



Management Committee Meeting

May 14th 2025

Minutes of Meeting

The meeting was opened by Caroline Nelson at 1:35pm

1. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Sherrell Cardinal, Sue English, Janet Lovell, Neil Strutton, Margaret Prentice, David Sydes, Jo Neary, Irene Komen

Apologies: None

2. Minutes of the previous meeting April 14th 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:** Neil Strutton; **Carried.**

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

(i) **Parking Issues**

- Sue English monitored parking for 10 days, commencing 22 April, managing to deter many commuters. Unfortunately they are slowly returning now monitoring has ceased.
- Caroline Nelson thanked Sue for an excellent job.
- Caroline Nelson advised that she is negotiating with Nikki Wilson from BCC regarding traffic control signs to limit parking to 2 or 3 hours if no exemption permit is on display.

Motion that a decision regarding random monitoring will be made at each committee meeting, with none in May.

Moved: David Sydes; **Seconded:** Sue English; **Carried.**

(ii) **Friday Afternoon Session – Masterpoints**

- Sherrell Cardinal reported success.
- Masterpoints will continue to be awarded.

(iii) **Bathroom Renovation**

- David Sydes has contacted 2 firms seeking quotes. No response yet.

(iv) **Courtyard Mural / Paving**

- Mural is close to completion.
- Larry Moses suggested the concrete flooring be painted & sealed.
- The overhead shade sail requires repair following damage during a recent severe weather event. Larry agreed to seek quotes for repair. Quote tabled. Costing Re the ground work etc. not finalised.
- We will submit a claim to our insurance company. Our excess is \$500.
- David Sydes will start the process.

4. Business arising from the Correspondence.

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

- Details of 4 online bridge sessions provided, 2 suitable for <50 Masterpoints.
Action: Judy Vann to put a flyer on our noticeboard; Caroline Nelson to include details in Weekly Notices.

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

5. Treasurer's Report:

Treasurer's report has been circulated electronically.

- Finances are in a healthy state.

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

Moved: David Sydes; **Seconded:** Janet Lovell; **Carried.**

6. Membership Update

- Currently we have 738 members.
- TBC has received applications for membership from Stephen Sewell, Martina Meyer-Witting, Kathy Sydes, Jan Malone, Kerry Huston.

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

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

7. General Business

(i) **BCC/TBC – Status of Relationship**

- Caroline Nelson received a phone call from the President of the Arana Hills Bridge Club. Their long term lease with BCC was not renewed. They are currently on a month-by-month lease and expressed concerned it could be terminated at short notice.
- TBC's lease renewal is currently being prepared.
Action: Caroline Nelson to follow-up.

(ii) **Andy Hung Workshop – 14th June**

- This workshop is being promoted to TBC members.

(iii) **AGM**

- Members have been notified.
- Documents in preparation.
- Nominations for committee have been requested.

(iv) **Melbourne Cup Costs**

- A nominal fee of \$10 will be charged.
- Event details to be discussed at the July meeting.

(v) **Additional Joan Butts Workshop**

- Joan Butts contacted Sherrell Cardinal regarding our progress following the recent Teacher Training Program.
- She will be in Brisbane in July and suggested the 12th as a suitable date for part 2 of the workshop she ran on 12th April. “Shining the Light on Defense”.
- Sherrell Cardinal will coordinate this.

(vi) **Slow Play**

- Slow play is becoming more frequent.
- Directors to keep an eye of this and inform players that it will not be tolerated. Players will need to get a board averaged so as not to hold up other players.

Action: Jo Neary to discuss with directors.

(vii)

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- David Sydes advised the amount paid has not increased for 2 years. The CPI has increased by 6%.
- The Committee agreed the 2024 – 2025 amounts are to be increased accordingly – rounded off to the nearest \$5.
- Mentor coordinator Oliver Goodman to receive an amount of \$260. Mike Fox to receive \$140.
- The Education Committee are meeting this week. A change of compensation structure will be discussed for 2025 – 2026.
- CompScore training – currently compensation for scorers is 1 free game for each session. Committee agreed not to change this.
- Consider updating Director honoraria to reflect the number of rows in the session.

Action: Sherrell Cardinal to report re the Education Committee discussions.

David Sydes to do some calculations for updated Director honoraria and advise Committee.

David Sydes to contact Head Scorer (Raelene Clark) re CompScore training decision.

8. Other Business

a) **Poinciana Tree at Base of Stairs**

- Lopping of lower branches to continue to prevent a hazard.

b) **Margaret Prentice**

- Margaret advised that she will be stepping down from the Committee after 12 years of service. She will continue in her role as Membership Secretary.
- Caroline Nelson expressed thanks her for great contribution.

c) Education Sub Committee

- Sandra Mulcahy has drafted a curriculum for discussion.

9. Meeting closed at 3:25 pm

Next meeting 16th June, 2025 at 1:30pm



Management Committee Meeting April 14th 2025 Minutes of Meeting

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

10. Attendance/Apologies:

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

Apologies: Jo Neary, Irene Komen

11. Minutes of the previous meeting March 17th 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:** Caroline Nelson; **Carried.**

12. Business arising from the minutes of the previous meeting:

(v) **Parking Issues**

- Sue English will monitor parking for 10 days, commencing 22 April, from approximately 7:00 – 9:00 am, turning away commuters.

(vi) **Education – Joan Butts Teacher Training**

- The Teacher Training Program was a great success.
- Sherrell Cardinal has been in contact with all 16 attendees – feedback was positive.
- Certificates will be issued by Joan Butts soon.
- The workshop on Saturday 12th April was attended by 43 people.
- The Education Committee will call a meeting soon with the new TBC teachers to discuss plans to progress.
- Sandra Mulcahy has drafted a curriculum for discussion.

(vii) **Friday Afternoon Session Masterpoints**

- Sherrell Cardinal reported the majority of attendees are in favour of this proposal.
- It will be trialled for a couple of sessions.

- (viii) **Bathroom Renovation**
- David Sydes is currently sourcing quotes for the job.
 - Electric hand dryer in the male bathroom is not working.
 - Peeling paint in the male bathroom has been reported. David Sydes & Neil Strutton checked and advised they don't think repair is necessary.
- (ix) **Courtyard Mural**
- Work will begin on Tuesday 22nd April.
 - Costing etc. not finalised.
- (x) **TBC Email Addresses**
- No issues reported about the new gmail addresses.
- Action: Caroline Nelson will alert members re the new addresses in her weekly notices.*

13. Business arising from the Correspondence.

- (ii) **Information from Kim Ellaway, QBA**
- Notice to congress convenors re requirements (Wellness Guides; QBA Regulations on entry forms; Calendar dates and Youth Congress fees) received and sent to Janet Lovell & Jo Neary.
- (iii) **Sunnybank Novice Pairs – 27th April**
- Directors will be asked to promote this event.

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

14. Treasurer's Report:

Treasurer's report has been circulated electronically.

- Finances are in a healthy state.
- David Sydes has prepared the annual report for auditing. Committee agreed to submit to our auditors.

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

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried.**

15. Membership Update

- Currently we have 738 members.
- TBC has received applications for membership from Andrea Parkins, Alan Anderson, Eloise McNamara, Pip Trowse.

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

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

16. General Business

- (viii)
hair Cleaning

- Brisbane Upholstery Cleaning quoted \$5.50 per chair to clean and treat stains.
Action: Judy Vann to confirm acceptance and aim to arrange for the work to be done on the Thursday before Easter.

(ix) Cost of Replacement Playing Cards

- Head Dealer Terry Higgs advised the cost of Australian cards is \$4.10 per pack and ones of Chinese origin are \$3.50. The dealers & most players prefer the better quality Australian product.
- The Committee agreed it was best to purchase the Australian product.
- Terry also mentioned we are replacing approximately an extra 3 packs per week due to the "Playing Card Replacement Request" slips being submitted by players.
Action: Judy Vann to confirm with Terry to buy Australian.

