



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

10th August 2020

Minutes

The meeting was opened by the President Geoff Saxby at 3.00 pm.

1. Attendance/Apologies:

Attendance: Geoff Saxby, Neil Strutton, David Sydes, Lena Darlington, Terry Higgs, Angela Lawson, Janet Lovell, Margaret Prentice. Apologies: Diane Swan

2. Minutes of the previous meeting 15th July 2020:

Janet Lovell moved that the minutes be confirmed as a true and accurate record of the meeting of the 15th July 2020. Seconded: Angela Lawson. Carried. Terry Higgs moved that the minutes of the special meeting convened on the 27th July be confirmed as a true and accurate record of that meeting. Seconded: David Sydes. Carried.

3. Business arising from the minutes of the previous meeting 15th July:

None.

4. Business arising from Correspondence:

The president has received an email from the Brisbane City Council offering funding of up to \$10000 towards operating expenses under the [Lord Mayor's COVID-19 Direct Assistance Program](#). Geoff will follow this up.

5. Treasurer's Report:

The treasurer's report was circulated before the meeting. David Sydes moved that the report as circulated be adopted. Seconded: Terry Higgs. Carried.

6. Membership Update:

Membership applications have been received from Leanne Rooijmans and Jenny Douglas. Angela Lawson moved that the applications be approved. Seconded: Janet Lovell. Carried. TBC welcomes these new members.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

7. 2020 AGM:

The committee decided that the 2020 AGM will be held on Saturday 12th September. Because of restrictions due to safety around COVID-19, committee member nominations and notice of motions will only be collected by email. All AGM documents will be distributed to the membership by email. The treasurer presented the updated list of volunteers eligible for honoraria. The committee endorsed the list for approval at the 2020 AGM.

8. Future Sessions: GNOT, Championships, Grace McDonald:

The committee decided that all future competitions, congresses and championships for 2020 will be cancelled except for the Grace McDonald Trophy. This competition will be held on September 4 and 11.

9. Scorers' Duties:

There has been some confusion among scorers about what their duties are regarding the sanitation of bridge mates. Geoff has offered to contact the head scorer to clarify the requirements of the TBC COVID-Safe Plan.

10. Parking Proposal:

Geoff suggested that the continuing problems of unauthorised parking could be resolved if the TBC lease were extended to include all the areas that are currently used for car parking. This area could then be fenced and a boom gate used for authorised entry only. Geoff will follow this up with the Brisbane City Council.

11. Cupboard Handles in the Kitchen:

Concerns have been raised about the handles on the kitchen cupboards. People can catch themselves on them and accidents could occur if hot beverages are being carried. Janet Lovell moved that the handles be removed and replaced by a safer version. Seconded: Angela Lawson. Carried. Terry offered to follow this up.

12. On-line Bridge:

On-line options continue to evolve and improve with new options also available. Geoff will continue to review these and see if any allows an option of 'Club Bridge' on-line

13. Contract Cleaner:

Diane has offered to negotiate COVID safe cleaning with the current contract cleaner. Geoff will follow up with Di to ensure that these negotiations have been completed.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

14. Zoom:

It was agreed that the club will not continue with a paid version of Zoom. It is anticipated that the free version will satisfy any future needs the club has for teleconferencing.

15. Co-ordination of Directors' duties:

The committee identified a need for a Directors' Co-ordinator role. It was suggested that newly qualified director Jo Neary may be willing to take on this role. Geoff will approach her.

16. Health Monitors' Coordinator:

The committee identified a need for a Health Monitors' Co-ordinator role. It was suggested that Mary Staley may be willing to take on this role. Margaret will approach her.

17. Appointment of Authorised Contact Person for ATO:

David Sydes moved that the club appoint the Treasurer, David Sydes as the Authorised Contact Person for dealings with the Australian Taxation Office, including lodgment of BAS, Taxation returns, and changes of address. David will advise the ATO of our new address, 22 Roy Street, Auchenflower 4066. Seconded: Neil Strutton. Carried.

18. Beginners' Lessons, Supervised Play:

The committee endorsed the education officer's proposal to begin advertising beginners' lessons for September and the return of supervised play sessions. All tables will be sanitized before each session and the same COVID safe protocols will apply to these sessions and to all attending.

19. Garden Improvements:

It was unanimously agreed that extending the garden is not a priority at this time when the outside area is not being used because of COVID Safe restrictions.

20. General Business:

Kenmore Bridge Club has not reopened. Geoff will approach the club with an offer for their members to become associate members of TBC at a cost of \$12.50 for the remainder of the year so they can play here.

21. Items for Future Meetings:

None.

