to use the timer.

- **Correspondence**

- incoming (letter from BCC Graffiti Removal Officer, letter from BCC regarding lease renewal, letter from Renuka Mahadevan)
- outgoing (letter to Diana Dick)

Barry said that he had been contacted by the BCC Graffiti Removal Officer to ascertain whether TBC is willing to pursue charging offenders and to advise that BCC staff will clean the graffiti off the air conditioning unit. The decision was made not to pursue offenders. Barry will contact BCC to find out the names of people who may be able to paint on the side of the building similar to the cards that have been painted on the side of the building facing the Soccer Club. Barry noted the work that Lee Rogers has done around the club.

Di spoke about what is needed for the lease renewal and noted that a Community Liaison Officer needs to be appointed from the club. Margie will take on this role. Barry and Di will complete the lease renewal form.

An email from Renuka Mahadevan regarding a recent incident at the club was read. Helen Clayton will speak to the relevant parties. Margie will write to Renuka after Helen has spoken to them. Directors are to be asked to ensure that all players have a systems card.

Motion: That the inwards be received and the outwards be endorsed.

Moved: Margie Knox

Seconded: Margaret Willsford

Carried

- **Treasurer's Report**

Di Swan presented the Treasurer's Report, advising that the club is in a healthy financial position. A graph of table numbers shows that on average there are around 100 fewer tables a month than there were in 2012.

Margaret Prentice explained that an incorrect amount was charged for the QBF and ABF levies, resulting in \$16 being collected from members rather than \$20. The membership application form has now been updated for new members.

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Neil Strutton

Carried

- **General Business**

- *Recommendation for repair works to Toowong Bridge Club*

It was agreed that the recommendations from Solutions in Engineering for repair work to the club are followed.

MOTION: That the recommendations from Solutions in Engineering for repair work to the club are followed.

Moved: Anne Griffin

Seconded: Di Swan

Carried

- *Awning for front of building*

A previous TBC Management Committee had made the decision to provide an awning for the front deck of the clubhouse. Di will look into the cost of providing an awning with solar panels on top.

- *Player education 2014*

John Roberts will conduct a player education session on Friday afternoon 2 May and Saturday morning 3 May. It was suggested that he be asked to do a session on play of the cards, combination of cards and signalling.

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Anne Griffin will contact Joan Butts to ask her to provide a two hour session (Improving Your Judgement) on a Saturday morning in March.

- *Car park*

Barry advised that the Council will need to move through the existing car park to complete the new road works. There will be disruption for 6-10 weeks.

- *Meeting times for Management Committee meetings in 2014*

It was agreed to hold Management Committee meetings on the second Monday of each month.

- *Providore duties*

Margaret Prentice is formulating the roster for providedore duties. Barbara Murphy will purchase non-perishable items such as tissues, toilet paper etc and Barbara Kent will purchase coffee and sugar.

The checklist for kitchen staff has been completed.

Next meeting: Monday 10 February 2014 (3pm)

Toowong Bridge Club Inc.

Management Committee



General Meeting

19 November 2013

Minutes

- **Attendance/Apologies**

Attendance: Barry O'Donohue, Margaret Prentice, Anne Griffin, Margie Knox, Neil Strutton, Diane Swan, Jackie Tozer, Margaret Willsford, Helen Clayton

Apologies: Elaine Kelly

Meeting opened at 4.50pm.

- **Minutes of the previous meeting (15 October 2013) /Action minutes**

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting

Moved: Neil Strutton

Seconded: Margaret Prentice

Carried

- **Business arising from the minutes of the previous meeting (15 October 2013)**

Barry reported that Jane Ramus has purchased replacement cups, but will not put them out until she has cleaned the dishwasher. She is happy to do regular cleaning of the dishwasher. Discussion followed on ways of softening the water in order to avoid a build-up in the dishwasher. Di has spoken to a supplier of cartridges that can be placed in the incoming water line to soften the water. Lectric Soda was also suggested as being useful in reducing build-up. Margaret Willsford will contact Jane regarding this option. Di will contact the filtration expert also for further information. Margaret Willsford will investigate dispersal of the cups which have lost their glaze.

Anne Griffin reported on the follow-up to plans for increasing attendance at Saturday's session. She said that Gillian McLelland has developed a roster of caterers for the remainder of the year. She suggested that once a month Saturday table slips are put in to a hat and there be a draw with free games provided to four players at one table.

Motion: That on the third Saturday of each month, players at one table each receive a free game for a following Saturday – to be trialled on a three month basis.

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

Anne tabled a draft flyer for distribution on Tuesday and Thursdays (one flyer for each table on these days – one Tuesday and one Thursday only) advertising Saturday's game with mention of the special morning tea.

Motion: That one flyer advertising Saturday sessions be placed on each table on one Tuesday and one Thursday.

Moved: Anne Griffin

Seconded: Diane Swan

Carried

Margaret Willsford will post a notice on the Kenmore shopping centre noticeboard and contact Probus with the information about Saturday's sessions.

Anne has purchased extra DVDs.

• **Correspondence**

- incoming (email from Kim Ellaway re Bushfire Appeal, letter from Diana Dick, email from Masters student regarding the conduct of a survey of members)
- outgoing

Kim Ellaway has advised that free red points will be allocated to any club holding an event to raise funds for the Bushfire Appeal. It was agreed to participate in the fundraising and to increase charges on that day by \$1, with this to go to the Bushfire Appeal. It was agreed to hold the Appeal session on 12 December 2013. Barry will contact Sue Eix to notify the State Masterpoint Secretary that the club is holding this red point event.

Motion: That the Bushfire Appeal day be held on 12 December and that members are to be charged \$6 for the session. That a donation of \$500 from club funds be made to the Appeal, in addition to the amount raised from the additional charge.

Moved: Margaret Prentice

Seconded: Margie Knox

Carried

Margie will write to Diana Dick regarding the recent teams' event and advise that a procedure has now been put in place to ensure that all entries and cancellations are relayed to her or the relevant director in a timely fashion.

