

TOOWONG BRIDGE CLUB INC.



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TOOWONG BRIDGE CLUB INC.



Management Committee Meeting

14th December 2015

Minutes

1. **The meeting was opened by the president at 3pm.**
2. **Attendance/Apologies:**
 - Attendance: Margaret Prentice, Diane Swan, Lena Darlington, Chris Garvey, John Galton, Geoff Saxby.
 - Apologies: Jodie Siganto, Neil Strutton, Anne Griffin.
3. **Minutes of the previous meeting 9th November 2015:**

John Galton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 9th November 2015. Seconded: Diane Swan. Carried.
4. **Business arising from the minutes of the previous meeting 12th October 2015:**

None.
5. **Correspondence:**
 - Incoming:

Email from Bill Heath re Walk-in program; Letter from Joan Butts thanking TBC for holding classes next year; emails inquiring about beginners' lessons; acknowledgement from both State and National Libraries for receipt of Tricks and Trumps book; reply from The Gaming Fund re application for funding for the solar project; Email from BCC re water meter; ABF Masterpoints newsletter.
 - Outgoing:

Emails in reply to those enquiring about beginners' lessons.
 - Chris Garvey moved that the incoming correspondence be received and the outgoing correspondence be endorsed. Seconded: Diane Swan.

6. Treasurer's Report:

- The Treasurer's Report was circulated.
- The Treasurer reported that the Brisbane City Council has reimbursed approximately half of this year's water bill. Diane Swan moved that the Treasurer's Report be adopted. Seconded: John Galton. Carried.

7. Membership Update:

TBC has welcomed the following new members: Neill and Colleen Clur, Hanna Majewski, Ghislaine Green, Edwina Sullivan, Rhona Rhodes, Keith and Jenny Sanders and Gillian Pincus.

8. Workshops in 2016:

Report from the Education Subcommittee: flyers will be distributed for beginners' lessons; five intermediate level workshops for 2016 are planned. The Education Sub-committee will circulate suggested topics for comment.

9. Youth Bridge Day 10 Jan:

Therese Tully and Paul Brake will be available for this session. Could committee members try to drum up support for the day.

10. Arrangement with Joan Butts and boards:

The details of a proposed arrangement with Joan have been decided to ensure minimal disruption to the dealing at TBC. Before the arrangement can be put in place, confirmation is required from Joan that she really wants to go ahead with the board borrowing. The cost is to be \$10 per week. Moved: Diane Swan. Seconded: John Galton. Carried

11. Dealing Problems:

Chris Garvey outlined some problems that have occurred with the dealing. He has reinstalled the software and will be monitoring the situation and will contact the directors to check progress.

12. Solar Project:

- John Galton reported the application to the Gaming Fund has been lodged;
- The trees have been trimmed.

13. Clubhouse Lighting:

John Galton submitted three quotes he has obtained for updating the clubhouse lighting and outlined the significant points of each. John moved that the quote from Infinity Power be accepted. Seconded: Chris Garvey. Carried.

14. BCC Matters:

John Galton will continue discussions with Council re the repainting of the car park line markings.

15. Management Committee Vacancy:

Sandra Mulcahy has resigned from the Management Committee. The Committee noted the valuable contributions that Sandra has made in her time on the committee through Strategic Planning and the Education Program. A letter expressing the committee's thanks will be sent.

16. Gold Coast Congress:

Therese Tully has suggested that consideration be given to offering a bus for TBC and Kenmore players to attend one of the days at the Congress. A day that offers different levels of play will be investigated.

17. Pairs Champions Trophy:

Sue Eix has obtained the details of a design that is similar to the previous. The committee was agreed that the new one that Sue has suggested be purchased.

18. General Business:

- The email from Bill Heath regarding the walk-in program was discussed. A basic system card (based on the card used by QBA as a default in its Individual Red Point Competition) will be made available for stand-bys and walk-ins. These could be used when people arrive with little time to discuss a system, or as a starting point.
- The recorder role will be reconsidered as the by-law that relates to that role is re-written.

19. Meeting Closed at 5.00 pm. Next meeting 8th February 2016 at 3pm.

TOOWONG BRIDGE CLUB INC.



Management

Committee Meeting

9th November 2015

Minutes

20. The meeting was opened by the president at 3pm.

21. Attendance/Apologies:

- Attendance: Margaret Prentice, Anne Griffin, Diane Swan, Lena Darlington, Chris Garvey, John Gralton, Geoff Saxby, Jodie Siganto.
- Apologies: Sandra Mulcahy, Neil Strutton.

22. Minutes of the previous meeting 12th October 2015:

Anne Griffin moved that the minutes as circulated be received as a true and accurate record of the meeting of the 12th October 2015. Seconded: John Gralton. Carried.

23. Business arising from the minutes of the previous meeting 12th October 2015:

None.

24. Correspondence:

- Incoming:
Thank you cards and letters for the 50th Anniversary from Margaret Chatroop and Ann Wilson; Email from Moreton Bridge Club congratulating TBC on the Tricks and Trumps booklet and requesting contact details for their anniversary booklet; Thank you cards for messages of condolences from Jill Hutson and Marie Siganto and family; Email from QBA re availability of table numbers for cost of postage only; Masterpoints newsletter; Thank you from Ann Wilson for Melbourne Cup function.
- Outgoing:
A copy of Tricks and Trumps has been sent to both the State Library of Queensland and National Library of Australia; Thank you letters for their contributions to special guests who attended the 50th Anniversary; Thank you letter to Andy Hung for his presentation; Invitation to the local state member Dr Miles to attend the TBC Christmas Party on 5th December.
- Anne Griffin moved that the incoming correspondence be accepted and the outgoing correspondence be endorsed. Seconded: Geoff Saxby.

25. Treasurer's Report:

- The Treasurer's Report was circulated.
- Diane Swan moved that the Treasurer's Report be adopted. Seconded: John Galton. Carried.

26. 50th Anniversary Financial Report:

Anne Griffin circulated the financial statements. She moved:

- That the amount of \$509.10 be paid for catering, invitations and postage in regards to expenses incurred for the 50th Anniversary;
- That the amount of \$6327.40 for publication of the booklet, anniversary cakes and miscellaneous expenses be ratified;
- That the 50th Anniversary Financial Report as presented be adopted. Seconded Lena Darlington. Carried.

27. Membership Update:

TBC has welcomed the following new members: Felicity McKenzie, Peter Robbins, Valerie Robbins and Suellen Rushbrook.

28. Proposed Workshop by Larry Moses:

Larry Moses has offered to present a workshop similar to those he has offered previously with the focus on preparation for congresses. A date in early February will be considered.

29. Joan Butts' Fees for Borrowing Boards:

A fee of \$100 per month will be charged for Joan Butts to use TBC dealt boxes of cards.

30. Beginners' Classes/Education Sub-Committee/Books:

The Education Subcommittee has met and presented its report. It proposes that in 2016 Beginners' Classes be offered in February and August. At these times there will be two series of eight lessons offered, one on a Monday morning and one on Tuesday evening. Anne Griffin moved that we adopt the Education Subcommittee report and that TBC offer the series of eight beginners' lessons with a cost of \$20 for materials. Seconded: John Galton. Carried.

