

Toowong Bridge Club – Minutes 2014

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Toowong Bridge Club Inc.



Committee Meeting

17th December 2014

Minutes

1. Attendance/Apologies:

Attendance: Margaret Prentice, Diane Swan, Helen Clayton, Anne Griffin, Neil Strutton, Geoff Saxby, Sandra Mulcahy, Ross Murtagh, Justine Wlodarczyk.

Apologies: Margaret Willsford, Barry O'Donohue

2. Minutes of the previous meeting 11th November 2014:

The minutes of the previous meeting as circulated were read.

Motion: That the minutes as circulated be adopted as a true and accurate record of the meeting 11th November 2014.

Moved: Justine Wlodarczyk **Seconded:** Diane Swan **Carried**

3. Business arising from the minutes of the previous meeting 11th November 2014:

Re item 7: Appointment of Head Director

Ross Murtagh advised work on options paper was in progress

Director development to be captured under the broader umbrella of T.B.C. Education Policy.

To Do:

Sandra Mulcahy to assess interest of current T.B.C. Directors in development of their skills and to approach general members of T.B.C. to ascertain interest in taking on position of Director.

Guest speakers to be engaged on occasions to assist/enhance Director skills and knowledge. Janet Lovell to be asked to assist with appeals.

4. Correspondence :

Incoming - email from Brendon Ross President Toowong Football Club
- email from Ross Murtagh
- Letter from BCC re contribution towards water rates bill.

Outgoing - nil

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

Moved: Sandra Mulcahy **Seconded:** Neil Strutton **Carried**

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5. Treasurer's Report:

- Motion:** That the sum of \$500.00 spent to introduce Pianola computer programming and associated consulting services be ratified.
- Moved:** Anne Griffin **Seconded:** Helen Clayton **Carried**
- Motion:** That the quote from Decor 8 to paint the outside of the T.B.C. premises for \$8,100.00 be accepted
- Moved:** Diane Swan **Seconded:** Geoff Saxby **Carried**
- Motion:** That the Treasurer's Report be adopted.
- Moved:** Diane Swan **Seconded:** Ross Murtagh **Carried**
- To Do:** Anne Griffin to approach Larry Moses re "playing cards sign" on the southern side of the building to discuss future care of the sign.

6. Membership Update:

Margaret Prentice provided a list of three new members: Jenny Rixon, Glenn Cooper, Charles Mitchell

Margaret Prentice reported that fifty percent of member renewal subscription payments for 2015 had been received.

7. Notice of Motion :

That all non recurring expenditure in excess of \$200.00 be approved by the Committee except in emergency situations.

This motion failed.

8. T.B.C Strategic Plan :

- Motion:** That the T.B.C Strategic Plan as circulated to Committee Members on the 22nd of November 2014 and as amended by insertion of "eg.," after Objective 1.2 Create opportunities for social networking and before Organise a trivia night, be adopted.
- Moved:** Ross Murtagh **Seconded:** Geoff Saxby **Carried**
- Motion:** That T.B.C. Strategic Plan be a standing agenda item for Committee Meetings.
- Moved:** Ross Murtagh **Seconded :** Geoff Saxby **Carried**

9. Folders :

Quotes obtained for printing of folders for Beginners was held to be too expensive. This matter to be an agenda item in 2015 for further consideration.

10. Bidding Slips for the visually impaired:

- Motion:** That Margaret Prentice purchase 100 bidding pads for the visually impaired at a cost of \$280.50.
- Moved:** Margaret Prentice **Seconded:** Helen Clayton **Carried**

11. Additional half day session:

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The Survey resulted in 120 negative and 96 positive votes. Some duplication in the negative votes was apparent. Preference for a particular session was evenly balanced and no one session dominated as the favourite.

The introduction of an additional a half day play commencing Wednesday the 4th February 2015 was agreed by the Committee on a trial basis.

The session will commence at 12.30 pm in conjunction with the conclusion of the day session lunch break and finish about 3.30pm.

There will be no tea break in the session.

12. Payment to members (volunteers) for running Beginner and/or Supervised classes:

Motion: Supervising Instructors may be paid 1/3rd of takings per session.

Moved: Helen Clayton **Seconded:** Geoff Saxby **Carried**

Noted: Anne Griffin, Sandra Mulcahy and Ross Murtagh abstained from voting on this motion.

Motion: Teachers of Beginner Lessons will be paid an amount to be determined in 2015

Moved: Justine Wlodarczyk **Seconded:** Helen Clayton **Carried**

13. Camphor Laurel Trees:

To Do: Margaret Prentice to ask Bruce Roberts to obtain 3 quotes for removal of overhanging branches of camphor laurel trees on the railway side of T.B.C. building.

14. Mentoring arrangements for February 2015:

To Do: Diane Swan to advertise for members who wish to be mentored and prepare a schedule linking interested members with mentors.

15. General Business:

Agenda in 2015 to include directorship of Wednesday day session.

Geoff Saxby reported he is still in negotiations with Janet Lovell on the upgrading and associated costs of the T.B.C. website.

Meeting closed at 5.50pm

Next Meeting: 9th February 2015 at 3.00pm

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Toowong Bridge Club Inc.



COMMITTEE MEETING

10TH NOVEMBER 2014 3.00PM

Minutes

16. Attendance/Apologies

Attendance: Barry O'Donohue, Diane Swan, Margaret Prentice, Anne Griffin, Geoff Saxby, Sandra Mulcahy, Ross Murtagh, Justine Wlodarczyk

Apologies: Helen Clayton, Neil Strutton

17. Minutes of the previous meeting 29th October 2014 minutes

The minutes of the previous meeting as amended and circulated were read.

Motion: That the minutes of the meeting as amended, circulated and read be adopted as a true and accurate record of the meeting 29th October 2014.

Moved: Anne Griffin **Seconded:** Diane Swan **Carried**

18. Business arising from the minutes of the previous meeting 29thn October 2014.

Motion: That the specifications for painting the exterior of T.B.C. premises as prepared by Ian Swan be passed to Bruce Roberts to obtain three quotes

Moved: Diane Swan **Seconded:** Anne Griffin **Carried**

19. Correspondence

- *incoming – (email from Caitlin Marshman, thank you card from Barbara Starr-Nolan, generic letter from Cr Amanda Cooper)*
- *outgoing - nil*

The proposal negotiated by Sandra Mulcahy with Caitlin Marshman to advertise in T.B.C. newsletter on one occasion was approved.

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

Moved: Justine Wlodarczyk **Seconded:** Anne Griffin **Carried**

20. Treasurer's Report

Motion: That the Treasurer's Report be adopted.