Margie to write to the Masters student advising that the committee is willing for her to call for expressions of interest for those wishing to participate in her survey, but not to allow her access to club members.

Motion: That the inwards be received and the outwards be endorsed.

Moved: Margie Knox

Seconded: Jackie Tozer

Carried

- **Treasurer's Report**

Di Swan presented the Treasurer's Report, advising that photocopy expenses are still high, but not consistently so.

- **General Business**

- *2014 beginners' classes*

Discussion followed on when and who to provide lessons in 2014. It was agreed to offer Diana Dick the option of conducting a beginners' course in March, with the date and time to be confirmed and that the club should trial the option of providing free beginners' lessons.

As soon as Barry has spoken to Diana, an ad is to be placed on the website and directors are to be asked to advertise the course at each session. Flyers advertising the course are to go out in late January.

Motion: That the beginners' lessons in 2014 are to be free of charge, on a trial basis.

Moved: Margie Knox

Seconded: Helen Clayton

Carried

- *Kitchen checklist*

Elaine is progressing the kitchen checklist.

- *Youth Day bridge – 19 January*

Motion: That TBC supports the QBA in holding another Youth Bridge Day on 19 January 2014.

Moved: Anne Griffin

Seconded: Diane Swan

Carried

- *Changes to session times*

It was agreed not to proceed with any change to the current session times.

- *Spare glasses*

It was agreed not to purchase any more spectacles as those previously purchased have all disappeared.

- *Solutions in Engineering*

Solutions in Engineering will design and provide specifications for metal plates to be attached to the building, but they will not carry out the task. Di will contact Steve Geronimos to ascertain whether he is willing to do this task as well as painting the door of the ladies' toilet and tiling in the ladies' toilet.

- *Wednesday night kitchen staff*

Motion: That for Wednesday night's early bird session, the club employs kitchen staff from 6.30-8pm at a cost of \$40.

Moved: Anne Griffin

Seconded: Helen Clayton

Carried

- *Interclub teams 2014*

It was agreed that the selection of Interclub Teams will be managed by the Management Committee from 2014. Further discussion at a later date.

- *Congress convenor*

Barry advised that Jackie Tozer has offered to support Janet as Congress Convenor. Janet will ease Jackie into the role. Helen Clayton will support Jackie when she takes over from Janet.

- *Bidding boxes*

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Barry suggested that as the club already has bidding boxes, they be used on an occasional basis for training purposes. The number of bidding boxes at the club is to be investigated.

- *Trainee directors*

Motion: That Thursday afternoon sessions be allocated to trainee directors.

Moved: Helen Clayton

Seconded: Margie Knox

Carried (with one abstention)

- *New timers*

Motion: That two new timers be purchased for the club.

Moved: Anne Griffin

Seconded: Neil Strutton

Carried

Next meeting: tbc

Toowong Bridge Club Inc.

Management Committee



General Meeting

15 October 2013

Minutes

- **Attendance/Apologies**

Attendance: Barry O'Donohue, Margaret Prentice, Anne Griffin, Margie Knox, Neil Strutton

Apologies: Diane Swan, Jackie Tozer, Margaret Willsford, Helen Clayton

Meeting opened at 5pm.

- **Minutes of the previous meeting (17 September 2013) /Action minutes**

The minutes of the previous meeting were taken as read.

Motion: That the minutes, with amendments, be adopted as a true and accurate record of the meeting (17 September 2013)

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

- **Business arising from the minutes of the previous meeting (17 September 2013)**

Business arising from the Action Minutes: Elaine reported that the TV speakers have been set up.

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

- **Correspondence**

- incoming (letter from AVEO, Sunnybank, letter from Peter Matic)
- outgoing (letter to Peter Matic)

Margie noted that Jim Bakker had suggested that Peter Matic be invited to afternoon tea at the club during a Thursday afternoon's session. It was agreed to do this at a later date.

Motion: That the inwards be received and the outwards be endorsed.

Moved: Anne Griffin

Seconded: Neil Strutton

Carried

- **Treasurer's Report**

There was no report presented.

- **General Business**

- *2014 TBC program (Sue Eix)*

Sue joined the meeting at 5.07pm. She noted changes to the previous year's program – Saturday pairs will be a one day event instead of two afternoon sessions. The Gold Point Teams event is now on in the week beginning 12 May/19 May/26 May on Thursday night of each week. Novice Pairs is now in week beginning 24 March/31 March. It was agreed that one more Red Point event of two days be added to Friday's sessions.

Sue advised that the QBA is not making the final choices about the mixed teams' event until the end of November, so there may be more changes.

The Committee thanked Sue for the work she has put into developing the program.

Motion: That Sue be given the right to make any changes to the program as the need arises.

Moved: Anne Griffin

Seconded: Elaine Kelly

Carried

- *Kitchen checklist*

Barry reported that Jane Ramus and Verdun Park have cleaned the cups and thrown out those which have lost their glaze. They intend to clean the dishwasher. Jane does not consider the quality of the dishwashing powder is a contributing factor to the staining of the cups.

Motion: That the Committee approves Jane Ramus to clean the dishwasher and research possible replacement cups.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

Elaine said that she is working on the development of a checklist for kitchen staff. Discussion about quantities and types of biscuits provided for morning and afternoon teas to be considered at the next meeting.

- *Melbourne Cup plans*

Elaine provided information about the organisation of the Melbourne Cup event. Hannah is to be employed from 11am until the finish of the day for a payment of \$100.

- *blinds on the park side*

It was agreed that although at times there may be glare from the windows on the park side, this is more than compensated for by the pleasant aspect over the playing fields. The suggestion that blinds be installed on these windows was rejected.

- *Youth Day bridge*

It was agreed that the recent Youth Day had been a great success, partly due to the advertising which was done within the club. Barry said that Paul Brake would be interested in having another Youth Day over the Christmas holidays.

