

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 20<sup>th</sup> July 2022 Minutes of Meeting

The meeting was opened by the Vice President Jo Neary at 1:35pm  
President Neil Strutton was delayed.

**1. Attendance/Apologies:**

Attendance: Neil Strutton, Jo Neary, David Sydes, Caroline Nelson, Margaret Prentice,  
Sue English, Irene Komen.

Apologies: Marsha Knoll, Kay Blackford and Janet Lovell

**2. Minutes of the previous meetings June 20th:**

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: Irene Komenl; Seconded: Sue English. Carried.

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

(i) **Breaks in sessions**

Feedback from Jo Neary about Director and members attitude to breaks.

Some Directors are giving breaks others not. Some people like breaks

others not. Motion: Decision about having a break to be at the discretion of  
the Director.

Moved: Jo Neary; Seconded: Margaret Prentice. Carried.

- (ii) **Resumption of extra sessions.**  
Discussion re logistics of this. Need for extra Directors, Scorers and extra work for dealers. Members seem to prefer the 10:00am start which would have to be brought forward to 9:30 to accommodate the afternoon session. Weather and Covid may be affecting attendance too.  
It was decided to maintain the status quo and to monitor session participation.
- (iii) **Development of specific Job descriptions**  
Discussion re content. Suggestion that the Job Description should be a broad outline and a specific set of instructions for each role to be made available for each role holder. Some roles are quite specific. Other roles are much more complicated as they cover a large range of activities. Ongoing work on this.
- (iv) **Volunteer Recruitment.**  
Ongoing need to attract volunteers to share in Club activities.
- (v) **Reservation of Places**  
Signs have been made and are currently being used. People with specific needs will notify if they are not coming for a scheduled session.

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

Nil

- 5. Treasurer's Report:** Treasurer's Report has been circulated electronically.  
Motion that the Report be accepted, and the purchases be ratified.  
Comment that June was an exceptional month for expenses which are one off.  
Assistant to be recruited to assist whilst David Sydes is absent for 6 weeks from the middle of August.  
Moved: David Sydes; Seconded: Jo Neary; Carried.

#### **6. Membership Report:** **Nil to report**

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

- (i) **Restricted Session**  
Discussion re structure and function of this initiative. Consistency with Beginner Lessons and Supervised Practice is important. Is it meeting the needs of the players? Are they transitioning to open play? Neil Strutton, Jo Neary, Irene Komen, Janice Little and Margaret Prentice to meet and provide feedback to next meeting.
- (ii) **Members complaining about not having Kitchen Staff at tea breaks**  
There are legal issues which need to be examined re the length of time people need to be employed under various awards. Current situation is that

members are volunteering to set out supplies before the start of sessions. This seems to work well. Could this system be formalized? If breaks are not taken no staff is required. For further discussion with Providore Marsha Knoll, Sue English and Margaret Prentice.

**(iii) Committee Members cooperation with Congresses**

Jo Neary asked for help in supporting the work of the Convenors for major events. To participate in these events and to encourage other members to be involved as competitors, as Stand by for Pairs and Teams in different categories and also for helping in the Kitchen with food and/or labour and caddying as required.

**(iv) Communication re Tyro Payments for Competitions/ Congresses**

Some payments for Congresses are being accepted by Tyro operators despite the entry form clearly stating that payment must be made by Bank transfer or my ABF. David Sydes has developed a spread sheet which Convenors and Membership Secretary will be able to access to check what payments have been made and how.

**(v) Grant applications.**

Two types of funding being sought. Application to the Gambling Fund for repair of Stumps and Asphalt. This closes Friday 15<sup>th</sup>.

Other is for recouping funds already paid for flood related repairs. Insurance claim not yet received. Caroline Nelson to follow up with Agent.

**(vi) Programme Book.**

Sue Eix provided information to the Committee about the changes which will be needed to the schedule for next year. There are movement of various events which are conflicting with other State and National events. Approval was given for Sue Eix to make the necessary decisions.

**(vii) Air Conditioning Business Case.**

Peter Noble is preparing a Business Case for the replacement of our Air conditioning equipment. He has been informed by the Sirius that it is likely that the system will fail within two years. It has provided good service for 20 years. It will be helpful to get this information in advance so that we can look for Grant funding to cover this cost.

**8. Meeting Closed at 3:30pm. Next meeting 8<sup>th</sup> August at 1:30pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 20<sup>th</sup> June 2022 Minutes of Meeting

The meeting was opened by the President Neil Strutton at 1:45 pm.