31. Sponsorship Program:

Jodie Siganto outlined the TBC Sponsorship Policy and the TBC Partnership Program that she has proposed and has previously circulated. The committee congratulated her on the work she has done on this. Anne Griffin moved that Jodie be appointed as Sponsorship Director and that the committee adopt the Sponsorship Policy and the Partnership Program.

32. Solar Panel Submission and Council matters:

- John Galton reported that the BCC has given approval for the TBC submission to install solar panels and for the camphor laurel tree to be trimmed to allow for this;
- He outlined the details of the four submissions previously circulated;
- John will apply to the Gaming Fund for funds to cover the quoted cost of the solar panel installation and the tree removal.

33. Interior Lighting Review and Car Park Line Markings:

- John reported that the cost of lux metering is expensive. It is likely that tubes will need to be replaced so the suggestion is to do this. John will obtain quotes for the next meeting.
- The fig trees have been poisoned and repairs have been done to the car park. The

council will be contacted in the new year re the car park line markings.

34. Christmas Vouchers:

Chris Garvey moved that the allocation of Christmas vouchers be restricted to those volunteers who do not currently receive Honoria. Seconded: Diane Swan. Carried.

35. Teacher Workshops – TTP and CPD:

TBC has been asked to host one of these sessions in 2016. We will offer to do one on a Sunday. Margaret will contact Joan Butts about this.

36. Head Director Role:

A role description has been circulated. It will be difficult to find one person to fulfil this role as outlined. This will be looked at for the next meeting to see how it could be broken up so that a number of people could fulfil all the duties required.

37. Rosters over Christmas/Christmas Closures:

The TBC Program will continue as advertised. TBC will be shut for Christmas Day only.

38. Incident Report:

An incident has been reported and will be investigated by a recorder.

39. General Business:

- Chris Garvey mentioned that cards will be need to be bought in the next six months;
- This year's Christmas donations/gifts will again go to a women's shelter;
- Author Josephina Burrie has a paid advertisement for her bridge books in the next newsletter.

40. For next meeting:

Scope of work for IT plan.

41. Meeting Closed at 5.45 pm. Next meeting 14th December 2015 at 3pm.



Management Committee Meeting

12th October 2015

Minutes

42. The meeting was opened by the president at 3pm.

43. Attendance/Apologies:

- Attendance: Margaret Prentice, Anne Griffin, Lena Darlington, Chris Garvey, John Galton, Sandra Mulcahy, Geoff Saxby, Jodie Siganto.
- Apologies: Diane Swan, Neil Strutton.

44. Minutes of the previous meeting 14th September 2015:

Motion: That the minutes as amended be confirmed as a true and accurate record of the meeting of the 14th September 2015. Moved: Anne Griffin. Seconded: Geoff Saxby. Carried.

45. Business arising from the minutes of the previous meeting 14th September 2015:

Chris Garvey reported that the issue with the defective boards has been resolved. Some replacement boards have been supplied. More will be replaced when the ordered colour comes in stock.

46. Correspondence:

Incoming:

ABF Masterpoint Centre Newsletter;

Replies to 50th Anniversary invitations.

47. Treasurer's Report:

Not available in treasurer's absence.

48. Membership Update:

TBC has welcomed the following new members: Jillian Heckler, Prue Cox, Lesley Anderson, Charles Harrison, Darryl Clausen, Helen Gregory, Scott Gregory.

49. 2016 Program Booklet:

Sue Eix outlined the details of next year's program booklet. Final changes are being decided to complete the document ready for publication. It was agreed that all administration contact details will include phone numbers as well as email addresses. Sue was thanked for all her work in this.

50. Charity Day for 2016:

Margaret Prentice suggested that next year's charity day supports the Zephyr Foundation which helps kids affected by domestic violence get back to school. The Committee agreed with this. Margaret will contact Carmel Martin regarding this.

51. Interclub Teams:

Margaret Prentice suggested that members participating in the interclub teams competition be chosen based on their involvement in and contribution to the club as well as their bridge ability. She will email her proposed nominations to the committee members for their feedback.

52. Outdoor Timber Furniture:

The seats near the disabled parking spots need maintenance and this will be investigated.

53. Energy Submission:

John Gralton spoke to the submission (for reducing energy usage costs) that he had circulated to committee members. He will put the application into council as well as an application for funding from the Gambling Fund.

54. Other BCC Matters:

- The trees damaging the disabled car parking area have been removed. Further root removal will be done on Friday 16th.
- Discussions regarding the line markings are continuing.

55. Establishing the Position of Head Director:

It has been decided that the position of Head Director be established. The role description will be drafted by Jodie Siganto.

56. General Business:

- The Pairs Championship Trophy has no further space for the Open and Novice sections. Motion: That a new one is to be bought. Moved: Anne Griffin and seconded Geoff Saxby. Carried.
- Some members have mentioned difficulty with the lighting in some areas of the clubhouse. John Gralton will organize to have the situation assessed and recommendations made.
- Anne Griffin suggested that the club send letters of thanks for contributions on

the occasion of the fiftieth anniversary celebrations to: Peter Matic, Denver Beanland, Peter Althaus, Larry Moses, Ross Dick and Lorraine Fredericks.

- Jodie Siganto discussed her progress with the IT role. There needs to be a person who can be called on to come in at any time that a problem arises. A local IT company will be contacted to have a consultant analyze the network and systems, document the set up and present a proposal to provide regular support and maintenance as needed. Upgrading the club's IT management should also consider the TBC website and allow it to offer options such as entering congresses and competitions online.

57. Meeting Closed at 5.00 pm. Next meeting 9th November 2015 at 3pm.



Management Committee Meeting

14th September 2015

Minutes

58. The meeting was opened by the president at 3pm.

59. Attendance/Apologies:

- Attendance: Margaret Prentice, Anne Griffin, Lena Darlington, Chris Garvey, Sandra Mulcahy, Geoff Saxby, Jodie Siganto, Neil Strutton.
- Apologies: Diane Swan, John Gralton.

60. Minutes of the previous meeting 10th August 2015:

Motion: That the minutes as circulated be confirmed as a true and accurate record of the meeting of the 10th August 2015. Moved: Chris Garvey. Seconded: Neil Strutton. Carried

61. Business arising from the minutes of the previous meeting 10th August 2015:

No business arising.

62. Correspondence:

- Incoming:
 - Thank you letter from Red Cross and The Young Centre for the donation of \$1944 raised from charity day;
 - Cards from Lorna Smith, Norma Brough and David Pincus thanking the club for the get well messages.
- Outgoing:
 - Email to Abigail Marsh explaining that the club does not hire out the premises for birthday parties;
 - Report on Australia Wide Pairs Competition sent to Australian Bridge by Sue Eix.
- Motion: That the incoming correspondence be accepted and the outgoing correspondence be endorsed. Moved: Anne Griffin. Seconded: Chris Garvey. Carried.

63. Treasurer's Report:

- The Treasurer's Report was circulated.
- Margaret Prentice moved that the Treasurer's Report be adopted. Seconded: Anne

Griffin. Carried.

64. Membership Update:

TBC has welcomed the following new members: Helen Kaesehagen, Marsha Knoll, Kay Roe, Emily Whitehill, Lin Kendall, Margaret Burton, Denise Horton, Claudia Gibson, Jill Hulme, Anne Hecksher.

65. QBA Delegates:

Anne Griffin is now a QBA delegate for TBC. Neil Strutton and Jodie Siganto have agreed to be delegates and will be ratified once they attend their first meeting. Diane Swan and Margaret Prentice are already delegates. Need to check if Helen Clayton is willing to continue as a delegate.