- *biscuits-procedure for serving*

Previously discussed and deferred until a later meeting.

- *Petty cash procedures*

This item has been previously dealt with.

- *Bridgemate guide for Tweed Heads club*

There has been a request from the Tweed Heads Club for the scoring guide which Barbara O'Connor developed. Barbara is concerned that providing it to the Tweed Heads Club would breach copyright and be regarded as plagiarism by those from whom elements have been copied for the club's use. She suggests, that it would be better to just tell the Tweed club the links for Altosoft and Bridgemate so that they can download the manuals themselves. It was agreed that this was the correct response to the request.

- *Saturday afternoon tea*

Anne asked if the committee would be prepared to subsidise the cost of providing bun loaf for afternoon tea once a month on Saturday afternoon, in the interests of increasing the patronage for this session. Anne will buy the bun loaf on that day.

Motion: That the Committee reimburses Anne Griffin for the cost of providing bun loaf on the first Saturday of each month.

Moved: Margie Knox

Seconded: Elaine Kelly

Carried

- *The purchase of extra DVD's*

Anne is to investigate the purchase of further DVDs for the library.

Motion: That if the Larry Cohen and Audrey Grant materials are in DVD format, they be purchased.

Moved: Anne Griffin

Seconded: Margaret Prentice

Carried

- *Supervised play*

It was decided to include a notice about the Monday supervised play session in the next newsletter.

- *investigation of changes to session times*

This item was deferred to a later meeting when more committee members are present.

- *Interclub teams*

After discussion, it was agreed that the selection of Interclub Teams should be managed by the Management Committee.

Motion: That the selection of Interclub Teams in future be managed by the Management Committee.

Moved: Neil Strutton

Seconded: Elaine Kelly

Carried

Barry to ask Pam Schoen to submit the names of Interclub Teams' members and provide results of the event.

Next meeting: 19 November (4.30pm)

Toowong Bridge Club Inc.

Management Committee



General Meeting

17 September 2013

Minutes

- **Attendance/Apologies**

Attendance: Barry O'Donohue, Margaret Prentice, Anne Griffin, Helen Clayton, Margaret Willsford, Margie Knox, Neil Strutton

Apologies: Diane Swan, Jackie Tozer

- **Minutes of the previous meeting (21 August 2013) /Action minutes**

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 21 August 2013

Moved: Anne Griffin

Seconded: Margaret Prentice

Carried

- **Business arising from the minutes of the previous meeting (21 August 2013)**

Business arising from the Action Minutes

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

- **Correspondence**

- *incoming (emails from Kim Ellaway regarding volunteers' insurance and validity of proxies, email from Kay Hogan)*
- *outgoing (emails to Kay Hogan and Tricia Duffy)*

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

- **Treasurer's Report**

In Di 's absence, Margaret Prentice spoke to this item, explaining that two term deposits have been established: one for \$100,000 for the car park costs and one for \$50,000 for the Sinking Fund.

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Secunder: Anne Griffin

Carried

- **General Business**

- *Melbourne Cup plans and speakers for the TV*

Elaine advised that the same caterers as last year have been engaged and that she will meet with someone to organise the purchase and installation of TV speakers.

- *biscuits – procedure for serving*

There was discussion on the quantity of biscuits to be provided for each session to avoid undue waste. This needs to be calculated and added to a checklist for kitchen staff. Elaine will talk to Sue who has prepared an initial checklist. Provision of green tea was decided against.

- *player development at TBC*

Anne suggested that we should be investigating presenters for intermediate and above level players.

- *investigation of changes to session times*

This item deferred until the next meeting.

- *spare glasses – purchase*

Sets of reading glasses were purchased last year for the use of members on receipt of a refundable payment. Jackie to be asked re the location of the glasses.

- *replacement of cups*

A number of cups are discoloured. Margie and Elaine will investigate the number of cups and bring this number back to the next meeting.

- *bridge cards for AVEO, Sunnybank*

Barry explained that in the past the club has purchased packs of cards for AVEO at Sunnybank and invoiced them. He proposed that we provide packs of cards to AVEO as a gesture of good will. Keith Evans has already paid for the cards.

Motion: That Keith Evans is reimbursed for cards he has purchased for AVEO, Sunnybank, on receipt of an invoice.

Moved: Margie Knox

Seconded: Helen Clayton

Carried

- *brief for, and establishment, of Honoraria Subcommittee*

After discussion, it was agreed that a subcommittee be set up to investigate the level of honoraria before the AGM in 2016.

Motion: That an Honoraria Subcommittee be established to investigate the level of honoraria before the AGM in 2016.

Moved: Neil Strutton

Seconded: Helen Clayton

Carried

- *tiles in ladies' toilet*

Barry explained that the surface of the wall immediately under the light switch in the ladies' washroom is wearing away. Bruce has suggested tiling this area to avoid further deterioration. There are sufficient tiles to add a further row of tiles to those already in place. Bruce will organise a tiler if the committee agrees to proceed with this action.

Motion: That Bruce Roberts proceed with organising a tiler to add further tiles are added to the wall in the ladies' toilet area.

Mover: Margaret Willsford

Secunder: Anne Griffin

Carried

- *Solutions in Engineering Report*

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Solutions in Engineering have provided a solution to solve the problem of unstable columns – plate over the columns and bolt them through the adjacent brickwork. It was agreed that approval be given to proceed with a detailed design of that proposed solution.

Motion: That approval be given to Solutions in Engineering to proceed with a detailed design of the proposed solution.

Mover: Elaine Kelly

Seconded: Neil Strutton

Carried

ACTION: Barry to speak to Bruce, who will liaise with Solutions in Engineering.

- *vendors on premises*

In future, vendors who come to the club are to be asked to remain in the foyer to sell their goods.

Motion: That vendors be allowed to sell in the club, but advised that they must remain in the foyer.

