



Canberra Bridge Club

Canberra Bridge Club Committee Meeting

Minutes

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1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 16:51.

1.2 ATTENDANCE

Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), Liam Minogue (Secretary), John Brockwell (Tournament Secretary), Ian Robinson (until **Item 11**), Barbara Bialowas (from **Item 4**), Malcolm Carter, Stephen Fischer, Vanessa Brown.

1.3 APOLOGIES

NIL

2 CONFLICTS OF INTEREST

2.1 IAN ROBINSON

Ian is a Director at the Club and is involved in some teaching activities at the Club.

2.2 VANESSA BROWN

Vanessa's partner, Will Jenner-O'Shea is involved in some teaching activities at the Club.

2.3 MALCOLM CARTER

Malcolm's partner, Lyn Carter is the Co-Convener of the ANC 2026, held in Canberra.

2.4 MARY TOUGH

Mary is the CBC's Representative on the BFACT Committee.

2.5 DUAL POSITIONS ON THE CBC AND BFACT

There was discussion about the management of Conflicts of Interest where a CBC Committee Member is also on the BFACT Committee. Dual positions have been held before without incident, so long as the conflicts are disclosed.

3 CONFIRMATION OF THE MINUTES OF MEETING 17 OCTOBER 2024

MOTION: That the minutes of the meeting 17 October 2024, as amended be accepted as true record of the meeting.

Moved: John Brockwell

Seconded: Mary Tough

CARRIED.

4 CONFIRMATION OF THE MINUTES OF MEETING 29 OCTOBER 2024

MOTION: That the minutes of the meeting 29 October 2024 be accepted as true record of the meeting.

Moved: Stephen Fischer

Seconded: Malcolm Carter

CARRIED.

5 ACTION ITEMS ARISING

(Those items not included in any given Sub-Committee)



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5.1 DIRECTOR IDENTIFICATION NUMBER

It was brought to the Committee's attention that all Committee Members require a Director's Identification Number. The Secretary will record the Director's Identification Number of each Committee Member.

The following Committee Members have not yet provided their Director's Identification Number:

- (a) Alison Russell-French;
- (b) John Brockwell; and
- (c) Ian Robinson.

[1 - Alison, John and Ian to apply for and send their Director Identification Number to Liam.](#)

5.2 BARRY TURNER FUND POLICY DOCUMENT

Liam has circulated the Barry Turner Fund Policy document to the Committee.

6 ACTION ITEMS ARISING FROM THE AGM HELD 29 OCTOBER 2024

(Those items arising from the AGM only)

6.1 CIRCULATION OF OFFICE-BEARER REPORTS

It was requested that soft copy versions of the President's and Tournament Secretary's Reports be circulated both in the CBC Newsletter and on the CBC Website. This has been done.

6.2 LODGEMENT OF THE 2024 CONSTITUTION TO ACCESS CANBERRA

At the 2024 AGM, a new Constitution for the CBC was adopted by Special Resolution requiring a 75% majority to pass. This new Constitution has been lodged with Access Canberra to be finalised.

6.3 APPOINTMENT OF A PUBLIC OFFICER FOR 2024-2025

MOTION: Deb Milner was appointed as the Public Officer for the Canberra Bridge Club 2024-2025.

Moved: Mary Tough

Seconded: Liam Minogue

CARRIED.

7 PRESIDENT'S REPORT

7.1 SUMMER FESTIVAL OF BRIDGE 2025

Last year the CBC and its members provided volunteer support for the Summer Festival of Bridge (SFOB) in exchange for discounts for Novice and Restricted CBC players entering SFOB events. We saw a material spike in Novice and Restricted players participating in the SFOB compared to previous years – this was largely driven by the discounts and the internal promotion efforts made by Jodi Tutty.

These duties included, but were not limited to:

- (a) transporting equipment to and from the venue;
- (b) management of the Partnership Desk;
- (c) provision of a House Team; and
- (d) driving busses (requiring a bus license).