66. Education Policy Review:

Margaret Prentice, Anne Griffin, Diane Swan and Neil Strutton will form an education subcommittee and will meet to review the TBC education policy.

67. Boards for Joan Butts:

Margaret Prentice will obtain the specifics of the number of boards required by Joan Butts for her lessons so details of hire and cost can be determined.

68. Charity Day for 2016:

Next month proposals of which charity to support will be considered. Committee members with suggestions should bring any information for consideration.

69. Use of TBC Clubhouse for workshops etc.:

Care needs to be taken with the planning of the program to ensure there is no overcrowding in the clubhouse or difficulty with parking.

70. Fiftieth Anniversary Progress Report:

Anne Griffin outlined progress. She has obtained further historical documents. Many of the invited special guests are able to attend. All is on track for the occasion.

71. Activities List Update:

Margaret Prentice and Lena Darlington are working on updating the list of duties for all activities at the club.

72. General Business:

- Jodie Siganto has agreed to take on the role of IT manager and also that of Sponsorship Co-ordinator. She outlined briefly what she expects to be doing in these roles.
- Chris Garvey described the problem with the recent purchase of boards where a number of boards are of inferior quality. They need to be replaced. He will follow this up to get them replaced.
- Neil Strutton raised the issue of the many hours of work done by some people in the kitchen on the weekend.
- Sandra Mulcahy reported that an article written by her will be appearing in the ABF National Newsletter coming out shortly. TBC will be mentioned.

73. Meeting Closed at 5.45 pm. Next meeting 12th October 2015 at 3pm.

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting

10th August 2015

Minutes

74. Attendance/Apologies:

- Attendance: Anne Griffin, Diane Swan, Lena Darlington, Chris Garvey, John Gralton, Sandra Mulcahy, Geoff Saxby, Neil Strutton, Margaret Prentice.
- Apologies: Jodie Siganto.

75. Minutes of the previous meeting 13th July 2015:

Motion: That the minutes as circulated be confirmed as a true and accurate record of the meeting of the 13th July 2015. Moved: John Gralton. Seconded: Anne Griffin.
Carried

76. Business arising from the minutes of the previous meeting 13th July 2015:

- Geoff Saxby presented the electrical audit which shows that the use of solar panels will cover, on average, half the club's electricity costs, provided that the camphor laurel tree is trimmed.
- Geoff will obtain quotes for the installation of solar panels.
- John Gralton will prepare a report for council outlining the benefits of trimming the camphor laurel and installing solar panels.

77. Correspondence:

- Outgoing:
 - Card to Denver Beanland expressing sympathy on the death of his mother;
 - Email to Robyn Clark thanking her for her work and requesting the return of teaching materials and the contact details of the supervised play group;
 - Letter to Aussie Helpers with donation from Christmas in July function;
 - Letter to GNOT team captains;
 - Letter to Brodie Loxton.
- Incoming:
 - Card from Denver Beanland thanking the club for the sympathy card;
 - Email from Robyn Clark supplying list of contacts;
 - Email from Abigail Marsh asking about the possibility of hiring the club premises for a birthday party on Saturday 24th October from 5pm;
 - Letter from Selena Pearce;
 - Letter from the wife of Jim McKenzie informing the club of his death;
 - Thank you letter and receipt from Aussie Helpers for the \$770 donation;
 - ABF Masterpoint Centre Newsletter.
- Motion: Anne Griffin moved that the incoming correspondence be accepted and the outgoing correspondence be endorsed. Seconded: John Gralton. Carried.

78. Treasurer's Report:

- The Treasurer's Report was presented.
- Motion: That the Treasurer's Report be adopted. Moved: Diane Swan. Seconded: Anne Griffin. Carried.

79. Membership Update:

TBC has welcomed the following new members: Sybil O'Keeffe, Oliver Amerena, Julie Hamilton, Alison Waddell, Pat Martin, Merie Lowenstein, Denise Voltz, Joan Jenkins, Tony Roebuck, Helen Kaesehagen, Lyndsay Rodwell, Karen Bittner, Connie Hopley.

80. Consultation re Setting and Alteration of Club's Annual Program:

- Head Dealer Chris Garvey discussed the need for the head dealer to be involved in setting the yearly program.
- A unique situation has arisen this year with date changes resulting in four congresses in five weekends. This causes difficulties and stresses resources with getting dealing done for these events.
- This is made more difficult by having a number of people who are going to be away. Experienced dealers who have helped in the past may need to be asked to assist again temporarily. New volunteers need to be found.
- For the coming tight schedule Anne Griffin moved that Chris have permission to take any action required to procure enough dealt boards for the period of 22nd Aug to 19th Sept. Seconded: Lena Darlington. Carried.
- Chris moved that in the future there be consultation between the committee and the congress convener and the head dealer in relation to the taking on any additional events, the annual scheduling of existing events, and changes to annual scheduled events. Seconded: Anne Griffin. Carried.

81. Toowong Program for 2016:

Sue Eix outlined progress on the 2016 Bridge Program. Discussion was held re: finding dates for some events that need to be decided. Sue will meet again with the congress convenor to make further updates before the calendar is finalized for printing.

Prizes for Toowong Open Pairs Championship and Toowong Teams Championship:

Sue Eix gave an overview of proposed entry fees to cover all costs. Consideration was given to the possibility of allocating extra prize money and to allow grading if there are sufficient entries.

82. Education Review and Friday Novice Row:

- Discussion re the continuation of the free lessons;
- Discussion re the continuation of supervised play sessions. Suggestion to investigate the move of the Tuesday evening session to Thursday evening.
- Discussion re the future and format of the novice row. This will continue at present on the Friday, being open to players with fewer than ten master-points. The session will be curtailed so that only 24 to 28 boards are played.

83. Future of the Walk-in Program:

Margaret Prentice reported that it has been a great success and has had a positive impact on numbers. More volunteers are needed for the month ahead.

84. Fiftieth Anniversary:

Anne Griffin reported that good progress has been made for the fiftieth anniversary function. A number of dignitaries as well as all living past presidents have committed to attend. Volunteers have been organized for duties on the day of the function. More will be needed on the day and to help rearrange the room prior to the function on the 10th October. Committee members will be assisting.

85. Conflict of Dates:

- Anne Griffin raised the issue that there is a conflict on a Wednesday session when there is a teams event at the same time as the other Wednesday session which is pairs.
- Joan Butts will be giving a workshop when there are two other sessions running.
- Arrangements will need to be made to cater for these situations, perhaps using the back room.

86. Bridge Etiquette:

- John Galton raised the issue of the need for all players to be aware of appropriate bridge etiquette.
- The appropriate use of Bridgemates is also an issue, particularly ensuring that all players are able to see the results.
- All issues of appropriate bridge etiquette are to be discussed at the next Directors meeting.
- An outline of appropriate behaviour is to be published in the Newsletter and also on notice boards.

87. BCC Matters:

- John Galton presented a report on his discussions with the Brisbane City Council. The Poinciana tree has been trimmed, rather than removed. Line markings will not be redone by the council at this stage. The roots of the fig trees near the designated disabled parking places are causing a problem as they break the surface of the carpark. This will only get worse over time.
- John moved that the two fig trees be removed to ensure the safety of members and the continued viability of the disabled parks. Seconded: Margaret Prentice. Carried.