Mover: Anne Griffin

Seconded: Elaine Kelly

Carried

- *kitchen staff – WHS*

Because of the possibility of burns from boiling water, kitchen staff are to be encouraged to wear aprons. Elaine will wash the aprons.

ACTION: Barry to ask Pam to notify staff to wear aprons.

- *pencils*

- *new members*

New members are:

- Mary Gooden, John Eccleston, Kay Blackford, Lynne Day, Christie Campbell, Joyce O'Brien

Motion: That the above applicants be approved for membership of TBC

Moved: Margaret Prentice

Seconded: Anne Griffin

Carried

- *members' contact details*

Following discussion, it was agreed that members' contact details should be available at the club.

Motion: That a list of members and addresses be installed on the office computer.

Moved: Margaret Willsford

Seconded: Anne Griffin

Carried

- *risk management*

Neil has spoken to someone from the Fire Brigade who is happy with the current arrangements. Neil has also spoken to Jim Bakker regarding a risk management report. It was decided not to proceed with commissioning this report.

- *Congress convenor*

Barry noted that Janet Lovell has advised that she is unwilling to continue as Congress Convenor, although she is willing to continue with support.

Items for future meetings

- *investigation of changes to session times*
- *blinds on the park side*
- *roles of provedore and catering organiser*

Meeting closed at 6.20pm.

Next meeting: 15 October 2013 (4.30pm)

Toowong Bridge Club Inc.

Management Committee



General Meeting

21 August 2013

Minutes

Discussion prior to meeting resulted in agreement that future meetings would be held on Tuesday afternoons at the close of the afternoon session.

- **Attendance/Apologies**

Attendance: Barry O'Donohue, Margaret Prentice, Anne Griffin, Helen Clayton, Margie Knox

Apologies: Neil Strutton, Margaret Willsford, Diane Swan, Elaine Kelly

- **Minutes of the previous meeting (24 July 2013) /Action minutes**

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 24 July 2013

Moved: Anne Griffin

Seconded: Jackie Tozer

Carried

- **Business arising from the minutes of the previous meeting (24 July 2013)**

- Anne has spoken to Paul Brake about the details of the Youth Bridge Fun Day; teachers, cards, boards, lunch, teaching materials will be provided by QBA.

Barry has asked that directors announce the event at sessions to encourage youth to attend.

Anne Griffin, Jackie Tozer and Alison Hudson have volunteered to act as helpers on the day.

- Margie has not yet spoken to Neil re fire drills. Further discussion on the issue of a fire drill/s is to be an agenda item at the next committee meeting.
- Further information provided by Sue Eix about the 2014 program was noted.

- Margaret noted that she has contacted John Roberts regarding a guest lecture at TBC. He is willing to do a two-session seminar in May 2014.

- **Correspondence**

- Incoming (email from Tricia Duffy, thank you cards from Jennifer Wright and Sybil Gilmore)
- Outgoing (letters to Gillian McLelland, Anne Griffin, John Cremona, Lee Rogers, Barbara O'Connor, email to Robyn Clark)

ACTION: Margie to write to Tricia Duffy, thanking her for her comments and advising that Pam Schoen is providing lessons on a voluntary basis. Many members of the club appear to enjoy the classes and return a number of times. The committee intends to provide guest lecturers in the future.

After discussion about the points raised in Kay Hogan's email, it was agreed that in future there should be separate directors when there are separate events running concurrently – a head director and an assistant director. It was agreed that where there is a decision to be made at a director's table, another director should be called to adjudicate. Barry will speak to Laurie and other trainee directors regarding this.

ACTION: Margie to email Kay Hogan to advise that we have been unable to find a non-playing paid director for the next teams' event and have spoken to Sue Eix who has agreed to act as a paid scorer for the event.

With regards to Gillian McLelland's suggestions about ways to increase players on Saturday afternoons, it was agreed that Barry would ask Lee Rogers to announce at Saturday's session that we are looking for volunteers for a roster to make cakes for the Saturday sessions. Volunteers are to be asked to see Gillian.

ACTION: Barry to ask Lee Rogers to announce at Saturday's session that we are looking for volunteers for a roster to make cakes for the Saturday sessions.

Discussion was held on cost-effective ways of advertising in the media. It was suggested that some of the events' magazines that are distributed in local shopping centres might be a possible avenue. It was agreed that there is a need for a media officer to source avenues and develop material for advertising about the club. Margaret Prentice will include an invitation for people who might be willing to act in this capacity in the next TBC newsletter.

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Margie Knox

Seconded: Helen Clayton

Carried

● **Treasurer's Report**

In Di's absence, Margaret Prentice presented the Treasurer's Report. It was agreed that a later agenda item re petty cash procedures would be added to a future agenda when the Treasurer is present.

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Seconded: Jackie Tozer

Carried

● **Player Development at TBC**

This item was deferred to a future meeting.

● **Process for approving honoraria in 2014**

It was agreed that the same amount for honoraria as last year be budgeted for. Helen suggested that the honoraria be indexed to avoid the same discussion on the topic being held each year. She suggested that a motion on notice to this effect be included in the agenda for the 2014 AGM. An Honoraria Subcommittee is to be established.

● **Head Director at TBC – role and role-holder**

Discussion was held on the role of the Head Director. Barry advised that he carries out a number of tasks currently listed under the Head Director: he relates any relevant discussion items to directors and organises the directors' roster. It was agreed that these tasks be added to the President's role. The Appeals' Committee is to be Diana Dick, Jan Peach and Pam Schoen.

● **General Business**

- *Melbourne Cup plans*

It was agreed that the same caterer be used for the Melbourne Cup this year as was used last year.

- *Speakers for the TV*

It was agreed that speakers are needed for the TV and that they need to be installed before the Melbourne Cup.

Motion: That approval is given for Elaine to proceed with the purchase of speakers for the TV.

