

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 9th March 2026 Minutes of Meeting

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

### 1. Attendance/Apologies:

**Attendance:** David Sydes, Judy Vann, Sue English, Janet Lovell, Neil Strutton, Jo Neary, Deanne Gaskill, Sherrell Cardinal

**Apologies:** Caroline Nelson, Barry Fryar

### 2. Minutes of the previous meeting 9<sup>th</sup> February 2026

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:** Jo Neary; **Seconded:** Janet Lovell; **Carried.**

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

- a) **Courtyard Paving**
  - In progress.
- b) **Cleaning Contractor**
  - Judy Vann discussed refund with Just About Cleaning for hours charged which were not received. Requesting 20 hours compensation.
  - 2 keyless paper towel dispensers to be purchased.
- c) **Office Holders / Activities**
  - When final update received, to be circulated for consideration.
- d) **Hard-wiring of TV Screens**
  - David Sydes will arrange for WiFi range to be increased.
- e) **Pianola membership**

- All present agreed not to renew our membership.
- Jo Neary to inform Head Scorer, Raelene Clark.
- David Sydes to inform Membership Secretary, Margaret Prentice, and confirm with Librarian, Jill Duffield.

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

##### a) Information from Kim Ellaway, QBA

- None to note.

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Sue English; **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:** Deanne Gaskill; **Carried.**

#### 6. Membership Update

- TBC has received applications for membership from Tilley Thillainathan, Maria Miller, Frances Price, John and Jeannie Richards, Paul Curson and Malcolm Allan.
- 

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

**Moved:** Judy Vann; **Seconded:** Sherrell Cardinal; **Carried.**

#### 7. General Business

##### a) Internal Maintenance

- Ceiling light in men's toilet flashing. Neil Strutton will inform Lee Rogers.

##### b) Change to Commencement Time – Friday Morning Session

- Ingrid Hartel suggested we consider changing the commencement time to 9:45 or 9:30 so there isn't a conflict with people arriving early for the afternoon session.
- The committee considered the recommendation and decided a change of time would inconvenience the morning players.

##### c) Roof Replacement

- Our application for funding from Brisbane City Council was successful.
- David Sydes will project manage the works.
- Work likely to commence in July, with possible club closure for 2 weeks.

#### 8. Other Business

##### a) Joan Butts Bridge Online Membership

- Caroline Nelson advised she will not be renewing her membership which has allowed 4 users to access teaching materials.
- The Club will take out a membership. Sherrell Cardinal said the teaching resources

are used frequently by our new teaching team.

b) **Australia Wide Pairs – 28<sup>th</sup> May**

- Sue Eix is handing over coordination of this event at TBC to Deanne Gaskill.
- Deanne to ask Pam Schoen if she is willing to direct this event in conjunction with her normal session.

c) **High Humidity Level**

- Deanne Gaskill noted she felt the humidity level inside the club was quite high.
- Others have not experienced this, and it was noted that the air-conditioning performs at different levels in some areas.

**Meeting closed at 2:30 pm**

**Next meeting 13<sup>th</sup> April, 2026 at 1:30pm**



## Management Committee Meeting February, 9th 2026 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

### 9. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, Sue English, Janet Lovell, Neil Strutton, Jo Neary, Deanne Gaskill

**Apologies:** David Sydes, Barry Fryar, Sherrell Cardinal

### 10. Minutes of the previous meeting December 8<sup>th</sup> 2025

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:** Neil Strutton; **Seconded:** Jo Neary; **Carried.**

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

#### f) Courtyard Paving

- No action to date. Approach one of Ingrid Hartel's brothers to take action.

#### g) Cleaning Contractor

- Issues with the current cleaning team. We are not receiving the service we're paying for. Lack of hours has been confirmed by Chubb Security reports.
- Judy Vann to contact Just About Cleaning.
- 3 days per week is not sufficient. Increase to 4 times (Tuesday, Wednesday, Thursday & Saturday or Sunday) when we are satisfied with the job being done.

**Motion** that we increase our service to 4 times per week.

**Moved:** Judy Vann; **Seconded:** Jo Neary; **Vote:** Yes 7; **Carried.**

#### h) Office Holders / Activities

- When final update received, to be circulated for consideration.

#### i) Hard-wiring of TV Screens

- David Sydes advised electrician said an improved WiFi signal is the best option.

## 12. Business arising from the Correspondence.

### b) Information from Kim Ellaway, QBA

- Update on Masterpoints forwarded to Marge Henry.
- No longer a requirement to have B4c red point sessions authorized by Peter Busch.

### c) Gambling Community Funding

- Grant applications for up to \$35,000 can be applied for facilities improvements.
- Closing date 28<sup>th</sup> February. If roof replacement funding is approved in time, we could submit an application for replacement of ceiling acoustic panels.

