

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 9<sup>th</sup> May 2022 Minutes of Meeting

The meeting was opened by the President Neil Strutton at 1:30 pm.

**1. Attendance/Apologies:**

Attendance: Neil Strutton, Jo Neary, Terry Higgs, Janet Lovell, Caroline Nelson, David Sydes, Margaret Prentice, Sue English.

Apologies: Marge Henry, Marsha Knoll and Geoff Saxby.

**2. Minutes of the previous meetings April 11<sup>th</sup>:**

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

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

Moved: C Nelson; Seconded: T Higgs. Carried.

**3. Business arising from the minutes of the previous meeting:**

- (i) Grace McDonald Trophy. It was decided that the Grace McDonald Trophy is to be

displayed on the wall above the cupboards. The Life Members Board is to be moved to the space underneath the framed photos, Presidents Board will replace it and the Grace McDonald will be in the next position. The competition will be Directed by Keith Evans on Monday AM over the next two weeks.

**4. Business arising from the Correspondence:**

- (i) Correspondence from QBA has been forwarded in relation to Club Director lists,  
Congress Entry forms, Calendar 2023, Qld representatives.
  - (ii) Enquiry re Bridge lessons forwarded to Sue Eix.
  - (iii) Donation from Mandurah Bridge Club. Letter of thanks forwarded.
  - (iv) Information re ComScore 3 forwarded to Raelene Clark.
- Motion that the Correspondence be accepted.  
Moved: C Nelson; Seconded: Jo Neary; Carried.

**5. Treasurer's Report:** Treasurer's Report has been circulated electronically.

Motion that the Report be accepted, and the purchases be ratified.  
Moved: David Sydes; Seconded: Janet Lovell; Carried.

**6. Membership Report:** TBC has received applications for membership from the following people.

Laurel Bright, Amanda van der Drift, Gayle Brown, Charlie Lu, Kathleen Sherman, Kerrie McMillan, Sue Paterson, Ann Dujela, Brooke Anderson, Mary Matchett.

Motion that these new members be welcomed to the Club and the membership report be accepted.

Moved: Margaret Prentice; Seconded: Terry Higgs; Carried.

**7. General Business:**

**(i) Ongoing repairs to the Club.**

Roof repairs to be carried out in early June

**(ii) Follow up re Storm Insurance Claim.**

Clarification of statements by assessor that water ingress was connected to roof Damage.

Email sent to assessor disputing this statement. Neil Strutton to discuss with Larry Moses and Peter Noble.

**(iii) Honoraria. Confirmation of Honoraria**

**(iv) Grace Mc Donald Prize Money.** Interest money to be included in the total prize money.

**(v)** Numerous **scam emails** are being received by executives as well as other members. Be aware and cautious.

**(vi) CoVid Sign In.** We have maintained our double vac status. Sign to be displayed requesting those entering our Club to abide by our rules.

- (vii) Achievements of 21-22 Committee. Discussion re same.
- (viii) **Coupon Books:** Reorder of current style agreed by members. Cheques no longer accepted.
- (ix) **River City Gold Points Congress 14<sup>th</sup> & 15<sup>th</sup>. Parking** to be managed by Bob English and Adrian Millard.

**8. Meeting Closed at 2:54pm. Next meeting 13<sup>th</sup> June at 1:30pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting

11<sup>th</sup> April 18, 2022

### Minutes of Meeting

The meeting was opened by the President Neil Strutton at 1:30 pm.

**1. Attendance/Apologies:**

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

**2. Minutes of the previous meeting 14<sup>th</sup> February.**

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

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

Moved: Terry Higgs; Seconded: Janet Lovell. Carried

**Minutes of the Emergency Meeting 7<sup>th</sup> March**

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

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

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

**3. Business arising from the minutes of the previous meeting 14<sup>th</sup> Feb and 7th March:**

(i) Grace McDonald trophy has been enhanced and returned to the Club.

(ii) Quote re Structural Engineering Report tabled. Clarification re the scope of work sought. Adrian Pollard to provide details. Air conditioning needs to be included and the roof. Important to get another quote where we can deal directly with the engineer and determine the full extent of the problems that need fixing.

**4. Business arising from Correspondence:**

(i) QBA Minutes of Committee Meeting 24<sup>th</sup> March tabled. Fund raising by Clubs to go to Charities not to Bridge Clubs.