Moved: Margie Knox

Seconded: Anne Griffin

Carried

- *Youth Bridge Day*
This item was dealt with in an earlier discussion.
- *Restoration of prize money*
Barry provided background information about the decision to abolish prize money: following the flood, attendees at all sessions were given the opportunity to complete a survey regarding this issue. The overwhelming majority voted for its abolition. Given the involved in the preparation of the prize envelopes and the need to conserve funds, it was agreed not to restore prize money.
- *Biscuits-procedure for serving*
This item to be added to a future agenda.
- *Update on 2014 program*
Sue's suggestions regarding the program were noted.
- *Beginners' lessons*
Around 11 people have shown interest in joining beginners' classes. Diana Dick will take the next series of classes and will be paid \$800 for conducting eight lessons.

● **Items for future meetings**

- petty cash procedures
- player development at TBC
- spare glasses – purchase
- replacement of cups
- bridge cards for AVEO
- brief for, and establishment of, Honoraria Subcommittee
- Biscuits - procedure for serving

Next meeting: 17 September 2013 (4.30pm)

Minutes

18 June 2013

- **Attendance/Apologies**

Attendance:

Diane Swan, Helen Clayton, Margaret Prentice, Margie Knox, Anne Griffin, Neil Strutton,

Apology:

Elaine Kelly, Jackie Tozer, Barry O'Donohue, Margaret Willsford

In Barry's absence, Anne chaired the meeting, initially welcoming one of the new committee members Helen Clayton to her first meeting. Anne advised that because of the number of members not able to attend this meeting, only items of urgency would be addressed. Discussion on other items would be deferred until a further meeting.

- **Minutes of the previous meeting (21 May 2013)/Action minutes**

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 21 May 2013.

Moved: Neil Strutton

Seconded: Margie Knox

Carried

- **Business arising from the minutes of the previous meeting (21 May 2013)**

Margie noted that a letter had been drafted to go to Don Goodey and information gained about Grace McDonald from Keith Evans.

Motion: That a report on the corrosion of structural steel columns at the clubhouse be commissioned from Solutions in Engineering at a cost of \$1198.

Moved: Geoff Saxby

Seconded: Margie Knox

Carried

- **Correspondence**

- *Incoming*
- *Outgoing*

There was no correspondence.

- **Treasurer's Report**

There was no Treasurer's Report presented.

- **Recap on AGM – Planning for 2014 AGM**

Anne suggested that discussion on this item be deferred and that committee members should in the meantime think about the possibility of including ballot

papers with the meeting papers. It was agreed that when this item is next discussed that the order of the AGM agenda items and the possibility of an earlier start than 11am be considered.

- **Appointment of key positions**

Items 7 and 8 to be discussed at a further meeting. Helen offered to organise a roster of players so that a spare player was present at each session in case of a partner not turning up.

- **Functions for committee members**

- **General Business**

- *table numbers*

Anne expressed concern about the decline in table numbers. Discussion followed. Helen suggested that two sessions could be accommodated on a one-session day (such as Monday, Wednesday or Friday) if there was a slightly earlier start and no morning tea (eg 10am-1pm with an afternoon session from 1.30-4.30pm). She suggested also that afternoon tea might be deleted on Tuesdays and Thursdays and more boards played on these days. Anne suggested that vouchers might be provided for first place only.

- *Youth Bridge Fun Day, September*

Margie said that Barry had been approached by Paul Brake with a request for TBC to host a Youth Bridge Fun Day in September. Committee members agreed that the club would agree to this request, but needed to clarify other details eg provision of food.

- *supervised play sessions*

Helen suggested that those attending supervised play sessions should be encouraged to come along to open play sessions and that there was a need for someone to organise partners for those graduating from supervised play. Anne said that she was happy to be involved in the conduct of supervised play sessions.

- *beginners' lessons*

Margie noted that Jackie had volunteered to continue with the organisation of beginners' lessons. It was suggested that Diana Dick be approached for an expression of interest in conducting beginners' lessons. It was agreed that Neil will do this.

- *honoraria 2013-2014*

This item was not discussed.

- **Items for future meetings**

Meeting closed at 5.45pm

Next Meeting: 23 July 2013 (4.30pm)

Minutes

21st May 2013

- **Attendance/Apologies**

Attendance:

Diane Swan, Jackie Tozer, Pam Schoen, Margaret Prentice, Margie Knox, Anne Griffin, Neil Strutton, Geoff Saxby, Barry O'Donohue

Apology:

Elaine Kelly

- **Minutes of the previous meeting 16 April 2013/Action minutes**

The minutes of the previous meeting were taken as read. It was agreed that there should be one amendment to the minutes: the retention of Siganto Air Service as preferred supplier of air conditioning services.

Motion: That the minutes be adopted as a true and accurate record of the meeting 16 April 2013, with one correction – that Siganto Air Service remains as a preferred supplier of air conditioning services.

Moved: Diane Swan

Seconded: Margie Knox

Carried

- **Business arising from the minutes of the previous meeting(16 April 2013)**

Business included a recap of the conduct of the Grace McDonald Pairs, clarification of the quotes for gardening and information about an engineering report.

Margaret advised that half of the yearly interest from the past 12 months was used for prize money for the Grace McDonald Pairs and the other half was re-invested. Numbers of players in the competition was good, with the winners being Margaret Maher and Freida Swainston.

ACTION: Anne Griffin to ask Keith Evans for a copy of the information about Grace McDonald for inclusion in club records. **ACTIONED**

Darren Hird has been appointed as the new gardening contractor at a rate of \$48/hour (including GST). The contract is for two hours work every three weeks.

Geoff provided a quote for \$1198 from Solutions in Engineering for a report on the corrosion of structural steel columns at the clubhouse. It was agreed to commission this report.

Motion: That a report on the corrosion of structural steel columns at the clubhouse be commissioned from Solutions in Engineering at a cost of \$1198.