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

## 13. Treasurer's Report:

Treasurer's report has been circulated electronically.

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

**Moved:** Neril Strutton **Seconded:** Sue English; **Carried.**

## 14. Membership Update

- TBC has received applications for membership from Jacqui Dudurovic, Tricia Scanlon, Vicki Lee, Nielma Grant-Taylor, Tracey Hannay, Helen Cowley, Linda Tonge, Liz Hardcastle, Don Weerheim, Rosemary Glastonbury, Karen Moss, Bev Ware, Maria Young, Narelle Sutton, John Preimonas, Les Freedman, Allison Rens, Therese Nally, Andrew Browne, Vina and Naren Shah, Margaret and Mark Wyche, Jenni Hansen, Julie Crittenden, Meryl Perry, Julie Forster, Janelle McMahon, Jennie Stimpson.

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

**Moved:** Judy Vann; **Seconded:** Deanne Gaskill; **Carried.**

## 15. General Business

### d) Internal Maintenance

- Stained carpet tiles near book exchange desk to be replaced. One in the Ladies foyer to be checked for fraying.

### e) Pianola for membership management / session results

- Annual membership (approx. \$900) is due for payment mid-March.
- Consider opting out of this subscription?
- Jo Neary suggested a trial of not uploading sessions results to Pianola and receive feedback from members.
- Janet Lovell will look at MyABF administration to determine whether they also have

the feature of filtering members into “groups”.

**f) Education Subcommittee**

- All proceeding well with the new program.
- It was acknowledged that Sue’s input for the past couple of decades has been very much appreciated by the Club as well as the large number of people she taught to play bridge.

**16. Other Business**

**d) Develop a Sign-on system for Walk-ins on Saturday**

- As we do not have a Stand-by system for the Saturday afternoon session, a member has suggested we could develop of system similar to Oliver Goodman’s sign-on for mentoring sessions.
- All present voted against this.

**Meeting closed at 3:35 pm**

**Next meeting 9<sup>th</sup> March, 2026 at 1:30pm**



## Management Committee Meeting December, 8th 2025 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

### 17. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, David Sydes, Sue English, Janet Lovell, Neil Strutton, Jo Neary, Sherrell Cardinal, Barry Fryar

**Apologies:** Deanne Gaskill

### 18. Minutes of the previous meeting November 10<sup>th</sup> 2025

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

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

**Moved:** Judy Vann; **Seconded:** Neil Strutton; **Carried.**

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

j) **Courtyard Mural / Paving**

- In progress.

k) **Cleaning Contractor**

- Temporary cleaner finishes on 16<sup>th</sup> December.
- Just About Cleaning commences on 18<sup>th</sup> December.
- Irene Komen, Judy Vann & temporary cleaner to meet with Just About Cleaning on Monday 15<sup>th</sup> December to go through the schedule and issue keys.
- 

l) **Office Holders / Activities**

- Document is being updated and will be circulated for consideration.

m) **Hard-wiring of TV Screens**

- David Sydes met with the electrician. He will need to consult with a network technician to determine whether our desired result is achievable.

### 20. Business arising from the Correspondence.

**d) Information from Kim Ellaway, QBA**

- Notice re Ladies Teams competition being held on 18<sup>th</sup> December to trial whether special ladies only events need to be re-introduced in Queensland.  
*Action: Judy Vann to send information to Club members.*

**e) BCC – Electrical Periodic Assessment**

- BCC is conducting assessments on 10<sup>th</sup> December of our protection devices. Each circuit will be temporarily shut down.

**f) Thank You Letter**

- From Sue Eix for flowers received

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

**21. Treasurer's Report:**

Treasurer's report has been circulated electronically.

- David noted the membership system is progressing very smoothly.

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

**Moved:** David Sydes **Seconded:** Judy Vann; **Carried.**

**22. Membership Update**

- TBC has received applications for membership from Russ Sowden, Roger McPhee and Debbie McKenzie.

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

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

**23. General Business**

**g) Zonal Meeting**

- Julie Jeffries will be added to our list of representatives for these meetings.

**h) Professional Printing of Table Slips**

- We use approximately 400 table slips each week which involves a lot of photocopying and cutting, and is time consuming for our volunteers.
- Janet Lovell obtained a quote from our printer - \$390 + GST for 4,000 and \$710 + GST for 11,000.

**Motion:** to have the table slips printed professionally

**Moved:** Janet Lovell; **Seconded:** Judy Vann; **Vote:** Yes 8; **Carried.**

**24. Other Business**

**e) Kitchen Duty Volunteers**

- Discussion was held regarding employing someone to perform kitchen duties rather than relying on volunteers. The issues raised were: minimum of 3-4 hours

required per shift to comply with casual employment rules; someone has to find one or more people to employ then manage the process; paid employment requires extra work for the treasurer.

