

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 13th May 2019 Minutes

The meeting was opened by the President Larry Moses at 3.10 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Chris Garvey, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Sharon Clifford, Geoff Saxby.

- **Minutes of the previous meeting 8th April 2019:**

Chris Garvey moved that the minutes be confirmed as a true and accurate record of the meeting of the 8th April 2019. Seconded: Bernice Shaw. Carried.

- **Business arising from the minutes of the previous meeting 8th April 2019:**

None.

- **Business Arising from Correspondence:**

Autoingress, the company that supplied and installed the club's automatic door has contacted the club with a quote for regular inspections and service. The secretary will follow this up to obtain further information.

- **Treasurer's Report:**

The treasurer reported that all software is currently with the auditor in preparation for the AGM so no report could be presented for this meeting.

- **Membership Update:**

Membership applications have been received from: Sandy Phillips, Emily Willy, Graeme Shiels, Colin Wolf, Margaret Varghese, Janice Little, John Burt, Lesleigh Rooney, Sally Mitchell, Dana Vanha, Mary Ryan, Barry Hewitt, Brian Davison and Janet Shackell. Neil Strutton moved that the applications be approved. Seconded: Chris Garvey. Carried. TBC welcomes these new members.

- **Honorarium Recipients:**
The treasurer presented the updated list of volunteers eligible for honoraria. The committee endorsed the list for approval at the 2019 AGM.
- **TBC Clubhouse Mailbox:**
The committee agreed that a mailbox should be installed at the clubhouse and then all mail is to be addressed to 22 Roy Street. Bernice Shaw moved that up to three hundred dollars be allocated for the supply and installation of a lockable, A4 size business mailbox. Seconded: Lena Darlington. Carried. Larry Moses offered to oversee this matter.
- **Public Holidays Penalty Rates for Kitchen Hands:**
The committee endorsed the treasurer's proposal that in line with the Fair Work Act, kitchen attendants will be paid penalty rates on public holidays.
- **Slow Play:**
Members have raised the issue of slow play unfairly impacting on other players. Directors will be informed that there have been complaints. They will be asked to consider giving an average minus for persistent offenders.
- **Painting Quotes:**
Larry presented quotes from Surepaint and Signature Painters to complete the outlined scope of work, including out of hours work to allow for minimal disruption to players. Larry Moses moved that the club accept the quote from Signature Painters to complete the work at a cost of \$7480 and that the funds required be sourced from the sinking fund. Seconded: Diane Swan. Carried.
- **General Business:**
Details of the contributions made by Sue Eix over the years she has been volunteering for the club are needed for the AGM presentation of life membership. Bernice Shaw has offered to work with Margaret Prentice to obtain this information.
- **Items for Future Meetings: None.**
- **Meeting Closed at 4.30 pm. Next meeting 17th June 2019 at 3pm.**



Management Committee Meeting 8th April 2019 Minutes

The meeting was opened by the President Larry Moses at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Ming Shu Yang. Apologies: Diane Swan.

- **Minutes of the previous meeting 11th March 2019:**

Geoff Saxby moved that the minutes be confirmed as a true and accurate record of the meeting of the 11th March 2019. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 11th March 2019:**

Neil Strutton will communicate with the current head director to outline the committee's expectations the person in this role. Neil will provide the current role description document.

- **Business Arising from Correspondence:**

TBC has been invited to participate in the Bill Hughes Simultaneous Pairs – an international event. Sharon Clifford will make further inquiries to investigate the feasibility of offering this in the morning session on Tuesday June 25th.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Sharon Clifford. Carried.

- **Membership Update:**

Membership applications have been received from: Fiona Balsillie, Ian Robertson, Yvonne Levien, Vivienne Van Rooyen, Caroline Frazer, Lynette Rose, Paul Murpy and Sue Rowan. Neil Strutton moved that the applications be approved. Seconded: Chris Garvey. Carried. TBC welcomes these new members.

- **TBC 2020 Program:**
Bernice Shaw outlined further proposals for the 2020 program. The committee endorsed her suggestions.
- **Reserving Seats for Disabled Players:**
The committee recognizes that some players have mobility or health issues and need to be able to ensure that they can secure a seat that suits their particular needs. Directors will be asked to accommodate any such requests.
- **Sponsorship Proposal:**
The committee endorsed the president's proposal to hold a red pointed event sponsored by St Faber's Green Auchenflower as agreed in the sponsorship proposal. The event will be held in the morning session Tuesday 14th May. The cost to participants will be seven dollars per person. The event will be advertised as the St Faber's Green red point competition. Representatives from the company will make a short presentation before the event starts on the day and will be able to display material during the morning tea break.
- **Parking:**
Discussions have been held with the council to raise the problem of unauthorised parking. The council has suggested that new signage be installed to clearly indicate the parking restrictions that apply.
- **Water Tank:**
Discussions with the council are continuing. Larry Moses said that the indications are that permission will be granted to extend the lease and so allow the installation of a water tank in the preferred position. The committee agreed that quotes be sourced for the supply and installation of a water tank and the necessary reticulation requirements.
- **Purchase of New Cards:**
The committee considered a number of sample packs of cards for future orders. It was decided that the non-revoke cards will not be used as they do not assist players with age-related vision problems. Larry Moses moved that Sharon Clifford order 300 packs of the preferred cards at a cost of \$2.40 per pack. Seconded: Ming Shu Yang. Carried. The committee also endorsed Sharon's suggestion to sell the Toogoolawah club 36 packs at the same price so they can benefit from the prices available with large orders.
- **Nil Points Mentor:**
The committee endorsed Sue Eix's role in the education of new players. Nil Point Mentors who volunteer to play with new players should communicate with Sue to ensure that as they assist players enter open play, they reinforce Sue's education program. Chris Farr, the co-ordinator of the partnership volunteers will be asked to inform all nil point mentors of this obligation.
- **General Business:**
 - The committee re-endorsed its decision that the same players cannot win both a handicapped competition and a normally scored competition.
 - The 2019 AGM will be held on Saturday 15th June. Procedures are in place for nominations for the 2019 committee to be received by April 30th. The annual report is being prepared to be ready for printing by May 7th.
- **Items for Future Meetings: None.**
- **Meeting Closed at 5.30 pm. Next meeting 13th May 2019 at 3pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 11th March 2019 Minutes