(x) QBA AGM

Janet Lovell reported:

- QBA reported a loss of \$100,000 during the COVID period.
- The loss was made up for at the Gold Coast Congress.
- Youth Programs to be encouraged. Players under 18 years of age play for free.

17. Other Business

d) Problems with CompScore

- Thanks go to Sue Eix & Jane Tagney for their great effort in manually entering all the results after the CompScore failure at a recent Saturday session.

e) Scheduling of 2025 Christmas Party

- 7th December proposed. Committee agreed.

f) Charity Day

- It was agreed to schedule this event on 2nd September.
- A TBC member will donate a knitted rug to be raffled.

Action: Caroline Nelson to confirm the donation.

g) Melbourne Cup Lunch Event – 4th November

- David Sydes suggested a simple menu of platters with roast chicken & coleslaw to be purchased from Big Rooster. Champagne to be served.

18. Meeting closed at 3:00 pm

Next meeting 12th May, 2025 at 1:30pm



Committee Meeting

March 17th 2025

Minutes of Meeting

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

19. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Jo Neary, Sherrell Cardinal, Sue English, Janet Lovell
Irene Komen, Neil Strutton, Margaret Prentice

Apologies: David Sydes

20. Minutes of the previous meeting February 10th 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:** Jo Neary; **Carried.**

21. Business arising from the minutes of the previous meeting:

(xi) Toogoolawah – Request for Funding

- Caroline Nelson responded in writing to the request, advising no funding for the members who have now formed their own club would be provided from the funds held by Toogoolawah.

(xii) Parking Issues

- Discussion with BCC is still underway.
- Janet Lovell proposed we employ someone from 7:00 – 9:30 am Monday-Saturday for 2 weeks as a parking attendant. The committee agreed.

Action: Janet Lovell to get a quote for the cost.

(xiii) Education Committee Meeting

- We will proceed with the Teacher Training Program run by Joan Butts.
- Program will be held on Thursday 10th and Friday 11th April.
- Cost is \$2,500.
- Kim Ellaway (QBA) will contact other clubs advising they can join the program.
- The ABF has been approached for funding. If no funding is received, attendees from other clubs will be charged \$100 per entrant.
- Joan Butts will run a workshop on Saturday morning 12th April at TBC. Topic to be decided. People who have attended the Teacher Training will be

encouraged to attend.

- The Committee recommended lowering the restriction in the novice row from <50 masterpoints.

Motion: Jo Neary moved that the novice row restriction be lowered to <30 masterpoints from 2nd July 2025. **Vote:** Unanimous; **Carried.**

Action: Caroline Nelson to advise the change to the restricted row in the Weekly Notices.

(xiv) **Roof Repair follow up – Solar Panels**

- The plumber advised panels are not producing the amount of power they should.
- There are numerous dents in the roof due to the number of tradespeople walking across it.

(xv) **Bathroom Renovation**

- Carry over to the April meeting.

(xvi) **Friday Afternoon Session Masterpoints**

- The ABF have advised we can proceed with awarding masterpoints in this session if we decide to do so.
- Sherrell Cardinall will canvas the regulars in this session to determine whether to proceed.

(xvii) **Water Pooling on Verandah**

- Has been investigated. Waiting for advice.

(xviii) **Courtyard Mural**

- The wall has been undercoated in preparation.
- Costing etc. not finalised.

(xix) **Complaint about a noisy player at Wednesday evening session**

- Issue has been resolved.

22. Business arising from the Correspondence.

(iv) **Information from Kim Ellaway, QBA**

- Annual member cancellations to be submitted online by 31st March.
- New ABF “Renew Your Membership Marketing Toolkit” is available.
- QBA Congress Application 2026.

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

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

23. Treasurer’s Report:

Treasurer’s report not circulated due to his absence.

- Finances are in good order.

Motion that the verbal report be accepted.

Moved: Margaret Prentice; **Seconded:** Judy Vann; **Carried.**

24. Membership Update

TBC has received applications for membership from Therese Lutvey, Rita Sherlock, Ro Carey, Finn Rasmussen, Jenny Wiis, Robin Devries, Narelle Elkins, Anne Vinning, Judi Sheridan, Bob Kohut, Tom Cochrane, Helen Charlton, Doug Porter, Bev Fry, Philip Allnutt. **Motion** that these new members be welcomed to the Club and that the Membership Report be accepted.

Moved: Margaret Prentice; **Seconded:** Judy Vann; **Carried.**

25. General Business

(xi) Selection Process for ABF Knockout Teams

- Janet Lovell will request an Expression of Interest from members when the date for this event is set.

(xii) TBC Web Hosted Email Addresses

- Generic emails hosted by our web domain have been deleted by our web creator, Peter Busch due to hackers using the mail server to send spam.
- Gmail accounts to be created for those 8 addresses.

Action: Judy Vann to create accounts & advise relevant people.

(xiii)

0th Birthday – Joyce Hook

- Caroline Nelson will arrange for a cake to be served on Tuesday 1st April.
- Jill Duffield will get people to write in the birthday card.

26. Other Business

h) TBC hosted Competitions / Congresses

- Members to be reminded all Club events must be registered via MyABF and fully paid up by the due date.
- Pairs or teams not paid up by the due date will be deleted automatically by the registration system, and unable to participate.
- Therefore, players who need to pay manually via Club EFTPOS must do so in advance.
- Event organisers will no longer chase up unpaid entrants in the days preceding the cut-off date.

(xiv)

AME Committee

- Defibrillator training session is being arranged. Date to be advised.
- First Aid kits are being checked and updated as required.

27. Meeting closed at 3:00 pm

Next meeting 14th April, 2025 at 1:30pm

TOOWONG BRIDGE CLUB INC.



**Management Committee Meeting
February 10th 2025
Minutes of Meeting**

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

1. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Jo Neary, Sherrell Cardinal, David Sydes, Sue English, Janet Lovell

Apologies: Irene Komen, Neil Strutton, Margaret Prentice

2. Minutes of the previous meeting December 9th 2024

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: David Sydes; Carried.

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

- (i) **Defibrillator Training**
 - Simon Fleming will Chair a meeting of the FAME (First Aid & Medical Emergency) group plus call for volunteers to undertake Defibrillator training.
- (ii) **Parking Issues**
 - Discussion with BCC is still underway.
- (iii) **Member Survey**
 - Peter Nilsson has agreed to run a de-briefing session after the Wednesday morning session, commencing on Wednesday 19th February. Members will be advised in the Sunday Weekly Email.
- (iv) **Roof Repair follow up – Solar Panels**
 - No response from the plumber to date.
 - Roof repairer will advise if repair or replacement is required and the probable cost.
- (v) **Bathroom Renovation**
 - Carry over to the March meeting.

- (vi) **Change of Bank**
 - The Club's primary accounts are now with Macquarie Bank.
 - David Sydes reported he is happy with their service.
- (vii) **Friday Afternoon Session – Masterpoints**
 - Sherrell Cardinal has contacted Kim Ellaway (QBA). Awaiting advice.
- (viii) **Window Tinting**
 - Work completed with a good result in the reduction of glare.
- (ix) **Water Pooling on Verandah**
 - Has been investigated. Waiting for advice.
- (x) **Courtyard Mural**
 - Information requested from Larry Moses has not yet been received.
 - An Application for Works will be submitted to BCC to ensure changes to the ground near the large tree stump are performed correctly, so they do not result in drainage issues.
- (xi) **Complaint about a noisy player at Wednesday evening session**
 - Neil Strutton spoke to the person about complaints.