Moved: Diane Swan **Seconded:** Geoff Saxby **Carried**

21. Membership Update

Margaret Prentice provided names of two new members:

- Ned Kelley
- Rosemary Kelley

22. Appointment of head director /Thursday AM directing

- (a) Ross Murtagh and Neil Strutton to progress Barry O'Donohue's paper on roles and responsibilities of a head director;
- (b) Margaret Prentice to approach Lee Rogers regarding acting head director position after she receives a role description;
- (c) Margaret Prentice to arrange directors for Thursday AM sessions in the interim.

23. T.B.C. roles /responsibilities/dev't/ network

In view of action associated with item seven above no further discussion was required

24. Appointment of Committee member

Motion: That the appointment of Margaret Willsford as committee member be approved.

Moved: Anne Griffin **Seconded:** Barry O'Donohue **Carried**

To do: Margaret Prentice to advise Margaret Willsford

25. Survey re Additional play session 2015

Justine Wlodarczyk to distribute a questionnaire prepared by Sandra Mulcahy to obtain club members input on preferred day of play for

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additional half day play at T.B.C. Responses to be in by 28th November.

11 Mentor Programme

Motion: That the following be approved:-

- That the curriculum for beginners prepared by Sandra Mulcahy be endorsed;
- Sandra Mulcahy to prepare a curriculum for supervised play;
- That Diane Swan ask Helen Clayton if she would like to co-ordinate a mentoring programme for novice,(<100 points) /supervised players in March and August 2015, otherwise Diane will do it
- That mentors not be required to pay table fees while mentoring;

Moved: Sandra Mulcahy **Seconded:** Geoff Saxby **Carried**

12 Pianola

Committee recognized the work of Margaret Prentice in introducing/trialling a new computer programme. Margaret reported that renewal of T.B.C. membership will be sent by email to as many members as possible thereby considerably reducing T.B.C. postage costs.

13 Christmas Charity

Motion: That Elaine Kelly be asked if she would coordinate the Christmas festivities and elect a charity of her choice for the Christmas Charity.

Moved: Anne Griffin **Seconded :** Margaret Prentice **Carried**

14 Christmas closure dates

To do: Margaret Prentice to request directors to seek numbers of persons interested in playing on Christmas Eve, Boxing day, New Year's Eve and New Year's Day .

15 Committee Spending

There was a general discussion on committee spending and the importance of getting Committee approval for expenditure. No definite amount was set.

16 Handicap Session Tuesday morning

- Barry O'Donohue with Laurie Skeate to trial a handicap session on Tuesday the 25th November ;
- Concept of stratified sessions to be introduced in 2015;

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- Novice row to begin on the 28th November from 10.30 to 1.00pm

16 General Business

. Folders for beginner players:

Motion: Sandra Mulcahy to obtain quotes from Murwar Printers and or Vista Print for publication of folders for beginners.

Moved: Sandra Mulcahy **Seconded:** Geoff Saxby **Carried**

. T.B.C. Homepage

To Do: Geoff Saxby to negotiate changes to T.B.C. layout with Janet Lovell.

. Recorders

To do: Sandra Mulcahy to approach Neil Strutton to arrange a meeting with Recorders.

Sandra to prepare an incident sheet for Recorders

Meeting closed at 5.30pm.

Next Meeting: Wednesday 17th December 3.00pm

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Committee Meeting
29th October 2014 3.00pm

Minutes

1. Attendance/Apologies

Attendances: Margaret Prentice , Anne Griffin, Diane Swan, Neil Strutton, Sandra Mulcahy, Geoff Saxby, Ross Murtagh, Justine Wlodarczyk

Apologies: Helen Clayton, Barry O'Donohue

2. Minutes of the previous meeting 13th October minutes were read.

Motion: That the minutes of the previous meeting were taken as read

Moved: Neil Strutton **Seconded:** Geoff Saxby **Carried**

3 Business arising from the Minutes of the previous meeting 13th October 2014

To do: Justine Wlodarczyk with the assistance of Barry O'Donohue to update , compile and photocopy a list of directors. **Actioned**

To do: Justine Wlodarczyk to liaise with Barry O'Donohue regarding Laurie Skeate's proposal for novice competitions. **Actioned**

To do: Geoff Saxby to liaise with Janet Lovell regarding the upgrade of photo and vision statement on T.B.C.'s homepage and to ensure removal of existing photo and statement.

4 Correspondence

- *Incoming:* 1 email Robyn Palethorpe and Keith Evans regarding the appointment of Barry O'Donohue as Head director;
- 2 email from Margaret Willsford expressing interest in advertised Committee position;
- 3 Email x2 from Jenny Schoch ;
- *Outgoing :* 1 email to Jennifer Schoch;
- 2 letter to Jackie Tozer thanking her for her contribution as a T.B.C. Committee member;
- 3 Letter to Wal Brake confirming agreement to proceed with organization of the library ;
-

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

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Moved: Anne Griffin **Seconded:** Diane Swan **Carried**

5 Treasurer's Report

The Committee agreed that in this financial year the club premises would be painted on the exterior and in the interior where needed.

Motion: That the Treasurer's Report be adopted.

Moved: Anne Griffin **Seconded:** Justine Wlodarczyk **Carried**

6 Email Reclassifying and Pianola

Motion: That T.B.C. change its email address to a domain name of Toowong Bridge Club instead of gmail.

Moved: Margaret Prentice **Seconded :** Neil Strutton **Carried**

Action: Margaret Prentice

Motion: That T.B.C. accept a free trial of software Pianola to upgrade T.B.C.'s database and scoring systems.

Moved: Margaret Prentice **Seconded:** Geoff Saxby **Carried**

7 T.B.C. Planning

To do: Sandra Mulcahy to prepare Version 4 of the T.B.C Strategic Plan.

To do: Version four to be provided to Geoff Saxby to prepare a strategic Statement,

To do: Strategic statement to be socialized by Margaret Prentice.

8 Club Recorders and appointment of recorders

To do: Margaret Prentice to send a letter of appointment to Jackie Tozer, Jill Kennard, Barbara Goss, Neil Strutton.

9 Supervised play sessions J.Butts Tues Feb 2015

This matter was deferred to a later meeting

10 TBIB as possible insurance broker

To do: Sandra Mulcahy to approach TBIB re benefits for T.B.C. if T.B.C. accepts brokerage

To do: Diane Swan to approach current broker, JW Bell re benefits for T.B.C.

11 Motion for appointment of a Committee Member

This motion was withdrawn.

12 Petition –Bridge as Sport

To do: Margaret Prentice to correspond with Northern Suburbs Bridge Club to organize a petition be signed by T.B.C. members to seek recognition by the Qld Government Department of National Parks, Recreation, Sport and Racing that the game of bridge be classified as a sport or recreation thereby entitling QBA to apply for government grants and also placing T.B.C. in a position to apply for grants.

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13 Inappropriate behaviour

T.B.C.'s appointment of Recorders is designed to reduce conflict and issues of inappropriate behaviour.