- General consensus was to continue as is with our kitchen volunteers and recruit more if needed.

f) **Beginner Lessons – Flow-through Results**

- Are people who attend beginners lessons continuing to play at the club in either supervised play or duplicate sessions?
- The Education Sub-committee is considering a structured Help-with-play session with set boards (not random) for post-beginners to reinforce the information they were taught in the lessons.
- Recommendations will be presented to the committee when they have been finalised.

g) **Bridge in a Day Sessions**

- The Education Sub-committee is discussing changes to the way we teach beginners. Rather than our current format of attending lessons for 8 weeks, an intense module may be a better option.
- Sherrell Cardinal has been discussing this format with Joan Butts.
- Recommendations will be presented to the committee when they have been finalised.

h) **Loose carpet tile / Pest Control**

- Our temporary cleaner has advised there is a loose carpet tile in the foyer of the Ladies bathroom and noted cockroach activity.

*Action: Judy Vann to secure a booking with Peterson's Pest Control, and check the carpet tile.*

**Meeting closed at 3:30 pm**

**Next meeting 9<sup>th</sup> February, 2026 at 1:30pm**



## Management Committee Meeting November, 10th 2025 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

### 25. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, David Sydes, Sue English, Janet Lovell, Neil Strutton, Deanne Gaskill, Jo Neary

**Apologies:** Sherrell Cardinal

### 26. Minutes of the previous meeting October 13<sup>h</sup> 2025

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

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

**Moved:** Judy Vann; **Seconded:** Neil Strutton; **Carried.**

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

n) **Courtyard Mural / Paving**

- In progress.

o) **BCC/TBC – Status of Relationship**

- Application for BCC grant to fund roof replacement has been submitted. Outcome will be known in February 2026.

p) **Cleaning Contractor**

- After the October meeting, 1 more quote was received from Just About Cleaning. The Committee did not consider the new information from this firm. Awarding the job to Day & Night Commercial Cleaning was accepted at the October meeting and the focus was on regularity of service.

**Motion:** 3 services per week (Tuesday, Thursday & Saturday) to be trialed for 3 months, commencing Tuesday 2<sup>nd</sup> December

**Moved:** Jo Neary; **Seconded:** Sue English **Vote:** Yes 7; Abstain 1 **Carried.**

*Action: Judy Vann to write & engage their services*

- q) **Payment to Teachers, Instructors, Mentors**
  - Education Sub-committee accepted the proposed payment schedule.
- r) **TBC 60<sup>th</sup> Birthday Celebration**
  - Plans progressing well. Approximately 50 attendees.

## 28. Business arising from the Correspondence.

- g) **Information from Kim Ellaway, QBA**
  - Reminder that the Office of Fair Trading advised all incorporated associations are required to have a compliant grievance procedure included in their constitution. TBC meets this requirement.
  - ABF director suggesting clubs promote “Give the Gift of Bridge” at Christmas.
  - QBA advised Club Secretaries of a number of topics needing attention plus information they would like clubs to share with them.  
*Action: Judy Vann to pass on to the relevant people in the club*
- h) **Thank You Letter**
  - Praise & thanks for a wonderful Melbourne Cup event from a TBC member.

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

## 29. 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:** Jo Neary; **Carried.**

## 30. Membership Update

- TBC has received applications for membership from Bruce Ebzery, Harry Campbell, Alex Daw, Annie Stirling, Marie De Daunton, Adam Chappel.

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

**Moved:** Judy Vann; **Seconded:** Janet Lovell; **Carried.**

## 31. General Business

- i) **Christmas Party**
  - Plans progressing well.
  - Good registrations to date. Limit is 136 attendees.
- j) **4 Board Sit-Outs**
  - Written complaint received from a member about the regularity of 4 board sit-outs.
  - Jo Neary advised she has discussed with Directors that 4 board sit-outs should be avoided where possible by selecting another type of movement.
  - Directors will be asked to advise her when this happens.

- Jo will monitor for a few months.

**k) Calendar**

- Janet Lovell discussed whether we would be holding a Melbourne Cup event in 2026.
- Decision will be made closer to the time. Therefore, no calendar entry.

**l) Office Holders / Activities**

- The document needs updating.  
*Action: Judy Vann to send relevant sections to committee members and others in key roles for review.*

**m) Specialist Software on new Admin Computer**

- Terry Higgs has set up the new computer with standard software, asking if any specialist software should be installed.  
*Action: Judy Vann to advise him none is required.*

**n) Community Noticeboard**

- A request was received recently regarding the display of a notice unrelated to direct bridge activities.
- The Committee again discussed having a dedicated Community Noticeboard. It was agreed our standing resolution not to display items not related to bridge activities be adhered to.

**32. Other Business**

**i) Mahjong Lessons**

- Caroline Nelson advised that she had told one of our members she could use the back room for informal mahjong education sessions without consulting the Committee.
- The Committee agreed they would prefer not to have external activities held on our premises.