Action: *Caroline Nelson will ask Pam Schoen if there are still issues – if so, the person will be given formal notice.*

4. Business arising from the Correspondence.

- (i) **Information from Kim Ellaway, QBA**
 - None of note to report.
- (ii) **QBA Meeting with BCC**
 - The BCC would like to use our facilities out of hours.
 - There are very few times we have available.
- (iii) **BCC Lease Renewal**
 - David Sydes advised the requested information has been supplied to BCC in order for the renewal to be granted.
- (iv) **BCC Community Facilities**
 - Applications open 24 March and close 12 May for Lord Mayor's Better Suburbs Grants – Community Support Category.
 - Up to \$10,000 available.
 - TBC may apply for assistance with education and training and/or purchasing Bridgemates.
- (v) **Toogoolawah – Request for Funding**
 - The "Golf Club" breakaway group advised they no longer have membership with TBC, having formed the *Somerset Bridge Club*.
 - They would like a share of the funds currently held on behalf of Toogoolawah

Bridge Club which they contributed to, to assist with setting their new club up.

Action: *Caroline Nelson will discuss with Alan Roughan an amount considered appropriate and contact Robyn Bagster.*

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

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

5. Treasurer's Report:

Treasurer's report has been circulated electronically.

- Finances are in a healthy state.

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

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

6. Membership Update

TBC has received applications for membership from Fevzi Dedehayir, Arthur ter Hofstede, Denise Franklin, Bazli Karattiyattil, Susan Gallagher, Sandra Aring, Helen Klieve, Shirley Appleton, Vicky Stoddart, Mariee Klar and Ro Carey.

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

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

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7. General Business

(i) 10th Committee Member

- Jo Neary offered to re-join the Committee

Motion: Caroline Nelson moved that Jo Neary be appointed to the Committee.

Vote: Unanimous

Moved: David Sydes; Seconded: Janet Lovell; Carried.

(ii) Playing Card Replacement Request

- Numerous survey responders noted some of the cards need replacing due to age and staining.
- A request form allowing players to provide the necessary information has been written, and if agreed by Terry Higgs, will be placed near the Personal Record Sheets for members to complete.

Action: *Judy Vann to discuss with Terry Higgs.*

(iii) Role of Director's Partner

- Jo Neary has written a list of tasks and distributed to Directors.

(iv) Office Holders List

- The list was updated by Caroline Nelson and forwarded to Committee Members and Office Holders for approval.
- The Committee accepted the changes.
- The list will be published on our website.

(v) Competitions / May GNOT Event – Change of Date

- GNOT dates to be changed to 4th & 11th June to avoid a clash with the State of Origin game on 28th May.
- Teams championships – Program book states normal duplicate session will not be held. The Committee agreed for duplicate sessions to be held on those days, and Program on the web has been amended.
- Grace McDonald Pairs – 24th & 31st March. Sandwiches to be provided again.
- Jo Neary suggested she and Janet Lovell take over the task of writing the Program book in future. The Committee agreed, and she will inform Irene Komen & Sue Eix.

(vi) Use of TBC Dealing Machines

- Jo Neary will be Director at a congress in Goondiwindi and Gladstone this year. After consultation with Terry Higgs, her request for permission to use TBC dealing machines was granted provided it does not interfere with the club's normal dealing room activities.

(vii) 5 Minute Mini-break During Sessions with no Break.

- The Committee discussed, and decided not to introduce these breaks.

(viii) Beginner's Lessons – Proposed Dates

- Proposed dates for the 2 sessions to commence in February were sent to the Committee in January via email for approval. All agreed and the dates were published.

(ix) TBC Generic Email Addresses

- Judy Vann & Caroline Nelson would like access to add their generic accounts to their personal computer's mail programs, rather than having mail forwarded to personal addresses.
- Janet Lovell advised that they contact Peter Busch and that they create a special gmail account which the mail can be forwarded to, as she did for TBC competitions.

(x) Extension of Opening Hours – De-brief Session

- Peter Nilsson has agreed to run a de-brief session after play on Wednesday mornings, commencing on 19th February. Players to be advised in the Weekly News.

(xi) Bridgemate Play

- The Committee decided not to pursue the option of have remote players join regular club sessions.

8. Other Business

a) Flood Preparedness

- Document from the Soccer Club was tabled regarding our assistance in case of a flood. E.g. storing their fridges at TBC.

Action: Emergency management plan to be review by Caroline Nelson & Judy Vann.

b) Cut-off Points for Novice Row

- **Sherrell Cardinal will be convening a meeting of the Education Committee. Lowering the cut-off points from < 50 to either <25 or <30 will be discussed.**

c) Training Teachers

- **Sherrell Cardinal discussed a training program for teachers with Joan Butts. Joan will send a list of costs and suitable dates.**
- **If the Committee agrees to engage her services, we will call for an expression of interest from members to join the program.**

d) Directors Lunch

- **Jo Neary requested funding to host a lunch for our Directors. Agreed.**

9. Meeting closed at 3:10 pm

Next meeting 10th March, 2025 at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting December 9th 2024 Minutes of Meeting

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

10. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes, Sue English

Apologies: Janet Lovell

11. Minutes of the previous meeting November 11th 2024

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:** Margaret Prentice; **Carried.**

12. Business arising from the minutes of the previous meeting:

(xii) **Defibrillator Training**

- Carry forward to 2025.

(xiii) **Parking Issues**

- Caroline Nelson reported negotiation with BCC is progressing well, with an outcome expected in early 2025.

(xiv) **Member Survey**

- Results briefly discussed.
- Caroline, Sherrell & Judy will meet to discuss in detail and report to the Committee at the February 2025 meeting.
- Intermediate education is a priority.

Motion that a meeting be called with the Education Committee to discuss beginner & further education.

Moved: Irene Komen; **Seconded:** Margaret Prentice

Action: Judy Vann & Caroline Nelson to arrange the meeting.

- (xv) **Photocopier Service**
- Technician attended on 5th December. Roller drum needs replacing and has been ordered.
- (xvi) **Roof Repair follow up – Solar Panels**
- Quotes have been requested.
 - Caroline Nelson has asked the plumber for an opinion on whether the roof needs replacing.
- (xvii) **Post beginner lesson feedback**
- Meeting to be arranged with Sue Eix, Robyn Stevens, Jill Duffield, Margaret Prentice & Sherrell Cardinal as per item 3 c)
- (xviii) **Bathroom Renovation**
- Suggestion for refurbishment has been submitted by an architect. Major changes to the layout are not recommended. A minor alteration to the layout of the male bathroom will improve the serviceability of the space.
 - Quotes to be sought for gutting and updating the spaces.
- Action: David Sydes to arrange.*
- (xix) **Toogoolawah**
- The person who lodged the grievance was written to. No further communication has been received.
 - The country members of TBC now based at the Golf Club have advised they consider there has been a split in membership from the founding members of the Toogoolawah Bridge & Gourmet Club based at the hotel. Numerous attempts have been made by the Committee to encourage reconciliation.
 - This session at the Golf Club has not been negotiated with TBC, and will be removed from our website.
- (xx) **Outside Maintenance**
- Arborist report received.
 - The large tree stump in the courtyard poses no threat.
 - The poinciana tree needs to be removed and the pathway to the stairs repaired.
 - An AFW has been submitted to BCC.
- (xxi) **Christmas Party**
- The event was a great success, with positive feedback received from many attendees.
- (xxii) **Interclub Teams Competition**
- Neil Strutton reported it was a successful day.
- (xxiii) **Cleaning – Bathrooms & Kitchen**
- Good result.
- (xxiv) **Dishwasher Service**
- Service performed. Problems rectified.

13. Business arising from the Correspondence.

(vi) Information from Kim Ellaway, QBA

- TBC Directors have been advised the ABF now define Red & Green systems differently. These changes have been incorporated into QBA Regulations. Information was forwarded to Janet Lovell.
- Summer Youth Bridge Lesson program commencing mid-December at QCBC. Sue Eix informed.