14 General Business :

T.B.C.'s 50th birthday in October 2015 Committee members will approach life/long- standing members to obtain a history of the club.

Life Member pictures frames are being cleaned and will be rehung .

14 Items for future business

Role of directors and discussion of Barry's proposals.

Mentor programme

Expenditure of T.B.C. Committee Members.

Next Meeting: Monday 10th November 2014 3.00pm

Meeting closed: 5.30pm.

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Committee Meeting
8 September 2014 3.00pm

Minutes

Prior to the beginning of the meeting, discussion was held with Sue Eix on specific issues regarding the 2015 program.

It was agreed that:

- TBC Teams Championship will now become a one day event to be held on 1st August 2015.
- Australia-Wide Novice pairs, 0-50M/points, will be held on Friday in the designated week in May 2015
- TBC Open Pairs Championship will be a one day event on 5 September 2015.
- Lee Rogers to be advised that there will be a Christmas in July function held on 25th July 2015
- Cost of advertisement for the Bridge Shop in Program booklet to increase to \$60.00

To do:

By 15th October 2014, Committee members to advise Sue on:-

- Vision Statement
- Recorders
- Supervised Play
- Code of conduct

The meeting was opened by Vice President Anne Griffin in the absence of the President.

Attendance/Apologies

1 Attendees: Anne Griffin, Neil Strutton, Sandra Mulcahy, Geoff Saxby, Ross Murtagh, Helen Clayton, Justine Włodarczyk

Apologies: Margaret Prentice, Barry O'Donohue, Diane Swan

2 Minutes of the previous meeting (11th August) minutes were read.

Motion: That the circulated minutes be confirmed.

Moved: Neil Strutton **Seconded:** Geoff Saxby **Carried**

3 Business arising from the minutes None

4 Correspondence

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- *Incoming: 1 Letter from Margaret Willsford re return of her honorarium*
- *2 Quote from “The Art of Framing” for restoration and framing of Grace McDonald and Pam Francis*
- *3 The Bridge Shop DVD’s by Marty Bergen*
- **Motion: That TBC purchase 2 Audio-Visuals at a cost of \$25.00 each provided that the club Librarian first ensure there are no copyright issues with the intended use of the materials.**
- **Moved: Neil Strutton *Seconded* Helen Clayton *Carried***
- **Action : Anne Griffin to advise Librarian**
 - 4 Telephone call from Paul Brake proposing Youth day on 5th October 2014
- **Action: Justine Wlodarczyk to email Paul Brake on club’s lack of resources on 5th Oct 2014 and arrange negotiation of future dates.**
- .
- *Outgoing : 1Letter to TSG Fire Services engaging their services to maintain and service Fire and Security Equipment*
- *2 Letter to Chubb Fire & Security Pty Ltd discontinuing their services*
- *3 Letter to Graham Rusher, Kenmore Bridge Club thanking KBC for their offer of clubrooms on 1/09/2015*
-

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

Moved: Helen Clayton **Seconded** Geoff Saxby **Carried**

5 Treasurer’s Report

Motion: That the Treasurer’s Report be adopted.

Moved: Justine Wlodarczyk **Seconded:** Ross Murtagh **Carried**

6 Membership Report

The club welcomes three new members: Wendy Casey, Barbara Moni and Edwina Gundelach

7 Hot Water Taps

Motion: That Geoff Saxby order and purchase two blade style hot air hand dryers at the cost of \$599 each for installation in the male and female toilets.

Moved: Geoff Saxby **Seconded:** Sandra Mulcahy **Carried**

8 Keys

ACTION: Neil Strutton to collect TBC front door keys from some members and update the register.

9 QBA Open Teams Championship

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Motion: That Janet Lovell be congratulated on her convening of the QBA Open Teams as reported and which is to be tabled at the QBA management meeting on 25th September 2014. Margaret Prentice to write expressing appreciation on behalf of TBC

Moved : Geoff Saxby **Seconded** Helen Clayton **Carried**

ACTION: Margaret Prentice

10 TBC Education Programme

Workshop/Lessons:

Motion: That the Committee accept the draft Workshop/Lessons for 2014/2015 as submitted by Sandra Mulcahy and that Sandra manage the education program.

Moved: Ross Murtagh **Seconded:** Geoff Saxby **Carried**

Beginners Classes:

Beginner classes to continue with Sandra Mulcahy. Sandra will conduct 4 free Lessons on a Saturday from 10 to 12 noon commencing 11th Oct and finishing 1st Nov. 2014. Sandra will promote the classes with members.

ACTION Sandra Mulcahy to put together a suggested beginners kit for discussion by the Committee

Supervised Play:

Sandra's beginner group to move into supervised play on Friday mornings which will be organised by Anne Griffin, Helen Clayton and Ross Murtagh.

11 TBC Planning Process

ACTION SWOT Analysis. Saturday 20th September 9-12 noon set aside for the Committee to progress the development of a Strategic Plan for 2014/15.

12 General Business

- 1 Sandra Mulcahy confirmed that one of the Jephson Hotel vouchers had been allocated and that the Committee needs to decide how to use the remainder (noting that a few will expire in January 2015).
- 2 Sandra Mulcahy confirmed that the evaluation of beginner classes includes information on how people heard about the lessons – this will help in marketing beginner classes in future.
- 3 Used cards not already disbursed are to be handed to the QBA on 25th September
- 4 No-one has volunteered for the two positions advertised ie Communications Officer and Social Activities Convenor.
- 5 Comedy Club tickets had expired
- 6 Order of play when more than two rows of players in a session:-

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Motion

That in any session where there are three rows of players the director will either:-

- (a)** Organize the middle row of play to operate counter to the order of play on either side; OR
- (b)** Organize players such that they are seated with a free row between each row of players ;

Moved Justine Wlodarczyk **Seconded** Helen Clayton **Carried**

ACTION: Margaret Prentice to notify directors

13 Items for future meeting:-

- Appointment of head director
- TBC Directors (roles and responsibilities/development/network)
- Laurie Skeate's proposal for novice competition
- TBC Policy on Club Recorders and appointment of Recorders
- Supervised Play sessions - Joan Butts Wednesdays commencing February 2015
- TBIB as possible insurance brokers for TBC
- Spending Limits
- The process of selection of players for the Interclub teams on Nov 23rd at Arana.
- The TBC Planning Process

Next Meeting Monday 13th October 2014 3.00pm

Meeting closed 5.20pm.

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Toowong Bridge Club Inc.



Committee Meeting
11th August 2014 3.00pm

Minutes

1. Attendance/Apologies

Attendances: Margaret Prentice , Anne Griffin, Diane Swan, Neil Strutton, Sandra Mulcahy, Geoff Saxby, Ross Murtagh, Justine Wlodarczyk

Apologies: Helen Clayton, Jackie Tozer, Barry O'Donohue

2. Minutes of the previous meeting (7th July) minutes were read.

Amend item nine by inserting “by members” after “activities” and before “personal gain”; by deleting “constitution” and inserting “Qld Govt Incorporation Act.”