The meeting was opened by the Vice President Neil Strutton at 3.05 pm.

- **Attendance/Apologies:**

Attendance: Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Diane Swan, Ming Shu Yang, Larry Moses. Apologies: Wal Brake, Bernice Shaw.

- **Minutes of the previous meeting 4th February 2019:**

Geoff Saxby moved that the minutes be confirmed as a true and accurate record of the meeting of the 4th February 2019. Seconded: Diane Swan. Carried.

- **Business arising from the minutes of the previous meeting 4th February 2019:**

Sharon Clifford passed on the thanks of the Toogoolawah Gourmet and Bridge Club for TBC's offer to supply boxes of dealt cards with hand records. Our continuing support of their club is appreciated.

- **Business Arising from Correspondence:**

The committee agreed that the vice president would speak with Larry Moses (the Education Coordinator) and Pam Schoen (the Director Coordinator) to clarify the role of the Director Coordinator to ensure communication of relevant information to all directors and trainee directors is maintained.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Chris Garvey. Carried.

- **Membership Update:**

Membership applications have been received from: John Scrivens, Judy Robinson, Peter Robinson, Clare Gleeson, Merryll Moore, Jan Ewen, Theresa Roberti, Richard Hemphill, Jane Watson-Brown and Chris Green. Chris Garvey moved that the applications be approved. Seconded: Sharon Clifford. Carried. TBC welcomes these new members.

- **Hot Water System:**
The hot water system needs to be replaced. Diane Swan moved that the committee accept the quote from McGrath and Frisby to supply and install a Rinnai B 16 continuous flow LPG hot water unit at a cost of \$1625. Seconded: Geoff Saxby. Carried.
- **Interior Painting:**
The committee has decided that the interior of the club house needs repainting. Larry Moses will follow this up to obtain suggestions on the work to be done before quotes are obtained.
- **Country Membership:**
Sharon moved that TBC establishes a country membership fee for members of the TBC satellite club, the Toogoolawah Gourmet and Bridge Club, with these members paying half the Toowong Associate Member Fee. Seconded: Geoff Saxby. Carried.
- **Perfumes Issue:**
Some members can have a severe reaction to strong fragrances worn by others. The committee confirmed its commitment to providing a safe environment for all members. Larry suggested that a notice be put up to remind members that the club should be a Fragrance Free Zone. Sharon will print and laminate a sign to be put in a prominent place.
- **Sponsorship Proposal:**
Larry submitted a sponsorship proposal from St Faber's Green Auchenflower. The committee gives in principle agreement to the submission. Final details will be forthcoming in consultation with St Faber's Green.
- **Payment for Congress Convenors:**
Payments for volunteers convening congresses have not been increased for many years. Neil Strutton moved that a payment of one hundred dollars be made for convening a congress. Seconded: Larry Moses. Carried. Chris Garvey moved that one hundred dollars be paid for convening GNOT. Seconded: Diane Swan. Carried.
- **General Business:**
The committee rescinds the resolution passed at the previous meeting that green points will not be awarded on Thursday evenings. Green points will continue to be awarded when twenty four or more boards are played.
- **Items for Future Meetings: None.**
- **Meeting Closed at 5.10 pm. Next meeting 8th April 2019 at 3pm.**



Management Committee Meeting 4th February 2019 Minutes

The meeting was opened by the president Larry Moses at 3.10 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, , Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Neil Strutton.

- **Minutes of the previous meeting 10th December 2018:**

Chris Garvey moved that the minutes be confirmed as a true and accurate record of the meeting of the 10th December 2018. Seconded: Di Swan. Carried.

- **Business arising from the minutes of the previous meeting 10th December 2018:**

Nil.

- **Business Arising from Correspondence:**

Emails have been received from three members raising concerns about the Thursday evening session. The committee confirmed that Larry Moses has a leadership role in the Thursday evening mentoring session. In addressing correspondence received the Committee agreed that Larry would provide the criteria under which the session is run. The committee also resolved that Masterpoints will not be awarded for Thursday evening sessions.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Chris Garvey. Carried.

- **Membership Update:**

Membership applications have been received from: Karen Moss, Derek Morris, Debbie Carroll, Wes Assaad, Gerry Shannon, Prue Brown, Susie and Milton Cujes, Leith Cameron, Camille Henry, Rhonda Salmond, Robyn Washington and Gill Baker. Diane Swan moved that the applications be approved. Seconded: Geoff Saxby. Carried. TBC welcomes these new members.