(ii) AGM and Council Meeting 21<sup>st</sup> April.

(iii) proposed Mentor evening in conjunction with QCBC confirmed.

(iv) Bernice Shaw has resigned as Editor/ Composer of the Programme Booklet. A new person to be recruited. Bernice is happy to assist with training same.

**5. Treasurer's Report:**

Treasurer's Report circulated electronically.

Honoraria lists have been tabled by David Sydes. He has asked the Committee to review and advise.

Geoff Saxby spoke to the importance of these payments being consistent with the duties and activities of the TBC's Strategic and Operational Plans.

Motion that the Report be accepted, and the purchases be ratified.

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

**6. Membership Report:**

TBC has received applications for membership from the following people – Mary Shaw, Andrew and Karen Hay, Tony Byrne, Marnie Bolton, Rosie Sewell, Vera Colbran, Paula Bowers.

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

Moved: Margaret Prentice; Seconded: David Sydes. Carried.

**7. General Business:**

(i) Images of the damage to the Club have been sent to the Assessor, the TBC Insurance Case Manager. There is no notification of when the building will be inspected by a builder to confirm our claim.

(ii) Report from Margaret Prentice from plumber in relation to the water access via the roof. He says tiles are in a bad way. He does not work with tiles and has refused to quote on the

repairs. Suggestion was made that we may need to replace the roof with galvanized iron. The previous quote suggested that approximately \$1000 would rainproof the roof.

(iii) Two quotes for carpet replacement have been obtained and will be forwarded to the Insurance Assessor. Choice of Product left to Margaret Prentice and others interested.

(iv) Discussion of quotes for restumping. It is agreed that the restumping should not occur until the ground has dried out.

(v) Quote for replacement of air conditioning unit in the Education/ Meeting Room received from Siganto. A second quote to be obtained. Also enquire whether the ducting can be increased to service that room.

(vi) Honorariums for Dealers. Per Agenda.

Motion withdrawn. Discussion re allowing the Head Dealer to make a fair and equitable distribution of the funding allocated.

(vii) Proposed changes to the TBC Banking arrangements explained by David Sydes .

Motion that

(a) we should open an Everyday Business Account (EBA). Because we are a non-profit organisation, this account should not have any fees for us, and should also pay us 0.15% interest on minimum monthly balances.

(b) we should open a Business Performance Saver Account (BPSA)

(c) we transfer any balance in the Websavings account into the Business Performance Saver Account and close the Websavings account.

Moved: David Sydes ; Seconded: Marge Henry. Carried

(viii) Use of Fans to improve Ventilation

This practice to be continued.

(ix) First Aid and Medical Emergency Advisory Group recommendations.

Resuscitation Protocol written. First Aid briefings of Members to be carried out by Group Members. This will be a 15-minute presentation, previously advertised, to be started 45 minutes before the Bridge session begins.

A roster will be established and there will be presentations before all sessions. Directors to be involved in these activities.

Posters to be placed in the Toilet areas.

Defibrillator Unit and First Aid Kit to be placed on the bench beside the Escape door.

Kay Blackford will be responsible for the maintenance of the equipment.

It was agreed that the above should be accepted.

(x)

Eclectic Row and allocation of Masterpoints as discussed to proceed.  
Compensation for Janice Little It was decided to allocate a payment equivalent to the Director's honorarium \$200.

(xi) Grace McDonald Competition.

Director required. Neil Strutton to discuss with Keith Evans.

(xii) Tablecloths to be reinstated. They are to be washed monthly. In the past a person was allocated a row to launder. Volunteer to coordinate required.

(xiii) Rubbish to be removed from the side of the building. Hedge to be trimmed at the front entrance. Larry Moses and Margaret Prentice collaborating on these activities.

(xiv) Message from QBA re non relaxation of the Double vaccination rule for Congresses. Up to Clubs what they choose to do for regular play. Maintain current system.

(xv) Discussion re complaint re conversation at the table. Neil Strutton to discuss with complainant. Margaret Prentice has already discussed with the person complained about.

(xvi) Discussion about irritable behaviour.

(xvii) Outside lights -should they be left on.

