

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 13th September 2021 Minutes

The meeting was opened by President Neil Strutton at 2:02pm.

Attendance/Apologies

Attendance: Neil Strutton, Jo Neary, Caroline Nelson, Marge Henry, David Sydes, Terry Higgs, Sue English, Marsha Knoll and Margaret Prentice.

Apologies: Janet Lovell, Geoff Saxby.

1. Minutes of the previous meeting 16th August 2021

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the August meeting.

Moved: Terry Higgs; Seconded: Jo Neary . Carried.

2. Business arising from the minutes of the previous meeting 16th August 2021

(i) Air Conditioning Work

Peter Noble provided a description of the photographs submitted by Siganto on completion of the repairs. This will be included in the electronic file detailing the Project.

3. Correspondence:

Nil.

4. Treasurer's Report:

Treasurer reported continued reduction in income due to pandemic. Expenses higher due to the on off Air Conditioning repairs but other regular expenses decreased.

Discussion re the trial of cost one off of vouchers being capped at \$6. This is deemed successful and will continue.

Motion for

acceptance of Report and that purchases be ratified. Moved: David Sydes;
Seconded: Marge Henry. Carried.

6. Membership Update

TBC has received applications for membership from the following 2
people- Jan Giddins and Robyn King.

Motion that these new members be welcomed to the Club and that the Membership
Report be accepted. Moved: Margaret Prentice; Seconded: Terry Higgs. Carried.

7. General Business

(i) Grace McDonald Trophy

The trophy has used all available space to record prize winners. Keith Evens and Sue Eix have been
investigating ways of expanding or replacing it. The example provided by Keith was accepted by the
Committee. It will be taken to the Trophy shop for exact quote and providing the cost is less than \$
work will be authorized. The funding for the trophy will be taken from the bequest.

Motion as above. Moved: Terry Higgs; Seconded: Marsha Knoll. Carried

(ii) Car Park Repairs.

Larry Moses has received two quotes from different companies. However the
scope of work is not the same. He is also discovering other issues that need
attention. It was agreed that Larry contact the companies and get detailed
quotes covering the same issues. In addition the exit lane needs to be more
clearly marked and entrance and exit markings need to be explored.

Motion as above. Moved: Caroline Nelson; Seconded: Terry Higgs. Carried.

(iii) Dealing Room Computers.

Computers are both faulty and two new computers are requested. Discussion re the requirements.
It was agreed that Terry could purchase both at cost of \$2308. It was suggested that we may be able
to get one via a Maiwar grant. Caroline and Terry to apply for same.

Motion as above .

Moved: Terry Higgs; Seconded: David Sydes. Carried.

(iv) Updating date on cover of the Constitution.

It was discussed and agreed that as there was no change to either the
Constitution nor the content of the front page further action was not necessary.

(v) Provider List

This has been updated. Marge to notify if she wants to use the Milk supplier.

(vi) Provide Purchases

Discussion re methods of payment. It was agreed that for regular purchases the Club Credit Card would be used.

(vii) Grant Applications

Council grant to be sought to cover car park repairs. Maiwar to cover computer. Caroline to follow up.

(viii) Defibrillator

The Defibrillator fell off the wall. Margaret to attend to reattaching it. It was purchased in 2018. Concern over who is actually trained to use it. Need to seek volunteers to attend training in its use. Caroline to follow up with same. Di Swan ? arranged earlier training .

(ix) Tyro Machine difficulties.

Could be lack of charge or Club Wifi problems. Get charger from the office if necessary.

(x) Lead Validation software

Jo discussed issues with lead validation. Scorers to include lead validation for every session. Essential tool to reduce anomalies. Moved: Jo Neary; Seconded: David Sydes.

(xi) Facebook

Marge Henry to monitor and encourage use.

(xii) Council will trim back the Chinese elm but not remove it.

(xiii) Volunteers keeping Beginner Classes Going

Sue Eix has had the misfortune of an accident. However Margaret Prentice has organized other Club members to step in and keep the lessons going. A great example of team and Club work.

Next meeting Monday 18th October 2021 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting

12th July 2021

Minutes

The meeting was opened by the President Neil Strutton at 2:00pm.

5. Attendance/Apologies:

Attendance: Neil Strutton, Jo Neary, Caroline Nelson, Marge Henry, David Sydes, Terry Higgs, Sue English, Geoff Saxby and Margaret Prentice.

Apologies: Janet Lovell, Marsha Knoll.

6. Minutes of the previous meeting 14th June 2021

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the June meeting.

Moved: Terry Higgs: Seconded: Jo Neary. Carried.

7. Business arising from the minutes of the previous meeting 14th June 2021

Nil.

8. Correspondence:

Brief discussion of Emails re mask wearing and complaint. Attended to. No further action.