- **The allocation of Random Red Point Sessions for 2019:**

Sharon Clifford, the Masterpoint Secretary, outlined her proposals for the allocation of random (spontaneous) red point sessions for 2019. The committee endorsed these proposals.

- **Toogoolawah's 2019 plans:**

The Toogoolawah bridge group has outlined its plans for 2019 and the assistance it needs. TBC is willing to support them, as members of our club, in their efforts. Larry will discuss with Lorraine Millard what can be done. The committee agreed that an old box and old sets of boards could be donated to the Toogoolawah players. A box of played dealt cards with a hand record could be collected and returned by Alan Roughan when he visits.

- **Water Tank:**

Larry has offered to make preliminary enquiries regarding the feasibility of installing a water tank to allow collection of rain water to supply water for use in the toilets and in the garden. The committee endorsed his proposal to ascertain whether a tank installation would be approved by council and to obtain quotes for the supply and installation of a tank of at least 27000 litre capacity.

- **General Business:**

- Karen Sweep reported that water is leaking from the water supply pipes before it reaches the building. BCC is following this up.
- Sharon Clifford reported that St John's Ambulance conducted a training session on CPR and the use of defibrillators. Eight people attended. Signs outlining emergency procedures and instructions for the use of the defibrillator will be placed on the wall next to the defibrillator and in the office next to the phone.
- Larry has spoken to Councillor Peter Matic regarding unauthorised parking at the club. Peter will investigate further what can be done.
- In Terry Higgs's absence, David Sydes has agreed to assist Sharon Clifford as acting head dealer.

- **Items for Future Meetings: None.**

- **Meeting Closed at 5.15 pm. Next meeting 11th March 2019 at 3pm.**



Management Committee Meeting 10th December 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang.

- **Minutes of the previous meeting 12th November 2018:**

Chris Garvey moved that the minutes be confirmed as a true and accurate record of the meeting of the 12th November 2018. Seconded: Bernice Shaw. Carried.

- **Business arising from the minutes of the previous meeting 12th November 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The treasurer's report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Neil Strutton. Carried. Diane Swan moved that Jane Ramus be paid 250 dollars for her excellent work coordinating Melbourne Cup day. Seconded: Geoff Saxby. Carried.

- **Membership Update:**

Membership applications have been received from: Debra Green, Trish Rumbach and Dorothy Slater. Chris Garvey moved that the applications be approved. Seconded: Neil Strutton. Carried. TBC welcomes these new members.

- **Sponsorship with St Faber's Green Auchenflower:**

Larry Moses has met with a representative of St Faber's Green Auchenflower to discuss possible sponsorship opportunities. They will meet again in the new year to determine the details of a sponsorship proposal.

- **Unauthorised Parking at TBC:**

Unauthorised parking by non-members and inconsiderate parking by members continues to be a problem. Cars belonging to people who are not TBC members or TFC members will be noted and notices stating this and warning that further action may be taken will be placed on these cars. A difficulty occurs because the new car park is not part of the TBC lease. Larry will contact Cr Peter Matic to see if this matter can be rectified. Directors will be asked to remind members of their obligations to be considerate when choosing parking places and also to be aware that the carpark is to be used by members only when they are playing bridge.

- **Christmas Thank You Gift Cards:**

As in previous years, volunteers who are not eligible to be thanked with honoraria will be presented with Christmas Gift Cards. The list of volunteers was confirmed by the committee.

- **Interior Lighting:**

Larry presented two quotes for replacement of defective interior lighting with LED panel lights. Geoff Saxby moved that the committee accept the quote from Chris de Jong Electrical for the supply and replacement of 16 LED panel lights (43 watts 6000k white) and the refitting of working tubes at a total cost of \$1306. Seconded: Wal Brake. Carried.

- **General Business:**

- Lena Darlington informed the committee (for Sue Eix) of the holiday arrangements for supervised play and that dates and presenters for two workshops have been confirmed for 2019.
- The arrangements for sessions on Boxing Day and New Year's Day were also confirmed. The committee thanks Cheryl Shaffermen for her contributions to these holiday sessions.
- Larry proposed that he will investigate further work that can be done to improve the outdoor courtyard area.

- **Items for Future Meetings: None.**

- **Meeting Closed at 4.30 pm. Next meeting 11th February 2019 at 3pm.**



Management Committee Meeting 12th November 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Ming Shu Yang. Apologies: Karen Sweep, Diane Swan.

- **Minutes of the previous meeting 8th October 2018:**

Bernice Shaw moved that the minutes be accepted as a true and accurate record of the meeting of the 8th October 2018. Seconded: Geoff Saxby. Carried.

- **Business arising from the minutes of the previous meeting 8th October 2018:**

Nil.

- **Matters Arising from Correspondence:**

- The club has been approached by a representative of St Faber's Green Auchenflower enquiring about sponsorship opportunities. Larry Moses will follow this up.
- An email was sent to Barbara O'Connor, the Head Scorer, asking her to reconsider her resignation in view of the changes noted in the October meeting. She confirmed her resignation. A new head scorer will need to be found. Larry will approach people who may be willing to take on this role. Barbara has provided a role description for this purpose.
- A number of members have contacted the committee expressing concerns about the use of defibrillators. The committee noted their concerns. These concerns will be taken into consideration in the training sessions and in giving members information about the use of defibrillators.

- **Treasurer's Report:**

The treasurer is absent so no report was presented.