**Closed at 3:30pm**

# TOOWONG BRIDGE CLUB INC.



## Minutes of Management Committee Meeting 14<sup>th</sup> February 2022

The meeting was opened by David Sydes at 1:30 pm.

### 1. Attendance and Apologies

#### Attendance:

Neil Strutton, Terry Higgs, Caroline Nelson, Marge Henry, David Sydes, Janet Lovell, Geoff Saxby, Sue English, Marsha Knoll and Margaret Prentice.

#### Apologies:

Jo Neary

### 2. Minutes of the previous meeting 13<sup>th</sup> December 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 December meeting.

Moved: Caroline Nelson; Seconded: Marsha Knoll. Carried.

### 3. Business arising from the minutes.

#### (i) Grace McDonald Trophy.

Brass discs not yet obtained. Grace McDonald Committee to meet soon.

#### (ii) Novice Row

Going well. Advertise to have at least 5 tables at each session for best outcome.

Poster to be distributed to other Clubs by Janice.

### 4. Business arising from Correspondence

#### (i) Air Conditioning

Email from a former member concerned re quality of air in Club Room. Email has been sent advising of the recent work on the system and that air flow is augmented by Fans being turned to lowest level daily. Directors to be notified of this. CO2 levels have been measured and was at a satisfactory level.



**(ii) Catering**

Email from Kim Ellaway detailing a range of issues.

Continue with current practices in supply of beverages and snacks with food separately wrapped.

Mask wearing except when eating or drinking.

Checking of double vaccinations to continue with new people to the Club.

**(iii) Letter offering teaching services**

Our current Education System is excellent. Letter of thanks and refusal to be sent

**(iv) Letter requesting assistance in setting up a new Club at Palmwood received.**

Used cards to be donated and another item by a Committee Member. For follow up by Terry Higgs.

**(v) Office of the Lord Mayor**

Waiver of rents in first quarter of the year.

**(vi) Maiwar electoral Office re meeting re Grant.**

To confirm date in early March.

Motion that the Correspondence be received and acted upon.

Moved: Caroline Nelson; Seconded: Sue English; Carried.

**5. Treasurer's Report:**

Treasurer's report circulated electronically. Request for training session on the new and excellent Photocopier. An On Line Manual is available.

Motion for acceptance of Report and that purchases be ratified.

Moved: David Sydes; Seconded: Marsha Knoll; Carried.

**6. Membership Report**

TBC has received applications for membership from the following people Suzi Leahy, Bob Black (both Toogoolawah members), Peter Ferguson, Valerie and John Rose, Rick Webster, Paul Brake, Peter Neil, Diana Khursandi, Max Latimer and Daria Williams.

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

Moved: Margaret Prentice; Seconded: Sue English; Carried.

**7. General Business**

**(i) Mandatory Face Mask wearing.**

Current policy to be maintained with mask wearing continuing.

**(ii) Spontaneous Red Points Sessions**

Marge Henry has presented a schedule for discussion. Final plan agreed by Committee. Schedule to be made available to

the Directors.

**(iii) Tablecloths**

Whilst it would be nice to have them washing roster too onerous. No action at present.

**(iv) Car Park Maintenance**

Consultation with engineers and Larry Moses re building problems. There is much more than 2 Stumps which have sunk. There also appears to be a lot of water running under the building. There appear to be broken pipes which are supposed to feed into an horizontal drain.

There is sinkage of the verandah and a gap between the verandah and the brick wall near the Library. It was agreed that we need to get a professional report from a Structural Engineer to determine the extent and urgency of repairs. Sue English suggested Morgan Engineering could be approached.

Motion that a report be obtained from Solutions in Engineering, who have previously provided the Club with Sinking Fund Forecasts. Moved: Caroline Nelson: Seconded: Geoff Saxby. Carried.

**(v) First Aid and Medical Emergency**

An Advisory Group of medically informed people has been established. It has recommended purchase of appropriate Posters for display and for training sessions to occur in First Aid and Emergency responses. The group will also develop a protocol for same.

Motion that these issues be worked out by the Advisory Group and recommendations be made to the Committee.

Moved: Caroline Nelson; Seconded: Margaret Prentice; Carried.

**(vi) CoVid Committee**

Janet asked to lead this committee. Caroline Nelson offered to assist.