Moved: Geoff Saxby

Seconded: Margie Knox

Carried

- **Correspondence**

- *Incoming (letter from Don Goodey regarding the extension to the carpark, email from tea lady Hannah with suggestions re the kitchen)*
- *Outgoing*

Discussion followed regarding Hannah's suggestions for kitchen routine. Jackie has thanked Hannah for her letter. Pam will develop a checklist of routine actions for tea assistants, including the wiping out of the refrigerator.

ACTION: Pam to develop a checklist for tea assistants

ACTION: Margie to write to Don Goodey thanking him for his suggestions.

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Neil Strutton

Seconded: Geoff Saxby

Carried

- **Treasurer's Report**

Margaret spoke to the treasurer's report.

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Margie Knox

Carried

- **General Business**

- *New members*

The following members were approved: Deanne Gaskill, Chris Anderson, Frieda Swainston, Jennifer Wallace and non-home club members, Marianne Ridd and Suzanne John.

It was noted that membership forms that are handed to Committee members are to be handed to Gayle Boddice for actioning. There are no 50% membership fees except for new members who join after 1 July. Existing members who fail to renew before 1 July are still to pay the full membership costs regardless of when they re-join. Any membership fees received by committee members are to be given to Gayle Boddice (Membership Secretary).

Minutes of Toowong Bridge Club Committee Meetings

- *Sponsorship*
Anne said that Jetts Fitness, which is sponsoring the Soccer Club, may be open to acting as sponsor for TBC.
- *Car park extension*
In progress. Management Committee is waiting on the Council to provide a firmer price.
- *Tablecloth washing*
Margie noted that Tina Holmes, Bronwyn White and Justine Wlodarczyk have volunteered to wash tablecloths. Margaret said that Margaret Willsford has also volunteered. Margie to advise Bronwyn and Justine that they are in charge of the roster for these volunteers and introduce Tina to Justine.
- *Kitchen*
Margaret noted that Verdun Park has offered to do Wednesday night dishes on Thursday mornings.
- *AGM papers*
The AGM papers which have not been collected by next Wednesday are to be posted to members. Anne provided clarification as to the period for which the honoraria apply: they cover the period 31 March 2012-31 March 2013.
- *TBC Constitution*
Margie is to forward a copy of the full Constitution document to Janet Lovell for uploading to the website. The document currently on the website is incomplete.
- *Table fees*
Pam is to advise directors that they are responsible for accounting for the table fees collected at each session.
- *Club TV capabilities*
It was decided to ask Elaine to look into purchasing sound/speakers for the club TV, but not to progress investigation of using the TV for display of results.

Motion: That further investigation of the cost of purchasing sound/speakers for the club TV be undertaken with costs to be brought back to the committee for approval.

Moved: Anne Griffin

Seconded: Pam Schoen

Carried

Minutes of Toowong Bridge Club Committee Meetings

- **Items for future meetings**

Meeting closed at 6pm

Next Meeting: 18 June 2013 (4.30pm)

Minutes

19th March 2013

In Attendance:

Barry O'Donohue, Margie Knox, Margaret Prentice, Pam Schoen, Neil Strutton, Geoff Saxby, Jackie Tozer, Anne Griffin, Di Swan

Apologies: Elaine Kelly

The President suspended normal business to welcome Janet Lovell to the meeting to discuss the need for updating the TBC website.

In summary, for the past 8 years we have been sharing our website's "skin" (the basic structure of the web) with Steve who is an ex-member of the club as well as being a member of Janet's family. Steve originally did this to save the club money but it has become a big disadvantage to him because it has caused many problems which he has fixed at no charge to us. It is therefore necessary to have our own TBC "skin" at a cost of \$600 which includes the transfer of data. **All in favour.** Janet left the meeting.

MINUTES OF PREVIOUS MEETING ON 19TH FEBRUARY

The minutes of the previous meeting were taken as read.

Motion: That the minutes as circulated be received.

Moved: Anne, **Seconded:** Di **Carried:** All

BUSINESS ARISING FROM THE PREVIOUS MINUTES

- **Solar Panels** were discussed. Di stated that the solar panels need to be located on the soccer side of the club's roof. Council has yet to decide whether to give us permission to lob the trees on the railway side. Di and Sue Eix will put in an application to BCC (our lessor) for the large trees to be lopped. It was reiterated that we propose to ask BCC for a grant from their Gambling Fund in the new year.
- **Solutions in Engineering Report** Geoff presented their report to the meeting. However, Geoff stressed the need to inspect the metal posts on the railway side of the building as a priority. It was agreed that Geoff ask them to submit a report on the posts with a view to replacing them. Solutions in Engineering's Report to be copied to Lee Rogers and Bruce Roberts. **Motion:** proposed by Anne as above: **Seconded** by Geoff: **Passed by all.**
- **New Members for February and March** The Committee welcomed the following new members: Albert Loh, Peter Henderson, Monika Henderson, Lyn

Minutes of Toowong Bridge Club Committee Meetings

Edeson, Gina Smith, Judy Porter, Christine Hart, Norm Case, Helen Case, Desmond Speedy Renee and Glen Austin, Stuart Johnston and Graham White.

- **PIN for photocopier** It was decided not to proceed with this as it would be difficult to implement.

CORRESPONDENCE

Incoming:

- **Concerning 2 sessions Monday** Regarding this matter, a letter from Barbara Goss was read to the Committee as requested, petition received from Anne Alexander and petition for extra special meeting were circulated. It was decided that in the light of the possibility of extending the car park, the changes to Monday's session will be withdrawn and held in abeyance. Barry will speak to Barbara Goss and Anne Alexander explaining our position.

A **Motion was moved by Di** that the trial period of the changes to Monday's session be left in abeyance. **Seconded** – Margaret **Passed** with 3 abstentions.