Amend item three by deleting “scorebook” and inserting “personal record booklet”.

Motion: That the circulated minutes as amended meeting be confirmed.

Moved: Anne Griffin

Seconded: Sandra Mulcahy

Carried

3. Minutes of Extraordinary Meeting 21st July 2014

Motion: That the circulated Minutes as amended be confirmed.

In regard to TBC directors, the Management Committee is to:

Clarify the role and responsibilities of the role;

Look for ways to develop and upskill the directors

Moved: Anne Griffin

Seconded: Diane Swan

Carried

4. Correspondence

- *Incoming: 1 Email from John McNaught thanking the club for their condolences on the loss of Saranne McNaught.*
- *2 Thank you card from Nina Frasier re club's best wishes on her relocation to Melbourne*
- *3 Letter from Albion Comedy Club and restaurant with 4 free*

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- *tickets. Justine Wlodarczyk to ascertain players with most ABF points awarded, McCutcheon, from January to July 2014. Tickets to be awarded to first four.*
 - 4 *Letter from Grand Slam Books promotional.*
 - 5 *Letter from Bronnwyn White commenting on behaviour of director.*
Justine Wlodarczyk to respond.
- *Justine Wlodarczyk to email Paul Brake to confirm club's interest in holding a Youth Day.*
- *Sandra Mulcahy to advise Sarah Grainger that the TBC is happy to place a notice about her PhD research on our Notice Board.*
- *Outgoing : 1Letter to John Cremona re hot water taps*
- *2 Letter to Ron Klinger thanking him for conducting workshops*
- *3 Letter to Selena Pearce confirming issue of soiled chairs has been addressed*
- *Decision made by the committee via email since July 7th to approve expenditure to clean 13 chairs be approved.*

ACTION:

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

Moved: Anne Griffin

Seconded: Neil Strutton

Carried

5. Treasurer's Report

Diane Swan reported transferring \$6,000.00 from the Web Saver Account to the cheque account to cover annual insurance and balance of honoraria.

Motion: That the Treasurer's Report be adopted.

Moved: Diane Swan

Seconded: Ross Murtagh

Carried

6. Membership Report

The club welcomes five new members, Peter Andrews, Julie Fraser, Judy Browne, Ian Pitts and Sharyn Thompson

7. Review of Club By-Laws

Motion: That a sub-committee be formed to investigate possible alterations and additions to the TBC By-Laws, taking into consideration the laws set out in the TBC

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Constitution and the Qld Government Incorporations ACT 1981 as amended, and report back to the Management Committee

Moved: Anne Griffin

Seconded: Sandra Mulcahy

Carried

Action: Anne Griffin and Justine Wlodarczyk to investigate

8. Education Policy

1 Motion: The TBC Management Committee approves and adopts the TBC Education Policy

Moved: Sandra Mulcahy

Seconded: Geoff Saxby

Carried

2 Motion: That a position of Education Officer is created for the club

Moved: Geoff Saxby

Seconded: Ross Murtagh

Carried

3 Motion: That the TBC Committee appoints Sandra Mulcahy as Education Officer for a period of 12 months from August 2014.

Moved: Neil Strutton

Seconded: Geoff Saxby

Carried

4 Motion: That the TBC management Committee approves an education survey for the week commencing 18th August 2014.

Moved: Sandra Mulcahy

Seconded: Ross Murtagh

Carried

5 Motion: That the TBC Management Committee approves advice regarding the survey be included as part of the Director announcements for the week commencing 18th August 2014

Moved: Sandra Mulcahy

Seconded: Anne Griffin

Carried

9 TBC Planning Process Adjourned to next Meeting. Committee to consider issues

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(SWOT Analysis template provided) and forward information to Sandra Mulcahy within 2 weeks.

10 Communication with Directors: To be addressed once TBC Planning Process is in place.

11 Casual Traders

Motion: That from time to time the TBC committee will allow Casual Traders to sell goods on Club premises with the proviso:-

(a) There is no disruption of play

(b) There is no promotion of the goods on sale or pressure on members to purchase.

Moved: Anne Griffin

Seconded: Margaret Prentice

Carried

Action: This issue to be addressed when By –Laws are reviewed

12 Air Conditioning Maintenance

Motion 1: That TKS Air Conditioning be engaged to service and maintain the A/C equipment at Toowong Bridge Club for an initial period of one year, to be reviewed by the committee in August 2015

Moved: Diane Swan

Seconded: Neil Strutton

Carried

Motion 2: That TSG Fire Services be engaged to service and maintain the Fire equipment at Toowong Bridge Club for an initial period of one Year, to be reviewed by the committee in August 2015

Moved: Diane Swan

Seconded: Sandra Mulcahy

Carried

13 Social Activities Co Ordinator

Motion: That TBC appoint a Social Activities Coordinator

Moved: Sandra Mulcahy

Seconded: Diane Swan

Carried

Action: Justine Wlodarczyk to place Notice on Notice Board

14 Used/old playing cards and boards

Motion: That Kim Ellaway of QBA be approached re disposal of 14 boxes of playing cards

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Moved: Margaret Prentice
Seconded : Sandra Mulcahy
Carried

Action: Margaret Prentice to contact Kim Ellaway.

15 Update on Jobs:

Newly created positions - Education Officer, Social Activities Co-Ordinator and Communications Officer to be included

Action: Margaret Prentice

16 General Business

- 7** Diane Swan to arrange restoration of Grace McDonald's photo.
- 8** Margaret Prentice to request Janet Lovell to include supervised play session on Fridays in session tag on the TBS website.
- 9** Committee to encourage members to support Jephson Hotel
- 10** Voucher items need to be signed
- 11** Grants which are available and could be applied for by a member of the club :-
 - Qld Govt to promote women or girls in a sporting or recreational activity \$10,000
 - ABF special marketing grant to increase nos of events in restricted (up to 300 masterpoints) category, \$20,000

17 Items for future meetings

TBC Directors (roles and responsibilities/development/network)
TBC Planning Process
TBC Policy Recorder.

Next Meeting - Monday 8th September 2014 3.00pm

Meeting closed at 5.45pm.

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Toowong Bridge Club Inc.

Management Committee



Extraordinary Meeting

21 July 2014

Minutes

1. Attendance/Apologies

Attendance: Margaret Prentice, Anne Griffin, Neil Strutton, Helen Clayton, Sandra Mulcahy, Jackie Tozer, Geoff Saxby and Di Swan

Apologies: Justine Wlodarczyk, Ross Murtagh

Minutes taken by Jackie Tozer in the absence of Justine Wlodarczyk

2. TBC Planning Process – Item 4 on Agenda

The Committee continued its iterative approach to the development of a Strategic Plan for the Toowong Bridge Club. This will be further progressed at the management committee meeting scheduled for 11 August.