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

Moved: Neil Strutton; **Seconded:** Irene Komen; **Carried.**

14. Treasurer's Report:

Treasurer's report has been circulated electronically.

- Income slightly down which is to be expected with the reduction in table fees.
- New air-conditioning system is more efficient & using less electricity, resulting in lower bills.

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

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried.**

15. Membership Update

TBC has received applications for membership from Annabel Hickey & Barry Butterworth.

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

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

16. General Business

(xii) Proposal to Change Bank

Motion: David Sydes moved that the Toowong Bridge Club Inc. open two Macquaire Bank CMA accounts, and a CMA Accelerator account, and up to four term deposit accounts as required. He further moved that the nominated persons responsible for the accounts are the President, Caroline Nelson; the Secretary, Judy Vann and the Treasurer, David Sydes and that any one of these has the authority to sign off on behalf of Toowong Bridge Club Inc.

Vote: In favour: Sherrell Cardinal; Sue English; Margaret Prentice; Neil Strutton; Irene Komen, Judy Vann and Caroline Nelson.

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried.**

(xiii)

Friday Afternoon Sessions - Masterpoints

- Sherrell Cardinal to investigate the possibility and viability of the Friday afternoon session being changed to award Masterpoints.
- Irene Komen suggested Blue, not Green points.

Action: Sherrell Cardinal to consult with Kim Ellaway.

(xiv)

ater Pooling on Verandah

- Inspection has been carried out by Ricardo Moffatti from BCC Lifestyle & Community Services. He will provide a report.

(xv) Window Tinting

- 2 quotes received for similar prices – approximately \$5,400.

Motion: Caroline Neslon moved that we accept the quote from Eclipse Tinting & Window Films.

Vote: In favour: Sherrell Cardinal; Sue English; Margaret Prentice; Neil Strutton; Irene Komen, Judy Vann and David Sydes.

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

Action: Caroline Nelson to arrange for the works to be carried out.

(xvi)

courtyard Mural

- Larry Moses has suggested a mural be painted on the brick wall in the courtyard, and that the rubbish bins be relocated near the large tree stump to further enhance this recently refurbished area.
- The estimate cost is \$2,750.

Motion: Larry to be asked to establish a plan for the works (including levelling and paving the area for the bin relocation) and submit to the committee.

Moved: Sherrell Cardinal; **Seconded:** Sue English; **Carried.**

Action: Caroline Nelson to inform Larry.

17. Other Business

e) Complaint about a noisy player at Wednesday evening session

- Margaret Prentice has been approached by a group of regulars regarding a player who speaks very loudly during the session which other players find very disruptive. The person has been asked by the Director on a number of occasions to lower their voice, to no avail. Some players have indicated they will not continue attending these sessions if this continues.

Action: Neil Strutton to have a discussion with the player.



18. Meeting closed at 3:40 pm
Next meeting 10th February, 2025 at 1:30pm

Management Committee Meeting November 11th 2024 Minutes of Meeting

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

19. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes, Sue English

Apologies: None

20. Minutes of the previous meeting October 14th 2024

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:** Irene Komen; **Carried.**

21. Business arising from the minutes of the previous meeting:

(xxv) **Defibrillator Training**

- Arrangements still in progress.

Action: Caroline Nelson to follow up.

(xxvi) **Parking Issues**

- Caroline Nelson negotiating with BCC to have exclusive access to site parking for “events” (e.g. Red Point days, Congresses) as well as our regular busy sessions. This amounts to approximately 128 days per year.

Action: Caroline Nelson to follow up.

(xxvii) **Member Survey**

- Members have been encouraged to provide feedback.
- Results to be collated and discussed at the December meeting.

Action: Judy Vann to collate responses and produce report.

(xxviii) **Admin Issues**

- Photocopier requires a service.

Action: Judy Vann to arrange service

(xxix) **Roof Repair follow up – Solar Panels**

- Margaret Prentice has had no success with chasing up quote from her contact.
- Caroline Nelson is sourcing quotes from other companies.

Action: Caroline Nelson to follow up.

(xxx) **Post beginner lesson feedback**

- Caroline Nelson has discussed supervised play sessions with Sue Eix.
- Education Committee would like to have a uniform approach to supervised sessions.

Action: Caroline Nelson to further discuss with Sue Eix.

(xxxii) **Committee Vacancy**

- Carry over to February 2025 meeting.

(xxxiii) **Bathroom Renovation**

- David Sydes arranged for an architect to view the space and provide plans for renovation.

Action: David Sydes to follow up.

(xxxiiii) **Toogoolawah**

- Funds previously held by those country members have now been deposited in the TBC bank account, with a small amount held back for incidentals.
- Further correspondence has been received regarding a perceived bias by TBC.
- A notice offering bridge lessons has been placed in a local store, despite the Toogoolawah group being advised not to do so under the TBC banner as those lessons will not be taught by a qualified teacher.

Action: David Sydes to follow up regarding the grievance. Caroline Nelson to follow up regarding the lessons.

(xxxv) **Outside Maintenance**

- Caroline Nelson has contacted BCC re the large tree stump in the courtyard, plus the invasive and dangerous root issues the poinciana tree is causing at the base of the stairs to the carpark.
- BCC has requested we obtain a report from one of their recommended qualified arborists. This has been scheduled for 14th November.

Action: Caroline Nelson to provide report to the Committee and BCC.

(xxxvi) **Meeting & Greeting Players**

- The volunteers on library duty prior to sessions have agreed to take on this role.

(xxxvii) **Christmas Party / Raffles**

- The menu has been planned.
- Event registration has been set up by Janet Lovell on myABF.
- Marsha Knoll will purchase Christmas cakes for morning/afternoon tea session breaks commencing on 9th December.
- Raffle sales have amounted to \$1,100 to date.

(xxxvii) **Interclub Teams Competition**

- Neil Strutton is finalizing TBC entries for this competition.

22. Business arising from the Correspondence.

(vii) **Information from Kim Ellaway**

- In 2025, ABF masterpoint levies will increase by approximately 25%. Capitation fees will increase by \$3.30.
- ABF Webinar to be held on 26 November. TBC delegates have been advised.
- Kim sought clarification from the State Masterpoint Secretary (Peter Busch) on the level of approval required for the following events - Green points, Red points, GNOT events, Interclub events and Congresses. Information forwarded to Marge Henry and Janet Lovell.
- Timeframe for financial settlement for Congress registration via MyAFB were provided by ABF Headquarters and forwarded to TBC.
- Gold Coast Congress bulletin editor has requested clubs who have retained old hard copies of their bulletins to lend them to her.

(viii) **Brisbane Zone AGM**

- AGM to be held at Redland Bridge Club on 17 November.

(ix) **Letter of Concern re New Table Fee Structure**

- Author expressed concern that TBC is imposing a surcharge in excess of the legal limits.
- David Sydes has responded explaining that it is not an EFTPOS surcharge, it is an administrative surcharge to cover the extra work involved at club level.

(x) **Orange Sky Charity Donation**

- Fundraising Officer expressed thanks for our recent donation of \$440.

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

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

23. Treasurer's Report:

Treasurer's report has been circulated electronically.

- In a good financial position.

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

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried.**

24. Membership Update

TBC has received applications for membership from Dianne Dolan, Lindsay Powell, Mandy Carter, Kate Macdonald, Jennifer Campbell, Linda O'Sullivan. Veronica McCabe, Wimal Kannangara, Christine Hunter, Liane Lockwood and Bob Bruce.

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

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

25. General Business

(xvii)

ed Point Competitions

- Jo Neary would like at least 27 boards to be played at Club Competitions. Committee agreed the session director should make the decision.

(xviii)

leaning – Bathrooms & Kitchen

- Sherrell Cardinal has sought 2 quotes for cleaning.
- Committee agreed to engage CleanCorp to carry out the work.