- **Membership Update:**

Membership applications have been received from: Jill Duffield, Bill Duffield, Thais Morgan-Pertus, Peter Allen, Marye Fenwick, Luis Labanti. Chris Garvey moved that the applications be approved. Seconded: Geoff Saxby. Carried. TBC welcomes these new members.

- **Updated 2019 Program:**

Bernice Shaw proposed a number of final changes to the 2019 TBC program for the committee's consideration. The committee endorsed these proposals.

- **Disciplinary Matter:**

The committee noted that on 16th October the President emailed all committee members, pursuant to Rule 28 of the Constitution and Bylaw 3.2, copies of the following resolutions:

1. That a membership of Toowong Bridge Club be terminated; and
2. That the member be banned from competing in all Toowong Bridge Club events, whether as a visitor or otherwise.

The committee noted that nine committee members responded to the email advising their support for the resolutions, which were therefore deemed to be passed. The committee members have provided signed copies of the resolution.

Chris Garvey moved that the committee note and ratify the relevant resolutions. Seconded: Sharon Clifford. Carried.

- **Review of Handicapping System:**

Neil Strutton raised a number of concerns that have arisen with the current handicapping system. Further investigations will be conducted to find a more satisfactory handicapping method.

- **Dealing Machines:**

A Dealer 4 machine has been trialed over the past weeks. Sharon Clifford will make enquires about lease costs for our current machines and about options available for borrowing machines if repairs are required.

- **Purchase of New Boards and Boxes:**

New boards and boxes are needed to replace old and dilapidated ones and to cover busy times when a number of congresses are run as well as the normal sessions. Sharon Clifford moved that 20 new boxes be purchased at a cost of \$315 and ten sets of 36 boards be purchased at a cost of \$1300. Seconded: Neil Strutton. Carried.

- **Hon Life Membership Draft Report:**

Geoff Saxby presented his report on the procedures required to bestow Honorary Life Memberships and some information about previous recipients. Larry Moses moved that Sue Eix be nominated for Honorary Life Membership, to be confirmed at the 2019 AGM. Seconded: Geoff Saxby. Carried.

- **Internal Lighting:**

Some internal lights need replacing or repair. John Gralton will be asked to follow this up with the electrician who installed these LED lights at the time when the solar panels were installed.

- **Membership Fees:**

QBA and ABF fees have increased for a number of years without TBC membership fees being increased. These fees and the cost of red, green and gold points were increased by five percent for this year and again by five percent for the coming year. Larry Moses moved that the TBC membership fees be increased from the current \$50 to \$55 to reflect these increases. Seconded: Chris Garvey. Carried

- **Defibrillator Training:**
Sharon will contact St John's Ambulance for a quote for a one hour session to train six to ten people in the use of defibrillators.

- **Education Sub-Committee Report:**
A report from the Education Sub-Committee was circulated before the meeting. The proposals in the report were endorsed by the committee.

- **General Business:**
 - Members will be reminded of the importance of appropriate etiquette at the bridge table and also that system cards are required on the table for each pair.
 - To avoid the need for extra laundering of the new table cloths, members will be asked to use the supplied old cloths when eating lunch at the table. Old table cloths that are no longer needed by TBC will be offered to Toogoolawah Club or any other club needing support.

- **Items for Future Meetings:**

- **Meeting Closed at 5.35 pm. Next meeting 10th December 2018 at 3pm.**



Management Committee Meeting 8th October 2018 Minutes

The meeting was opened by the president Larry Moses at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Wal Brake.

- **Minutes of the previous meeting 10th September 2018:**

Chris Garvey moved that the minutes be accepted as a true and accurate record of the meeting of the 10th September 2018. Seconded: Neil Strutton. Carried.

- **Business arising from the minutes of the previous meeting 10th September 2018:**

Nil.

- **Matters Arising from Correspondence – Resignation of Head Scorer:**

The committee has received an email from Barbara O'Connor, the head scorer, advising of her resignation, effective immediately. The Committee noted her resignation with considerable regret and expressed sincere thanks and appreciation for all that she has done in this role, recognising its importance to the Club, and also the heavy workload involved.

The Committee noted that although the notice about implementing a new system for timing sessions was premature and had not been discussed by the Committee, it was agreed that a solution is needed as the existing timers need to be replaced. It was agreed that:

1. Directors (and not scorers) will be responsible for setting up and controlling timers for all club sessions.
2. Before any further action is taken an instruction manual will be prepared and arrangements will be made to train all directors.
3. Acknowledging that the Head Scorer role is an onerous one further assistance will be sought to support the Head Scorer by dividing the tasks to reduce the workload. This will also enable succession planning when the Head Scorer wants to step down.

The committee agreed that a response be sent to Barbara outlining the thanks (as noted above), and the three items (above) that will be implemented, and asking her that, in view of these changes, she reconsider her decision.

Further consideration was given to resourcing the new timer system for when training has been completed. The committee endorsed the suggestion to use any current usable computers.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. The balance for the installation of the automatic door has been paid to Autoingress. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan. Carried.

- **Membership Update:**

Membership applications have been received from: Paul Wright, Barbara White, Rose Sturley, Peter Munro, and Judy Nankiville. Chris Garvey moved that the applications be approved. Seconded: Diane Swan. Carried. TBC welcomes these new members.