9. Treasurer's Report:

Treasurer reported that there were larger than usual expenses in June.

Motion for acceptance of Report and that purchases be ratified. Moved: David Sydes;

Seconded: Terry Higgs. Carried.

10. Membership Update

TBC has received applications for membership from the following 6 people-

Liz Litzow, Megan Overell, Heather Douglas, Sue Smalley, Terry Forwood, Mary Beak
Motion that these new members be welcomed to the Club and that the Membership Report be accepted. Moved: Margaret Prentice; Seconded: Terry Higgs. Carried.

7. General Business

(i) Head Scorer presentation.

Raelene Clark explained the current situation with the number and condition of the Bridgmates. There are currently 61 operational including 6 recent purchases. Of the remainder 45 were new purchases after the flood damage (?2011), and 10 were bought in 2016. The Bridgmate software is currently completely updated. There are two programmes -Compscore2 and Bridgmate Control. The units require regular maintenance and Raelene and two of her Scorers are meeting to discuss this and training updates for all scorers. Raelene and some Scorers will be attending a training session at Northern Suburbs on 31st July. There are new scorers in training and the possibility of recruiting some more.

Neil Strutton congratulated Raelene on her efforts and thanked her and the scorers on behalf of the Committee.

(ii) Constitution Review.

Information supplied to Marsha Knoll. Janet Lovell offered to be involved as the other members of the subcommittee are new to the Club. She suggested that Sue Eix may be willing to assist.

(iii) TBC Organisational Structure / Line Management

Geoff Saxby spoke about the documents he tabled which will be distributed to members of the Committee for comment at the next meeting. Documents are Strategic Plan, Office Holders and Activities, Alignment of TBC's Strategic and Operational Plans.

(iv) Car Park and BCC.

Representatives of the Soccer Club TBC and BCC employees from the Community Leasing Dept and the Parks Operation Dept will be meeting either July 21st or July 23rd to clarify our position in relation to controlling the parking. Information re likely costs associated with Leasing the entire parking space would be helpful.

(v) Library Sub-Committee

Librarian has been authorized by the President to purchase MS Office for the Library.

Margaret has suggested that the Librarian be allocated a budget of \$300 to be spent on books which would be approved by the Educators. No dissent.

(vi) Head Dealer request for Office Program

Request withdrawn.

(vii) IT needs in Main Office.

Not required.

(viii) Messages to Committee Members re complaints and concerns.

Discussion over management. Members need feedback and action on their issues. If messages are brought to the attention of the Committee then they should be dealt with by the Committee. Otherwise if they are private message to a Committee member then that individual is responsible for dealing with it

(ix) Process for identifying specific problems and suggested solutions for them to be referred to next Management Committee.

Mentioned but not discussed

(x) Suggested Maintenance whilst Club is closed.

A member has suggested that the blinds could be cleaned. Quote to be obtained.

(xi) My ABF

Geoff spoke to the Article he previously circulated. Discussion about application

(xii) TBC Representatives to QBA

Geoff Saxby, Caroline Nelson, Margaret Prentice and Neil Strutton.

(xiii) Pest Control Service Reminder

To be booked for 13th August.

Meeting closed at 3:39pm.

Next Committee meeting Monday 9th August 2021 at 2:00pm.

Management Committee Meeting
14th June 2021
Minutes

The meeting was opened by the President Neil Strutton at 2:00pm.

11. Attendance/Apologies:

Attendance: Margaret Prentice, Neil Strutton, Caroline Nelson, Janet Lovell, Jo Neary, Marge Henry, David Sydes, Terry Higgs, Sue English, Marsha Knoll and Geoff Saxby. As immediate past President Geoff Saxby was welcomed to the Committee along with the new Committee members.

Apologies: Nil.

12. Minutes of the previous meeting 10th May 2021

Hard and electronic copies of the Minutes were provided to the Committee.

Motion that the Minutes are a true and accurate record of the May meeting.

Moved: Caroline Nelson; Seconded: Jo Neary. Carried.

13. Business arising from the minutes of the previous meeting 10th May 2021

Nil.

14. Correspondence:

Nil.

15. Treasurer's Report:

Treasurer's report covered the last two months.

Discussion re aspects of the report including the Coupon Clearing Account.

Motion for acceptance of Report and that purchases be ratified. Moved: David Sydes;

Seconded: Terry Higgs. Carried.

6. Membership Update

TBC has received membership applications from the following 10 new members, Claire Steffensen, Joan James, Linda Crane, Angela Porter, Mary-Louise North, Judy McDougall, Lilly Jia, Lyn Hall, Janet Mylne, John McIvor.