Action: Sherrell Cardinal to arrange.

26. Other Business

f) Tablecloths

- Some are getting dirty/sticky. Caroline Nelson has asked our cleaning contractors to clean 1 row at a time once a month with soapy water instead of spray.

g) Pencils

Some members have commented that the pencils we use are not dark enough, making bids difficult for some to read. The committee agreed that using darker (softer) pencils would result in more marks on the tablecloths. Those who write softly could be encouraged to press a bit harder.

h) Dishwasher

- The dishwasher is malfunctioning.
- Action: Margaret Prentice to arrange for a service.*

27. Meeting closed at 3:10 pm

Next meeting 9th November at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting October 14th 2024 Minutes of Meeting

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

28. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes, Sue English

Apologies: None

29. Minutes of the previous meeting September 9th 2024

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

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

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

30. Business arising from the minutes of the previous meeting:

(xxxviii)

BC Repair Plan

- Concrete rubbish has been removed.

(xxxix) **Defibrillator Training**

- Arrangements still in progress.

Action: Caroline Nelson to follow up.

(xl) **Air conditioning Signage**

- BCC has acquitted the grant. Sign can remain in current location.

(xli) **Parking Issues**

- In progress

Action: Caroline Nelson to follow up.

(xlii) **Lord Mayor grants**

- Extension for submission was noted.

(xlili) **Member Survey**

- Committee provided input.
 - Survey to be finalised and sent with weekly email update.
- Action: Judy Vann to make minor changes. Caroline Nelson to send.*

(xliv) **Board Update – President’s Message**

- Caroline Nelson will commence sending the weekly email to members.

(xlv) **Admin Issues**

- Photocopier requires a service.
- A checklist showing who replaced the toner and toner overflow receptacle, plus the date to be created and placed on the wall.
- Air-conditioning is functioning satisfactorily. David Sydes surveyed players at numerous sessions – the majority said the temperature was satisfactory.
- New air conditioning software has been installed. We can now schedule air conditioning to suit session times.

Action: Judy Vann to arrange photocopier service and create the checklist.

(xlvi) **Providore Issues / Volunteers**

- Jenny Fryar will assist Irene Komen with maintaining kitchen supplies and placing supplies.
- Some extra volunteers for kitchen clean up are in place.

(xlvii) **Roof Repair follow up – Solar Panels**

- Margaret Prentice met with the Solar Panel representative who indicated we need to replace the existing ones. He will supply a quote for this work.

Action: Margaret Prentice and Caroline Nelson to follow up and obtain additional quotes.

(xlviii) **Post beginner lesson feedback**

- Discussion re restricting supervised play sessions to absolute beginners, or have Sue Eix and Robyn Stevens run a joint session to cater for advanced beginners as well.

Action: Caroline Nelson to discuss with Sue Eix.

(xlix) **2025 Calendar change**

- Changes made to Toowong Championship Teams sessions.

(l) **Committee Vacancy**

- A candidate was identified.

Action: Sherrell Cardinal and Margaret Prentice to approach.

(li) **Bathroom Renovation**

- In progress.

Action: David Sydes to follow up.

31. Business arising from the Correspondence.

(xi) **Information from Kim Ellaway**

- TBC delegates for Council voting. Jo Neary stepping down with Irene Komen

replacing.

- Various event notifications received. Placed on noticeboards and listed on TBC website.

Action: Judy Vann to advise Kim Ellaway re change to council delegates.

(xii) BCC Electrical Assessment

- Committee was advised BCC will conduct an annual electrical assessment.
- Date to be advised.

(xiii) Toogoolawah

- A Grievance Resolution request has been submitted regarding the opening of a special bank account.
- David Sydes advised the committee it was not possible to open a second bank account to be administered by another person. As Treasurer, he is responsible for TBC funds.

Action: David Sydes to telephone the person who submitted the request and explain the situation, then provide a written response.

(xiv) Bridgemate Control Software Issues

- Peter Busch advised there was a glitch in the software, which he is resolving.

(xv) Outside Maintenance

- The large tree stump in courtyard is showing signs of rotting which poses a potential hazard.
- Larry Moses recommends the concrete base in the courtyard to be sealed to prevent staining.
- Shade cloth which has already been purchased needs to be installed.
- A mural on the side of the building is being considered.

Actions: Caroline Nelson will contact BCC re the tree.

Larry Moses to investigate treatment of concrete and organise the shade cloth.

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

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

32. Treasurer's Report:

Treasurer's report has been circulated electronically.

- In a good financial position.

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

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

33. Membership Update

TBC has received applications for membership from Matt Sun, Li-Hsiang Lee and Marg Carkeet.

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

Moved: Margaret Prentice; **Seconded:** Irene Komen; **Carried.**

34. General Business

(xix)

Directors – Roles & Expectations

- It was agreed things are running smoothly with the current Directors.

(xx) **Meeting & Greeting Players**

- The general opinion was that most new people are greeted by the director or a committee member in attendance.
- Volunteers on the library desk could be asked to be alert for new arrivals.

Action: Caroline Nelson to discuss involving library volunteers with Jill Duffield.

(xxi)

Christmas Party / Raffles

- The first meeting of the Christmas Party Catering committee is being held on Wednesday 23rd October. Dietary needs to be limited to gluten free only.
- There will be a charge of \$10 per person to attend.
- Raffle ticket sales will commence on Saturday 19 October. Tickets for the diamond earrings will be the first on sale. Hamper tickets will be offered approximately 3 weeks before the draw date.
- Karuna Hospice to receive the proceeds of the raffles.
- The Women's Shelta to receive the gift donations.

Action: Judy Vann to contact Elaine Kelly regarding the Xmas tree and donations.

Judy Vann and Caroline Nelson to arrange volunteers to sell raffle tickets.

(xxii)

Interclub Teams Competition

- Being held at Redland Bridge Club on Sunday 17 November.
- Teams need to be contacted.

Action: Janet Lovell and Neil Strutton to approach players to represent TBC.

(xxiii)

Table Fees / One Off Payments

- David Sydes proposed a reduction in table fees for members from \$6 to \$5 given the healthy state of our finances. Non-member fee to remain at \$8. One off session payments by members using Tyro should increase to \$8.

Motion that this fee structure be adopted.

Moved: David Sydes; **Seconded:** Sue English; **Carried.**

35. Other Business

i) **Mahjong Session**

- A suggestion was put forward to hold a regular Mahjong session at a time bridge isn't scheduled.
- This topic is on the survey being sent to members, so further discussion to be had after results have been collated.

j) **MY ABF**

- David Sydes has been trialling MyABF for membership management and reports that it seems likely that it will be an excellent replacement for Pianola.

36. Meeting closed at 3:40 pm
Next meeting 11th November at 1:30pm

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting September 9th 2024 Minutes of Meeting

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

37. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes

Apologies: Sue English

38. Minutes of the previous meeting August 12th 2024

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

39. Business arising from the minutes of the previous meeting:

(lii) **Repair Plan**

(liii) Gambling Community Benefits Fund has approved the cost of the outdoor tables/seats to be paid from unused grant funds.

- 3 or 4 minor tasks still to be completed.

Action: Caroline Nelson will follow up.

(liv) **Informal Bridge Session**

- Information flyer has been updated on the website and a copy placed on our noticeboard.

(lv) **Defibrillator training**

- Arrangement still in progress.

Action: Caroline Nelson to follow up.

(lvi) **Air conditioning Signage**

- BCC approval to leave sign in its current condition still in progress.

Action: David Sydes to follow up.

(lvii) **Libby Watson Brown Visit**

- Caroline Nelson took her on a tour of our facilities on 2 September.
- She indicated she will provide written support for future large grant applications, and keep us informed of small grants from her budget for minor purchases.

(lviii) **Parking Issues**

- Data was collected over a 10 day period.
- Caroline Nelson provided this to BCC and is currently discussing options for limiting commuter parking.