*Action: Caroline Nelson to advise the member.*

**j) Hard wiring of TV Screens**

**Motion** to have the wall TV screens hard-wired.  
**Moved:** Jo Neary; **Seconded:** Janet Lovell; **Carried.**

*Action: David Sydes to obtain a quote.*

**k) Dishwasher**

- Sherrell Cardinal suggested we replace the existing glass/cup dishwasher with 2 standard ones.
- Current space is insufficient for 2 without spending money re-configuring the area.
- It was decided to wait for a kitchen refurbishment before replacing.

**l) Air-Conditioning – Back Room**

- David Sydes noted it was unnecessary to write instructions for the operation of that air-conditioning system.

**Meeting closed at 3:20 pm**

**Next meeting 8<sup>th</sup> December, 2025 at 1:30pm**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting October, 13th 2025 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:33pm

### 33. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, Sherrell Cardinal, Sue English, Janet Lovell, Neil Strutton

**Apologies:** Deanne Gaskill, Jo Neary, Barry Fryar, David Sydes

### 34. Minutes of the previous meeting September 8<sup>h</sup> 2025

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:** Sue English; **Seconded:** Neil Strutton; **Carried.**

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

- s) **Courtyard Mural / Paving**
  - Re-painting of yellow lines in carpark almost complete.
  - Paving – in progress.
  
- t) **BCC/TBC – Status of Relationship**
  - Roof replacement. David Sydes to liaise with Gold Coast Metal Roofing to arrange installation of solar panels during the replacement. Grant application can then be submitted.
  
- u) **Air conditioning re: timing settings**
  - Recent feedback received that the room is too hot. Majority are satisfied with the temperature. It is impossible to set a temperature that pleases everyone.
  - Teaching room air-conditioning can be controlled by occupants of that room. David Sydes to write simple instructions for use.
  
- v) **Payment for Visiting Directors**

- A schedule of payment for visiting directors at club events has been written and recommended by the Finance Sub-committee.

**Motion** that the schedule be accepted.

**Moved:** Janet Lovell; **Seconded:** Sue English; **Carried.**

w) **Privacy Issues / Perfume Rule**

- No change at present to information contained on TBC website – e.g. session results.
- The “fragrance free zone” sign to be removed from noticeboard. Directors to be informed.

x) **Cleaning Contractor**

- Quotes from White Spot Facility Management & Day and Night Commercial Cleaning were obtained by Irene Komen.
- The Committee discussed and voted for Day and Night Commercial Cleaning to be engaged as the Club’s cleaners. No contract is required with them. Cleaning likely to be carried out at night.
- When a commencement date has been arranged, the current cleaning contractor will be notified that service is no longer required.

*Action: Caroline Nelson to ask Irene Komen to contact Day and Night and arrange a commencement date.*

y) **Payment to Teachers, Instructors, Mentors**

- Sherrell Cardinal discussed with David Sydes. A recommendation has been made by the Finance Sub-committee that teachers be paid a flat fee per session.
- This will be presented to the Education Sub-committee.

**36. Business arising from the Correspondence.**

i) **Information from Kim Ellaway, QBA**

- Brisbane Zone Interclub Teams event being held on 30<sup>th</sup> November. Janet Lovell & Neil Strutton to discuss TBC representation.
- ABF has designed a Learn to Play Bridge Marketing Toolkit. Sherrell Cardinal to review.
- B4c red point and B5i’s event data no longer requires authorization by Peter Busch before submission.
- Reminder that numerous education resources are available on the ABF website.

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

**37. Treasurer’s Report:**

Treasurer’s report has been circulated electronically.

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

**Moved:** Neil Strutton **Seconded:** Sherelle Cardinal; **Carried.**

### 38. Membership Update

- TBC has received applications for membership from Michael O'Hagan, Annamaria Ferencz, Gary Charlton, Marguerite Bettington, Fran Alt, John Budd, Dean Scully, Neil Sadler.

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

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

### 39. General Business

#### o) Membership Fees

- ABF & QBA levies will be increasing to 53.20
- In 2025 TBC membership fees remained the same as 2024. The Club absorbed the ABF & QBA increases.
- Treasurer recommends we set 2026 Club membership fee to \$75 and Alternate membership to \$30.

**Motion** that we accept the recommendation.

**Moved:** Janet Lovell; **Seconded:** Sherrell Cardinal; **Carried.**

*Action: Caroline Nelson to advise Margaret Prentice to update the application form.*

#### p) Christmas Party – Raffle / Charity

- It was agreed that we will not have a raffle this year, given that we've already had a couple.
- Elaine Kelly has advised this is the last year she will coordinate the delivery of the Christmas gift donations to the Women's Shelter.