Motion that these new members be welcomed to the Club and Membership

Report be accepted. Moved: Margaret Prentice; Seconded: Marsha Knoll. Carried.

7.

General Business

(i) Air Conditioning Repair.

Peter Noble reported to the Committee re the Siganto report and maintenance requirements. The duct work is lined with fibre glass which is deteriorating and causing tufts to be released into the building. It can be lined in situ which will stabilize it. Time to complete the work approximately 4 days however it may take longer. Peter Noble suggests that the Club be closed for 7 days to ensure adequate time for completion. Motion that the quote be accepted and that Peter Noble be authorized to negotiate with Siganto. Moved: Terry Higgs; Seconded: Janet Lovell. Carried.

Discussion re dates suitable were debated in terms of availability of the firm to do the work and the Club to ensure the least disruption to the Programme of Events. It was determined that August 9th to 15th or September 20th to 26th would be most suitable. Motion that Peter Noble negotiate dates with Siganto. Moved: Marge Henry; Seconded: Terry Higgs. Carried.

Question re temperature regulation. It is not related to the duct refurbishment. Need to modify external controls. For further investigation.

(ii) Constitution Review.

Discussion re the need to review the Constitution and By Laws.
Motion that a Sub Committee be formed of Caroline Nelson and Marsha Knoll.
Moved: Caroline Nelson; Seconded; Jo Neary. Carried.

(iii) Weekly Notices.

Discussion re authorship of the Notices. Can be burdensome. Decision that Margaret Prentice and Jo Neary share responsibility.

(iv) Line Management.

The benefit of better communication through a streamlined Management Structure and clear delineation of Members responsibilities was discussed. Motion that previous documentation relating to this be provided to all members for further consideration.
Moved: Caroline Nelson; Seconded: Jo Neary. Carried.

(v) Non-Playing Directors for Events.

Discussion re importance of Non-Playing Directors for major events. This is addressed in the By Laws. It is important that these Directors should also be able to Score. It was agreed that a Non-Playing Director who can also Score should be employed to officiate at the Grace McDonald Pairs Trophy.

(vi) Car

Park

Wardens and Response from BCC.

More wardens required. Recruit by personal invitation and Pianola. Required mainly for Red Point events. No response from BCC at this time. Caroline Nelson to follow up.

(vii) Breaks during Bridge sessions.

It was agreed that a break of 5 minutes at appropriate times, with social distancing maintained, could be allowed under the present Covid rules.

(viii) Single Coupons cost.

Concerns raised at the AGM over the policy of charging an extra \$1 when members buy a single coupon. Mainly this was to discourage the practice of buying single coupons regularly

rather than a book of them because it makes the task of selling them individually much more onerous and time consuming and could delay the start of play.

Motion that single tickets be now charged at \$6 to all Club members for a trial period of 3 months. Moved: Margaret Prentice; Seconded; Jo Neary. Carried.

(ix) Reduction of Thursday Sessions to single session.

It was agreed that we will maintain the status quo.

(x) Request that Toogoolawah sessions be advertised on our website.

Request made by Sandra Mulcahy on behalf of this Club whose members are also members of Toowong Bridge Club. Accepted.

(xi) Library.

Library report circulated. Discussion re budget for library. Margaret Prentice to set up a demonstration of how the system works. Also to seek clarification of the search topics. Need to consult with Educators re suitable purchases. Margaret Prentice and Marsha Knoll to set up a Sub Committee to support the work of the Librarian and the Library.

(xii) Asset Register

Need to revise the Asset Register. Margaret Prentice and David Sydes investigate.

(xiii) Covid Vaccination Requirement.

We cannot insist that people be vaccinated.

Meeting closed at 3:58pm.

Next Committee meeting Monday 12th July 2021 at 2:00pm.

| Item | Action Required | Person Responsible |
|---------------|---|---|
| 7(i) | Air Conditioning Repairs-confirmation of dates Notification of members of closure Regulation of temperature | Peter Noble Committee Peter Noble |
| (ii) | Review of Constitution and By Laws | Caroline/Marsha |
| (iii) | Weekly Notices | Margaret/ Jo |
| (iv) | Management Structure and description of Committee Members responsibilities to be sent to Members | Caroline |
| (v) | Non-playing Director capable of Scoring to be appointed for Grace McDonald. | Jo |
| (vi) | Recruit more Car Park Wardens Negotiate car park issues with Soccer Club and BCCouncil | Sue, Geoff and Caroline |
| (vii) | Directors to be notified that 5 minute breaks in session can be allowed. | Jo |
| (viii) | Directors and coupon sellers to be notified of change | Jo |
| (ix) | Toogoolawah request to IT expert | Janet |
| (x) | Library subcommittee | Margaret and Marsha |
| (xi) | Asset Register | Margaret and David |
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