Action: Caroline Nelson to follow up.

40. Business arising from the Correspondence.

(xvi) **Information from Kim Ellaway**

- Self-reporting to ATO. David Sydes has completed.
- Coming QBA events. These have been posted on our website. The Directors online seminar information was forwarded to Irene Komen.
- A few clubs have not been receiving bulk emails. TBC has not experienced problems.

(xvii) **Lapsed Player Win Back Campaign Material**

- Sherrell Cardinal and Irene Komen continue to contact players and asked if Committee members would assist by encouraging members who may know people who could be interested in the Friday informal sessions.

(xviii) **Pest Control**

- Peterson's Pest Control updated their quote for our annual treatment of Cockroaches and Silverfish to include Ants.
- It was agreed the best time was on a Tuesday afternoon.

Action: Judy Vann to make the booking

(xix) **Lord Mayor Grants**

- Funding to be sought to remove the tree near the bottom of the stairs, replace with a tree/shrub with deep roots rather than a wide root base and repair the broken kerbing which presents a dangerous trip hazard. Two kerbing contractors have been approached.
- Caroline Nelson will complete the AFW (Application for Work) to apply for funding.
- A second AFW for roof replacement will be completed in conjunction with Ricardo. We already have the specifications from BCC. We have received the required two quotes. Funding to be applied for.

Action: Caroline Nelson to complete AFWs and grant applications.

(xx) **Facilities Compliance**

- Neil Strutton has completed the Population Assessment required by BCC.
- Fire hose needs to be relocated

Action: BCC will organise and manage the fire hose relocation.

(xxi) Levy Increases

- Increase TBC membership fee to \$65 per annum in 2025
- Associate membership fee to remain at \$25 in 2025

Motion to set the 2025 fees as above be accepted.

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

(xxii) Board Update

- QCBC's President sends a "Board Update" to its members a few times a year informing them in detail of changes taking place plus the success of recent changes.
- Caroline Nelson will send the first *Update* in October during Margaret Prentice's absence in lieu of one of the regular Weekly Emails. After our Member Survey has been reviewed by the Committee, it will be attached to the Update.

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

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

41. Treasurer's Report:

Treasurer's report has been circulated electronically.

- In a good financial position.
- Coupon system has almost been replaced.

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

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried.**

42. Membership Update

TBC has received applications for membership from Catherine McGarvey, Martine Whitton, Rowan Ward, Shirley Bishop

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

Moved: Margaret Prentice; **Seconded:** Irene Komen; **Carried.**

43. General Business

(xxiv)

oof Repair follow up - Solar Panels

- A new inverter for the solar panels may be required. We are seeking a second quote for this.

Action: Caroline Nelson to follow up.

(xxv)

epair ceiling around air-con in back room

- Ceiling has been repaired.

(xxvi)

Toogoolawah

- Committee recommended those members resolve their issues.

(xxvii)

ost Beginner Lesson Feedback

- Player numbers for Saturday's Supervised Play session are dwindling.
- Consider running these sessions immediately after lessons to minimise Sue Eix's travel time.
- Consider re-instating day time Mentoring sessions as well as mentoring for beginners.

Action: Margaret Prentice to talk to Sue Eix

(xxviii)

Member Survey

- Sherrell Cardinal is drafting a questionnaire. She and Caroline Nelson to discuss.

Action: To be referred to the Committee prior to the October meeting.

(xxix)

Provision Issues / Volunteers

- Kay Blackford has resigned from this position
- Irene Komen suggested Jenny Fryar as the replacement.

Action: Irene Komen to approach Jenny Fryar.

(xxx)

Admin Issues

- A5 printing not working. Bottom tray to be set for that size.
- Air-conditioning turned off automatically during the congress on Sunday 8th September. Our lack of control is unsatisfactory. Currently "session times" are set for auto on/off.

Action: David Sydes to contact photocopier company if necessary.

Action: Safety box covering air-conditioning control panel to be removed so changes can be made manually.

(xxxi)

Grace McDonald Trophy – ongoing funding

- As a non-accredited director, Keith Evans fee will be paid \$100.
- \$350 will be taken from the Grace McDonald funds for prize money.

Action: Janet Lovell will confirm with Sue English the order for sandwiches for after the 2nd session.

(xxxii)

Kitchen – Future Options

- The member survey questionnaire contains a question about sessions which currently do not offer a tea break. Do members want one? If so, are they willing to volunteer for kitchen duty?

44. Other Business

k) Competitions

- Should normal duplicate sessions be cancelled during Pairs/Teams; GNOT and Grace McDonald Trophy? Next year all players to play in club red point events.
- Holding Pairs/Teams championships over 2 days has not resulted in lower numbers. This will be discussed at the October meeting.
- Sherrell Cardinal will arrange the standby team if Teams championship run as an

all day event.

Motion: To hold Championship Teams sessions as all day events.

Vote: In favour: Neil Strutton; Caroline Nelson; Judy Vann; David Sydes; **Abstain:** Margaret Prentice; Sherrell Cardinal; **Against:** Janet Lovell; Irene Komen

Moved: David Sydes; **Seconded:** Neil Strutton; **Carried**

Action: Irene Komen to adjust 2025 calendar

l) **Committee Vacancy**

- Discussion regarding replacement of Jo Neary on the committee.
- The new member would be responsible for inside maintenance.

Action: Janet Lovell to approach a candidate.

m) **Bathroom Renovation**

- Consideration of bathroom facilities upgrade was discussed.
- Before funding application can be submitted, plans for the renovation need to be drawn and costed.

Action: David Sydes to approach two architects to draw up plans, plus obtain two quotes.



45. Meeting closed at 4:00 pm
Next meeting 14th October at 1:30pm

Management Committee Meeting August 12th 2024 Minutes of Meeting

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

46. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Sue English, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal, David Sydes

Apologies: None

47. Minutes of the previous meeting July 8th 2024

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: Neil Strutton; **Seconded:** Irene Komen; **Carried.**

48. Business arising from the minutes of the previous meeting:

(lix) **Repair Plan**

- Works will be completed by the end of this week.

Action: Caroline Nelson will follow up.

(lx) **Informal Bridge Session**

- 5 tables last week – an increase from recent sessions.

Action: Sherrell to update Flyer.

c) **My ABF**

- System is working really well.
- Most members have embraced the change, although a few are still resisting.
- If it is discovered at the end of the session that a player who has departed doesn't have sufficient credit in their account to cover their table fee, an IOU should be written and the player chased up.

d) **Defibrillator training**

- Red Cross charges were too high.
- Caroline Nelson has contacted our First Aid Committee re: organising training sessions.

Action: Caroline Nelson to follow up.

e) **Air conditioning upgrade**

- There are two outstanding matters
- 1 – to alter the ON/OFF switch, we need a computer connection. The firm has promised to come and sort this out but have not yet done so.
- 2 – The agreement was to install the sign acknowledging the funding source next to the air conditioning unit, however it has been placed at the opposite end of the building.

Action: David Sydes to contact BCC and explain to them it is highly visible in the current location and seek approval for it to remain in place.

49. Business arising from Correspondence.

(xxiii) **Information from Kim Ellaway**

- The 2025 ABF/QBA calendar has been finalised and released.
- QBA and ABF will increase their annual levies from \$20 to \$23.30 from 1 April, 2025. A possible increase to the TBC annual membership fee will be discussed at the September meeting. An explanation as to why QBA has increased their levy will be sought.
- ABF have taken on a new sponsor – “Fixed Income Solutions”. They will cover basic food/drinks and supply pens/pads for the ability to make a presentation at events.
- QBA Congress prize money guidelines have been distributed to clubs.
- 2024 Brisbane GNOT final teams list received.
- Clubs to follow “procedural fairness”/ “natural justice” when considering new member applications.

