



The Canberra Bridge Club Inc.

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MINUTES

Monday 9 May 2011 at 5.30pm

Attendance:

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

Apologies:

1. PREVIOUS MINUTES

There was a small amendment to the Draft Minutes as presented to Committee Members. The Committee agreed to the Minutes being accepted with the deletion of paragraph 7.4 of the Draft.

MOTION: That the Minutes of 11 April 2011 be accepted as a true record of the meeting. MOVED Val Carmody SECONDED Val Brockwell

CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Development of criteria for Honorary Life Membership (HLM). Tony circulated a discussion paper setting out background to previous nominees becoming HLMS and a set of criteria he considered might form the basis for considering future life membership. The meeting then discussed the paper. A key factor to emerge was that those awarded HLM were recognised for long service to the Club over and above what would be expected of regular volunteer activities; in several cases this involved overseeing a major project such as guiding the building of the Clubrooms; they had provided regular assistance to the Club over a long period of time upwards of 10 years; and, most HLMS had served a significant time on the Committee. It was considered that future recognition should be consistent with the high standards set in the past without being too prescriptive.

The process for nomination was also considered with recognition that any submissions should be made up to 6 months before the AGM to allow time for the Committee to make an assessment and obtain supporting documentation. Tony was asked to put the criteria, based on the Committee discussion, into a format to publish for members' consideration with some examples. Any nominations would need to be made by this July for consideration in September at the AGM. Future nominations would have an earlier date for submission.

David asked whether BFACT should have a role in nominating HLMs. The Committee agreed that this would need to be ticked off and BFACT consulted.

ACTION: Develop criteria for nomination of Honorary Life Members including an outline of the process for nomination. This needed to be in a format to publish for members and seeking any nominations by July. **Tony Marker**

2.2 Liz prepared a paper setting out the Club's Bereavement Policy. This had been circulated to Committee Members. Gordon had a couple of minor changes. Liz has purchased a Bereavement book which would be kept in the Office. Molly will ask Peter Anderson if he was happy to continue organising the cards for sending from the Club and to enter the details in the Bereavement Book. (See final paper at *Attachment 1*)

MOTION: That the Bereavement Policy Guidelines prepared by Liz Van Der Hor be endorsed by the Committee and be implemented.

Moved: David Hoffman **Seconded:** Peter Giles

3. MANAGERS' REPORT

Bidding pads Molly said that there was a need for new bidding pads and that the best quote she had obtained was from Postfree Books. However, she asked whether there was a concern regarding advertising on the bidding pads borders. The Committee agreed that this was not a problem in this case. It was suggested she also get quotes from local printers to see if they could be produced more cheaply. One suggested place was Kellys as they may have a template from earlier printing jobs.

Keys Molly said that multiple copies of keys had been made over time and there was no record of where they all were. She suggested changing the locks and issuing new keys. The cost would be \$600 and the keys can only be copied by the locksmith for \$15 each and permission would need to be obtained to copy plus a record would be kept of all keys. Agreed by the Committee.

4. TREASURER'S REPORT

Andrew provided a Financial Statement for the year to end April. He said that entry fees were down about \$4,000 from last year while directing and management fees rose by \$8,000. Everything else was fairly similar to last year. Cleaning was also up but this included the extra for Tuesday and Thursday night cleaning. Membership was about the same as the previous year. He said that it looked like Net Income would be about \$15,000 down this year over 2009/10 and this is why the fee increases were necessary.

It was noted that use of the Upper Room was \$150 and BFACT should be paying half the normal rate. However, BFACT had been charged \$50 per session previously for use of the premises. It was agreed that CBC needed to advertise the changes and the rate for BFACT this calendar year would be \$75. A decision on the 2012 rate would be made at the December 2011 meeting.

5. COMMITTEE

5.1 House

5.11 Sue provided an example of interlocking rubber mats which could be

used in the upstairs kitchen. She said the best quote for the mats was \$85 and two were needed for a total of \$175. The committee agreed to their purchase from ACT Foam and Rubber.

5.12 Sean was to get back to Gordon on the requirements for an electronic white board.

5.13 Sue obtained quotes for repairing the carpark. A number of areas of damage had been marked totalling approximately 156 sq. metres or 12% of the carpark. To repair this area would cost \$15,000 (less GST) while resurfacing the whole carpark would be \$51,000. The Committee discussed the quotes noting some patches were more in need of work than others, especially near the steps. Some Committee members felt there was not enough information on the need to undertake this work and it was agreed to defer consideration of the matter until at least the next meeting.

5.14 Carpet cleaning had been done with spot cleaning in the Upper Room and cleaning of the stained area in the upstairs foyer. Stains had been removed and the area looked much better.

5.15 Sue said that there was a problem with graffiti around the building and that planting shrubs against the back wall may be an option. She also suggested repainting the doors with graffiti another colour. This may be a task for a working bee. Continually removing the graffiti was expensive. The Committee would consider these options and discuss at the next meeting.

5.16 The exhaust fan in the in the upper kitchen cannot be repaired and a quote for its replacement was being provided. Sue was asked to also get a quote for replacement of the fan in the men's toilet.

5.17 Sue provided an updated list of the longer term improvements needed. Tony said renovation of the bathrooms should be on the list of longer term major expenditure items for the Club as they were very outdated and in need of repair.