3. TBC Sponsorship Policy – Item 2 on Agenda

Sandra has negotiated a sponsorship package for TBC members with Jephson Hotel, Toowong, in return for promoting their hotel in accordance with the TBC sponsorship policy. This arrangement will come into force from 1 August 2014 for a period of one year – after which both organisations will re-assess the situation based on the uptake during that period.

Benefits include - 10 x one-night accommodation vouchers for 2 including buffet breakfast; 10% discount on breakfast, lunch and/or dinner; 10% discount on use of their function room and accommodation. The allocation of vouchers as prizes will be an item on the agenda for the next meeting.

The idea of sponsorship was well received by the Committee and Sandra will explore other suitable sponsors. These benefits will be advantageous to TBC members and their families.

Further, discussion was held concerning a template for a TBC Personal Hand Record for our events and Sandra will investigate this matter.

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Motion Proposal by Anne Griffin that the draft sponsorship policy document as presented by Sandra Mulcahy, be adopted;

Seconded Geoff Saxby; **Carried by all.**

4. TBC Education Program – Item 3 on Agenda

The Committee thanked Sandra Mulcahy for putting the proposed document together. Arising from the document, the items below were discussed.

Beginners' Lessons format

It was decided to trial reducing the number of lessons to 4 sessions on both Thursday night and Friday morning comprising a maximum of 16 beginners each session conducted over 4 weeks. It is hoped that beginners will then remain in supervised play for approximately 10 weeks, during which time they will be encouraged to consolidate their learnings and to start adding to their knowledge with brief lessons on play of the cards. The first series of lessons will commence on Thursday night from 7-9 pm 28 August; and Friday morning 10 am– noon 22 August. It was agreed that Sandra and Anne would be teachers of the first courses. (Subsequent to the meeting Anne has found she is unable to take the evening class).

The lessons are to be promoted through club members, our newsletter and website. Sandra will prepare a flyer. It was agreed that these lessons will be free but whether future lessons will incur a charge is to be determined at a future meeting.

Toowong Bridge Club will in future endeavour to use teachers who have completed the ABF Teachers' Training Program (TTP).

The QBA will be conducting a TTP in October and the Toowong Bridge Club will sponsor an ABF *Continuing Professional Development* day for teachers in the Brisbane Region who have completed a TTP in November. This day will be conducted by the ABF National Teaching Coordinator, Joan Butts and attendees will be able to accrue points towards their ABF teacher accreditation.

The next Toowong Bridge Club newsletter will call for expressions of interest to attend one or both of these courses.

Sandra will revise the draft education policy and present it at the next meeting in August - for adoption.

Other issues

Directors' notices: the committee felt that reading previous week's placegetters was unnecessary.

Media Coverage – ABF

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Sandra has arranged a promotional photo shoot for the ABF in our club premises on Tuesday 29th July at the morning session. This activity is expected to take approximately ½ day. As a courtesy, the session director Laurie Skeate is to be advised as there may be some disruption in the play area – although hopefully this will be avoided. Directors are to request participation of any members willing to be photographed. The photo-shoot will take place in the row along the car park side of the clubrooms.

The meeting closed at 5.30 p.m.

DATE OF NEXT MEETING - Monday 11th August at 3 pm

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Toowong Bridge Club Inc.

Management Committee



Committee Meeting

7 July 2014

Minutes

1. Attendance/Apologies

Attendance: Margaret Prentice, Barry O'Donohue, Anne Griffin, Neil Strutton, Helen Clayton, Ross Murtagh, Sandra Mulcahy, Jackie Tozer

Apologies: Di Swan, Justine Wlodarczyk, Geoff Saxby

The meeting commenced at 2.35 pm

2. 2015 Calendar of Events for TBC

The President welcomed Sue Eix to the meeting to discuss the Program for 2015. Sue presented an outline of suggested events including congresses, GNOT heats and red point teams.

The following points were noted:

- Congresses are set. Any changes for 2016 need to be decided early.
- Night GNOT heat will be three sessions on Thursdays. Committee will consider holding a two-session all day Day heat.
- Sue will discuss Australia-wide Novice Pairs with Friday Director.
- Timing of half day teams - leave in abeyance

Sue is to ask Janet Lovell to organise a non-playing director who will be paid to direct and score our Wednesday morning teams in June-July and Thursday night teams in December 2014.

Random red point events - 6 still to be allocated for 2014. Each session is to be allocated two each for this year. Margaret to communicate with Directors re extra allocation.

Sue to investigate nationwide pairs event.

3. Vision Statement for the TBC

Sandra led a process to develop a Vision Statement for TBC. The draft Vision Statement arrived at was 'The Toowong Bridge Club is a friendly, inclusive club which

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adopts best practice approaches and engages with the broader community'. The planning process will be progressed at the Extraordinary Committee Meeting to be held on 21 July at 3pm.

4. Minutes of the previous meeting (16 June 2014)

The minutes of the previous meeting were circulated.

Anne Griffin moved that the minutes be confirmed as an accurate record; seconded by Sandra Mulcahy. All were in favour.

5. Business arising from the minutes of the previous meeting (16 June 2014)

- Jane Ramus – drinking mugs – Jane to be given permission to go ahead with purchase.
- Air con – Diane to report on maintenance quotes on August 4
- TBC sponsorship – see Agenda Item 9
- Hot water/dryer provision in disabled toilets– in abeyance until next meeting. Geoff Saxby to liaise with Lee Rogers on request from John Cremona
- Novice teams – left in abeyance
- Club recorder/facilitator – to be discussed at a future meeting.
- Youth Bridge Day – Anne is continuing to negotiate with Paul Brake over TBC participation.
- Email from Sue with placegetters from Bridge for Brains.

6. Correspondence

Incoming Correspondence

- Jim Fouras – 'Make a Fuss' submitted by Sandra Mulcahy. Sandra will provide a draft article of his achievement for inclusion in the next TBC newsletter.
- Various people enquiring about Beginners' lessons. Lessons organisation to be discussed at 21 July meeting.
- Selena Pearce – email received concerning soiled chair seats and air-conditioning. Cleaning is being investigated by Margaret. Letter to be sent to Selena by Jackie saying that soiled chairs will be cleaned and that the air con is regularly maintained but that at some point in the future we will need to buy a new air-conditioner.
- Teams of three – to be discussed at a future meeting (perhaps with Education Program)
- Marketing Update –Sandra to report – Agenda item 9.
- Charity Day – Tuesday August 5th – proceeds to Young Centre (homeless youth). Elaine Kelly and Helen Clarke to coordinate. Red Cross to provide

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morning tea. Table fees for morning session plus takings for raffles, bric a brac and gold coin donation to go to the Young Centre

Outgoing Correspondence Justine has written to John Cremona informing him that the installation of hot water or a hand dryer in the disabled toilet/s is currently being investigated

Motion: That the inwards correspondence be received and the outwards be endorsed. **Moved:** Neil Strutton **Seconded:** Anne Griffin. **Carried: All**

7. Treasurer's Report

The regular financial statements were not submitted because the last Director's statement had not been received by the Treasurer. However, Diane sent an email outlining the major expenditure items for June which were the honoraria and building insurance premium. Her report was recorded.