88. Compscore 2 Advanced Training Course Invitation:

- Geoff Saxby reported that an invitation has been received for scorers to attend a Compscore 2 Advanced Training Course and suggested all scorers be invited to attend.
- Geoff moved that TBC pay the costs for attendees. Seconded: Lena Darlington. Carried.

89. General Business:

- Neil Strutton reported that it is difficult for a redpoints session to be run on a Wednesday evening with no kitchen assistant. In future when there is a redpoints event for that session, someone will be asked to come in to do the toasted sandwiches.
- Geoff Saxby mentioned the problem of no clean up being done after the Wednesday evening session.
- Neil reported another issue of inappropriate behaviour. He will meet with the people involved.
- Geoff reported that a number of Bridgemates need to be repaired. This cannot be

done in Australia at the moment so they need to be sent to the company headquarters in the Netherlands. He moved that he make the necessary arrangements to get the repairs done. Seconded John Gralton. Carried.

- Geoff outlined extra costs involved with the use of Pianola Plus. While this is being considered, information sessions will need to be run so that members become aware of what Pianola Plus has to offer them and the club. It can be a valuable tool to develop player skills.

90. Meeting Closed at 6.30 pm. Next meeting 14th September 2015 at 3pm.



Toowong Bridge Club Inc

Management Committee Meeting

13 July 2015

Minutes

91. The meeting was opened by Vice President Anne Griffin in the absence of President Margaret Prentice.
92. **Attendance/Apologies:**
- Attendance: Anne Griffin, Diane Swan, Lena Darlington, Chris Garvey, John Galton, Sandra Mulcahy, Geoff Saxby, Neil Strutton.
 - Apologies: Margaret Prentice, Jodie Siganto.
93. **Minutes of the previous meeting 22nd June 2015:**
- The minutes of the previous meeting were read.
 - Motion: That the minutes be confirmed as a true and accurate record of the meeting of the 22nd June 2015. Moved: John Galton. Seconded: Diane Swan. Carried
94. **Business arising from the minutes of the previous meeting 22nd June 2015:**
- Geoff Saxby reported that an initial review of electricity usage has been done which indicates that it may be worthwhile continuing to investigate the feasibility of installing solar panels. He moved that he organize to obtain a written audit. Seconded: John Galton.
 - There is currently no person rostered to partner walk-ins on Wednesday afternoon. Committee members have volunteered to fill these sessions till the end of August.
 - Diane Swan reported that the quotes for new boards have been obtained and the boards have been purchased.
 - Neil Strutton reported that the key audit is in progress.
95. **Correspondence:**
- Incoming: None.
 - Outgoing: The Incorporation Form.
 - Motion: John Galton moved that the outgoing correspondence be confirmed. Seconded: Diane Swan. Carried.
96. **Treasurer's Report:**
- The Treasurer's Report was presented.
 - Motion: That the Treasurer's Report be adopted. Moved: Diane Swan. Seconded: Geoff Saxby. Carried.

97. Membership Update:

TBC has welcomed the following new members: Robert Wilkinson, Dorothy Gehke, Mel Porter, Gill Phillippo, Alessandra Crossan, Kim Robson and Kathleen Wooler.

98. Pianola:

Geoff Saxby reported on further investigations regarding the use of Pianola. He outlined discussions he has had with Peter Busch regarding some difficulties that have been encountered at present. He has investigated Pianola Plus and found that it has great features useful for allowing developing players to improve their play. Geoff suggests that the club takes on Pianola Plus, and that initially he will do the scoring from home, day by day. He will further investigate costs.

99. Bridgemates:

Geoff Saxby reported that there have been difficulties with contacting the Australian distributor of Bridgemates. The international supplier will have to be contacted directly.

100. Council Liaison:

- John Gralton spoke with the taxi companies and they will talk to drivers about their use of the TBC carpark;
- The Poinciana tree will be trimmed;
- The problem of tree roots in the disabled parking area will be investigated;
- To date there has been no response regarding the repainting of the car park line markings;
- Consideration will be given to trimming the camphor laurel tree if the installation of solar panels is found to be worthwhile for the club.

101. TBC By-Laws:

- Further changes to the TBC by-laws were discussed. Motion: That these changes be agreed to. Moved: Neil Strutton. Seconded: Chris Garvey.

102. Incident Resolution Report:

- The Head Recorder reported on an issue arising from an incident in the club in the red points competition on 1st July. The issue was discussed and the head recorder will speak with parties concerned.
- A newsletter article and notices in the club will be posted to remind club members of the need to be aware of inappropriate transfer of information while playing, and general inappropriate behavior when interacting with club members.

103. Review of Education Policy:

- The treasurer has agreed to carry out a review and prepare a report of the costs of introductory lessons and supervised play and the receipts and consequent new memberships for the period from the beginning of the new Education Program. Seconded: Anne Griffin.

104. TBC Education Program:

- Sandra Mulcahy reported that a new Introduction to Bridge course will start on Friday 7th August;
- All three sessions of supervised play are continuing;
- Following up on the suggestion by Larry Moses that the skills of club members be utilized, he will be asked if he can contribute to the education program perhaps through a short 'discussion of bidding difficult boards' talk before or after a session;
- Joan butts has asked if TBC is interested in holding an ABF teacher training program because QCBC may not be available and we will find a date if needed;
- Andy Hung has been asked to conduct a workshop on 17th October.

105. **Inappropriate Behaviour Report:**
- The issue was discussed and resolved.
106. **Christmas in July:**
- Sandra Mulcahy gave a progress report on the raffle and other prizes which will be presented on the day.
107. **General Business:**
- Discussion regarding the need for a non-playing director for red point events;
 - The duties of providor are to be defined, and a budget needs to be set for the morning teas for the Tues/Thurs morning sessions;
 - The organization of the donations of food for congresses needs to be better managed so that there is not an oversupply;
 - There are still some volunteer positions to be filled. These positions and brief role descriptions are to be advertised on club notice boards.
108. **Items for Future Meetings:**
- Etiquette re: bridgemate use.
109. **Meeting Closed at 6pm. Next meeting 10th August 2015.**



Toowong Bridge Club Inc

Management Committee Meeting

22 June 2015

Minutes

110. **Attendance/Apologies:**

- Attendance: Margaret Prentice, Anne Griffin, Diane Swan, Lena Darlington, Chris Garvey, John Gralton, Sandra Mulcahy, Geoff Saxby, Neil Strutton.
- Apologies: Jodie Siganto

111. **Welcome to new Management Committee members:**

The President welcomed new Management Committee Members and thanked them and the continuing members for their commitment to the Club.

112. **Minutes of the previous meeting 11th May 2015:**

- The minutes of the previous meeting were read.
- Motion: That the minutes be confirmed as a true and accurate record of the meeting of the 11th May 2015.
Moved: Sandra Mulcahy. Seconded: Anne Griffin. Carried

113. **Business arising from the minutes of the previous meeting 11th May 2015:**

- John Gralton offered to contact the Transport Department to discuss the issue of taxis using the TBC carpark.
- Anne Griffin moved that the amendment made to item 9 of the minutes of the 13th April meeting in regard to remuneration for beginners' lessons, that is that \$80 per hour has been corrected to \$40 per hour, be ratified.