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There was discussion whether the effective monetary value of the discount was worth the work provided by volunteers and if the CBC would be better of requesting a payment and providing discount for members itself.

[2 - Mary will speak with Laura Ginnan \(convener of SFOB\) to discuss terms and payment \(or payment in lieu\) for volunteer support at SFOB.](#)

7.2 ANC 2026

The Co-Conveners of the ANC 2026 (to be held in Canberra), Lyn Carter and Cathy Nichols have approached the Committee to explore using the CBC as a venue for side events during the congress.

There was some concern that there may be insufficient parking if non-Bridge players use the car park on those days. If this proves to be a problem we can use a parking monitor to prevent non-Bridge players parking.

MOTION: The Committee supports, in principle, the use of the Club premises as a venue for side events during the ANC 2026, provided that it does not affect the usual Club duplicate sessions.

Moved: John Brockwell

Seconded: Stephen Fischer

Abstention: Malcolm Carter

CARRIED.

[3 - Mary to seek more information regarding the scheduling of side events at the CBC for the ANC 2026.](#)

7.3 DIRECTORS MEETINGS

Meetings of the CBC Directors haven't regularly occurred since COVID. We are looking to reestablish a regular Director's Meeting so they can discuss rulings, processes at the CBC and provide more mentoring/teaching for newer directors.

[4 - Mary to speak to Jodi Tutty about reestablishing Director's Meetings on a regular basis.](#)

7.4 CHRISTMAS DECORATIONS

Christmas decorations at the Club will go up on 27 November. We may need to purchase new decorations as the old ones are worn out.

[5 - Mary to call for volunteers to help put up the Christmas decorations at the Club on 27 November.](#)

7.5 RESPONSIBLE SERVICE OF LIQUOR

The Club will renew its Responsible Service of Liquor designation. It is the Committee's understanding that where an Employee of the CBC is serving alcohol they must have their RSA accreditation, but where a volunteer serves the alcohol, they do not.

[6 - Jenny will follow-up/renew the Responsible Service of Liquor designation.](#)

7.6 TABLE NUMBERS

Increasing without comment.

8 TREASURER'S REPORT

8.1 KEY POINTS

- (a) Lesson Income is below the budget because we did not increase the lesson pricing in late 2024, but the budget had assumed an increase;



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- (b) Repairs and Maintenance has variance to budget because of the sewerage/piping repairs through the centre of the CBC car park;
- (c) Pads for the Bridge Mates (the plastic buttons) will no longer be capitalised on the accounts;
- (d) Book Shop sales are not currently included in the budget;
- (e) Term Deposits held with ME Bank, which no longer supports commercial Term Deposits are expiring. Alternate options are being considered including Westpac, NAB and Macquarie for the most competitive rates.

8.2 MEMBERSHIP RENEWALS

We are processing renewals for membership of the CBC. We are taking payment both via bank transfer and MyABF withdrawals. The MyABF withdrawal includes a 2% fee of the cost on each transaction meaning that the CBC will receive less membership income, per member, than in previous years.

This was not considered at the time of promoting the MyABF payment option, in error, however it is the opinion of the Committee that the cost (approx. \$1.6 per member who uses MyABF) is worth it in light of the time saved by the Managers in reconciling the CBC's accounts.

At the 2024 AGM Members were informed that while the CBC Membership fee would not be increasing in the 2024-2025 year, it will need to be increased the following year in 2025-2026. The 2% cost will likely form a part of that increase.

MOTION: The Committee considered the Treasurer's Report for 14 November 2024 and resolved that, in the opinion of the Committee, that CBC is able to pay its debts as and when they fall due and payable.

Moved: Vanessa Brown

Seconded: Liam Minogue

CARRIED.

9 TOURNAMENT SECRETARY'S REPORT

9.1 CBC COMPREHENSIVE RESULTS

A comprehensive list of the results of all sessions held at the CBC will be appended to the minutes.