Moved :Barry O'Donohue **Seconded:** Anne Griffin. **Carried:** All.

8. Membership Report

New members ratified by the committee were Paul Mitchell, Lesley and Brian Fitzpatrick, Clive Carter.

Discussion was had concerning the acceptance of fees from players wishing to join TBC before they have been ratified by the Committee. It was decided that Margaret would consult with the Membership Secretary (Gayle Boddice) concerning the legality of this process.

9. Sponsorship arrangements for TBC

Committee considered Sandra's report detailing both membership benefits and sponsorship arrangement and possible prices for each. She will present the results of this discussion at the extraordinary committee meeting on July 21 for agreement. Anne reminded committee members that as the TBC is a not-for-profit organisation, money making activities by members for personal gain are not allowed under the Act.

10. TBC Education Program

The Education Program will be dealt with at the extraordinary meeting to be held on 21st July at 3 p.m

11. Review of Club By-laws

Anne Griffin's agenda item will be discussed at the August 4 meeting.

12. Confirmation of New Librarians

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Wal Brake, Barbara Kent, and Tricia Forse have been confirmed as the new librarians (by email after the meeting).

13. Format of Red Points and Playing Directors

For items 13 and 14 – Ross Murtagh will call together directors to discuss issues or concerns they have. He will organise a suitable date and prepare an agenda.

14. See Agenda Item 13

15. Arrangements for Ron Klinger's Workshops

Judging by the small number of registrations for the above workshops, Margaret raised the issue about lack of interest. The Committee indicated that 2 workshops may be too many. Also some members were going to the Bundaberg Congress. Anecdotal evidence suggests that our members would like to have sessions conducted by someone different.

16. Report on AGM from Lee Rogers

Moved that this report be adopted in full: Barry O'Donohue, **Seconded**: Neil Strutton. **Carried**

It was moved that a letter of appreciation be sent to the Returning Officer Lee Rogers and his scrutineers thanking them for the efficient manner in which they carried out their duties.

Proposed – Anne Griffin, **Seconded** – Neil Strutton. **Jackie to action.**

17. Update on Jobs

Margaret is continuing to work on this.

18. General Business

It was decided that an Extraordinary Committee meeting is to be held on **21 July at 3 pm** to consider the TBC education and marketing policies and to progress the development of a TBC Plan. Sandra will prepare and circulate the agenda and conduct this extraordinary meeting.

Next regular Committee meeting 11 August at 3pm

The meeting closed at 5.30 pm

Signed:

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Toowong Bridge Club Inc.

Management Committee



General Meeting

12 May 2014

Minutes

1. Attendance/Apologies

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

Apologies: Elaine Kelly, Anne Griffin, Helen Clayton

A welcome was extended to Justine Wlodarczyk, the incoming secretary, who joined the meeting for 30 minutes.

2. Minutes of the previous meeting (14 April 2014)/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 (14 April 2014).

Moved: Margie Knox

Seconded: Neil Strutton

Carried

3. Business arising from the minutes of the previous meeting (14 April 2014)

Ron Klinger has sent the blurbs for his workshops.

ACTION: Margie will develop a flyer for the Ron Klinger workshops and distribute to Brisbane clubs. **ACTIONED**

The BridgeMate to TV connection has been made, but needs further 'tweaking'.

ACTION: Di will speak to Lee Rogers regarding the BridgeMate to TV connection.

4. Correspondence

- *incoming – (email from Jan Peach, email from Sandra Mulcahy)*
- *outgoing*

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Jan Peach has emailed for clarification of the rules at TBC for membership of GNOT teams. It was agreed that there must be no more than one non-member of a GNOT team. Sue Eix will check the membership of teams entering the competition. Margie to respond to Jan Peach. It was agreed that rules apply equally to contending and non-contending teams.

Motion: That teams, whether contending or non-contending, which play in the TBC GNOT competition are to contain no more than one non-member in a team of any size.

Moved: Margie Knox

Seconded: Di Swan

Carried

ACTION: Margie to confirm rules surrounding membership of GNOT teams at TBC with Jan Peach. **ACTIONED**

Sandra Mulcahy has forwarded a flyer regarding a proposal by an importer to hold a jewellery sale at TBC. The committee agreed that it was not in favour of the proposal and would not pursue it further.

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

Moved: Margie Knox

Seconded: Margaret Willsford

Carried

5. Treasurer's Report

Di spoke to this item, advising that the club is in a sound financial position. \$30,000 has been transferred to the sinking fund. There is \$9000 currently in the Grace McDonald account. Because of the low interest rate, the club will subsidise the prize money for the Grace McDonald competition.

Di has purchased a new urn; the old urn is to be stored as a backup.

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Margie Knox

Carried

6. Membership Update

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Margaret Prentice provided a list of new members:

- Sandra Spresser
- George Konstantinos
- Maxwell Vines
- Peter Bray
- Rita van Lieshout
- Lesley Hoyling
- Elizabeth Scott
- Kay McLennan
- Brian Pertzelt
- Alan Burgess
- Vesela Petrova
- Peter Waterman

Motion: That the new members be approved.

Moved: Margie Knox

Seconded: Jackie Tozer

Carried

7. General Business

- Pruning of Poinciana trees

ACTION: Margaret P will approach Steve Maroney to provide a quote for the pruning of the trees. The quote will be emailed to committee members for approval.

- Jewellery sale

This item previously dealt with in correspondence.

- Concave mirror and placement of second timer

The committee agreed that it was not in favour of installing a concave mirror so that directors could view the timer. Discussion followed on the placement of the second timer, which has been purchased. It was agreed to trial it adjacent to the honour boards.

- AGM update

AGM papers are to be packed on Tuesday 13 May and mailed on Friday 23 May. The first item on the AGM agenda is to ask attendees whether they have voted.

Lee Rogers, Chris Garvey and Brian Hankinson are the returning officers for the AGM.

- Charity Day

Charity Day is to be held on 5 August.

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Motion: That the Young Centre receives the proceeds from any fund-raising done on Charity Day and a proportion of the table fees.

Moved: Margie Knox

Seconded: Jackie Tozer

Carried

ACTION: Margie to advise Helen Clarke that the Young Centre has been approved by the committee as the charity to be supported on Charity Day.