### 9. Attendance/Apologies:

Attendance: Neil Strutton, Jo Neary, Janet Lovell, Caroline Nelson, Margaret Prentice, Sue English, Kay Blackford, Irene Komen.

Apologies: Marsha Knoll and David Sydes.

### 10. Minutes of the previous meetings May 8<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: Janet Lovell; Seconded: Sue English. Carried.

### 11. Business arising from the minutes of the previous meeting:

- (vi) Rearrangement of Trophies has been carried out successfully. Repainting to be arranged.
- (vii) Roof repairs to be carried out by end of June.
- (viii) Grace McDonald Pairs and RCG Mixed Pairs very successful. Janet Lovell provided report. Grace McDonald Pairs to be maintained as only special event for Toowong players. Prizes were generous and catering after play was appreciated by members.
- (ix) Coupon Book size was discussed. Size to be reviewed when we need to reorder.

### 12. Business arising from the Correspondence:

- (i) Vaccination Policy to be maintained.

- (ii) QBA Teams of three July 23 flyer displayed.

**13. Treasurer's Report:** Treasurer's Report has been circulated electronically. Motion that the Report be accepted, and the purchases be ratified.  
Moved: Janet Lovell; Seconded: Jo Neary; Carried.

**14. Membership Report:** TBC has received applications for membership from the following people.  
Colleen Carmody, Vivien Solo, Joyanne Gissing, Robyn Smith, Bruce Behrendorff, Alan Gibson, Marge Sullivan, Barbara Power and Bert Luchjenbroers.  
Motion that these new members be welcomed to the Club and the membership report be accepted.  
Moved: Margaret Prentice; Seconded: Jo Neary; Carried.

**15. General Business:**

**(viii) Covid status**

Discussion re requirements for normal play and competitions. QBA maintaining checks. ABF has dropped requirements. Display sign stating players are asked to comply with our Covid policy as displayed.

**(ix) Breaks in Sessions**

Leaving up to Directors. Jo Neary to consult with Directors re voting from the floor.

**(x) Resumption of Kitchen Staffing**

Discussion re management. To be held over until Marsha Knoll returns as Providore manages staffing.

**(xi) Resumption of Tuesday and Wednesday sessions**

Discussion re logistics. We need Directors and Scorers for new sessions. Jo Neary to discuss with current and potential directors.  
Timing of sessions would need to be confirmed. Tuesday changed to 9:30 am ? with pm session beginning at 1:15pm. Perhaps a Monday pm session be considered? Discussion re ongoing restricted group and the transition to normal play. For discussion with Janice Little, Larry Moses and Sue Eix.

**(xii) Development of specific Job Descriptions.**

A meeting of Committee Members after this meeting.

**(xiii) Recruitment of Volunteers.**

Discussion re same. Stand By needs more volunteers. There is a loyal and hardworking band but it would be helpful to have more willing to assist.  
Margaret Prentice to advertise to recruit more.

**(xiv) Security of the Club.**

The Club was left unlocked (both the front door and two side doors) and alarm not set for several hours one day. It was decided that it is the responsibility of the Director of each session to ensure that the Front Door is locked and if the Director plans to leave while other people are still in the Club that those people are requested to be responsible for setting the alarm when they leave. Neil Strutton to discuss with Directors if necessary.

**(xv) Car Parking Problems.**

Random citizens are parking in the parking lot. On red Point Tuesdays and other occasions on which we are expecting large numbers Wardens are required. Notices are to be placed on cars of those offending reminding them it is not a substitute for street parking.

Sue English offered for Bob English to put out the Club sign indicating that the parking was required for our Club members. Caroline Nelson to notify Soccer Club re Sunday 26<sup>th</sup>.

**(xvi) BCC Maintenance and Development Plan.**

Submitted by David Sydes.

**(xvii) Welcome to 2022/23 Committee Members.**

Kay Blackford and Irene Komen were warmly welcomed as new members to the Committee and returning members thanked for their continuing efforts.

Jo Neary reports that there were two people who may be able to make a significant contribution to the work of the Committee. Geoff Saxby continues his invaluable work in the management of IT issues. Mike Le Voi has offered to work with Geoff in this area.

**(xviii) Reservation of Places at the Tables.**

John Cremona has suggested that places be reserved at Tables for the Director and the Scorer and other members who have specific needs for example wheel chair access or lighting requirements. If Directors are made aware that people with specific needs are coming to play a suitable table can be reserved. Janet Lovell will develop and laminate signs for use. Jo Neary to discuss with Directors.

**16. Meeting Closed at 3:00pm. Next meeting 11<sup>th</sup> July at 1:30pm.**