Seconded: Geoff Saxby. Carried.

114. **Correspondence:**

- Incoming:
Associations Incorporation Form.

Email from Ross Murtagh to inform that he reluctantly has decided to resign from all teaching and directing duties. Members of the management committee acknowledged the huge contribution made by Ross to the club (particularly in regard to teaching and directing duties) and refused to accept his resignation. The TBC President is to contact Ross to discuss his continued involvement in club activities.

- Motion: Anne Griffin moved that the incoming correspondence be received.
Seconded: John Gralton. Carried.
115. **Treasurer's Report:**
- The Treasurer's Report was presented.
 - Motion: That the Treasurer's Report be adopted.
Moved: Diane Swan. Seconded: Chris Garvey. Carried.
116. **Membership Update:**
Margaret Prentice welcomed the following new TBC members: Lyn Murray, John Ling, Jim Porter, Paul Letts and Jan Letts. She also noted that the new membership forms are available now. Membership for the half year from the 1st July will cost \$40. The table fees for visitors will increase to \$7 from 1st July.
117. **TBC Strategic Plan:**
Sandra Mulcahy coordinated the previous strategic plan and was asked to facilitate the development of a Plan for 2015/16. The TBC President noted that a significant number of the objectives outlined in the Strategic Plan for 2014/15 were achieved. Geoff Saxby offered to help with the new strategic plan.
118. **Sponsorship agreement with Aveo Taringa:**
TBC has signed a sponsorship deal with Aveo Taringa. This includes sponsorship of the anniversary booklet and the proposed Christmas in July function. Proceeds from a raffle to be conducted in association with the Christmas in July function are to assist a rural drought appeal.
119. **Solar Panels:**
- John Gralton outlined his discussions regarding this issue. An Electrical Audit needs to be done first to determine what improvement would come from solar.
 - Motion: Geoff Saxby moved that he obtain quotes for an audit. Seconded: Anne Griffin. Carried.
120. **Council Liaison:**
John Gralton reported on discussions with the Council. Car Park cleaning has been done. He has spoken to Councilors Matic and Burke re the Poinciana and Camphor Laurel trees. The Council has agreed to repaint the line marking for the area between the club house and the soccer club. Other lines are to be done by TBC.
121. **TBC Education Program:**
- Sandra Mulcahy outlined the progress of the program which currently includes three supervised sessions.
 - A new beginners' course will start on Friday 7th August.
 - Sandra has made preliminary enquiries regarding a workshop by Andy Hung on preempts on 17th October.
 - The club will provide all novice members (ie 0 – 100 masterpoints) with the

opportunity to participate in the mentor program within the next few months. (This will be for a period of one month, as per the mentor policy.)

- An article has been prepared for the July/Aug ABF Newsletter describing the initiatives introduced as part of the TBC Education Program. The Club has received a Certificate of Achievement from the ABF President in acknowledgement of our efforts (this has been placed on the wall near the kitchen).
- On Thursday 18th June the first TBC Teachers' network meeting was held. This will become a regular forum.
- Our inaugural Directors' Network meeting was held on 23 May with guest presenter Peter Busch. The next directors' network meeting is scheduled for 29th August and Peter Busch will again be a guest presenter.

122. **Report on AGM:**

- Suggestion to send AGM documents by email next year to those members who have supplied email addresses.
- Mention was made of the need to be aware of special and normal resolutions before they are raised at next year's meeting.
- The committee decided that at an AGM the names of the candidates for election to the committee should be listed in alphabetical order of their first names.
- The suggestion from Larry Moses regarding using the skills of TBC members who may wish to volunteer was raised. It was proposed that in future the Newsletter include an item to draw attention to tasks where help may be needed.

123. **Update on Wednesday Afternoon Session:**

- Sandra Mulcahy reported that this was initially trialed for two months then extended to the end of June. The numbers have varied from five and a half to ten tables during the trial period, with all sessions attracting walk-ins.
- Motion: Sandra moved to continue this session indefinitely. Seconded: Neil Strutton. Carried.

124. **Walk in Arrangements:**

- Margaret Prentice reported that the club has sufficient volunteers for July and August.
- The current coordinator has suggested a permanent roster of one set day per month be established from September.
- The partner site on the web was not being used and is now redundant so will be removed.
- Walk-ins need to arrive 25 minutes before the session starts. Members need to be reminded of this requirement.

125. **Anniversary Booklet:**

- Margaret Prentice reported that Helen Gregory is doing a great job.
- Anne Griffin asked if she could take the framed photo of the club to be scanned for the booklet. She went to Councilor Matic's office to confirm the date in his diary. The club will be given a hamper to raffle.

126. **Christmas in July:**
Sandra Mulcahy reported that arrangements are under way and that she will liaise with Aveo in regard to their involvement (including the supply of the raffle prize).
127. **By Laws:**
- The updates to the by-laws were discussed with further corrections being made.
 - It was noted that Sue Eix and Anne Griffin are to be thanked for all their work on this task.
 - It was moved by Geoff Saxby that the corrections be accepted. Seconded: John Galton.
128. **New Boards:**
Chris Garvey explained the need for another 15 boxes of boards and 3 cartons of cards. Diane will contact both Bronwyn McLeod and the Bridge Shop re quotes and will accept the lower one.
129. **Payment for beginners' lessons and supervised play:**
- The issue of different remuneration for teachers of beginners' lessons and supervised play tutors was raised.
 - The Education Officer provided an overview of the TBC's integrated education program (ie beginner classes/supervised play/mentoring...).
 - Geoff Saxby moved that the club continue with the existing education program and with the same remuneration as at present. A full review of the all aspects of the program and the program's effectiveness is to be carried out in the future. Seconded: Diane Swan. Carried.
130. **General Business:**
1. Anne Griffin reported that some members have concerns about the adequacy of the lighting. The electrical audit will cover this as well.
 2. Neil Strutton is to undertake an audit of keys and report to the next meeting.
131. **Meeting Closed at 6.30pm. Next meeting 13th July 2015.**



Toowong Bridge Club Inc.

Management Committee Meeting

11th May 2015

Minutes

1 Attendance/Apologies:

Attendance: Margaret Prentice, Sandra Mulcahy, Margaret Willsford, Neil Strutton, Helen Clayton, Ross Murtagh, Justine Wlodarczyk

Apologies: Geoff Saxby, Anne Griffin, Diane Swan.

2 Minutes of the previous meeting 13th April 2015:

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 13th April 2015.

Moved: Sandra Mulcahy **Seconded:** Margaret Willsford **Carried**

3 Business arising from the minutes of the previous meeting 13th April 2015:

Re Item 3 Awning over office window no longer required as window outlets have been cleared.

4 Correspondence

Incoming:-

- Letter from Vicki Foots re creation of 50th anniversary flag; The Committee decided that a flag would not be considered at this point in time.
- Letter from Kevin Ward re naming of new car park after Barry O'Donohue or failing that Barry be given posthumous life membership. The Committee decided as the carpark is leased from the Brisbane City Council and shared by the Soccer club this suggestion could not be considered. There is no provision in the TBC by-laws for posthumous life membership. However, in honour of Barry, a frontispiece taken from the Club's newsletter article on Barry would be inserted in two of Barry's poetry books and placed in the library.
- Letter from ABF announcing teacher accreditation to Sandra Mulcahy. The Committee determined the framed certificate would be displayed on the club wall.