**(vii) River City Gold Congress**

Significant Congress for Toowong. Decision to offer free entry to persons aged 90+, a door Prize to be offered at the end of the day and an incentive prize for the youngest player.

**(viii) Double Vaccinations**

It is still necessary to ensure all members playing have double vaccination Certificates. Roster developed to check status against our current list. Roster to be forwarded to individual Committee members. David Sydes to send out names of people who have not been checked off our lists.

**(ix) Poinciana Tree**

Two branches have fallen from the tree at the front stairs in the last week. High wind and rain probably responsible. There is an accumulation of rubbish

At the back of the building. Larry obtained a quote to remove some of it at \$600. He may be able to get it done more cheaply. Margaret Prentice to follow up with him.

**(x) Purchase of Cards**

It was agreed that Quen Slipper Playing Cards be purchased.

**(xi) Name Badges.**

Being ordered soon.

**(xii) Emergency Contacts.**

Notify members to check their Pianola record to see if they have an emergency contact listed. If unable to check themselves to contact a Committee member to assist with same.

**TOOWONG BRIDGE CLUB INC.**



**Meeting closed 3:15pm.**

**Next Meeting March 14th 1:30pm**

# Minutes of Management

## Committee Meeting 13<sup>th</sup> December 2021

The meeting was opened by President Neil Strutton at  
1:34 pm.

### 1. Attendance and Apologies

#### Attendance:

Neil Strutton, Terry Higgs, Caroline Nelson, Marge Henry, David Sydes, Janet Lovell, Sue English, Marsha Knoll and Margaret Prentice.

#### Apologies:

Jo Neary, Geoff Saxby

### 2. Minutes of the previous meeting 8<sup>h</sup> November 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 November meeting.

Moved: Janet Lovell; Seconded: Margaret Prentice. Carried.

### 3. Business arising from the minutes.

#### (i) Grace McDonald Trophy.

Master Engraving believes they can do work required on the trophy. Cost to be confirmed.

Keith Evans spoke to the Committee re the importance of the Competition and Trophy as being a Signature event for the Club. It was decided by the Committee that there would be an increase in the prize money and a Sub -Committee would be formed to oversight it. Members are Neil Strutton, Janet Lovell, Sue English and Marsha Knoll. Entry fee of 3 coupons to be considered.

#### (ii) Real Deal Bridge

Programme went quite well. Toowong competitors featured well with 2 Toowong pairs being Runners up in the finals.

#### (iii) AGM schedule

It has been modified to allow for later nominations for positions on the Committee and for later filing of Reports.

#### (iv) Novice Row

The Novice Row will commence on Feb 2. It will run in tandem with the normal Wednesday session. Jo Neary will direct and Janet Lovell will assist as well. Advertising to begin immediately. Members with less than 20 points will be invited to compete.

Moved: David Sydes; Seconded: Marge Henry; Carried.

#### **4. Correspondence:**

No business arising from Correspondence.

#### **5. Treasurer's Report:**

Treasurer's report circulated electronically. New Photocopier has been ordered.

Motion for acceptance of Report and that purchases be ratified.

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

#### **6. Membership Report**

TBC has received applications for membership from the following people Kerry O'Connell, Cathy Forth, Michael Congreve, Linda Norton, Michael and Kathleen Le Voi.

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

Moved: Margaret Prentice; Seconded: Marsha Knoll. Carried.

#### **7. General Business**

##### **(i) Grace McDonald Trophy**

Discussion re ongoing support for the competition which is exclusive to Toowong Club members and amount of subsidy to be given to prize money. Motion that \$3000 be provided by the club and the situation be reviewed after two years.

Moved: David Sydes; Seconded: Margaret Prentice. Carried.

##### **(ii) Accidents in the Car Park.**

Recent accidents in the car park are of concern because of the stones scattered over it and the fairly constant pouring of water from the Railway/Council drain from under the Club.

It was decided to write to Council and the Railway to see what can be done to eliminate these hazards to our members.

##### **(iii) Covid Management Plan**

It was agreed to sign Management Plan provided by QBA and display on the Club Notice Board.

A Roster was developed to check vaccination status of members when they present at the Club beginning on December 17<sup>th</sup>.