Action: Caroline Nelson to contact QBA re levy increase.

(xxiv) **Invitation to Libby Watson Brown**

- Visit to club scheduled for 1pm, Monday 2nd September. All committee members are welcome to attend.

(xxv) **Lapsed Player Win Back Campaign Material**

- Sherrell Cardinal has been contacting people individually, with good results.
- Irene Komen offered to assist with sending emails.

(xxvi) **Incorporated Association Changes**

- Information from the Office of Fair Trading received regarding 1) disclosure of remuneration paid/benefits given to committee members and 2) rules to resolve disputes/complaint grievances. TBC is already compliant.

(xxvii) **Pest Control**

- Peterson’s Pest Control sent a quotation for our annual treatment of Cockroaches and Silverfish.

Action: Judy Vann to confirm this service includes treatment against ants.

(xxviii) Parking issues

- The Soccer Club have complained that people are parking on the grassed area.
- Possibility of installing a boom gate, or CelloPark to be discussed.

Action: Caroline Nelson to acknowledge and advise the Soccer Club that TBC members will be requested not to do so.

Action: Margaret Prentice to mention in the weekly email to members.

(xxix) Resignation from Jo Neary

- Jo's resignation from the committee was accepted with regret. She will continue with her role as Congress organiser alongside Janet Lovell.
- Irene Komen has been appointed as Director Co-Ordinator

Action: Neil Strutton will approach someone to fill this role and offer that person a place on the committee.

(xxx) Member complaint

- Complaint regarding bidding practices of 2 members who psyche, but apparently do not announce this.
- The pair will be reminded they must have this listed under pre-alerts on their system card and announce it.

Action: Neil Strutton to speak to them.

Action: Judy Vann to forward the communication to Jo Neary and to respond to the sender.

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

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

50. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

Moved: David Sydes; **Seconded:** Sue English; **Carried.**

51. Membership Update

TBC has received applications for membership from Janis Boyd, Trish Wright, Jenny Iliescu, Pam Singley, Sandra Lawrence, Melanie Melvill, Christine Jensen, Les Wilson, Gaye Owen, Annette Ebzery, Marie Low, Kiran Dutt and Elizabeth Petchell.

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

Moved: Margaret Prentice; **Seconded:** Sherrell Cardinal; **Carried.**

52. General Business

(xxxiii)

Key Management

- The key register is now up to date.

(xxxiv)

oof Repair follow up

- We are still waiting on information regarding the financial effectiveness of the solar panels. Margaret Prentice has been asked to photograph the electricity meter and send it to Garrett. She has been unable to get close enough to do so because of the building works but will do so soon.

(xxxv)

epair ceiling around air-con in back room

- Not yet done.

Action: Caroline Nelson to remind Lee Rogers.

(xxxvi)

Toogoolwah

- Internal issues not yet resolved.
- Committee agreed to wait until the end of this year for them to do so.
- They are not a club, so should not be referred to as our “sister club”.
- If they wish to form a committee, it will not be an official “sub-committee” of TBC.

Action: Janet Lovell to remove references to Toogoolwah as a sister club from our website.

(xxxvii)

2024 Christmas Party

- The date is now set for Sunday 1st December.

(xxxviii)

BC Calendar – Teams and Pairs Championships

- We may consider holding these as full day events, rather than split over 2 half days.
- In 2025, the Teams event could be held on a Sunday. Permission from QBA would be required.
- Action: New Head of Directors to alert session Directors to mention upcoming events to players to encourage more participants.

Motion not to run a Teams event this year.

Moved: Neil Strutton; **Seconded:** Irene Komen; **Carried**

Action: Janet Lovell to contact Kim Ellaway (QBA) re permission.

Action: New Head of Directors to alert session Directors to mention upcoming events to players to encourage more participants.

(xxxix)

imely Forwarding of Invoices to Treasurer

- Noted

(xl) **Post Beginner Lesson Feedback**

- A number of players who have attended supervised play sessions immediately following completion of lessons have found it difficult to cope playing against more experienced novices who attend these sessions.

Action: Sherrell Cardinal to discuss ways to deal with this with Robyn Stevens.

(xli) Member Survey

- Develop a survey to be sent to members, covering a range of issues which are frequently raised and often contentious.
- This would allow members to provide input on how they would like the club to operate, with the results giving the committee a basis for making changes and dealing with future comments.

Action: Sherrell Cardinal and Caroline Nelson to write a draft

53. Other Business

n) Life member nomination

- A presentation by Caroline Nelson recommending Larry Moses for nomination of life membership was tabled and accepted.

Motion: To offer Larry Moses life membership of TBC.

Moved: Neil Strutton; **Seconded:** Margaret Prentice; **Carried**

o) Appointment of a Director Coordinator

Motion: Irene Komen to be appointed in this role.

Nominated: Neil Strutton; **Seconded:** Janet Lovell; **Carried**

p) Change of Kitchen Supplier

- Suggestion to change supplier of goods from BidFood to Coles and/or Woolworths. Both supermarkets are usually cheaper to purchase from; have regular specials; and a wider range of products.

Action: David Sydes to Contact Coles to set up an account

54. Meeting closed at 3:45 pm



meeting 9th

September at 1:30pm

Management Committee Meeting July 8th 2024 Minutes of Meeting

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

55. Attendance/Apologies:

Attendance: Caroline Nelson, Judy Vann, Irene Komen, Sue English, Janet Lovell, Neil Strutton, Margaret Prentice, Sherrell Cardinal

Apologies: Jo Neary, David Sydes

56. Minutes of the previous meeting June 17th 2024

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: Irene Komen; **Seconded:** Sue English; **Carried.**

57. Business arising from the minutes of the previous meeting:

(lxi) **Repair Plan**

- Progressing well.
- 4 tables with freestanding bench seats to be installed in the courtyard.
- Wheel stoppers to be installed under the long verandah

(lxii) **Informal Bridge Session**

- Consistently 4 tables per session over the past couple of months some have returned to normal bridge play
- Numbers were higher, but likely dwindled whilst Club repairs were happening.
- Sherrell has emailed past regulars to encourage attendance.
- A group email could be set up through Pianola for attendees to make continued contact easier.

c) **My ABF**

- An issue was raised as to whether the scorers should have extra time to check the payments in MyABF.
- John Cremona would like the new table slips to be different colours for each movement.

- Should we have someone at the entrance table to assist members with using MyABF, and to take payments using Tyro – keeping a record to load those funds on their behalf?

Action: Margaret Prentice to mention the importance of table numbers in the Weekly email and ask Directors to remind players at each session.

d) **Defibrillator training**

- Contact Red Cross to run a training session for directors and scorers, preferably by the end of August.

Action: Caroline Nelson to arrange

e) **Air conditioning upgrade**

- David Sydes to report on at the August meeting.

58. Business arising from the Correspondence.

(xxxii) **Information from Kim Ellaway**

- Jane Rasmussen (AFB secretary) retired on 5th July.
- Information has been sent to Club Congress organisers regarding what to include in entry forms and on MyABF.

(xxxiii) **Invitation to Libby Watson Brown**

- To be sent after building repairs have been completed.

Action: Caroline Nelson

(xxxiiii) **Letter re: morning tea on Wednesday**

- A suggestion was made that the committee assume a role in implementing this break in play on Wednesday and other morning sessions currently without a scheduled break, subject to sufficient volunteers for kitchen duty. To encourage members to volunteer, perhaps a roster system could be set up so it is not the same person doing the work each week.

Action: Margaret Prentice to call for volunteers via the Weekly email.

(xxxv) **Andy Hung workshop**

- A very successful event, with 80 attendees.

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

Moved: Sue English; **Seconded:** Irene Komen; **Carried.**

59. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

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

60. Membership Update

TBC has received applications for membership from Cecile Horgan, Marion Badgery, Christine Maher, Barbara Wilkinson and Sandy Mickenbecker.