- **Life Memberships:**

It has been some years since TBC has nominated members for honorary life memberships. Geoff Saxby agreed to the committee's request to prepare a report on any possible candidates using the guidelines outlined in the bylaws. Larry Moses moved that Geoff Saxby prepare this report for the committee. Seconded: Neil Strutton. Carried.

- **Christmas Charity:**

Elaine Kelly has suggested that, as in previous years, TBC supports the Women's House as our Christmas Charity. Lena Darlington moved that the Women' House be supported for the Christmas Charity. Seconded: Larry Moses. Carried.

- **TBC hosting of QBA Teams event on Sun 18th Nov:**

The club is hosting the interclub teams competition at which lunch will be provided. Diane Swan suggested that because there is a congress on the following weekend members can't be asked to prepare lunches on the 18th as well. Diane suggested that the club outsource the majority of the supply of prepared lunches. This was endorsed by the committee.

- **Disciplinary Matter:**

A complaint of alleged inappropriate behaviour by a member has been received and investigated, including receiving a response from the member concerned. Geoff Saxby moved that the committee finds that the complaint concerning alleged inappropriate behaviour on 15th September is upheld. Seconded: Chris Garvey. Carried. Geoff Saxby moved that given the history of poor behaviour and apparent lack of any effort to correct this behaviour the member should be asked to show cause why his TBC membership should not be terminated. Seconded: Sharon Clifford. Carried.

- **General Business:**

- A member has asked if she can advertise the sale of Lion's Christmas cakes in the weekly notices. The committee agreed to this request.
- Lena advised (for Sue Eix) that details are being finalised for the next guest presentation to be held on 17th November.

- **Items for Future Meetings:**

- **Meeting Closed at 5.30 pm. Next meeting 12th November 2018 at 3pm.**



Management Committee Meeting 10th September 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Chris Garvey, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Sharon Clifford, Geoff Saxby.

- **Minutes of the previous meeting 13th August 2018:**

Bernice Shaw moved that the minutes be accepted as a true and accurate record of the meeting of the 13th August 2018. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 13th August 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. The deposit for the automatic door has been paid to Autoingress, with the balance still to be paid. Karen Sweep moved that the report as circulated be adopted. Seconded: Chris Garvey. Carried.

- **Membership Update:**

Membership applications have been received from: Ken Fischer, Diane McClintock and Shirley O'Donoghue. Chris Garvey moved that the applications be approved. Seconded: Neil Strutton. Carried. TBC welcomes these new members.

- **Defibrillator/First Aid:**

Diane Swan circulated quotes and information about four different defibrillators. She moved that we purchase the Hearton A10 quoted at \$1995. Seconded: Lena Darlington. Carried. Ming will prepare a manual for its use and a notice outlining general emergency procedures. She will also monitor the first aid supplies.

- **Providing support for players with impaired vision:**
Wal Brake said there was a need for players with impaired vision to be assisted. He suggested that cards with clear large print be used in sections where this may be needed. Our current dealing machines cannot cater for this. Lena mentioned that some players are being helped by having the previous player leave their cards sorted into suits and in order. Members with impaired vision are encouraged to ask the appropriate player to do this for them and for directors to support this initiative.

- **Directors' Course:**
Larry Moses has approached Jan Peach about running a series of workshops for any members interested in becoming directors and for updating directors about new laws. She has offered to run a session on 29th September. The committee endorsed Larry's suggestion that he continue discussions with Jan on this matter and that TBC will cover any costs for the Toowong members who attend.

- **Dealing Machines:**
In the head dealer's absence Chris Garvey reported that investigations are being made into dealing machines. The current machines are now seven years old and are not always reliable. Sharon Clifford has organized with Paul Lavings to have a free month's trial of the Dealer4 Machine, the only alternative to the Duplimate machines currently being used. This machine does not need bar coded cards so it is possible that large print cards could be used. The committee endorsed the trial of the Dealer4 machine. The head dealer will be asked to organize this on her return and to report to the committee after the trial.

- **Session Timers:**
One of the session timers needs repairs. Larry Moses will compare repair costs with replacement costs. He will contact other clubs to see if they can recommend replacement timers.

- **Melbourne Cup Day Planning:**
Diane reported that planning is well underway for the Melbourne Cup Day celebrations. Caroline Nelson has offered to be convenor for the competition on the day. She will also oversee the kitchen helpers. Lee Rogers will direct the session.

- **General Business:**
 - Larry Moses expressed his thanks to Ian Swan for the professional consultation he has provided in decision making regarding the installation of the automatic opening door. The committee endorsed his vote of thanks and the suggestion to express this thanks with a bottle of wine to the value of fifty dollars.
 - Lena presented a brief report from Sue Eix, the Education Officer. The August series of classes for beginners has begun with good numbers for both the day and evening classes.

- **Items for Future Meetings:**

- **Meeting Closed at 4.45 pm. Next meeting 8th October 2018 at 3pm.**



Management Committee Meeting 13th August 2018 Minutes

The meeting was opened by the president Larry Moses at 3.05 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Bernice Shaw, Diane Swan, Ming Shu Yang. Apologies: Neil Strutton.

- **Minutes of the previous meeting 9th July 2018:**

Geoff Saxby moved that the minutes as amended be accepted as a true and accurate record of the meeting of the 9th July 2018. Seconded: Chris Garvey. Carried.

- **Business arising from the minutes of the previous meeting 9th July 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan. Carried.

- **Membership Update:**

Membership applications have been received from: Jamshid Vazirzadeh, Heather England, Misako James and Jenny Thompson. Wal Brake moved that the applications be approved. Seconded: Geoff Saxby. Carried. TBC welcomes these new members.