5.18 Peter asked if there could be blinds installed in the upper kitchen as it was very hot in there especially in the afternoon and something needed to be done. Was there something which we could install ourselves? Sue will look at this.

5.2 Teaching

5.21 David was starting the Advanced lessons on Wednesday May 11 for 3 weeks.

5.22 Intermediate lessons were being planned for October and the next course of Beginners lessons were being scheduled for August. Fees for the next Beginners' course would be discussed at the next meeting.

5.3 Tournament & Calendar

5.31 There was nothing raised for consideration under this item.

5.4 Employment & Contracts

5.41 Val Carmody was finalising Sean's contract by this Tuesday and was then moving on to the contracts for the Managers and Directors.

5.5 Congress and Social

5.51 Liz Van Der Hor would be running the food catering and volunteers for

the Autumn Teams being held on 29 May. Peter asked the Committee to consider a possible menu for the Spring Congress.

5.6 BFACT Representative.

Gordon provided a report on the BFACT meeting he attended.

- He said that BFACT were looking forward to conducting events under the rating system. While CBC had agreed to implement the scheme this had not yet taken place. David would talk with Sean about getting the files up and operating.
- Funding for the dealing machine would proceed as a grant to the CBC from BFACT. The Youth players need 36 decks of cards and boards which are currently not available.
- BFACT wish to have dedicated space on the CBC Notice Board for upcoming events.
- BFACT are seeking resolution to the placement of Honour Boards. David will produce something for the next meeting on the Honour Boards. **(Action Item)**
- BFACT asked if CBC could provide wi-fi access to members. There was some discussion of this and some strong opposition. This will be considered further.

5.7 Finance

5.71 Members had been advised of the new table fees to start on 1 July.

Generally this has been accepted as necessary to ensure continuing financial stability.

5.72 Tuesday and Thursday Nights – Table fees The Committee discussed the table fees to be applied to Tuesday and Thursday nights.

MOTION That the following fee structure apply for Tuesday and Thursday evenings:

- \$12 for CBC events
- \$15 for BFACT events
- \$2 off fee for Centre Link card holders
- \$7 for youth players for both events (25 years and under as at 1 January)

AGREED

5.73 Supervised Play It was agreed that supervised players would be pay normal table fees which would be from 1 July:

- Day: \$8 for members and \$11 for non members
- Night: \$9 for members and \$12 for non members.

The new fee structure will be posted on the notice board.

6. CORRESPONDENCE

In: Letter from Rebecca Plush

Out: .

7. OTHER BUSINESS

7.1 Gordon said that there had been several complaints about a player psych bidding during the Monday morning daytime session. This raised the issue of

systems being used during the daytime sessions. Gordon would revise the guidelines to say that regular psyching was not part of the Club policy. He would include this in a newsletter and on the web.

7.2 Gordon asked if people were putting forward purchasing proposals to the Committee that they prepare a proposal outline which listed the item, need, the proposal itself and cost as well as when needed.

7.3 Peter asked about the possibility of low or interest free loans from the ABF as the possibility of providing a possible source of funds if needed. While it was doubted if they would be interest free. Gordon said he would ask at the next BFACT meeting what the ABF policy was on loans to Clubs. Molly would look at the ACT Government grants and if there was any possibility of putting in an application for a grant to help defray the costs of repairing the carpark.

8. NEXT MEETING

Monday 20 June, 2011 at 5.30pm in the Clubrooms.

Meeting closed at 7.30pm.

ACTION ITEMS and COMMITTEE MEMBERS RESPONSIBLE

- 1. ACTION:** Develop criteria for nomination of Honorary Life Members including an outline of the process for nomination. This needed to be in a format to publish for members and seeking any nominations by July. **Tony Marker**
- 2. ACTION:** Look at BFACT Honour Boards and where they can be positioned and how they might be managed. **David Hoffman.**

Canberra Bridge Club -- Bereavement policy

It is the policy of the Canberra Bridge Club that, in the event of the death of a member of the club:

1. the club will inform the membership of the event
2. a club member designated by the committee will send a condolence card to the family of the deceased member on behalf of the club
3. a permanent record of the event will be maintained by the club, in the form of a 'condolence book'.

It is further the policy of the club that in the event that the club is made aware of the death of a member's spouse, a condolence card will be sent to that member on behalf of the club.

Policy details

1 Informing the membership

The club manager will inform the membership of the event by posting a death notice on the club's electronic screen for a week after the member's death and also advising members in the manager's regular email bulletins.

The club manager will advise the secretary of the Bridge Federation of the Australian Capital Territory of the death of the club member.

The manager will also inform Keith Ogborn, who, at the time of preparing this policy, is writing a history of Australian bridge.

2 The condolence card

The committee will designate a willing club member to take responsibility for keeping informed about the death of club members (or their spouses) and for sending a condolence card to the family of deceased members, or to a member on the death of their spouse.

The club member who takes on this responsibility may be any member of the club and may carry out this task as long as they are willing to do so.

Each condolence card will be 'from the Canberra Bridge Club'.

The club will meet all expenses relating to the purchase and mailing of each condolence card.

3 The condolence book

In the event of a club member's death the member who sends the condolence card will record the event in the condolence book, listing the member's name and the date the condolence card was sent.

The book will be kept in the club office.