*Action: Judy Vann to advise Elaine the middle of November would be an ideal time to erect the Christmas tree. Judy Vann to advise Joyce Hook no raffle basket required this year. Caroline Nelson to advise members re donations in the Weekly Notices.*

#### q) Lost Property

- To avoid large amounts of lost property cluttering the counter in the office, twice a year items will be placed on the table at the front of the room and members advised to check. Items not collected within a couple of weeks to be donated to charities.

*Action: Judy Vann to organise.*

#### r) Melbourne Cup

- \$5 and \$10 sweeps will be run. Sherrell Cardinal & Janet Lovell to organise. Payment through TYRO, or cash.
- Winners can be paid via bank transfer or bridge credits.

### 40. Other Business

#### m) TBC 60<sup>th</sup> Birthday Celebration

- To be held on Sunday 16 November at 2pm.
- Drinks and light refreshments to be served.

*Action: Caroline Nelson to arrange.*

n) **2026 AGM**

- To be held on Saturday 6<sup>th</sup> June, 2026.
- The 2<sup>nd</sup> Saturday conflicts with a competition held at another club which many of our members participate in.

o) **GNOT / TBC Championships Teams (Open & Novice) - 2026**

- GNOT to be moved to end April 2026.
- 2026 Teams event to be rescheduled as a one day event.

**Meeting closed at 3:35 pm**

**Next meeting 10<sup>th</sup> November, 2025 at 1:30pm**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting September, 8th 2025 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

### 41. Attendance/Apologies:

**Attendance:** Caroline Nelson, Sherrell Cardinal, Sue English, Janet Lovell, Neil Strutton, Jo Neary, Barry Fryar, David Sydes,

**Apologies:** Judy Vann, Deanne Gaskill,

### 42. Minutes of the previous meeting August 11<sup>h</sup> 2025

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 after a minor change.

General Business 7a. Judy was to write to Wendy Casey re: result of discussion about the air conditioning.

**Moved:** Caroline Nelson; **Seconded:** Neil Strutton; **Carried.**

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

#### z) Courtyard Mural / Paving

- Letter from Larry Moses outlying work he proposes on Courtyard.
- Committee agreed to proposed work – but will need invoice for payment.
- Caroline Nelson was also going to talk to Larry and Hannah about redoing the lines on the parking lot.

#### aa) BCC/TBC – Status of Relationship

- Relationship between the Bridge and Soccer clubs seems to be the problem.
- Caroline to suggest that the Soccer club appoint a traffic monitor to supervise the soccer parking when both clubs want to use the area.

#### bb) Air conditioning re: timing settings

- It was considered too expensive to run the A/C outside the current hours every day. If A/C is needed outside current hours, give notice to David Sydes or Janet Lovell.
- Caroline to investigate how many days a week do different volunteers need the A/C on while working at the club - for the club.

- Neil to check with Terry Higgs for a schedule of when dealers use the club.

cc) **Payment to Tournament staff**

- A meeting to be held today after this meeting.

dd) **Cleaning**

- Cleaner has provided a cleaning schedule for the club. Several areas need to be added, ie office, library area, dealer's room and director's cupboard.
- Neil will call Chubb Security to find out a schedule of sign ins at the club by the cleaner.
- Neil to talk to Irene Komen to get her observations of the cleaner's hours.
- Irene will be asked to find quotes for cleaners using the current schedule.

ee) **Payment to teachers**

No progress as yet.

**44. Business arising from the Correspondence.**

j) **Information from Kim Ellaway, QBA**

- Jo to talk to Marg Henry about random red point days.
- The red points not used in 2025 cancelled events – can they be used else on later events?

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Caroline Nelson; **Seconded:** Janet Lovell; **Carried.**

**45. Treasurer's Report:**

Treasurer's report has been circulated electronically.

- David has set up an account with Woolworths so we can have "nice" biscuits to eat.

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

**Moved:** Neil Strutton **Seconded:** Sherelle Cardinal; **Carried.**

**46. Membership Update**

- TBC has received applications for membership from David Jayne, Peter Burke, Ann Sauer, Maryanne Hargraves

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

**Moved:** Neil Strutton; **Seconded:** Janet Lovell; **Carried.**

**47. General Business**

- Privacy issues with names on the internet.  
Should we look at better security for our players?
- Perfume incident – where did the perfume rule originate from and is it still relevant to today's players. Janet Lovell to check the "By Laws" for clarification.

**48. Meeting closed at 3:00 pm**

**49. Next meeting 14<sup>th</sup> October, 2025 at 1:30pm**



## Committee Meeting August 11th 2025 Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

### 50. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, Sherrell Cardinal, Sue English, Janet Lovell, Neil Strutton, Jo Neary, Deanne Gaskill, Barry Fryar

**Apologies:** David Sydes

### 51. Minutes of the previous meeting July 14<sup>th</sup> 2025

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 after a minor change.