ACTIONED

- Purchase of hand dryer

Barry said that he had been approached by a member proposing the purchase of a hand dryer for the disabled toilet. Margaret W advised that a Dyson hand dryer may be purchased for \$1290. This item to held in abeyance with further investigation of the comparative costs of paper towelling and electricity for hand dryer/s.

- Paving quote

Di said that Ian (Swan) has a solution to the drainage problem at the side of the clubhouse and the need for new paving.

Motion: That Darren Hird (Home and Property Maintenance) be authorised to undertake improvements to the drainage in accordance with Ian Swan's specifications.

Moved: Di Swan

Seconded: Margie Knox

Carried

- Novice row

It was agreed that a novice row be set up on a Friday following the completion of the 12 weeks of Friday supervised play and that novice players be given additional time to play each board eg eight minutes/board.

ACTION: Margaret P to speak to Diana Dick to ask her what her suggestions are for running a novice row.

- Spare player on call

It was decided that this works well in a club where there is a paid non-playing director. This item to be held in abeyance.

8. Items for future meetings

Next Meeting: To be advised

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Toowong Bridge Club Inc.

Management Committee



General Meeting

14 April 2014

Minutes

1. Attendance/Apologies

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

Apologies: Elaine Kelly

2. Minutes of the previous meeting (10 March 2014)/Action minutes

The minutes of the previous meeting were taken as read, with one amendment.

Motion: That the amended minutes be adopted as a true and accurate record of the meeting (10 March 2014).

Moved: Margie Knox

Seconded: Anne Griffin

Carried

3. Business arising from the minutes of the previous meeting (10 March 2014)

Margie reported on the survey of beginners, which indicated that word of mouth from current members is overwhelmingly the most effective way of distributing information about bridge lessons and encouraging prospective beginners to join the lessons. Twenty new members have resulted from the lessons. Supervised play has begun with around 30-40 beginners attending.

Margaret Prentice has investigated the purchase of another timer. It appears from this that the current timer is the most appropriate to our needs.

Motion: That a timer similar to the current timer at TBC be purchased.

Moved: Anne Griffin

Seconded: Helen Clayton

Carried

Barry will approach Peter Noble to purchase the timer.

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Anne has purchased a bottle of wine for John Gralton in appreciation of his work liaising with the Brisbane City Council over the car park.

4. Correspondence

- *incoming – (email from Ron Klinger, email from brendon Boss, letter from Brookfield Uniting Church)*
- *outgoing – (email to Ron Klinger, email to Brendon Boss, Football Club)*

Margie has contacted Brendon Boss, the President of the Football Club who has advised that he is investigating the cost of installing a new sign and painting a dividing line re the designation of parking for the club members. He will contact the committee when he has accessed these details.

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

Moved: Di Swan

Seconded: Neil Strutton

Carried

5. Treasurer's Report

Di spoke to this item, advising that the club is in a sound financial position. The sinking fund balance is \$41,000 after paying repairs to the load-bearing posts. It was agreed that \$30,000 be placed in the sinking fund for the new financial year. Di is preparing a budget forecast. Barry will assist with this.

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Jackie Tozer

Carried

6. Membership Update

Margaret Prentice provided a list of new members:

- Dot and John Turnbull
- Jan Carter
- Julia Politics
- Anne Cooke
- Margaret Hanrahan
- Diana Levy
- Ros Handy
- Barb Kemp
- Gordon Lawson
- Ian House
- Di Freshney

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- Annette Rutledge
- Ken Smith
- Keith Ramus
- Helen Armstrong

Margaret advised that the club has 720 home club members and 145 alternate members.

7. General Business

- drainage issues

Di will speak to Ian about a plan to upgrade the area around the picnic tables to alleviate the drainage problems in this location. Costing to be done for the plan.

- AGM Preparation

Barry has spoken to Lee Rogers who is happy to be Returning Officer for the AGM. He will provide to the committee a list of people who can assist him. Margaret P and Di will meet with Joe from the printers before the end of April and arrange for 900 meeting papers to be printed.

Envelope stuffing to be done on 5 May and uncollected papers to be posted on 14 May.

- Payment of directors and others

It was agreed that one voucher be given to Pam, Barry, and Malcolm for their work each session. The payment of directors was not agreed to. Instead honoraria to be provided.

Motion: That one voucher be given to the providers of free lessons and supervised play sessions.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

- Ron Klinger's workshop

Pre-registrations are to be taken at \$20/workshop. Margie to liaise with Ron regarding the suggested topics for the workshops – one intermediate and one advanced.

- Charity Day

Helen Clarke has been invited to provide information about a charity for whom she works – The Young Centre. Helen Clayton will speak to Helen Clarke to confirm that any money raised at the club for the charity will go to the Young Centre. To be investigated also whether TBC might provide vouchers in lieu of a cash donation.

- Bridgemate to TV connection

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Di Swan will speak to Barbara O'Connor to see if it is possible for each pair to have their position in the competition listed on the Bridgmate at the end of the session as in some other clubs.

- Congestion at the kitchen counter

Anne has moved the coffee pots further down the kitchen counter to prevent congestion around the urn.

- Honoraria

Honoraria is to be left in abeyance for another year as per previous committee discussion.

- Orchid raffle

Pam Jenkinson is to provide another orchid to raffle. \$440.80 was raised from the previous raffle. The money raised is to be used to purchase another timer.

Motion: That the money raised from the orchid raffle be used to purchase another timer.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

- Official car park launch

Barry has spoken to the BCC personnel regarding an official car park launch and has been advised that Councillor Matic does not wish to have an official launch.

- Joan Butts' workshop

Anne provided a report on the recent workshop conducted by Joan Butts. Eighty-five members attended the workshop. After certain expenses were paid the gross profit was \$760:20.

Motion: That the Financial Report of the Joan Butt's Workshop, as circulated, be received.

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

8. Items for future meetings

Next Meeting: Monday 12May 2014 (3pm)

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Toowong Bridge Club Inc.

Management Committee



General Meeting

10 March 2014

Minutes

1. Attendance/Apologies

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

Apologies: Elaine Kelly, Helen Clayton, Neil Strutton

2. Minutes of the previous meeting (10 February 2014)/Action minutes

The minutes of the previous meeting were taken as read, with one amendment.

Motion: That the amended minutes be adopted as a true and accurate record of the meeting (10 February 2014).

Moved: Margie Knox

Seconded: Anne Griffin

Carried

3. Business arising from the minutes of the previous meeting (10 February 2014)

Margaret Prentice will attend the beginners' lesson on 14 March 2014 to provide information about becoming a member of TBC. The beginners' survey form will be distributed on the last day of lessons (28 March 2014).