##### **(iv) Psyche Bidding**

An enquiry was received by a member about whether the bidding of another member constituted a Psyche Bid. This was discussed by senior members of the Committee. Various opinions were expressed. It was determined that the meaning of the bid should be recorded on that members system card and Neil Strutton will discuss the problem with that member. The Secretary will inform the complainant of the decision.

##### **(v) Volunteer Grants**

The Julian Simmonds grant application was successful. Money can be used for other activities than the original application providing that it is spent to assist

volunteers and in accordance with directions supplied.

**(vi) First Aid Supplies and Medical Emergency Management**

Discussion re development of Medical Emergency Sub Committee- Raelene Clark, Anthea Stevenson, Simon Fleming and Adrian Pollock all to be involved.

Subsequent training in First Aid and use of Defibrillator will be planned. Some supplies have been purchased for the First Aid kit. Funding from the Federal Grant could be directed toward equipment, supplies or training for members.

**(vii) Toowong Library Report**

Jill Duffield provided a report re progress of computerising of the library. It will not be proceeding as volunteers are not confident in their ability to manage it.

Response to Jill thanking her and her volunteers for their efforts to be written.

**(viii) Poinciana Tree**

Branches need cutting as they are causing a hazard for taller people using the stairs.

**(ix) Cleanliness/ tidiness of Car Park**

We have a person ( Darren Head) who does some blowing away of leaves and debris ? 3 weekly. There is a large build up of rubbish and branches under the building.

**(x) Stand By Programme.**

Caroline Nelson to Coordinate the Stand By Programme. Margaret Prentice to hand over

**(xi) Emergency Contacts.**

A member is concerned that people may not have emergency contacts readily accessible. She has suggested that we modify our application form to allow for this information to be recorded there. Emergency contact information can be entered into the Pianola membership list by individual members.

**Meeting closed 3:40pm.**

**Next Meeting February 14th 1:30pm**

## **Minutes of Management Committee Meeting 8<sup>th</sup> November 2021**

The meeting was opened by President Neil Strutton at 1:30 pm.

**1. Attendance and Apologies**

**Attendance:**

Neil Strutton, Jo Neary, Geoff Saxby, Caroline Nelson, Marge Henry, David Sydes, Janet Lovell, Sue English, Marsha Knoll and Margaret Prentice.

**Apologies:**

Terry Higgs

**2. Minutes of the previous meeting 18<sup>h</sup> October 2021**

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

Correction to Minutes re Treasurer's report with (i) deletion of reference to balanced budget and (ii) Sanitiser sourcing by Margaret Prentice and Marsha Knoll.

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

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

**3. Business arising from the minutes.**

**(i) Grace McDonald Trophy.**

At Master Engraving for detailed inspection and quote. Caroline Nelson to follow up.

**(ii) Car Park Work**

Gift for Larry being managed by Neil Strutton. Council has attended to drain problem under Sue English's direction.

**(iii) Defibrillator Training**

Ongoing consultation with Raelene Clark.

**(iv) Mentoring sessions with Larry**

Beginning in December on 2<sup>nd</sup> and 4<sup>th</sup> Monday 2:30pm.

**4. Correspondence:**

- (i) Emails re Line marking
- (ii) Information re CoVid arrangements for catering.
- (iii) Information re Real Deal Bridge from Sue Eix.
- (iv) Information for Club Convenors and Directors.
- (v) Bridge Stall Nov 16<sup>th</sup>.
- (vi) Programme Book 2022

**5. Treasurer's Report:**

Treasurer's report circulated electronically.

Motion for acceptance of Report and that purchases be ratified

Moved: David Sydes; Seconded: Marge Henry. Carried.

## **6. Membership Report**

TBC has received applications for membership from the following people Maurice Ambrosoli, Betty Cooper, Ian Hillhouse, Gwendoline Fox, Catherine Innes, Belinda Sharpless, Gillian Ridsdale, Christina Donoso, Glynnis Gartside, Anne Smith, John Wilson, Geoff Willson, Jan Powell.

Agreement that new members are accepted as financial until December 2022 as per the previous month. Some associate members have joined. There are some problems with memberships being paid on Tyro. The Treasurer has offered to provide a list of those payments.

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

Moved: Margaret Prentice; Seconded: Marsha Knoll. Carried.