**Moved:** Judy Vann; **Seconded:** Neil Strutton; **Carried.**

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

ff) **Courtyard Mural / Paving**

- Paving - carry forward to September meeting.
- Mural – additional birds to be painted in, then mural sealed.
- Shade cloth – Larry Moses is following up.

gg) **BCC/TBC – Status of Relationship**

- Nicki from BCC advised a Soccer Club patron who was parked in our leased zone was spoken to rudely by a TBC member.
- Caroline Nelson has provided the Soccer Club with an aerial photo clearly outlining the TBC parking zones. They will upload to their social website. TBC will place a copy on our entry door.

### 53. Business arising from the Correspondence.

k) **Information from Kim Ellaway, QBA**

- No updates

l) **Peterson's Pest Control**

- Annual reminder received.

*Action: Judy Vann will check date of last service and book service if it is due.*

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.

**Moved:** Judy Vann; **Seconded:** Caroline Nelson; **Carried.**

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

Treasurer's report has been circulated electronically.

- July profit will help offset year to date losses.
- Jenny McGowan is assisting David Sydes with Club financial matters.

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

**Moved:** Judy Vann **Seconded:** Barry Fryar; **Carried.**

#### **55. Membership Update**

- TBC has received applications for membership from Anna Oprysa, Jeff Borg, Carl Schouten, Elizabeth Justo & Paul Fowler.

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

**Moved:** Neil Strutton; **Seconded:** Janet Lovell; **Carried.**

#### **56. General Business**

##### **a) Air-Conditioning Timer Settings**

- Email received from a volunteer requesting the air-conditioning be timed to commence 1 ½ hours prior to commencement of activities so the temperature is comfortable for volunteers who need to arrive early.

*Action: Janet Lovell to check the current timing with David Sydes*

**Motion** Judy Vann to respond to the volunteer.

**Moved:** Jo Neary; **Seconded:** Deanne Gaskill; **Carried.**

##### **b) Traveller Score Sheets**

- Jo Neary proposed we discard the traveller score sheets. A large number of players do not know how to use the sheets correctly, and it takes scorers numerous hours to enter the information manually. If there is a Bridgemate outage, the session should be considered to be a social one. Players will be offered the option of leaving and having their session payment re-imbursed.

**Motion:** that Travellers be discarded.

**Proposed:** Jo Neary; **Seconded:** Sue English; **Vote** – Yes 8; Abstain: 1 **Carried.**

##### **c) Payment for Visiting Directors**

- Jo Neary proposed a fair payment system for visiting directors of different event types e.g. congress, club events

*Action: Jo Neary & Janet Lovell to discuss and report at September meeting*

##### **d) Name Badge Orders**

- Judy Vann proposed arranging more regular ordering of Club name badges to so new members do not have to wait months to receive their badge.

*Action: Judy Vann to discuss frequency of orders with Mandy Kennedy.*

## 57. Other Business

### p) Table Movements

- Neil Strutton raised the topic of 4 board sit outs.
- Example: if there are 2 rows with 6 & 7 ½ tables, the director should choose a movement which has a maximum of a 3 board sit out.

### q) 4 Hour Parking

- Caroline Nelson is still negotiating with BCC the impact a 4 Hour parking restriction will have for our members.
- A parking permit may need to be applied for.

### r) Melbourne Cup Lunch – 4<sup>th</sup> November

- Caroline Nelson to mention in the Weekly Notices.
- Janet Lovell to set up the event in MyABF.
- Sherrell Cardinal to be listed as the contact.

### s) Cleaning Contractor

- Warren Garnham has officially handed the business over to his relative Brian.
- David Sydes questioned whether we need to continue having the club cleaned 6 times per week, which costs approximately \$2,000 per month.
- Monday, Wednesday & Friday may be sufficient.
- Some dissatisfaction expressed by a few people as to the level of service we are receiving.

*Action: Judy Vann/Irene Komen to request from Brian, a list of services performed.*

*Quotes to be obtained from other contractors when the committee has agreed on the task list.*

### t) Payments to Teachers, Supervised Play Instructors, Mentors & Beginner Lessons Teacher

- A standard & fair payment system to be established.

**Motion:** Education & Finance Committees to discuss and make a recommendation.

**Proposed:** Jo Neary; **Seconded:** Sherrell cardinal; **Carried.**

## 58. Meeting closed at 3:00 pm

Next meeting 8<sup>th</sup> September, 2025 at 1:30pm



## Committee Meeting

July 14th 2025

### Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

#### 59. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, Sherrell Cardinal, Sue English, Janet Lovell, Neil Strutton, David Sydes

**Apologies:** Jo Neary, Deanne Gaskill

#### 60. Minutes of the previous meeting June 16<sup>th</sup> 2025

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 after a minor change.