22. Meeting Closed at 5.30 pm. Next meeting 14th September 2020 at 3.15pm.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

ACTION LIST

Item	Action Required	Person Responsible
4	Apply for funding	Geoff
7	AGM documents	GS, DS, LD, MP
9, 15, 20	Contact head scorer, Jo Neary, KBC	Geoff
10	Contact BCC	Geoff
11	Purchase handles	Terry
13	Check cleaning negotiations	Geoff
16	Contact Mary Staley	Margaret
17	Contact ATO	David



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

12 October 2020

Meeting opened at 3pm.

1. Attendance – Margaret Prentice, Neil Strutton, Peter Nilsson, Terry Higgs, Angela Lawson, Janet Lovell, Geoff Saxby, David Sydes and Justine Wlodarczyk
Apologies - Jo Neary
2. Minutes of previous meeting 14th September 2020 - Minutes of previous meeting were read and held to be true and correct. Motion proposed by Margaret Prentice and seconded by Janet Lovell , carried.
- 3 Business arising from the Minutes:-
 - Wednesday evening sandwiches now allowed
 - Janet Lovell to communicate with Jo Neary to advise Directors to lock front door 15 minutes before start of play.
 - No further business arising from the minutes
- 4 Correspondence :-

Toowong Bridge Club will not subscribe to lessons from Ron Klinger.
- 5 Treasurers report:-

(Agenda item no 8)

David Sydes reported that the number of tables in play has been steadily increasing from 72 in July, 172 in August and 251 in September.

A break-in in June resulting in a \$990 cost to replace a window has not been claimed on insurance.

There is a \$500 excess payable, David will look into making a claim on behalf of T B C.

TBC cannot replace its photocopier until July 2022 when the lease expires.
- 6 Membership

Margaret Prentice informed the committee seven new members have joined TBC:-

Will Siganto, Stuart Stoddart, Ev Mandikos, Margaret Lockyer, Ann Roberts, David Benson, Elizabeth Loane.

Margaret Prentice moved that the new members be accepted, seconded by Angela Lawson ,carried.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

7 General business:

Cashless TBC:-

Extensive discussion by Peter Nilsson with contribution by Terry Higgs

Motion passed that 1.TBC acquire an EFTPOS machine whether by purchase or rental. (Peter to explore options of renting Tyro with a preference to purchasing Square once it becomes available from mid December 2020.)

2 Fees per session are to be \$7.00 or \$60.00 for a book of 10 vouchers

3 A book of 10 vouchers purchased immediately will cost \$50.00

4 No cash payments will be accepted at the playing table

5 The lead in time will be till the 31st December 2020.

6 As from the 1st January 2021 the above will be mandatory.

The above proposal was moved by Peter Nilsson , seconded by Terry Higgs, Carried

Parking Proposal:-

Geoff Saxby reported no further progress with Brett Parker BBC Liaison Officer.

Discussion re ownership of the carpark, cost of resurfacing the bitumen approx. \$ 20,000.00 in 2027

And possibility of installing boom gates.

Stepbridge :-

Geoff Saxby reported that the final deal proposed by Stepbridge was not attractive and he could not recommend it to TBC.

Trial on bidding on whiteboards and use of mats:-

This trial will no longer continue in view of changes to the COVID SAFE PLAN to industry standard for indoor Sporting clubs.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

Geoff Saxby reported that pursuant to COVID SAFE PLAN to industry standard for indoor sport it is now possible ,

- 1 For four players to resume sitting at one table
- 2 TBC can now accommodate 20 playing tables
- 3 Players to write their name and sign in a contact book placed at the entrance of the bridge club
- 4 The top of each page to the contact book will state,

There will no longer be a requirement to pre-register

I acknowledge that my details held by TBC are correct , that I am not unwell and I agree with health directions as required by TBC.

Margaret Prentice and Janet Lovell will arrange the necessary contact book.

Geoff Saxby moved a motion that the above changes to the COVID SAFE PLAN be approved, seconded Neil Strutton, carried.

Toilet Breaks during play.

Jo Neary to discuss with Directors as part of their duties.

Electrical quote:-

David Sydes has arranged with Matt DeBitt to repair faulty lightbulbs

Bank of Qld requires a motion re signatories to TBC accounts:-

David Sydes moved a motion that the Bank of Queensland be advised that all accounts are to be operated by any of two persons, of the TBC committee, the president, Geoff Saxby, Treasurer, David Sydes and/or membership secretary, Margaret Prentice.

Seconded Angela Lawson

Carried

Geoff Saxby existence of Grants TBC could apply for to assist with capital expenditure, eg. Gambling Community Benefits fund. Davis Sydes to investigate further.

Meeting closed 5.00pm



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

9th November 2020

Meeting opened at 3pm.

3. Attendance – Margaret Prentice, Neil Strutton, Peter Nilsson, Terry Higgs, Angela Lawson, Janet Lovell, Geoff Saxby, Jo Neary and Justine Włodarczyk
Apologies - David Sydes
4. Minutes of previous meeting 12th October 2020 - Minutes of previous meeting were read and held to be true and correct as amended. Motion proposed by Peter Nilsson and seconded by Angela Lawson, carried.