- **BCC offer of \$200,000 to be used by June 2013** Email received from Cr. Peter Matic. Following this previously unknown BCC offer, it was agreed a letter of thanks be written from the President to Cr. Matic thanking him for his endeavours on our behalf. The Councillor stated he will help to expedite the formalities with the BCC on our behalf.
- **Petitions** It was decided that the President should address the Monday, Wednesday and Friday groups explaining the situation and that he will keep members attending on those day informed of the progress in this matter. Barry to contact Anne Alexander with this information.
- **Letter from Honorary Sub-Committee** This was circulated and will be an item for the agenda at the AGM on 16th June. Margaret is to liaise with Brian Lawley about the sliding scale for directors.
- **Email from Brian Reilly regarding the removal of percentages from Bridgemate** The Committee noted his comments. Secretary to advise him accordingly.
- **Upgrade of Computer facilities** The Committee considered a request from Barbara O'Connor and approved the need for a new server to enhance the club's ability to interact with the dealers' computers. There would no longer be a need to have hand records of deals. **All agreed** to go ahead with the purchase.
- **Email from Bevan Scott** offering his services to over-see the proposed extension to the car park. After discussion it was decided that it would be preferable to let the BCC coordinate the work, in view of the time frame involved. However, Secretary to write a letter of thanks to Bevan for his kind offer of his services.

Outgoing:

- **Flood Donation** Di reported a donation of \$500 was given to the Lions Club of Mundubberra/Gayndah.

TREASURER'S REPORT was circulated by email and discussed at the meeting. The Treasurer's report was adopted as a true record of the clubs' finances.

GENERAL BUSINESS

- **Sinking Fund** Arising from the report from Solutions in Engineering, the committee agreed that it is necessary to provide for an ongoing financial schedule of maintenance. In order to facilitate this, **it was unanimously agreed** that the Treasurer open a BOQ account specifically as a Sinking Fund Account with a deposit of \$20,000. Margaret and Geoff to liaise on this matter.
- **Car park extension** A letter from Cr. Peter Matic was circulated to members. The BCC is offering TBC \$200,000 to help solve the parking problem. It was unanimously agreed to accept the offer in writing and for the work to get underway as soon as possible. The Council's offer of allowing TBC to extend the car park into the green area at the far end of the club was gratefully accepted. However, members should be made aware that the extension of the car park into the green area at the end of club is dependent upon the Environment Committee agreeing to the release of the land which we expect will be forthcoming.

A meeting has been arranged by Barry to meet with Cr Peter Matic on site tomorrow (Wednesday) to discuss the matter. Barry urged as many committee members as possible to attend.

- **Wages for Kitchen Staff** It was again discussed that kitchen staff are getting above award wages. It was agreed to discuss this matter at a later date when staff changes occur.
- **Approval Procedure for ad hoc expenditure** In the interest of good financial governance, it was agreed unanimously that any expenditure over \$200 should be approved by the Committee.
- **Requirement for 2 bridgemate operators for each session** It was decided that it will be at the director's discretion to have 2 operators for any one session depending upon the number of tables present.
- **Ad Hoc Gift** It was decided to give Bill Diamond a book of vouchers for his outstanding work controlling traffic in a difficult and at times stressful situation.
- **Club gardeners** This matter was discussed and it was decided to seek cheaper alternative gardeners to Protec. Margaret to look into this matter. **Motion as above; seconded by Di, Passed by all.**

The meeting closed at 6.20 p.m. The date of the next meeting is Tuesday, 16th April 2013

Minutes of Toowong Bridge Club Committee Meetings

Signed.....President Dated.....

MINUTES OF MANAGEMENT COMMITTEE OF TBC HELD ON

19TH FEBRUARY 2013 AT 4.30 P.M.

In Attendance:

Barry O'Donohue, Margie Knox, Anne Griffin, Elaine Kelly, Di Swan, Pam Schoen, Neil Strutton, Jackie Tozer

Apologies: Margaret Prentice, Geoff Saxby

In view of Margie needing to leave the meeting early, the President directed that items on the agenda would be taken out of order.

MINUTES OF PREVIOUS MEETING held on 8th January 2013 were adopted.

MATTERS ARISING:

1. Change to Monday's Session Programme – 2 sessions instead of one

Problems have arisen with BCC concerning irregular parking at the club on Tuesdays and Thursdays. A solution has to be found. The Council have highlighted the necessity to provide access for a fire engine or ambulance. The 2 busiest days are Tuesday and Thursday, with an total of sometimes in excess of 55 tables for each day, in contrast with Monday, Wednesday and Friday, generally attracting the same members but totalling only about 20 tables. Attendance on Tuesday and Thursday supports the need to introduce another 2 day session.

In order to decrease congestion, it was proposed to trial a 2 session Monday - times 09.15 – 12.15 p.m and 1.15 – 4.15 p.m. The trial would start on 8th April and will run for 3 months. **Motion moved** by Margie Knox. **Seconded** by Di Swan. **Passed with one abstention.**

2. **Flood Donation** The Committee agreed to donate \$500 to the Lions Club of Munduberra/Gayndah. **All agreed.**
3. **Removal of Bridgemate "Percentage"** It was agreed to remove the percentage score from the Bridgemate screen completely from 11th March. **Moved** by Neil, **Seconded** by Anne, **Passed by all.**
4. **Allocation of Red Points** There are 11 sessions in the year which are allocated red points. It was agreed that the 4 remaining red points be allocated to teams events on Tuesdays and Thursdays which will be spontaneous red points days. This was **moved** by Pam, **Seconded** by Anne **Passed by all.**
5. **Order form for TBC badges** Committee thanked Sue Eix for putting together a form for ordering club badges. The badges will be ordered twice a year at a cost of \$26 each. It is noted that the form advises members not to order magnetic badges if they are fitted with pacemakers.
6. **PIN for photocopying Machine** It was agreed that Di and Margaret would investigate this.