**Moved:** Judy Vann; **Seconded:** David Sydes; **Carried.**

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

##### hh) Parking Monitoring

- Caroline Nelson monitored parking on 18<sup>th</sup> June.

##### ii) Courtyard Mural / Paving

- Caroline Nelson in progress of obtaining quotes for replacing paving at based of staircase.

##### jj) BCC/TBC – Status of Relationship

- BCC have agreed to erect a 4 Hour parking limit sign at the entry to the carpark, and monitor usage.
- Caroline Nelson to discuss with BCC arrangements for our members to park in that zone without penalty.

##### kk) Education Committee

- The Committee is working quickly to develop programs for other training sessions.
- Attendance at John Wilson's Improver lessons has exceeded expectations.
- Joan Butts Workshop was excellent and well attended.
- Sherrell Cardinal will liaise with Joan Butts regarding future teaching materials.
- Sessions using Audrey Grant Coded Cards are being discussed.

- Next meeting will be held on Monday 28<sup>th</sup> July.
- ll) **Security Alarm Keypad Issues**
- A Chubb representative inspected the keypad and agreed to replace as current one is not in good condition.
- mm) **Tyro Machine**
- We now have an improved version in place.

## 62. Business arising from the Correspondence.

- m) **Information from Kim Ellaway, QBA**
- Discussed in section 7a.
- n) Request from Bonnie Stoeve for permission to use the carpark on weekdays. Committee denied. Judy Vann will advise Bonnie.
- o) Queensland Emergency Services/Red Cross are offering a free workshop to assist members in preparing for emergencies. Forwarded to FAME committee.

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.  
**Moved:** Judy Vann; **Seconded:** Caroline Nelson; **Carried.**

## 63. Treasurer's Report:

Treasurer's report has been circulated electronically.

- David Sydes noted a \$600 loss in our 1<sup>st</sup> quarter (beginning on 1<sup>st</sup> April). He noted this is quite normal as our Building Insurance and Annual Honoraria are paid in this quarter.
- Jenny McGowan is assisting David Sydes with Club financial matters.

**Motion** that the Report be accepted, and the purchases be ratified.  
**Moved:** David Sydes; **Seconded:** Neil Strutton; **Carried.**

## 64. Membership Update

- TBC has received applications for membership from Ralph Parker, Maria Setiyawan, Ian Carah, Jan Rodney, Sue Keys, Trudy Chapman, Kathleen Lilley, Gail Wheelwright, Gaylyn Cavanagh, Susie Geldard and Paula Hardgrave.

**Motion** that these new members be welcomed to the Club and that the Membership Report be accepted.  
**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

## 65. General Business

### e) **Payment of MyABF Credits to Individuals**

- David Fryda (Executive Director AFB) advised they incur a 2% transaction fee when players contribute funds to their MyABF account. This fee is deducted from the monthly transfer to a club for credits used by players attending sessions and competitions. Currently when a player requests a payout from their account, the 2% fee is not deducted. As some clubs pay individuals via MyABF credits for services rendered and that individual then receives a payout, this is resulting in a

loss for ABF. From 1 July 2025, payouts to individuals (other than for prizes or account closures) will incur that 2% fee.

- David Sydes analysed our transactions for the past 6 months and responded to David Fryda expressing concern that a double transaction fee may occur in some instances.

f) **Australia's Bridge Day Out**

- AFB are seeking financial assistance from clubs for the purpose of promoting bridge in schools.
- TBC will raffle 2 knitted blankets kindly donated by Wilhemina McCartney,

**Motion:** that TBC donate table fees received on 23 September & raffle proceeds.

**Moved:** Janet Lovell; **Seconded:** Sherrell Cardinal; **Carried.**

g) **Club Membership – Joan Butts Bridge Online**

- Monthly membership of \$70 allows 5 users access to online resources.
- Caroline Nelson is happy to allow 4 others to use her membership.
- Education Committee members who may require access are Sue Eix, Robyn Stevens, Mike Fox, Peter Munro, Mark Greenbaum, John Wilson, Peter Burrows and Peter Nielson.
- If a need for more users than one membership allows, a club subscription will be considered.

**Motion:** that we trial the existing membership to determine if there is a need for a 2<sup>nd</sup>.

**Moved:** Sherrell Cardinal; **Seconded:** David Sydes ; **Carried.**

h) **Playing Card Replacement**

- Replacement initiative has been successful, with many players commenting favourably.
- Head Dealer, Terry Higgs, has requested a hold on new requests.

*Action: Caroline Nelson to mention in the Weekly Notices*

i) **Slow Play**

- Slow play is still an issue at some sessions.
- Session directors to mention before play commences if they wish to do so.