## **7. General Business**

### **(i) Elm Tree**

Branch to be cut between 12<sup>th</sup> and 30<sup>th</sup> November. Screen suggestion to be further investigated. Peter Noble to be asked re efficacy. Depends on direction of exhaust from the air conditioning.

### **(ii) Date of AGM**

Discussion re date of AGM and the Schedule for AGM preparation. There is a reference in the Bylaws to the AGM Preparation Schedule an Officeholders duties being attached to Item 3.3. It was moved that this reference be deleted. Moved: David Sydes; seconded Margaret Prentice. Carried

The Schedule stated that the AGM must be held on the third Saturday of June. It was agreed that the second Saturday of June is the preferred date. Schedule be reworked including to allow for nominations for positions and Motions on Notice be accepted up until 2weeks before the AGM.

### **(iii) Constitution Rescanning**

Janet Lovell to manage.

### **(iv) Finalisation of Programme Book.**

Consultation between Bernice Shaw, Janet Lovell and Sue Eix current iteration confirmed. Oder for 500 booklets to be placed. Discussion of importance of book going to members to encourage participation in Bridge activities both within the Club and in the broader Bridge community.

### **(v) Car Park Line Marking**

Discussion re how to best achieve this. It was decided that Larry Moses would coordinate it with Club volunteers.

### **(vi) Members Borrowing Boxes to play privately**

Discussion re who would be allowed to borrow boxes. The motion was



that Bridge boxes would not be lent to individual.

Moved: David Sydes; Seconded: Geoff Saxby. Carried.

**(vii) Covid arrangements post opening the borders.**

To be left in abeyance.

**(viii) Delegates to QBA meeting 18<sup>th</sup> November**

All current delegates unavailable as they are competing in Christmas Teams event. Apologise on behalf of the Club.

**(ix) Proposal for Beginner Classes in February**

Sue Eix has proposed dates for February. Approved by the Committee.

**(x) Stand By Programme.**

Margaret Prentice does not wish to continue in this role. Discussion re the importance of the programme. Discussion re difficulties in some people finding a partner. Some walk in players are doing this constantly rather than finding a more regular partner. It was decided to encourage use of Pianola Partner Finder and also to reinstate the book at the front shelf. A new Coordinator of the Stand By programme to be recruited.

**(xi) Cleaning up Kitchen after sessions.**

This is becoming a problem. Margaret Prentice to investigate allocation of helpers for each session.

**(xii) Novice Row to be established**

Discussion how best to manage this important advance. Considering a separate row on Wednesdays, restricted to under 20 Master Points, commencing in early February. Advertise and encourage novices to play against others of a similar standard.

**(xiii) Nation Wide Pairs**

To continue on every second Friday.

**Meeting closed 3:09pm.**

**Next Meeting December 13<sup>th</sup> 1:30pm**



## Minutes of Management Committee Meeting 18<sup>th</sup> October 2021

The meeting was opened by President Neil Strutton at 1:30 pm.

### **1. Attendance and Apologies**

#### **Attendance:**

Neil Strutton, Jo Neary, Caroline Nelson, Marge Henry, David Sydes, Terry Higgs, Janet Lovell, Sue English, and Margaret Prentice.

#### **Apologies:**

Geoff Saxby and Marsha Knoll.

### **2. Minutes of the previous meeting 13<sup>th</sup> September 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 September meeting.

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

### **3. Business arising from the minutes of the previous meeting**

#### **(i) Computers for Dealing Room**

Two new computers have been obtained for the dealing room. The better of the old computers has been relocated to the Main Office. Terry and Geoff to install necessary software.

#### **(ii) Providore**

Marsha Knoll will be responsible for providore duties.

**(iii) Grants**

Still waiting for result of applications to Julian Simmonds, Federal grant, and Michael Birkman, Maiwar grant.

**4. Correspondence:**

- (i) Items from QBA, Fees for next year, Results of Open Teams.
- (ii) NeuRa letter and Magazine.

**5. Treasurer's Report:**

Treasurer report circulated electronically.

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 people- Helen Miller, Kerry Dean, Shirley King, Mike Pemberton, Peter and Kathy Carden, Cary Clarke, Ray Byrne, Julie Osborne, Cath Carkeet, Steve White, Dawn Davis, Linda Felton, Kamal Ameratunga, Preethi Jayasuriya.

