



The Canberra Bridge Club Inc.

President Gordon Henderson
Secretary Ruth Gallagher
Treasurer Andrew Kettle
Manager Molly O'Donohue/Philip Thompson

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MINUTES

Monday 11 April 2011 at 5.30pm

Attendance:

Gordon Henderson (President), Val Carmody (Vice-President), Ruth Gallagher (Secretary), Andrew Kettle (Treasurer), Peter Giles, Val Brockwell, Sue Welbourn, Niek Van Vucht, Ruth Thomson, and Molly O'Donohue (Manager).

Apologies: David Hoffman, Tony Marker, Liz Van Der Hor.

1. PREVIOUS MINUTES

MOTION: That the Minutes of 7 March 2011 be accepted as a true record of the meeting. **MOVED** Ruth Thomson **SECONDED** Niek Van Vucht
CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Guidelines on Committee Practices and Past Agreements

Gordon said that he had tried to cover as many areas as possible when he drew up the Guidelines. He invited Committee members to consider other areas requiring coverage and asked them to reflect on how we do things at the Club. Additional guidelines can be added as we go along and Molly was happy to make additions as required.

3. MANAGERS' REPORT

Molly noted that a new boiler had been installed in the kitchen at a cost of \$1,100.

4. TREASURER'S REPORT

4.1 Andrew provided a revised *Summary Financial Position* projected to 2014-15 with two scenarios:

- increase the daytime table money by \$1 while leaving the evening table money unchanged;
- increase base table money by \$1 across the board.

He said that if table money was only increased for daytime sessions by 2014-15 the overall revenue would be \$8,000 less than if table money was increased by \$1 across the board. This meant that table money would need to be increased again in 2-3 years. However, by increasing the table money by \$1 for all sessions then it would be unnecessary to consider an increase for a longer period. The Committee

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supported the implementation of a \$1 increase in base table money for concessions and members at all sessions from 1 July 2011. There would be no increase in student table money and a \$2 increase in table money for non-members of the club. A decision on the additional fees for supervised play and Tuesday and Thursday nights will be made at the next Committee meeting.

MOTION: That fees for all sessions be increased from 1 July 2011 as follows:

	Student	Concession	Member	Visitor
Daytime	5	7	8	11
Evening	5	7	9	12

Moved: Peter Giles **Seconded:** Val Carmody
AGREED

4.2 Andrew said that for payments using cheques there was a requirement for 2 people to counter sign the cheques. For payroll payments the Commonwealth Bank made the payments electronically to bank accounts but they have now advised that they will no longer provide this service. Andrew said the best option was for the Club to use Net Bank to make the payments but under current arrangements it would require 2 people to be available in one place to approve the payments. He proposed that the Club move to requiring only one signatory for the operating account.

MOTION:

- 1) That the CBC change the cheque trading account authority from two to one signatory with the Manager being the primary signatory. Back up signatories would be the President, Treasurer or Secretary. The investment account will still require two signatories.
- 2) The CBC will require the Manager to obtain a second signatory for any single payment over \$20,000.
- 3) These arrangements will be reviewed annually each May or when there is a change of Manager.

Moved: Andrew Kettle **Seconded:** Ruth Thomson
AGREED

5. COMMITTEE

5.1 House

5.11 New table clothes have been made up thanks to volunteers. The Committee asked that thanks be extended to Sue Welbourn, Val Hopwood, Susan Coleman and Val Carmody. New side tables had been purchased and were now in place.

5.12 Sue handed out an updated list of general improvements required in the next couple of years. She addressed the issue of new floor coverings for the foyers, stairs and kitchens noting that installing new vinyl non-stick floor coverings throughout was very expensive. Given the financial constraints she proposed an alternative which would be replacing the carpet for the top foyer and purchasing a rubber mat for the top kitchen. This could be done for considerably less. Discussion followed favouring the lesser cost option

but only after trying to remove the existing stains.

- The carpet in the upper foyer will be cleaned to see if the stains can be removed. Only if this proves unsuccessful will the carpet be replaced.
- Molly would see if the cleaners could spot clean the carpet in the upper room. Otherwise the Club would look at getting carpet cleaners in to spot clean regularly.
- Sue would get costings for rubber mats in the upper and lower kitchens.
- Peter would buy a squiggy mop for wiping up spills.
- The plant in the upper foyer will be removed to avoid further water spills and carpet staining.

5.13 The Club will look at getting a second white board, one for the upper room and one for the lower room so that the white board doesn't have to be moved up and down the stairs for lessons in the future. Gordon suggested getting an electronic white board. Gordon will explore the white board options and possible purchase of a second white board.