9.2 MASTERPOINTS FOR CLUB PLAYERS

As Club members accrue more Masterpoints they hit a wall at the Regional/Bronze Regional level where they are unable to advance to State Master without at least 25 combined Red and Gold Masterpoints. The plan for the 2024-2025 calendar will include more Red Masterpoint sessions to help Club members rank up. This will also be of benefit to some ex-Grand Slam players who did not accrue Masterpoints prior to joining the CBC. More detail to be provided at the next CBC Committee Meeting following the finalisation of the CBC Calendar 2024-2025.

9.3 NAMING OF EVENTS ARE SPONSORS

The Club will seek to run more sponsor-named events in 2024-2025.

[7 - John will liaise with Jenny regarding the sponsors of the CBC.](#)



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10 MISCELLANEOUS ITEMS MOVED UP

The following items were moved up to accommodate scheduling conflicts.

10.1 BEREAVEMENT POLICY

There has been an inconsistent treatment of bereavement notices in the CBC Newsletter.

[8 - Ian, Vanessa and Alison will rework the existing Bereavement Policy for the CBC and provide a draft at the next meeting.](#)

10.2 MONDAY NIGHT EASTERN SEABOARD COMPETITION

VIC, NSW and ACT may run a combined RealBridge competition night, likely on a Monday evening in 2024-2025. There are significant logistical challenges regarding fees and directing.

[9 - Ian will investigate the possibility of an Eastern Seaboard Monday night RealBridge competition event.](#)

10.3 REGULAR BRIDGE ARTICLE IN THE NEWSLETTER

There were concerns about non-attribution and inaccuracies in the Bridge article included in the weekly CBC Newsletter. This will be reviewed and likely absorbed into the Education Sub-Committee for the provision of interesting and informative articles.

[10 - Malcolm to organise the handover process of the regular Bridge article in the CBC Newsletter.](#)

10.4 SUBSIDIES FROM THE BARRY TURNER FUND

The Barry Turner Fund policy will be reviewed following a subsidy request from the Non-Playing Captain of an Australian Representative Team at the World Bridge Games in Buenos Aires. There was discussion regarding whether non-playing attendees should be entitled to a subsidy; the ambiguity in some clauses in the Barry Turner Fund Policy document; and the precedent that the subsidies had been paid in the past to non-playing attendees.

Ian Robinson left the meeting.

MOTION: The Committee approves a payment of a subsidy to the Non-Playing Captain of an Australian Representative Team at the World Bridge Games, Ian Thomson, in the amount of \$1,200. This payment is made on the basis of precedent of paying Non-Playing Captains but does not continue that precedent as a review and clarification of the Barry Turner Fund Policy will be forthcoming by the Governance and Ethics Sub-Committee.

Moved: Stephen Fischer

Seconded: Alison Russell-French

Opposed: John Brockwell, Malcom Carter and Ian Robinson (absent for the vote but made his position clear beforehand)

CARRIED.

[11 - Liam to email Ian Thomson and inform him of the Committee's decision.](#)

[12 - the Governance and Ethics Sub-Committee will review the Barry Turner Policy document in light the payment of subsidies to Non-Playing Captains.](#)



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11 MANAGER'S REPORT

11.1 MENTORING FOR NEWER DIRECTORS

Some recent incidents have highlighted the need for a longer mentoring/teaching period for new directors.

[13 - Mary to speak to Jodi Tutty regarding extending the teaching period for new directors.](#)

11.2 VOUCHERS FOR A FREE GAME AT THE CBC

A suggestion to have pre-approved vouchers for a free game at the CBC for valued volunteers was discussed.

As a part of the 2024 Christmas celebrations the Committee will allocate vouchers for a free game to volunteers at the Club.

The Committee will prepare pre-approved vouchers, distributable at the discretion of the Manager as "customer service tools" by way of apology or compensation where sessions have an error, particularly for those travelling long distances, subject to a review of the CBC Gifts Policy.