Justine Wlodarczyk to respond to letters received.

Outgoing: - Nil.

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

Moved: Helen Clayton **Seconded:** Sandra Mulcahy **Carried**

5 Treasurer's Report:

As Diane Swan is away overseas no report was tabled this month.

- 6 Membership Update:** Margaret Prentice provided a list of new members: Col Clayton, Bruce Clarke, Mala Anthony-Ranu, Evio Castelli, Peter Collins, Robyn Schoen, Ted Bain.
- 7 TBC Strategic Plan:** Margaret Prentice expressed satisfaction at the progress being made with the Strategic Plan so far.
Sue Eix was ordering badges requested by club members.
Directors' network meeting on the 23rd May.
Mentoring for novice players to be offered twice a year.
To Do: Diane Swan to place a sheet on the board to enable people to list their names as mentors for the mentoring program.
- 8 Sponsorship agreement with Aveo:**
Motion: That Toowong Bridge Club enters into an agreement with Aveo Taringa to accept in principle, a sponsorship arrangement for Toowong Bridge club's function, Christmas in July and for the 50th Anniversary booklet.
Moved: Margaret Prentice Seconded: Justine Wlodarczyk Carried
- 9 Congress Update:** Congress program for 2016 as provided by Sue Eix was noted by the Committee.
- 10 TBC Education Program:** Sandra Mulcahy provided the following update:
 - Supervised play sessions are currently offered on Monday afternoons (Robyn Clark) and Saturday mornings (Margaret Prentice). Following the four free Tuesday night beginners' lessons (*from 5 May*) Ross Murtagh has offered to facilitate Tuesday evening supervised play sessions as a follow-up for participants.
 - A Directors' development day is scheduled for Saturday 23 May – guest Peter Busch.
 - Four free beginner classes to commence on Friday 7 August from 3.00 – 5.00 pm. Supervised play sessions will be offered for these participants following completion of the course.**To Do:** Sandra Mulcahy to promote the sessions on flyers and on the TBC and QBA websites.
- 11 Upcoming AGM Procedures** Margaret Prentice advised that all necessary AGM papers were at the printers. Volunteers will be needed to envelope documents ready for distribution.
- 12 Update on the two new sessions** Sandra Mulcahy advised that:
 - Tuesday evening '*Help with Play*' sessions had not been successful with low attendance figures throughout the trial period. As a consequence, the trial has been discontinued and reference to the session removed from the TBC website (*and attendees advised of the decision*).
 - Wednesday afternoon sessions have attracted between 0 – 6 walk-ins. There has been a minimum of 5 tables and a maximum of 7 ½ tables. Interaction between the day session and the trial session appears harmonious, mainly due to the cooperation of the day session director, Hugh Buckham. This trial bodes well for the new TBC approach whereby a walk-in policy will apply for all sessions from June.**Decision:** The Wednesday afternoon trial period will be extended to 30 June 2015. During June the Director's role will be shared between Ross Murtagh and Sandra Mulcahy.
- 13 TBC Anniversary Booklet:** Margaret Prentice confirmed Helen Gregory has made significant progress in assembling material for the booklet.

14 Christmas in July:

Elaine Kelly has volunteered to organize food and decorations for this function on Saturday the 25th July 2015.
Proceeds of the raffle to be used to support drought stricken farmers.
Aveo Taringa to advertise their product at the function.

15 Honoraria

The honoraria disbursement schedule will be distributed to committee members prior to the AGM and after Diane returns. The schedule will be presented to the AGM for approval.

16 General Business:

Taxis are using the carpark and this problem needs to be addressed.
Walk –in duty roster prepared by Helen Clayton to be displayed in the club premises for participant's information.

Meeting Closed at 6.15pm.

Next Meeting 22nd June at 3.00pm

Toowong Bridge Club Inc.

Management Committee

Meeting



13th April 2015

Minutes

17 Attendance/Apologies:

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

Apologies: Ross Murtagh .

Prior to the meeting taking place Sue Eix and Janet Lovell attended to discuss the Congress dates for 2016.

18 Minutes of the previous meeting 9th March 2015

The minutes of the previous meeting were read and amended.

Motion: That the minutes as amended be adopted as a true and accurate record of the meeting 9th March 2015.

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

19 Business arising from the minutes of the previous meeting 9th March 2015

Re Item 15 (9/02/2015):

To Do: Justine Wlodarczyk, upon receipt of design drawings from Ian Swan, to obtain quotes for two awnings, one outside the entrance to the club to protect members from the rain and the second over the office window to protect the office photocopier and power cords from rain damage.

To Do: Margaret Prentice to raise at the next QBA Council meeting the issue of food provision at congresses.

20 Correspondence

Incoming:- Letter from Not For Profit Insurances Services

- Card from Jill Hislop

- Email from Barbara O'Connor regarding need for statements from nominees for Committee positions for the AGM

Outgoing: - Card to Ian Pitts in hospital.

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

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

21 Treasurer's Report:

The Treasurers Report was presented.

To Do: Margaret Prentice to remind Directors that all gift vouchers sold by them must be signed. Table slips must be placed in the bank bags with money. Mentors and bridgemate operators who play for free should also be noted on table slips. Teachers of supervised play should fill in Supervised Play forms correctly with the numbers of members and non-members, less any money deducted for taking the session and place in bank bag. Table slips should also be included.

- Motion:** That the Treasurer's Report be adopted.
- Moved:** Diane Swan **Seconded:** Anne Griffin **Carried**
- 6 Membership Update:** Margaret Prentice provided a list of eight new members: Brian Horan, Deborah Parker, Gaelle Goodrich, Adrian Tiller, Paul Blewonski, Anne and Ken Dyer and Robert Bland.
- 7 Ratification of decisions by email :** **1** Grace McDonald trophy:
That the TBC Management Committee ratify the decision to charge \$5.00 per person entry fee for the Grace McDonald trophy competition.
- Moved:** Anne Griffin **Seconded:** Justine Wlodarczyk **Carried**
- 2** That prospective and current directors of Toowong Bridge club who attend the Directors training day at QCBC on the 2nd May 2015 have their attendance fee of \$10.00 paid for by Toowong Bridge Club.
- Moved:** Geoff Saxby **Seconded:** Anne Griffin **Carried**
- To Do:** Neil Strutton to target and encourage members to become directors and support existing directors to attend at the Directors Training day at QCBC.
- 8 TBC Strategic Plan:** Margaret Prentice provided a list, see attached, of an Update on the Strategic Plan.
- To Do:** **1** Sandra Mulcahy to prepare an article pursuant to 1.1 of The Strategic Plan relating to behaviour at the Club for the next newsletter.
- To Do:** **2 Walk-ins** Helen Clayton to obtain volunteers to be available for each weekly bridge session until 30th September 2015 when the trial of providing facility for walk ins will be reviewed. Rostered on volunteers will play for free and if not required will be given a gift voucher. A complete printed roster will be distributed.
- To Do:** Margaret Prentice to organize Directors to start announcing from Monday 20th April. The commencement of rostered volunteers for walk ins to begin on the 1st June 2015.
- 9 TBC Education Programme:** Supervised play offered on Mondays, Tuesday nights and Saturday mornings.
From the 5th May for 4 weeks, Ross Murtagh will take beginner classes. He will be paid \$40.00 per hour.
Workshop with John Roberts on 1 and 2 of May 2015.
- To Do:** Joan Butts will run two sessions on modern competitive bidding.
Sandra Mulcahy to encourage bridge teachers to participate in this session.
- 10 Fee Structure:** Margaret presented a table of fees and charges from other Brisbane clubs and a discussion ensued.
- Motion:** That from 1 July 2015, table fees for members remain at \$5.00 per session but increase to \$7.00 per session for non-members.
- Moved:** Anne Griffin **Seconded:** Helen Clayton **Carried**
- Motion:** That from 1 July 2015 joining fees for Toowong Bridge Club will be **\$0.00** with amendments, if any, to reflect this change to the by-laws be undertaken accordingly.
- Moved:** Sandra Mulcahy **Seconded:** Margaret Willsford **Carried.**