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

Moved: Margaret Prentice; **Seconded:** Irene Komen; **Carried.**

61. General Business

(i) Key Management

- Spare keys to be checked.
- One of each key to be located inside an overhead cupboard door, with a list of their purpose.

Action: Caroline Nelson and Judy Vann

(ii) Roof Repair follow up

- In the structural engineer's report commissioned by BCC relating to the current building works being undertaken, issues with the roof were identified and recommendations made for rectification. Roof to be replaced
- This was not done because Council was unable to fund that work.
- Investigation into suitable contractors, and quotes to be sought.
- Additional funding to be applied for to cover the cost.
- Financial benefit of solar panels still under investigation.

Action: Committee to follow up

(iii) Repair ceiling around air-con in back room

- Falls under the role of "internal" maintenance.
- Caroline Nelson has spoken to Lee Rogers.

(iv) Problem with C4 Bridgemate

- Caroline Nelson followed up.
- It is not currently causing a problem.

(v) Repair tap in sink near the spare fridge

- Repaired by plumber.

(vi) Bridge education. Suggested lesson schedule

- Wednesday afternoon 1:30 – 3:45pm from 21 August to 9 October
- Wednesday evening 6:30 – 8:45pm from 21 August to 9 October
- Agreed.

Action: Caroline Nelson to inform Sue Eix

(vii)

Toogoolawah

- Members are holding a meeting on 9th July to discuss change of venue, incorporation and affiliation. We await the outcome.

(viii)

Advertising

- Members wishing to display advertising material in the club must seek the approval of the committee before doing so.

Action: Margaret Prentice to mention this in the Weekly email

(ix) Grace McDonald trophy

- To be held on 16th and 23rd September
- Keith Evans has agreed to be the director, and wishes his fee to be donated to the prize pool
- Sandwiches to be purchased from Costco

(x) Mentoring vouchers

- Vouchers no longer to be issued. Lists to be provided to treasurer

(xi) EFTPOS payments transferred to MyABF

- David Sydes to talk about this at the August meeting.

(xii) Grant funding sign

- The sign has arrived.
- Caroline Nelson has talked to Adrian about fixing it to the wall.

62. Other Business

(xlii)

life member nomination

- Neil Strutton nominated Larry Moses for life membership of the club.
- Committee agreed.
- His partner will provide Neil with some background information on Larry.
- A suitable time for the announcement could be on the first day of the Grace McDonald trophy – 16th September.

(xliii)

024 Christmas party

- To be held on Sunday 8th December

63. Meeting closed at 3:00 pm

64. Next meeting 1.30pm 12th August



Management Committee Meeting June 17th 2024 Minutes of Meeting

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

65. Attendance/Apologies:

Attendance: Caroline Nelson, David Sydes, Judy Vann, Irene Komen, Sue English, Janet Lovell,

Apologies: Neil Strutton, Jo Neary, Margaret Prentice, Sherrell Cardinal

66. Minutes of the previous meeting May 13th 2024

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: Irene Komen; **Seconded:** Janet Lovell; **Carried.**

67. Business arising from the minutes of the previous meeting:

(lxiii) Repair Plan

- 3 days closure will be sufficient – from Tuesday 18th to Thursday 20th June.
- Concern raised re safety of computers during this period, given internal access will be granted to workmen during this period.
- Repairs to pathway leading to stairs are not straightforward. Discussion with BCC required.
- BCC have engaged an electrician to install Emergency lighting. Electricity to be turned off for a brief period.

(lxiv) Casual Bridge Session

- Sessions are going well

Action: Sherrell Cardinal will keep QBA informed

(iii) My ABF

- 3 sessions have been activated using this system. Proceeding well.
- A couple of members raised concerns about the safety of Credit Card details being stored if an auto-payment is set up. These members can top up their account manually.
- Will be introduced to other sessions during the coming months.
- Members have been emailed encouraging them to set up MyABF.

- David Sydes advised the ABF reporting feature is good.

(iv) **Defibrillator training**

- Caroline Nelson has not yet followed up with Raelene Clark and other FAME members.

(v) **Air conditioning upgrade**

- Air conditioning installation has been completed.
- One minor issue requiring a cable to be upgraded, at additional cost.
- A plaque will be mounted announcing the upgrade was made possible because of a grant

Action: David Sydes will arrange for air conditioner in back room to be serviced.

(vi) **Solar panels**

- We appear to be gaining little financial benefit to date.
- Margaret Prentice engaged an electrician to investigate.
- David Sydes will resume responsibility for this project.

68. Business arising from the Correspondence.

(xxxv) **Information from Kim Ellaway**

- Flyer re Zephyr charity received.
- 2025 Calendar is ready.
- QBA has appointed Eve Sirigos as their Novice coordinator. She will liaise with TBC on matters of interest to novice players.

(xxxvi) **Invitation to Libby Watson Brown**

- Originally intended for June.
- Delay until July.

Action: Caroline Nelson

(xxxvii) **Letter re: morning tea on Wednesday**

- The committee agreed a morning tea break during this session is at the discretion of the session director.
- Session directors have asked players numerous times in the past for a show of hands by those in favour of a break. Fewer than 50% of players supported the idea.
- The member who raised the issue will be encouraged to talk directly to the session director.

(iv) **Letter from Wards**

- The Wards congratulated TBC on a very successful River City Gold Congress.

(xxxviii) **Andy Hung workshop**

- Members have been advised in the weekly email.
- Information is on our website, and the club noticeboard.
- A sign up sheet has been placed on the table near the entry.

(vi) Valuation of lost/found rings

- Sue English approached a jeweller who has agreed to reset the diamonds into stud earrings covered by the cost of the gold.
- Agreed to proceed and raffle them prior to Christmas.

Action: Sue English to arrange.

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

Moved: Sue English; **Seconded:** Irene Komen; **Carried.**

69. Treasurer's Report:

Treasurer's report has been circulated electronically.

In a good financial position.

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

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

70. Membership Update

TBC has received applications for membership from Mackenzie Clugston, Vicki Moore, Bev Reeves, Helen Cavill, Robert Olander, Jo Glasson, Donna Hipgrave and Julie Burkett.

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

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

71. General Business

(xiii)

Key Management

- Spare keys to be checked.
- One of each key to be located inside an overhead cupboard door, with a list of their purpose.

Action: Caroline Nelson and Judy Vann

(xiv)

Roof Repair follow up

- In the structural engineer's report commissioned by BCC relating to the current building works being undertaken, issues with the roof were identified and recommendations made for rectification.
- These were not able to be carried out within the time period of that grant.
- Investigation into suitable contractors, and quotes to be sought.
- Additional funding to be applied for to cover the cost.

Action: Committee to follow up

(xv) **Repair ceiling around air-con in back room**

- Falls under the role of "internal" maintenance

(xvi)

problem with C4 Bridgemate

- Suggestion to swap with C12 which is rarely used.
- It did not present a problem when used during the congress.

Action: Caroline Nelson to follow up with Raelene

(xvii)

repair tap in sink near the spare fridge

- Plumber to repair

Action: Caroline Nelson

72. Other Business

(xliv)

zoom meeting on 16th June with Kim Ellaway attended by Caroline Nelson & Janet Lovell

- Public Liability Insurance for external Congress directors may be an issue.
- David Sydes believes ABF provide cover for affiliated clubs.
- Our Constitution needs updating

Action: Caroline Nelson & Janet Lovell to update Constitution

(xlv)

future works

- New roof and guttering. Discussed. Refer to 7. (ii).
- Usefulness of solar panels.
- Refurbish Ladies and Gents bathrooms. Design advice to be sought.
- Aim to have both these works done at the same time to minimize disruption & club closure.
- Grants to be applied for to fund costs.

73. Meeting closed at 3:00 pm

Next meeting 8 July at 1:30pm