- **Ladies Disabled Toilet:**

A raised seat needs to be installed in one of the cubicles in the ladies toilet to replace the damaged one that was there previously. The committee endorsed this. Lena Darlington will purchase one and install it.

- **2019 TBC Program:**
Bernice Shaw presented the proposed 2019 TBC program for the committee's perusal. Larry Moses suggested that the Novice Pairs event be held at the same time as the Toowong Open Pairs Championship. The committee endorsed this decision. Bernice will continue working on the program and will email directors for feedback of any problems they may anticipate.
- **First Aid Kit/Equipment:**
Sharon Clifford advised that the first aid kit needs attention. She will speak with the volunteer who looks after this to ensure it is restocked. The committee also agreed that there is a need for a defibrillator in the club. Sharon will investigate purchasing one that requires no training for its use.
- **Automatic opening door quotes:**
Quotes have been obtained for the supply and installation of automatic opening doors. An analysis of the quotes was conducted by Ian Swan of May and Swan Architects. The submitted report noted that "The existing swing doors do not comply with the current BCA/NCC as they do not comply with Australian Standard 1428 Access for the Disabled" and that "The installation of the automatic door would make the entry to the Club Entry comply with the current regulations." A list of questions and concerns from members was tabled. The committee is satisfied that the concerns raised in this document will be satisfactorily addressed by the proposed installation. Chris Garvey moved that the Autoingress quote to supply and install automatic opening doors at a quoted cost of \$8558 be accepted. Seconded: Wal Brake. Carried unanimously.
- **Workloads and Volunteers:**
A submission from a number of volunteers with large workloads was circulated for the management committee's perusal and discussion. The committee acknowledged that volunteers have found their workloads increasing beyond a sustainable level. The club has not decided to employ a paid manager at this stage so additional support for those with large workloads will need to come from other club members. Sharon Clifford outlined for the committee the areas noted in the document that particularly need addressing. The committee agreed that volunteers will be sought to fill the extra positions that have been proposed and to facilitate succession planning.
- **Testing of Exit Lighting/Safety Switch Device:**
Karen Sweep reported that the exit lighting and safety switch devices are due for testing. She will arrange Pearson Sellwood to carry out this testing.
- **Follow up of coupon booklet sale:**
The treasurer reported that there has been enthusiastic acceptance of coupons for payment of table fees. Eighty books of coupons have been sold. She has set up the accounting so that when a session coupon is used, it then becomes income for the club.
- **Resignation of Kitchen Manager:**
Margaret Prentice has resigned from the position of kitchen manager. This role involves coordinating the roster of kitchen staff and managing the staff and their duties. Diane Swan has offered to find a replacement. The committee passed a vote of thanks to Margaret for all she has done in this role in the past.
- **Handicapping:**
Sharon Clifford presented a submission from the head scorer after the trial of handicapping in a redpoint event. A number of concerns were raised in that submission and discussed by the committee. Handicapping will be introduced for red point events only at this stage. It was acknowledged that the availability of a scorer able to manage handicapping will need to be ensured for each of these sessions.

- **Grant Applications:**

TBC has received an invitation from Jane Prentice the local federal member to submit expressions of interest for funding from the Stronger Communities Program. Diane Swan offered to nominate the supply and installation of automatic doors project for this grant.

- **Paper only bins/recycling:**

Karen Sweep raised the issue of recycling. Bins at the tables are used for all rubbish, not just paper. Recyclable items are sometimes put in the council rubbish bins outside. Karen suggested that in attempt to facilitate better recycling, bins inside the clubhouse be labelled to indicate their use. She suggested buying extra bins to allow separation of rubbish as appropriate. She will also contact cleaners and kitchen staff to reinforce the club's recycling policy. The committee endorsed these initiatives.

- **Disciplinary Matters:**

Reports concerning a disciplinary matter were tabled. These reports related to a second alleged incident by a member and the follow up and responses to that incident. The committee considered these reports and decided that it would not accept another incident of inappropriate behaviour by this member and any further infringements will be dealt with accordingly. The president and the past president will speak with the member to convey this decision.

A complaint of inappropriate behaviour by another member has been made. This complaint and the response to the complaint by the club moderator have been recorded by the committee.

- **TBIB Sponsorship:**

TBIB has offered one thousand dollars in sponsorship. For this a representative will give short presentations to the members at a session on at most four occasions during the coming twelve months. The presentations will be two or three minutes in length. Posters advertising the company will be displayed in the clubhouse as well as business cards being made available to members. The committee endorsed this sponsorship deal.

- **Fund raising day for drought affected farming families:**

QBA will be supporting drought affected families through the Qld Drought Appeal and has suggested that the week of the 2nd to 8th September will be adopted by clubs to also support this appeal. This request was endorsed by the committee. Table fees at a session during this week will be donated to the appeal. The donations box will be available all that week for members to make their own donations.

- **General Business:**

- A report from the headscorer Barbara O'Connor was tabled outlining the dates of her absence and the provisions being made to cover this.
- At present there is no one prepared to coordinate Melbourne Cup entries. A volunteer will need to be found to take on this role.

- **Items for Future Meetings:** Providing support for players with impaired vision.