Agreement that new members are accepted as financial until December 2022 and the development of a Novice row. Margaret Prentice, Sue Eix and Jo Neary to develop a plan.

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

Moved: Margaret Prentice; Seconded: Marge Henry. Carried.

**7. General Business**

**(i) Grace McDonald Trophy**

Two quotes both approximately \$500. Caroline Nelson to follow up with visit to both businesses to compare how it will be managed.

**(ii) Car park Repairs**

Repairs have been carried. Larry Moses to be thanked for his efforts. Neil Strutton to organise a suitable gift.

Accident to member's car being repaired with expectation that it will be covered by grinding company insurance. Report from Larry Moses accepted and recorded.

Sue English reported that there was flooding to the car park as a result of rubbish accumulated in the grated drain at the entrance. She will contact

Council re same.

**(iii) By Laws Update**

Front page date to reflect the recent changes.

**(iv) Defibrillator Training.**

Example of notice provided. Marsha Knoll to be asked if she could coordinate the programme. Raelene Clark is willing to provide the sessions.

Moved : Caroline Nelson: Seconded: Sue English. Carried.

**(v) Internal maintenance coordination.**

Discussion who is responsible for same. Margaret Prentice has agreed to continue dealing with minor issues.

**(vi) Changes to 2022 Programme.**

Bernice Shaw requested information from the Committee regarding red points. Discussion of changes from previous programmes necessary because of the uncertainties inherent in a Covid impacted world. No changes can be made as we hope to return to our original programme. Two sessions of Restricted Pairs one of these will be a Novice event.. Discussion re Pairs and Teams Championships and whether they could be held on Sunday instead of Saturday.

Motion that Janet Lovell follow up these issues.

Moved: Jo Neary; Seconded Marge Henry. Carried.

**(vii) Etiquette.**

Discussion re the importance of members introducing themselves as they move from table to table and to be courteous. Need to encourage members to wear their badges or attach a sticky label to improve communication.

Sue English volunteered to bring the labels.

**(viii) Catering for Congress 28<sup>th</sup> November.**

Marsha Knoll will be organising same. Margaret Prentice to assist and help her establish a team.

**(ix) Sanitiser.**

Our previous supplier is no longer operating. Margaret Prentice and Marsha Knoll to investigate options.

**(x) Larry Moses's Mentoring session**

These will resume on Nov 8<sup>th</sup> and will continue on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 2:30pm.

**(xi) Problems with Management of Competitions.**

For Red Point events players must have registered in order to play unless they have been asked to fill a half table. At least one player registered for these events must be present 15 minutes before the start of play otherwise the movement can be changed to exclude them. This applies to sessions large enough to enable more than one movement.

**Meeting closed 3:40pm.**

**Next Meeting November 8<sup>th</sup> 1:30pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 13<sup>th</sup> 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.

### **8. Minutes of the previous meeting 16<sup>th</sup> 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.

### **9. Business arising from the minutes of the previous meeting 16<sup>th</sup> 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.

#### **10. Correspondence:**

Nil.

#### **11. 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) Providore 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 18<sup>th</sup> October 2021 1:30pm**



# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting

12<sup>th</sup> July 2021

### Minutes

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

**12. 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.

**13. Minutes of the previous meeting 14<sup>th</sup> 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.

**14. Business arising from the minutes of the previous meeting 14<sup>th</sup> June 2021**

Nil.

**15. Correspondence:**

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

**16. 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.

## **17. 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 31<sup>st</sup> 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 21<sup>st</sup> or July 23<sup>rd</sup> 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 13<sup>th</sup> August.

**Meeting closed at 3:39pm.**

**Next Committee meeting Monday 9<sup>th</sup> August 2021 at 2:00pm.**

# Management Committee Meeting

## 14<sup>th</sup> June 2021

### Minutes

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

#### **18. 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.

#### **19. Minutes of the previous meeting 10<sup>th</sup> 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.

#### **20. Business arising from the minutes of the previous meeting 10<sup>th</sup> May 2021**

Nil.

#### **21. Correspondence:**

Nil.

#### **22. 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 9<sup>th</sup> to 15<sup>th</sup> or September 20<sup>th</sup> to 26<sup>th</sup> 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 12<sup>th</sup> July 2021 at 2:00pm.**

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