*Action: Judy Vann will print some notices regarding slow play to be placed on tables as required to remind players to monitor timing of rounds.*

**66. Other Business**

u) **Club Capacity**

- Evac Services have advised the maximum population on Club premises must not exceed 214.

**67. Meeting closed at 2:45 pm**

**Next meeting 11<sup>th</sup> August, 2025 at 1:30pm**



## Committee Meeting

June 16th 2025

### Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:30pm

#### 68. Attendance/Apologies:

**Attendance:** Caroline Nelson, Judy Vann, Sherrell Cardinal, Sue English, Janet Lovell, Deanne Gaskill, David Sydes, Barry Fryar

**Apologies:** Neil Strutton, Jo Neary

#### 69. Minutes of the previous meeting May 14<sup>th</sup> 2025

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:** Judy Vann; **Seconded:** Sue English; **Carried.**

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

nn) **Parking Issues**

- As Wednesday is the busiest day for the club, Caroline Nelson will monitor entry on 18<sup>th</sup> June.

oo) **Bathroom Renovation**

- No further action to be taken at this time.

pp) **Courtyard Mural / Paving**

- Mural looks great. A few finishing touches to be added.
- Committee agreed not to paint/seal the concrete flooring. High pressure cleaning to be done as needed.
- Larry Moses to write a plan for required garden maintenance. Gardening contractor will be given a brief.

*Action: Caroline Nelson to liaise with Larry Moses.*

**Motion** that 2 general waste & 1 recycling bin be located at the rear of the top & the remainder to be located underneath the building.

**Moved:** Janet Lovell; **Seconded:** Judy Vann; **Carried.**

- qq) **BCC/TBC – Status of Relationship**
- Application for Works for roof replacement has been submitted to BCC.
  - Poinciana tree/curbing/path to staircase – quotes for repairing the damage to curbing and path while allowing the tree to remain in place are being sought.
  - BCC has established a fund for repairs to damage caused by Cyclone Alfred. They contacted the club asking if we incurred damage which could be covered from those funds.

## 71. Business arising from the Correspondence.

- p) **Information from Kim Ellaway, QBA**
- Reminder that (1) Club championship pairs & teams sessions partly or fully on days outside normal club operating hours must be approved by Peter Busch, State Masterpoint Secretary, and (2) entry form/flyer to be approved by QBA.
- q) Andrew McKee from Sunnybank Bridge Club would like to share ideas on marketing programs for our Clubs.  
*Action: Judy Vann to respond advising we do not have a formal marketing program. Our new members are recruited via beginner lessons and word of mouth.*

**Motion** that the inward coming mail be received, and the outgoing mail be adopted.  
**Moved:** Judy Vann; **Seconded:** Caroline Nelson; **Carried.**

## 72. Treasurer's Report:

Treasurer's report has been circulated electronically.

- Our cash flow is healthy.
- A good profit made from another successful River City Event.

**Motion** that the Report be accepted, and the purchases be ratified.  
**Moved:** David Sydes; **Seconded:** Barry Fryar; **Carried.**

## 73. Membership Update

- TBC has received applications for membership from Sue Holburt, Mary O'Shea, Helen Young, Michele James, Janine Gilmour, Ed and Patricia Douglas, Aileen Gordon, Moira Harris.

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

**Moved:** Judy Vann; **Seconded:** Sue English; **Carried.**

## 74. General Business

- j) **AGM**
- A very low attendance was noted. Discussion as to whether we should change to a day mid-week and at a different hour for the 2026 AGM.
  - Kim Ellaway (QBA) advised we need to review our Constitution & update if required. David Sydes has an electronic copy of the document.
- Action: Judy Vann to place a list of the newly elected committee on the club noticeboard*

k) **Education Committee**

- Sandra Mulcahy facilitated an Education Plan Workshop on 15 May with the Education Committee. It was excellent but very broad encompassing not just education but the vision, mission and values of the club.
- The Education Sub Committee will meet again soon to develop the curriculum and a way forward post beginner lessons.
- Mentors have mentioned that the Monday mentoring sessions are attracting a number of 'beginners' who they do not believe have skills advanced enough for these sessions. Should we set a rough guideline of the required skill level in the form of a checklist?

75. **Other Business**

v) **Security Alarm Keypad Issues**

- It has been noted by users that the keypad numbers are quite stiff & becoming difficult to use.

*Action: Judy Vann to contact Security Company to discuss a solution.*

w) **Tyro Machine**

- Issues with re-charging have been noted.

*Action: David Sydes will investigate*

x) **Remote Access to TBC Network Request**

- Jo Neary would like remote access to the network for adjusting scores. Raelene Clarke (Head Scorer) supports this request.
- **Motion** that access be granted.  
**Moved:** Sue English; **Seconded:** Deanne Gaskill; **Carried.**

76. Meeting closed at 2:46 pm

Next meeting 14<sup>th</sup> July, 2025 at 1:30pm