- **Meeting Closed at 6.25 pm. Next meeting 10th September 2018 at 3pm.**

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 9th July 2018 Minutes

The meeting was opened by the president Larry Moses at 3.10 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Wal Brake, Sharon Clifford, Chris Garvey, Geoff Saxby, Diane Swan, Ming Shu Yang. Apologies: Bernice Shaw.

- **TBC Management Committee Vacancy:** Chris Garvey moved that the committee nominate Wal Brake to fill the vacancy created by the resignation of Raelene Clarke. Seconded: Lena Darlington. Carried. The committee welcomed Wal and thanked him for his willingness to take on this role.

- **Minutes of the previous meeting 18th June 2018:**

Geoff Saxby moved that the minutes be confirmed as a true and accurate record of the meeting of the 18th June 2018. Seconded: Sharon Clifford. Carried.

- **Business arising from the minutes of the previous meeting 18th June 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The treasurer reported that problems with software caused a delay in the circulation of this month's treasurer's report. Karen Sweep moved she upgrade the software being used to the online accounting package Saasu. Seconded: Geoff Saxby. Carried.

- **Membership Update:**

Membership applications have been received from: Peg Kershaw, Michelle Radke, Helen Michelmores, Alexia Lennon and Sue Kleeman. Chris Garvey moved that the applications be approved. Seconded: Sharon Clifford. Carried. TBC welcomes these new members.

- **Payment of Table Fees by Coupon:**
Karen Sweep reported that BBC has been using payment by coupon for four years with great success. They provided useful information on how their system operates. Karen suggested that members be given the option of paying by direct credit as well as by cash. Consideration will be given to the use of an EFTPOS machine in the future. Larry Moses moved that Karen organises the printing of 2000 coupons. Seconded: Lena Darlington. Carried.
- **Club Entry Door:**
Players using walking aids and players with mobility issues have difficulties accessing our current entrance door. Larry Moses has obtained information about the possibility and estimated cost of having automatic opening doors installed. Larry moved that he will obtain a number of quotes for supplying and the installation of automatic doors for the front entrance. Seconded: Geoff Saxby. Carried.
- **Areas of Responsibility:**
The functional groupings in the Organisational Structure developed within the TBC Strategic Plan were reviewed to check those responsible for each grouping. Final updating of this will be done by Larry Moses and Geoff Saxby.
- **Club Maintenance:**
Some club maintenance needs to be done. Larry has proposed a working bee to overhaul the garden and to undertake general outside cleaning etc. The painting of the cards on the building needs updating. Larry spoke to Councillor Peter Matic about this. He will get back to us about the possibility of using Council resources for this.
- **Review of the TBC Constitution:**
Chris Garvey has had a look at the TBC constitution. Incorporated clubs like ours use model rules under the act. Scope for change is very limited. Chris will review the constitution to see what changes, if any can be made. This will take some time and he will report back when this review has been completed.
- **Annual Pest Inspection:**
The annual pest inspection is due this month. Larry will deal with it.
- **Table Cloths:**
Suitable fabric at a reduced price has been reserved for the club to replace all the tablecloths. The cost will be approximately seven hundred dollars. The cost for making is quoted at twenty dollars per cloth. Members will be asked to volunteer to do this. Diane Swan moved that the reserved fabric be purchased. Seconded: Sharon Clifford. Carried.
- **GNOT Eligibility Matter:**
There have been some difficulties with the interpretation of GNOT eligibility. Entry forms will need to be amended in the future so there is no ambiguity about the requirements for TBC entries.
- **Book Stall Request:**
Bronwyn MacLeod has asked if she could hold a book stall at the club on Thursdays during all three sessions. The committee agreed to this request. The bookstall may be held no more than twice a year.
- **Handicapping:**
A test of handicapping has been run on our scoring system. Larry Moses moved that handicapping be trailed in the Thursday afternoon sessions for two weeks. Seconded: Geoff Saxby. Carried.

- **Disciplinary Matter:**

An incident has occurred and will be followed up. The committee noted that it is important that incidents are followed up in a timely manner. They need to be reported to Denise or Lee Rogers, the club moderators, as soon as possible.

- **General Business:**

- Karen Sweep will provide a glass kit for the entry door of the male toilet. Larry Moses will organize the installation.
- Sharon Clifford presented a report on the TBC outreach program. This has been very successful and enthusiastically supported by both TBC and Toogoolawah members. Credit from the trips will be deposited in the TBC account to cover any contingencies that may arise in future trips.
- Sharon mentioned that when an electrical problem occurred in the dealing room, the electrician also carried out testing and tagging. A book will be provided to record the dates when this occurs. The electrical contractors will need to ensure that the power supplies that should not be interrupted are not interrupted. LAN computer cables should not be touched.
- Lena Darlington presented (for Sue Eix) the results of the education survey.

- **Items for Future Meetings: None.**

- **Meeting Closed at 5.15 pm. Next meeting 13th August 2018 at 3pm.**



Management Committee Meeting 18th June 2018 Minutes

The meeting was opened by the president Larry Moses at 3.00 pm.

- **Attendance/Apologies:**

Attendance: Larry Moses, Neil Strutton, Karen Sweep, Lena Darlington, Raelene Clark, Sharon Clifford, Chris Garvey, Geoff Saxby, Diane Swan, Ming Shu Yang. Apologies: Bernice Shaw.

- **Minutes of the previous meeting 21st May 2018:**

Diane Swan moved that the minutes be confirmed as a true and accurate record of the meeting of the 21st May 2018. Seconded: Geoff Saxby. Carried.

