



The Canberra Bridge Club Inc.

President Stephen Fischer
Secretary Ruth Gallagher
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Manager Molly O'Donohue/Philip Thompson

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MINUTES

Monday 12 December 2011 at 5.30pm

Attendance:

Stephen Fischer (President), Dorothy Jesner (Vice-President), Ruth Gallagher (Secretary), Andrew Kettle (Treasurer), David Hoffman (Past President), Peter Giles, Rowan Bergin, Sue Welbourn, Val Holbrook, Liz Van Der Hor, Tony Marker, Stephen Mendick, Di Hawke and Molly O'Donohue (Manager).

Apologies: Niek Van Vucht

1. PREVIOUS MINUTES

MOTION: That the Minutes of 14 November 2011 be accepted as a true record of the meeting. **MOVED** Sue Welbourn **SECONDED** Liz Van Der Hor
CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Stephen circulated a paper dealing with expenditure priorities for the next three years, compiled from a spreadsheet sent to Committee members asking them to allocate their expenditure priorities and provide comments. (*Attachment 1*). He spoke to the paper noting that the highest ratings for non critical expenditure were for improvements to the Barry Turner room especially doing something with the walls, then doing something with the blinds and chairs. Replacing the photocopier and fixing the alarm system were the highest rated critical expenditure items. The paper presented a time frame for when work would be done over the next three years. He noted that this would need to be reviewed from time to time to ascertain where the need for revisions. Stephen asked the Committee to endorse the plan, as outlined, as the basis for scheduling and undertaking expenditure at the Club for the next three years. The Committee agreed and asked that the expenditure be based on "Committee" years, ie, from when each new Committee is appointed, rather than financial years. David noted that the purchase of new Honour Boards had not been included in the three year plan. Molly said that the only boards which would need to be purchased immediately were those required by BFACT and that it would be several years before the CBC would need to purchase any so was not a major expenditure in the short term.

Walls in the Barry Turner Room Doing something with the walls in the Barry Turner Room received one of the highest ratings and work was scheduled to be undertaken in Year 1 of the plan. Sue has already provided a quote for rendering of the walls. She considers that the only other viable option for dealing with the walls was painting. Other

alternatives such as gyprocking were not, in her opinion, suitable. The Committee asked Sue to undertake an assessment of the options and present a report and recommendations to the Committee at its February meeting, for decision.

Action Item 1 Undertake an assessment of options for work on the walls in the Barry Turner Room for the February meeting with costings to enable Committee to decide on how to proceed. (Sue Welbourn).

Photocopier Molly provided a proposal for purchase of a new photocopier which would include a maintenance/service contract (*Attachment 2*). The existing photocopier will not be covered by a service contract after January and costs of printing and repairs are expected to rise significantly especially in the out years. Several problems were emerging – the drum has “issues” and the duplex is failing. A comparison of the costs of maintaining the existing photocopier over the next five years compared with purchasing a new one estimates that it would be around \$4,600 higher to maintain the old photocopier. The proposal concluded that it would cost less money and reduce risk to purchase a new photocopier. Of three quotes provided the Toshiba 3040c was best quote costing \$7,025 before GST is deducted, and offering as part of the price, a 5 year service and maintenance contract. The Committee agreed to proceed with the purchase with a qualification that only the Manager can use the colour component

MOTION: That the Canberra Bridge Club purchase a Toshiba 3040c photocopier with a five year maintenance/service contract for \$7,025 subject to control over the use of colour printing component.

MOVED: Tony Marker SECONDED : Val Holbrook

AGREED

3. MANAGERS' REPORT

Molly provided a report with table numbers for the past two months for 2011 and the comparative data for 2010 and 2009. She also provided year to date data for 2011/12 compared with the previous two financial years. The data showed that table numbers had increased over the previous year but were still down on the comparative period for 2009 and year to date for 2009/10. The Committee asked if she could provide this information for every Committee meeting and include 3 months with the percentage variation. David said it was important to also look at specific sessions to see where the numbers were declining.

4. TREASURER'S REPORT

There was nothing to report

5. SUB COMMITTEES

5.1 Membership and Promotion

5.11 Dorothy circulated a paper on how to improve table numbers at the Club which concluded that CBC should start by improving the retention rate from the lessons. She said that after speaking to Sean they had agreed on the following dates for lessons:

EVENING LESSONS: Monday April 30 until June 4

Monday August 20 until September 26

DAY LESSONS: Wednesday May 2 until June 6

Wednesday August 22 until September 26

Dorothy said that a major issue was why people did not come to the Club after they had finished the lessons. From talking to people they found a problem was that people did not have a partner. It was pointed out that no partner is required for supervised play and that beginners should be encouraged to go on and attend the supervised lessons. That is one way to find partners.

Dorothy proposed that members be given some incentive for introducing a friend to the lessons.

PROPOSAL: That members who introduce a friend or acquaintance to the bridge lessons receive two vouchers to be used at any CBC bridge session.

AGREED

Both Dorothy Jesner and Alison Farthing will run an improvers' course of seminars through U3A in 2012 using the Clubrooms and it is hoped that this will introduce players to the Club.