5.14 Car Park Sue said that there were pot holes in the car park and recommended repairs to the bitumen area as a priority. It was noted that resurfacing of the car park could be very expensive based on previous experience when the drains were being done. Sue will get costings for overall repair of the car park and costings for just fixing the pot holes.

5.15 Sue said that while there was damp in the bathrooms repair was not urgent and could wait. Also replacement of the blinds was on hold.

5.16 The exhaust fan in the kitchen will be repaired.

5.2 Teaching

5.21 Intermediate lessons: Molly will talk with Sean about the next round of intermediate lessons and come up with a series of dates and times.

5.22 David has finalised the Advanced lessons which will be held in May.

5.3 Tournament & Calendar

5.31 The ANC Open Trials are being held this weekend. Concerns were raised that the Womens' Trials which are not being held until end May were scheduled too late in the calendar. This was noted and it was felt that with an earlier Easter this can be scheduled earlier in 2012.

5.4 Employment & Contracts

5.41 The Employment Committee was in the final stages of preparing a draft contract for Sean covering the next three years.

5.5 Congress and Social

5.51 Seniors' Day Peter said that this had been successful and there had been considerable positive feedback. Attendance was good and it had made a profit on the day. He would not like to see the attendance cost lowered as considerable work went into organising the event and he believes participants get value for money. Lucky door prizes were given out but there was no raffle.

5.12 For the Spring Carnival, held over a weekend in September, Peter asked whether there was interest in expanding the event to include activities

on the Friday daytime. Committee members were asked to get back to Peter with their views.

5.13 Peter said that the Friday night dinner and bridge had been cancelled after being held twice as it had no impact on the Friday night numbers which remained low. There is also no supper on Friday night anymore as no one was volunteering to provide it. Committee members were asked to consider if there was anything to do about saving Friday night and increasing numbers. This would be discussed at the next meeting.

5.14 The next social event was the Southern Tablelands Teams on 29 May and the Club was looking for volunteers and a coordinator of catering.

5.6 BFACT Representative.

5.7 Finance

5.71 Issues discussed under the Treasurer's report

6. CORRESPONDENCE

In:

Petition from 23 Club members on non functioning of Bridgemates when scores were not displayed on 2 occasions.

Letter from Noriko Sakai seeking use of the upper room free of charge to hold a morning tea for a fund raising activity to assist survivors of the Japanese earthquake and tsunami.

Out:

7. OTHER BUSINESS

7.1 There has been a request from John Yoon to use the dealing machine for the youth players. The Committee agreed providing the organisers undergo training on how to use the dealing machine beforehand. Gordon will develop guidelines on dealing machine use.

7.2 Club support for Bridge for Brains was raised which has been held annually on a Friday night. The Club currently subsidises the event and given the issues with Friday night bridge this is unlikely to attract any support. It could be changed to another night but generally it was not seen as positive for the Club. The Committee agreed to cancel the event at the Club.

7.3 Gordon said that there had been a petition from Club members regarding the use of Bridgemates and the failure, on several occasions, to show the scores for each board during play. Apparently this happens when Directors using Bridgemates on Tuesday or Thursday night turn off this function and don't switch Bridgemates back when the session finishes. A note has been placed near the computer to remind Directors and Gordon will talk to Sean to make sure he switches them back.

7.4 A request has been received from Susanita Dudley and Noriko Sakai to use the Club's upper room to hold a fund raising activity for those affected by the Japanese tsunami. They asked if they could use the room for free. The Committee agreed to this but they will be advised that they would need to cover any cleaning costs if required. It was noted that the use of facilities for such purposes helped the Club with applications for grants from the ACT Government.

7.5 Gordon raised the issue of finding partners and substitutes for particular events. It was noted that Molly keeps a list of people willing to substitute. People

looking for a substitute or partner should contact Molly for assistance.

7.6 There was no discussion of the Criteria for Honorary Life Membership as Tony Marker who is developing the criteria was away. This is considered a priority for the May Committee meeting.

8. NEXT MEETING

Monday 9 May, 2011 at 5.30pm in the Clubrooms.

Meeting closed at 7.40pm.

ACTION ITEMS and COMMITTEE MEMBERS RESPONSIBLE

1. **ACTION:** Get costings for rubber mats in the upper and lower kitchens. **Sue Welbourn**
2. **ACTION:** Explore white board options and possible purchase of a second white board. **Gordon Henderson**
3. **ACTION:** Get costings for overall repair of the car park and costings for just fixing the pot holes. **Sue Welbourn**
4. **ACTION:** Development of criteria for Honorary Life Membership. **Tony Marker**
5. **ACTION:** Develop guidelines on dealing machine use. **Gordon Henderson**