- 11 Upcoming AGM Procedures** Lee Rogers (head), Chris Garvey and Brian Hankinson have agreed to be Returning Officers for the 2015 election.
Ballot papers to be in colour, numbered and on a separate sheet of paper.
Votes by proxy to be investigated.
Validity of incomplete voting paper to be investigated.
- 12 Update on the two new sessions** Numbers have reduced for Tuesday night sessions. The viability of this session will be reviewed at the next Committee Meeting. Sandra Mulcahy reiterated the need for night session play for beginners and that a session on Tuesday nights from 7.00 pm to 9.00 pm would be appropriate.
Wednesday afternoon sessions began with 5 tables including 5 walk ins on the inaugural afternoon, and with 6 tables including 3 walk ins in the second week.
- 13 Pianola:** Geoff Saxby did a presentation on Pianola outlining the issues with displaying results. The Committee will continue investigating the usefulness of the system and communicate further with Gary Deaton at SABA.
- 14 TBC Anniversary** Anne Griffin has preparations for the 10 October event well under way. A detailed running sheet has been prepared. Denver Beanland has confirmed his attendance.
Historian, Helen Gregory, has agreed to prepare a booklet of the history of the Club at an approximate cost of \$1,500.00.
- Motion:** That TBC allocate a sum of \$5,000.00 in the first instance towards expenditure for TBC Anniversary celebrations.
- Moved:** Anne Griffin **Seconded:** Justine Wlodarczyk **Carried**
- 15 By-Laws** Anne Griffin reported that a number of changes have been proposed with these proposed changes to be put to the Committee in stages. Questions relating to the first set of changes will be put to Directors on the 23rd May and they will thereafter report back to the Committee with their responses. A second set of proposed changes was presented by Anne to the committee. The committee agreed with the changes.
- 16 Badge Designs:** Diane Swan reported she is still waiting for proofs from the Manufacturers but once received they will be passed on to the Committee for selection.
- 17 Data Projector:** Diane Swan reported that the new projector will be installed by the end of April 2015.
- 18 Christmas in July:** Margaret Prentice will approach members to assess interest in organizing the event.
- 19 General Business:** Margaret Prentice confirmed Bruce Roberts had been engaged to arrange the lopping of the Poinciana tree at the entrance to the club.

Meeting Closed at 6.15pm.

Anne Griffin, Margaret Willsford and Diane Swan indicated their absence from the next meeting.

Next Meeting 11th May at 3.00pm



Toowong Bridge Club Inc.

Management Committee Meeting

9th March 2015

Minutes

22 Attendance/Apologies:

Attendance: Margaret Prentice, Anne Griffin, Diane Swan, Ross Murtagh, Sandra Mulcahy, Margaret Willsford, Justine Wlodarczyk .

Apologies: Neil Strutton, Helen Clayton .

23 Minutes of the previous meeting 9th February 2015

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 9th March 2015

Moved: Diane Swan **Seconded:** Margaret Willsford **Carried**

24 Business arising from the minutes of the previous meeting 9th February 2015

Re Item 15:

To Do: Justine Wlodarczyk to investigate types of floor mats to be purchased for use on wet weather days to restrict slipping on entering the club.

Issue of painting bridge cards on exterior of the TBC building to be left till next meeting.

Re Item 18:

Anne Griffin reported having contacted Lorraine Fredericks who will contribute stories of the beginning of the club.

Re Item 18 :

A special anniversary bulletin will be prepared containing the above articles and an article on Contract Bridge.

Celebrations to commemorate the 50th anniversary of TBC may be held at a morning tea on a Saturday in October in the TBC club rooms.

Re Item 8 :

To Do: Sandra Mulcahy to discuss the success and pitfalls of Pianola with Gary Deaton of SABA .

To Do: Sandra Mulcahy to approach Russell Harnes SA ABF legal Council regarding existence of Private Policy data for the use of TBC to protect members' personal details.

Motion: That the expenditure by Margaret Prentice of \$600 to James Ward of Pianola for one years' subscription be ratified.

Moved Diane Swan, **Seconded** Justine Wlodarczyk **Carried** **Opposed** by Ross Murtagh

25 Correspondence

Incoming: Nil

Outgoing: Letter to June Trudgian

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

Moved: Anne Griffin **Seconded:** Geoff Saxby **Carried**

26 Treasurer's Report:

To Do: Sandra Mulcahy to request Joan Butts to supply an invoice for the February 18th 2015 workshop

Motion: That the Treasurer's Report be adopted.

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

Diane Swan to open a new Term deposit account to deposit \$65,000.00 of sinking fund monies for one month, then to add a further \$30,000.00 in April at the best rate possible for a 12 month period.

13 Membership Update:

Margaret Prentice provided a list of fourteen new members: Irma Gearing, Bill Gearing, Paul Roberts, Althea Crowley, Virginia O'Rourke, Tom Thring, Kathy Simshauser, Jan Hannagan, Roz Riley, Veronika Plaznik, Luci Fogerty, Chris Williams, Barry and Bronwyn Shimmin-Clarke.

14 TBC Values :

The Committee discussed and reaffirmed TBC's set of values to be adopted during conduct of Committee Meetings.

15 TBC Strategic Plan :

To Do:

1 Margaret Prentice to approach Sue Eix regarding style and model of members' badges.

2 Margaret Prentice to seek clarification from Kim Ellaway on government grant monies distributed by QBA.

16 Data Projector:

Motion:

That Diane Swan purchase an Epson projector and HDMI plug and pay for costs of removal of old projector and installation of the new apparatus at a total cost of \$2,339.95. At the same time The installer will be requested to check the operation of the Samsung TV.

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

Moved:

17 TBC Education Programme:

To Do:

Sandra Mulcahy will approach Peter Busch to request he lead a Directors network meeting on behalf of TBC.

To Do:

Diane Swan to phone Kathy Simshauser and Jan Hannagan regarding their participation in the mentoring programme.

To Do:

Margaret Prentice to inform all directors that Janet Lovell is available to assist with their directing enquiries.

11 Tree Lopping :

Margaret Prentice reported that the camphor laurel trees on the railway side of TBC premises will be trimmed at a cost of \$2,000.00 on Monday the 16th March. Bruce Roberts will supervise the exercise.

12 By- Laws

Anne Griffin had several questions regarding by-laws of the club which it was decided would be best addressed by the directors of the club at the abovementioned network meeting and then referred back to the committee members.

13 AGM

Justine Wlodarczyk and Margaret Prentice to work on a running sheet for the June 20th AGM.

14 Mentor Programme:

To Do:

Diane Swan to follow up the progress of the mentoring programme.