3 Business arising from the Minutes:-

- . Geoff Saxby is still in discussion with the Brisbane City Council regarding the club's responsibility for the carpark.

- . No further business arose from the minutes

4 Correspondence :-

Toowong Bridge Club will continue to purchase a bulk subscription to the Australian Bridge Novice Magazine at a cost of \$100.00 per year. Motion proposed to purchase the magazine, moved by Janet Lovell, seconded by Jo Neary, carried. Justine Włodarczyk to advise Sue Eix. Done.

5 Treasurers report:-

The Treasurers report was read to the committee. Motion to accept the Treasurers report be moved, accepted by Geoff Saxby, seconded Neil Strutton, carried.

6 Membership

Margaret Prentice informed the committee six new members have joined TBC:-

Barbara and Gerard van der Horst, Sonia Stumpo, Gwenda Allen, Sally Williams, Marion Gazzard

Margaret is mailing membership updates notices in December, Associated Members will pay \$25.00 and members \$55.00 fees per year.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

Margaret Prentice moved that the new members be accepted, seconded by Angela Lawson, carried.

7 General business:

(a)Cashless TBC:-

Peter Nilsson informed the committee that all necessary paperwork had been completed and Tyro system had been selected with the system anticipated to arrive within the next few weeks.

Method of online payment for membership fees as well as for congresses fees discussed by the committee. Janet Lovell to approach Peter Busch and Kim Ellaway for further information.

The club is looking for a system which allows both entries and payments into congresses.

The above proposal was moved by Peter Nilsson , seconded by Terry Higgs, Carried

(b) Paperless:-

Janet Lovell and Peter Nilsson will investigate systems/programs used by other clubs, eg., Kenmore and Mt Tamborine to achieve paperless entry into Congresses and online payment of entry fees.

The current system of manual completion of entry forms to congresses is to be phased out.

Printing of hand records after each session is to continue as hand records are used widely by the members.

(c)Reopening of the library:-

Margaret Prentice will approach Wal Brake to enquire if Wal wishes to continue in his role as librarian.

In the event Wal Brake no longer wishes to continue, then the position will be advertised in the TBC Newsletter.

The purchase of new bridge books especially suitable for novice players was recommended by the committee and details of any purchase with a brief synopsis included in the Newsletter.

(d)TBC response to Death of members:-

The current practice of observing a minutes' silence to be continued. This is to occur particularly in sessions frequently attended by the deceased and in the first session directly after TBC is informed of the event.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

A card,

whether purchased by the club or by a TBC member, signed by TBC members will also include reference to TBC having observed a minutes' silence in honour of the member.

Sending of flowers will be an individual decision of TBC members.

(e)Communication to Directors:-

Jo Neary to prepare directions, forward them to committee members who have 24 hours to respond to the directions after which Jo Neary will onforward the directions to Directors.

(f)Standby and Walk-ins:-

Margaret Prentice has already completed a list of volunteers and is ready to commence the program in December 2020.

(g)B4c red points.

TBC is allocated 55 red points each year. Janet Lovell to be in control of red point events.

(h)Program Booklets:-

The committee agreed that 400 program booklets would be sufficient for 2021.

(i)Joan Butts Bridge:-

Geoff Saxby to liaise further with Joan Butts regarding transfer of membership to TBC.

(j)Congress 31st January 2021

The committee agreed this event would proceed. Jo Neary to contact the QBA to ascertain if this event is limited to TBC members only.

No food will be provided.

(k)Covid safe and Directors directions.



Toowong Bridge Club Inc.

Management Committee Meeting Minutes

The clubs

Covid Safe Plan requires members to sign the entry book upon entering the club rooms, sanitize hands after each round, etc., and not to touch Bridgemate . The use of Bridgemate is to be by the scorer only. It is recommended the scorer displays the results on the Bridgemate to other players at the table.

Directors will reinforce the rules at each session.

Any TBC member who objects to the Covid Safety Rules must put their objections in writing to the Committee.

(l)Larry Moses Mentoring:-

The Committee agreed to continue with mentoring sessions on Monday afternoon on condition Covid Safety Rules are observed. These sessions must not clash with lessons provided by Pam Schoen.

Motion to continue mentoring lessons moved by Margaret Prentice, seconded by Janet Lovell, carried. Justine Włodarczyk to inform Larry Moses. Done.

(m)Multiple Sessions:-

It was decided to leave this issue till the new year.

(n)First Aid Kit:-

Jo Neary will approach Mary Staley regarding the keeping and maintenance of a First Aid Kit in the club rooms.

Meeting closed 4.50pm



Toowong Bridge Club Inc.

Management Committee Meeting Minutes



Toowong Bridge Club Inc.

Management Committee Meeting Minutes