Minutes of Toowong Bridge Club Committee Meetings

7. **Ladies Toilet** It was agreed to purchase a bucket, mop and disinfectant to be used in the event of 'accidents' in the ladies toilets. These will be kept in the storeroom. Elaine to purchase of these items.
8. **Telstra phone lines** Neil reported that all is fixed now.
9. **Maintenance Schedule** 'Solutions in Engineering' reported that the car-park will need maintenance next year. They will prepare a report and submit it to Committee. Otherwise we are still awaiting their Schedule of Maintenance for the building.
10. **Novices Play** Barry stated that novices supervised play is open to anyone who completes the beginners' course. It was also discussed that members who do not grasp the rudiments of bridge in one course are allowed to attend a second course for \$50 if undertaken within the same 12 months of attending the first course.
11. **2013 Red points - One Day Novice Teams** was discussed. Any additional points not allocated to events in the Calendar officially designated Red Point days, should be allocated to spontaneous one day novice teams. **Moved** by Pam, **Seconded** by Anne and **All agreed**.

TREASURER'S REPORT Di circulated the treasurer's report for January 2013. It was noted that Margaret had negotiated an electricity discount with Origin and our tariff will be reduced to 20 cents per kw/h. Well done Margaret.

GENERAL BUSINESS

1. It was endorsed that the '**Bridge for Brain Research Challenge**' will be held at TBC on the evening of Thursday 2nd May. Kim Ellaway has been informed.
2. It was noted that Rose-Marie Loon who has held the position of **Partnership's Secretary** has resigned from the Club due to ill-health. We thank her most sincerely for her contribution to the Club. Our website will need updating. It was agreed that a volunteer be asked to take on the responsibility for each session. However, it was noted that the Hook-up book was operating successfully. **Proposed** by Pam: **Seconded** by Elaine. **Passed by all**.
3. **New Members:** It was noted that Randall Whyte and Margaret Steinberg are new members of the club.
4. **Bridgemate training** Geoff has emailed interested parties to attend a course to be given by Barbara O'Connor and Sue Eix on 'Bridgemate Compscore System'. The course is set to commence on 9th March.
5. **Free game to visitors** It is reiterated that it is not club policy to give free games.

CORRESPONDENCE IN/OUT: All was accepted and endorsed. Moved by Elaine, seconded by Di; All in Agreement.

The meeting closed at 6.00 p.m. Date of next meeting **Tuesday 19th March at 4.30 p.m.**

Toowong Bridge Club Inc.

Management Committee

General Meeting

January 8th 2013

In Attendance: Barry O'Donohue, Margie Knox, Margaret Prentice, Neil Strutton, Geoff Saxby, Elaine Kelly, Pam Schoen, Anne Griffin, Jackie Tozer

Apologies: Di Swan

Minutes of Previous Meeting on 4th December 2012 were adopted.

Moved – Neil Strutton, **Seconded** - Elaine Kelly, **All in favour.**

Matters Arising from Minutes:

- **Privacy Screens.** Elaine to investigate, and photograph possible screens for purchase. In abeyance until next meeting.
- **Beginners' Lessons in February 2013** – Flyers were discussed Distribution by members to be organised by Anne (Wednesday's session a.m.), Elaine and Jackie (Tuesday/Thursday), Neil (Friday). Directors to be asked to announce required help at other sessions. Pam to cover her evening sessions. Advertisement in Quest in the hands of Jackie. Expenditure of no more than \$1000 on advertising was approved.
- **Frog 'n Toad faxed orders** continuing problems. Neil to look into second phone line with Telstra to sort out faxing problems. It was unknown whether the second phone line - 3870 8378 was for the security alarm or fax. Neil to investigate.
- **Maintenance Schedule for Building** Geoff still in communication with 'Solutions in Engineering'. Matter of eventually replacing the supporting columns of the building in the next few years was discussed. Geoff to report back to committee.
- **Keys to Entrance Door** As the three Committee members whose signatures were required in order to obtain new front door keys no longer are on the Committee, it was decided that authorisation be given to current Committee members. It was **MOVED** by Neil, **SECONDED** by Geoff, that Barry O'Donohue, Di Swan and Anne Griffin should now become the authorised signatories. **MOTION CARRIED.** Secretary to write letter to Barnes & Co. informing them of the change.

Correspondence In:

- (1) Postcard from Womens Shelter Centre thanking us for donation of Christmas gifts to the charity. Very worthy cause and the Committee agreed to run the same appeal next Christmas.
- (2) Member's booklet from Yeppoon Bridge Club given to Margie.

Correspondence Out: None

TREASURER'S REPORT

Margaret tabled figures for the current month. She stated that she was going to present her report in a different format next meeting. Escalating electricity costs were discussed. It was **moved** by Neil that Margaret approach Origin for more favourable terms with a view to a discount. **Seconded** by Pam. **ALL IN FAVOUR**

Regarding the temperate setting of the air-conditioner, it was decided that Margaret approach Siganto to raise the setting 1 degree for a trial period of one month. **ALL IN FAVOUR**

Treasurer's report was accepted.

Any Other Business

Margaret stated photocopying numbers were up 4000 on last month. It was discussed and decided that individual PIN numbers be required to access the photocopying. Di to be asked to contact Sharp to set it up. Di will be back from leave at the end of the month. **Motion** To have individual PIN numbers for those who need access to the photocopier. **Seconded** Anne **All were in favour.**

Request from over 50s travel agency to work with us in a sponsorship arrangement. Agreed it was beneficial and Barry/Margie will liaise with Agency.

Feedback from those attending the past Beginners' Courses It was decided that Jackie should contact all beginners who have been through the TBC beginners' course to obtain their feedback with a view to improving their experience.

Representatives to Quarterly QBA Meetings – It was agreed that Barry and Elaine will be the TBC reps at the above meetings.

Fees for Directors' Association It was decided to pay the fees of Pam Schoen and Keith Evens only. Club to be invoiced by ABDA.

Entry to Club prior to sessions particularly in the morning - three quarters of an hour is the time entry will be permitted to the club prior to the start of morning sessions.

The meeting closed at 6.20 p.m.

DATE OF NEXT MEETING – Tuesday 19th February 2013 at 4.30 p.m.