4. Correspondence

- *incoming – (email from Ron Klinger; email from ABDA)*
- *outgoing – (email to Ron Klinger)*

Ron Klinger is available to conduct workshops on 14 July 2014. Margie to contact Ron to confirm this date, book two workshops (3.30-5.30pm and 6.30-8.30pm) and request list of topics for intermediate and advanced intermediate players. Margie to distribute this list to committee.

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Email from ABDA – Keith Evans and Pam Schoen to be requested to provide a report of any changes to the directing laws.

It was decided to dispense with the role of Head Director as most directors find their own replacements and other role holders perform tasks previously carried out by the Head Director. Barry is to contact Sandra Mulcahy to confirm her interest in being part of the Tuesday afternoon directing roster.

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

Moved: Anne Griffin

Seconded: Margaret Willsford

Carried

5. Treasurer's Report

Di spoke to this item, advising that the club is in a sound financial position. She will prepare a budget for the club at the start of the next financial year. She has purchased MYOB for the club's use and a printer has been provided in the changeover to the printer contract.

Motion: That Di be reimbursed \$300 for the purchase of MYOB.

Moved: Jackie Tozer

Seconded: Margie Knox

Carried

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Margie Knox

Carried

6. Membership Update

Margaret Prentice provided a list of new members:

- Margaret Plunkett

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- Karen Turack
- Del Dudman
- Glenis Cowan
- Hugh Adnam
- Rosemary Fryer
- Mark Lorenz-Schrader
- Dennis Sullivan

Margaret advised that the new membership booklet would be printed in June.

7. General Business

- drainage issues

Barry and Di had met with Kylie (BCC) the previous week. Kylie will arrange for a structural engineer to assess the drainage problem.

- second timer for the clubroom

Margaret Prentice will investigate what timers are available.

- Thursday night play

Discussion followed on reducing or eliminating the tea break on Thursday night to enable the session to close at an earlier time. Noted.

- Beginners' classes

The car parking has worked well with the beginners being directed to the new car park and the spaces adjacent to the soccer club. Barry noted that Mark Middendorp from the Soccer Club has suggested that a line be drawn from the car park entry to the bottom of the clubhouse steps and a new sign erected to show soccer club patrons where to go.

ACTION: Margie to write to the soccer club to advise that the committee agrees in principle with the painting of a line to designate separation of parking for patrons of bridge and soccer clubs, as well as the erection of a replacement sign at the front gate. Final agreement subject to approval of sign wording and costing.

Diana is to be asked to provide supervised play on a Friday for 12 weeks at \$50/session. Diana to collect table fees - \$5 for members and \$6 for non-members. After 12 weeks, a novice row will be set up during Friday's regular session, especially for people transitioning from beginners' lessons to regular play. Monday's supervised play sessions are to continue. Gratitude was expressed to Barry O'Donohue and Malcolm McWalters for running these sessions.

- update on car park

Committee members agreed with Anne's suggestion that an appropriate gift be given to John Gralton for the work he has done in liaising with the BCC during the construction of the car park. Barry will write to Peter Matic to thank him for the role he played in bringing the project to completion.

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- Directors' duties

Barry will email directors about their duties.

- AGM Preparation
 - Include a voting paper with the meeting papers – one for committee members and one for motions on notice (if required).
 - The voting paper can be mailed, placed in a designated box at the club prior to the AGM or brought along to the AGM.
 - There will be no proxy votes
 - Voting papers to have instructions as to their use (Margaret Willsford to draft these).
 - Lee Rogers to be approached to be Returning Officer
 - Three tellers to be appointed to count the votes
 - Margie to contact Roel Printing.

8. Items for future meetings

Next Meeting: Monday 14 April 2014 (3pm)

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Management Committee



General Meeting

10 February 2014

Minutes

1. Attendance/Apologies

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

.Apologies: Elaine Kelly, Helen Clayton, Jackie Tozer

2. Minutes of the previous meeting (17 December 2013)

The minutes of the previous meeting were taken as read, with one amendment.

Motion: That the amended minutes be adopted as a true and accurate record of the meeting 17 December 2013.

Moved: Neil Strutton

Seconded: Di Swan

Carried

3. Business arising from the minutes of the previous meeting (17 December 2013)

4. Correspondence

- *incoming ((letter from secretary of Kenmore Bridge Club, Renuka Mahadevan – re action taken following her letter, thank you card from Women's Shelter, thank you letter from NSW Rural Fire Service, email from James Ward re Pianola, email from Solutions in Engineering)*
- *outgoing (email to Renuka Mahadevan, response to secretary of Kenmore Bridge Club, letter to Dynamic Marine Services re repair works to support columns)*

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

Moved: Margie Knox

Seconded: Anne Griffin

Carried

5. Treasurer's Report

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Di spoke to this item, advising that the club is in a sound financial position.

Motion: That the Treasurer's Report be adopted.

Moved: Di Swan

Seconded: Margaret Prentice

Carried

6. General Business

- *Beginners' lessons*

Barry said that 61 beginners had attended the first lesson, necessitating additional helpers for Diana. Discussion was held on the \$10 charge for course notes.

Motion: That the participants of the beginners' course are offered notes at a cost of \$10 to cover the eight lessons of the course.

Moved: Neil Strutton

Seconded: Margaret Prentice

Carried

Barry will write to John Grailton and Lee Rogers and ask them to liaise with the Council re opening up the grassed area adjacent to the Soccer Club to ease parking on Fridays while beginners' lessons are being held. Neil will speak to Cr Krista Adams.

Margie will develop a questionnaire asking how participants heard about the lessons, whether they intend joining TBC and whether the fact that the lessons were free influenced their attendance at the course.

Margaret will attend one of the later lessons and distribute membership forms, reminding beginners that they do not pay a joining fee if they have completed the beginners' course (ie \$50 for annual subscription or \$30/half year).

- *Player development at TBC*

Margie spoke about the need for player development covering levels of skills by a range of specialist presenters to be offered to TBC members. In addition to John Roberts' and Joan Butts' workshops, Margie will contact Ron Klinger to see if he is available to conduct a workshop in August.

- *Directing on Tuesday afternoons*

Neil Strutton and Ross Murtagh will share directing on Tuesday afternoons. Barry will speak to Sandra Mulcahy about directing on Tuesday afternoon.

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- *Player booklets for congresses*

Committee is open to the idea of providing player booklets for congresses. Anne will speak to Pauline Bancroft re the sourcing of sponsorship for printing of the booklets. To be discussed at the next meeting.

- *Payment for congress caterer*

Di will speak to Jane Remus to clarify payment for congresses. The committee acknowledged the wonderful work that Jane is doing. In addition, Barry thanked Margaret Prentice for her work as provedore.

- *Repairs to building*

Water seepage is noted and further investigation is needed.

7. Items for future meetings

Next meeting: 10 March 3pm