15 Power Outage:

To Do:

Ross Murtagh to discuss with Peter Noble action to rectify problem.

16 Kitchen Convenor:

Sue Eix has been a fill-in kitchen congress convenor but does not want to continue this role. We need to find a new kitchen convenor. Food supplied at congresses also discussed and manner in which this can be reduced.

17 General Business:

The committee lost one of its very valuable members in the passing of the immediate past president of TBC , Barry O'Donohue. His interest in the progress of the club and promotion of junior players, his experience and invaluable knowledge and assistance will be greatly missed.

Meeting closed at 6.00pm

Next Meeting: 13th April 2015 at 3.00pm



Toowong Bridge Club Inc.

Management Committee Meeting

9th February 2015

Minutes

27 Attendance/Apologies:

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

Apologies: Geoff Saxby, Barry O'Donohue.

28 Minutes of the previous meeting 17 December 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 17 December 2014

Moved: Sandra Mulcahy **Seconded:** Helen Clayton **Carried**

29 Business arising from the minutes of the previous meeting 17th December 2015

Re Item 12:

Motion: That the words 'payment to/be paid' be removed and in lieu thereof 'honourarium be received by/receive honourarium' be inserted in each instance the word 'payment to/to be paid' arises in item 12 of the minutes

Moved: Sandra Mulcahy **Seconded:** Helen Clayton **Carried**

30 Correspondence :

Incoming: Letter from Kenmore Bridge Club re golf/bridge day

To Do: Justine Wlodarczyk to negotiate a set day then market in the club.

-Letter from Brisbane City Council granting approval to paint the exterior of the TBC building

-Letter of complaint from Laurel and John Carr

To Do: Justine Wlodarczyk to respond to the letter

Neil Strutton to speak to all parties

-Memo from Barbara O'Connor re Pianola programme

To Do: Margaret Prentice and Geoff Saxby to respond

Outgoing: Nil

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

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

31 Treasurer's Report:

Motion: That the Treasurer's Report be adopted.

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

20 Membership Update:

Margaret Prentice provided a list of sixteen new members:
Rosie Foulds Katherine Weaver Phil Sullivan
Ross Russo Anne McGill Mercia Ferrier

Philip Rowland Anne Moran Jane Clark
Nanette Loxton Ken Mclvor Clare White
Johannes De Bont Terry Higgs Nora Joyce
Kevin Joyce
Margaret Prentice reported that about 100 member
renewal subscription payments for 2015 had not been
received.

21 Youth Bridge : Date set for the next Youth Day is the 19th April 2015.

22 Pianola Trial : Tuesday morning sessions and Thursday afternoon session
results are being trialled with members to provide feedback.
Geoff Saxby is to evaluate fully the Pianola program when he
returns.

23 TBC Strategic Plan Margaret Prentice expressed satisfaction with the club's
progress in achieving the goals of the plan.
The appointment of a paid manager's position is to be
discussed in the next term.

24 Allocation of 15 random red point sessions:

25

Motion: Ten random point days are to be allocated , one to each
session, one further to Saturday afternoon session and the
remaining four, one to each session Tuesday and Thursday ,
the directors to select which day.

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

12 Data Projector:
To Do: Diane Swan is obtaining a quote for a new projector.

13 Options for Directorship

Stand by Pair

Motion: That on a Tuesday morning session the director may invite a
stand by pair to play in the afternoon session and who, if
required to play, will pay no table fees.

Moved Ross Murtagh **Seconded:** Sandra Mulcahy **Carried**

14 TBC Education Program

Motion: That a meeting of directors with an invite to Bridgemate
operators to join, be convened once a suitably qualified
director to conduct the meeting is arranged.

Moved: Sandra Mulcahy **Seconded:** Ross Murtagh **Carried**

To Do: Sandra Mulcahy to approach tournament level directors to
conduct the abovementioned sessions.

To Do: Sandra Mulcahy and Ross Murtagh to collate requisite file of
materials for education of directors

Motion: That Sandra Mulcahy purchase beginner books from Joan
Butts in such numbers as to achieve a significant discount.

Moved: Sandra Mulcahy **Seconded:** Ross Murtagh **Carried**

To Do: Margaret Prentice to ask the librarians if it is possible to clear

a space for beginner books on shelves easy to reach.

To Do: Ross Murtagh to advertise free beginner lessons starting 5th May Tuesday Nights 7-9.00pm

Motion: That teachers of beginner classes receive an honorarium of \$40.00 per hour beginning with February 2015 lessons.

Moved: Helen Clayton **Seconded:** Neil Strutton **Carried**
Noted: Sandra Mulcahy and Ross Murtagh abstained from voting.

Motion: That we approach Joan Butts with the objective of conducting a lesson and play session on a trial basis for 8 weeks on Tuesday nights, beginning 17th March at a cost of \$10.00 per session for attendees with Joan to be paid \$200.00 per session.

Moved: Anne Griffin **Seconded:** Helen Clayton **Carried**

To Do: Helen Clayton and Justine Wlodarczyk to market the sessions.

Motion: That monies received by Sandra Mulcahy to date for conducting Beginner lessons be ratified.

Moved: Helen Clayton **Seconded:** Ross Murtagh **Carried**

15 **Network for TBC directors** As above

15 **Pooling of Water at bottom of ramp**

To Do: Diane to investigate solution to the problem

16 **Motion to formalize the “resolutions(motion) file” :**

(a)That a file be established in which substantive motions adopted by the T.B.C Management Committee are recorded and cross – referenced for easy access; and

(b)That a minute secretary be appointed with the responsibility of updating this file.

Moved: Margaret Willsford **Seconded:** Justine Wlodarczyk **Carried**

17 **The Governance of the Club**

To Do: All members to peruse handout distributed by Anne Griffin with discussion of the handout to be held at the next committee meeting. Anne Griffin agreed to be in charge of this event.

18. **The Anniversary of TBC**

Margaret Prentice to prepare an outline in the bulletin. Invitations to be sent to Denver Beanland and to Life Members
To Do: Margaret Willsford to research repainting of bridge cards on side wall of the T.B.C building

19. **Neurological research - TBC recipe**

To Do: Margaret Prentice to approach Lorna Smith for a recipe of one of her wonderful slices.

20 **Identification of agenda for QBA Council Meeting (March) :**

To Do: Margaret Prentice to enquire into allocation of marketing budget by QBA with a view to obtaining some benefit for TBC.

21 "Hooks" for our bridge sessions (i.e., review of food/equity of session treatment etc.)

To Do Sandra Mulcahy to approach Robyn Clark with possibilities of engaging a coffee van to sell coffee Tuesday and Thursday mornings.
Motion: That Robyn Clark purchase Moccona coffee for TBC at her discretion.
Moved: Ross Murtagh **Seconded:** Helen Clayton **Carried**

22 General Business:

Motion: That the shade film on the front doors of TBC premises be replaced up to a cost of around \$200.00.

Moved: Diane Swan **Seconded:** Sandra Mulcahy **Carried**

Motion: That TBC thank June Trudgian for her flower arrangements and authorise expenditure by her of \$100 maximum for the purchase of new vases.

Moved: Ross Murtagh **Seconded:** Diane Swan **Carried**

To Do: Justine Wlodarczyk to write to June.

Meeting closed at 6.15pm

Next Meeting: 9th March 2015 at 3.00pm