The other issue raised was the CBC website which Dorothy felt could be improved particularly in regard to how it promotes its lessons and supervised sessions.

Action Item 2: Look at other bridge clubs' website designs and see how they promote their clubs, lessons etc and develop options for improving the CBC website. (Peter Giles and Stephen Fischer).

5.12 The Membership and Promotion Sub-committee met and discussed strategies to increase Friday evening table numbers. They proposed a number of options including providing supper with cask wine, promoting the benefits of playing in the more sociable Friday evening at other sessions especially Monday and Wednesday evenings and ensuring that players who turn up without a partner are guaranteed a game.

The Sub-committee proposed having a host for each Friday evening session. The host would greet players with a glass of champagne and could arrange partners for those who turn up without one and play to make up a partnership if needed. Volunteers would be sought to perform the role of host starting with Committee members. The Committee considered there was merit in the proposal and agreed to start providing a host for Friday evening sessions from the first week of February. It was noted that things like this had been tried before but interest had waned. The Club must maintain the momentum. Peter said he would provide the supper and stock up the fridge especially for those times when he will be away and a back up is required.

5.2 Tournament & Calendar

5.21 Stephen said that the CBC did not have a contract to provide a range of services for the Summer Festival of Bridge this year. However, it was still being paid to move the furniture to and from the venue and Niek was organising that aspect. Peter pointed out that the delivery dock at Rydges was small and getting the furniture from there to the rooms was extremely difficult and time consuming. There was a need for more able bodied helpers.

5.3 Employment & Contracts

5.31 Nil.

5.4 House

5.41 Stephen said that the urinals may not need to be replaced in the immediate future as the leak in the men's toilets had been identified and could be fixed without too much expense.

5.42 A new set of tablecloths had been made for the tables

5.43 Sue reported that 12 new chairs had been obtained and upholstered and were now available for use.

5.44 Roof Repair Ruth raised the issue of the roof which had leaked in the recent storm. Molly said that she had obtained one quote for repair of the roof which did not need replacing but needed resealing in places and the gutters cleaned. The cost was \$1,870. The repairman who provided the quote also said that the gutters would need replacing in the future as they had started to rust although this was not something that needed to be done immediately. The cost quoted for gutter replacement was \$5,500.

The Committee agreed that the roof needed to be repaired as soon as possible to prevent any further damage. The Manager was authorised to obtain another quote, make a decision, in consultation with the President, which to accept and proceed immediately with the repairs.

5.5 Congress and Social

5.51 Peter provided a report on the three Christmas parties held by the Club which were very successful although the Friday evening Christmas party was not as well attended as the daytime events. He said there were several issues which would need to be addressed for future events. 1) At \$20 for members he suggested the CBC may not be charging enough and might consider a possible increase next year. 2) Should people be allowed to come in just for the bridge session but not stay for the meal. Several people had arrived for the daytime events and just wanted to play bridge. This caused some confusion both for the director and organisers. There was some discussion. Some of the Committee felt that the Christmas parties were a function run for members enjoyment and the Club should look at making a small profit but should not be seen as a fund raising event. Most also felt that those days had been set aside for the Christmas parties and there should be no walk-ins allowed on those days.

Action Item 3 Committee members to give Peter, via email, comments on the Christmas party operations (price and whether there should be walk-ins just to play bridge but not staying for lunch). Peter to report to Committee.

The Committee expressed their appreciation to Peter for all his efforts in organising the three very successful Christmas parties

5.6 BFACT Representative.

There was nothing to report.

5.7 Finance

5.71 Rowan said she looked at the issue of developing options for fund raising activities and ways to develop awareness but had difficulties. She argued that it was difficult to see what we, as a Club, were trying to do. It was also unclear what was required. The problem was that the Club had no

business plan. As a small business it needed to spend some time working out what it was trying to do and its business model. Without this it was very hard to develop any options for fund raising or raising awareness. She proposed having a planning day for the Committee with a facilitator to work through the business planning process and handed out a paper on what the process involved and how this would contribute to more effective management of the Club. The Committee considered there was merit in the proposal and suggested a possible time in March depending on other commitments. This will be considered further at the next meeting.

6. CORRESPONDENCE

In:

Out: .

7. OTHER BUSINESS

7.1 Nil

8. NEXT MEETING

Monday 13 February 2012 at 5.30pm in the Clubrooms.

Meeting closed at 7.05 pm.

ACTION ITEMS and Members responsible

Action Item 1: Undertake an assessment of options for work on the walls in the Barry Turner Room for the February meeting with costings to enable Committee to decide on how to proceed. (Sue Welbourn)

Action Item 2: Look at other bridge clubs' website designs and see how they promote their clubs, lessons etc and develop options for improving the CBC website. (Peter Giles and Stephen Fischer).

Action Item 3: Committee members to give Peter, via email, comments on the Christmas party operations (price and whether there should be walk-ins just to play bridge but not staying for lunch). Peter to report to Committee. (Peter Giles)

Action Item 4: Undertake research on possible ACT government grants available for some nominated Club expenditure. Interim report by February Committee meeting. (Val Holbrook)