- **Business arising from the minutes of the previous meeting 21st May 2018:**

Nil.

- **Matters Arising from Correspondence:**

Nil.

- **Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Neil Strutton.

- **Membership Update:**

Membership applications have been received from: Kenn Winter, Chrissie Streitberg, Helen Poynten, Carol Findlay, Annie Farquhar, Alexandra Dent, David Phillips, Cheryl Bell, Natalie Green, Jill Rankine, Pam Willsher, Ros Parris, Deanne Dwyer, Terry Ford, and Sandy Young. Raelene Clark moved that the applications be approved. Seconded: Chris Garvey. Carried. TBC welcomes these new members.

- **Melbourne Cup Planning:**

Diane and Karen will be away on Melbourne Cup Day and the time leading up to the day. Someone will need to be found to do the overall organisation. Members will be advised that in order for the function to go ahead someone will need to volunteer. Karen will advertise this.

- **Replacement of Convection Microwave Oven:**
The stainless steel combination microwave convection oven is no longer working as a microwave. A replacement is needed for catering for congresses. Diane Swan has found a smeg freestanding inverter microwave with convection oven at a cost of \$485 that will serve our purposes. Neil Strutton moved that Diane order this smeg oven. Seconded: Raelene Clarke. Carried.
- **Public Liability Cover:**
Chris Garvey has investigated our insurance policies. ABF has advised that our public liability policy covers TBC members when they go on outings such as to Toogoolawah and when other ABF-affiliated bridge club members use our premises. Non-bridge organizations using our premises do not appear to be covered.
- **Disciplinary Matter:**
An email was sent to a member after a complaint of inappropriate behaviour. The email included the details of the alleged incident and asked for a response within five days. No response has been received. On the available evidence and in the absence of a response to the contrary, the committee has decided that the offence has been substantiated. Larry Moses moved that the committee contact the offender to remind them of their obligations to behave appropriately in terms of bylaw 2.4 and that a further breach could result in suspension or expulsion. Seconded: Raelene Clark. Carried.
- **Christmas Parties Planning:**
There have been requests for an additional Christmas party. Tuesday 11th December has been added to the parties already in the program on Saturday 8th and Wednesday 12th December.
- **Providore Position:**
Margaret Prentice has resigned from her position of providore. The committee noted its appreciation of Margaret's contribution in this role. Diane Swan will advertise the need for a replacement. The person will be overseeing and coordinating others who are already helping in this area. Margaret has offered to assist the person as they take on the role.
- **New Website:**
Geoff reported that the new website should be up and running shortly.
- **Newsletters/notices - format and frequency:**
Larry would like to introduce newsletters with a social and 'newsy' focus every two months. Some hard copies will be provided for those with no computer access. An editor will need to be found. The president will continue to do the weekly notices.
- **Terry Khoo – Event Sponsorship:**
TBC member Terry Khoo has very generously offered to sponsor an event with a similar sponsorship format to that of the Grace McDonald event. Geoff will continue discussions with Terry about this.
- **Club Recorder:**
A recorder must be appointed for all club congress events. The director of the day will nominate the recorder.
- **QBA Delegates:**
TBC delegates to the QBA are: Sharon Clifford, Neil Strutton, Margaret Prentice, Sandra Mulcahy and Raelene Clark.

- **Outline of President's Proposed Initiatives:**

Larry Moses outlined a number of proposals he would like to initiate:

- Introducing handicapping in scoring so that all players have a reasonable chance of winning. Bridgemates could be used for this so that it is not difficult to facilitate scoring which shows both the regular scores and the handicap scores. Handicap prize winners could be eligible for prize money but not for ABF Masterpoints. This could be trialed for green points with further investigation before being trialed for a red point event.
- Introducing club moderators to deal with issues of inappropriate behaviour as they arise. They can arbitrate and counsel and thus issues may not escalate to needing referral to the committee. Larry has asked Denise and Lee Rogers to take on these roles.
- Introducing initiatives that foster increased TBC representation at Congress Bridge. Larry wants to focus on the pathway from lessons to Club Bridge to Congress Bridge. He hopes to use experienced players who are willing to mentor emerging players.

- **Thursday Night Session:**

Larry suggested that the format of the Thursday night session be changed to include mentoring and debriefing. His proposal is that it start at 6.30, twenty-four boards are played with no tea break. Debriefing will take place at the end. Players from other clubs would be invited. Larry will find mentors for this session. He plans to start 19th July. The committee endorsed this proposal. In the meantime the normal 7.30 session will continue.

- **Payment of Table Fees by Coupon:**

Some clubs have introduced the facility to pay table fees by coupon. This results in considerable convenience for both players and those collecting and counting money. The committee endorsed this proposal. Karen offered to investigate the cost of having these coupons printed for TBC.

- **General Business:**

- Geoff, Ming and Raelene will work together to ascertain what tech support skills they bring and what needs to be sourced to continue providing full technical support for the club.
- Sue Eix will no longer be coordinating the Australia Wide Open Pairs event. A replacement will be needed to run this event on Friday 31st August. Sue will assist the person as they take over.
- Ladies toilet – flexie hose from basin in the disabled toilet is very rusted and needs attention.
- The door to the male toilet needs a glass panel similar to that in the ladies to prevent collisions as people enter and leave.

- **Items for Future Meetings:**

- **Meeting Closed at 5.50pm. Next meeting 9th July 2018 at 3pm.**