[14 - Mary will prepare a list of volunteers to receive Christmas cards.](#)

12 SUB-COMMITTEE APPOINTMENTS IN 2024-2025

12.1 FINANCE SUB-COMMITTEE

The Finance Sub-Committee for 2024-2025 is:

- (a) Jenny Bergin (Chair);
- (b) Alison Russell-French;
- (c) Jennifer Yeats;
- (d) Miklos Tifan.

12.2 CONTRACT & EMPLOYMENT SUB-COMMITTEE

The Contract & Employment Sub-Committee (now split out from Finance) will handle sensitive matters including the hiring, managing and payment of employees.

The Contract & Employment Sub-Committee for 2024-2025 is:

- (a) Mary Tough (Chair);
- (b) Alison Russell-French; and
- (c) Jenny Bergin.

[15 - Stephen to begin the drafting of "Terms of Reference" for the Governance & Ethics Sub-Committee which will be used as a template for the other Sub-Committees; these Terms of Reference will explicitly name the duties and delegations of each Sub-Committee.](#)

12.3 TOURNAMENT SUB-COMMITTEE

The Tournament Sub-Committee for 2024-2025 is:

- (a) John Brockwell (Chair);
- (b) Malcolm Carter;
- (c) David Wawn; and



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(d) Ian Robinson.

12.4 HOUSE SUB-COMMITTEE

The House Sub-Committee for 2024-2025 is:

- (a) Nick Vonthehoff (Chair);
- (b) Steve Kyburz; and
- (c) David Kenny.

12.5 EDUCATION SUB-COMMITTEE

The Education Sub-Committee for 2024-2025 is:

- (a) Malcom Carter (Chair);
- (b) Jodi Tutty;
- (c) Vanessa Brown;
- (d) Steve Geddes;
- (e) Zara Chowdhury; and
- (f) Josh Schwartz.

12.6 PROMOTION & SOCIAL SUB-COMMITTEE

The Promotion and Social Sub-Committee for 2024-2025 is:

- (a) Barbara Bialowas (Chair);
- (b) Jenny Bergin;
- (c) Lynne Tomati; and
- (d) Vanessa Brown.

12.7 GOVERNANCE & ETHICS SUB-COMMITTEE

The Governance & Ethics Sub-committee for 2024-2025 is:

- (a) Stephen Fischer (Chair);
- (b) Alison Russell-French; and
- (c) Jenny Bergin.

12.8 YOUTH SUB-COMMITTEE

Currently vacant. Interest has been expressed by Alexis Wilsmore.

[16 - Mary to speak with Alexis Wilsmore to gauge her interest in being on the Youth Sub-Committee.](#)

13 HOUSE SUB-COMMITTEE

No report.

14 EDUCATION SUB-COMMITTEE

No report.



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15 PROMOTION & SOCIAL SUB-COMMITTEE

15.1 MELBOURNE CUP EVENT

Successful event with 72 attendees.

15.2 CHRISTMAS EVENTS

Christmas events at the CBC will be run for the week beginning 16 December including champagne/wine and nibbles.

15.3 HALLOWEEN EVENT ON THE WEDNESDAY EVENING DUPLICATE SESSION

The Wednesday Evening Halloween Event was a roaring success. Many thanks to Terri Henderson for her *spooky* organisational skills!

16 GOVERNANCE & ETHICS SUB-COMMITTEE

16.1 APPOINTING OF RECORDERS

The following Recorders were appointed:

- (a) Sebastian Yuen (Chief Recorder);
- (b) Janet Kahler;
- (c) Rob Hurst; and
- (d) Rosemary Mately.

16.2 ACCEPTANCE OF THE COMMITTEE CODE OF CONDUCT

The Committee endorsed the CBC Committee Code of Conduct for the 2024-2025 period.

16.3 REVIEW OF POLICIES

[17 - Stephen Fischer and the Governance & Ethics Sub-Committee will conduct a review of all the CBC's policies.](#)

[18 - Liam to circulate the standard template for submitting proposal to the Committee.](#)

[19 - Liam to set-up a Dropbox for Committee papers.](#)

17 YOUTH SUB-COMMITTEE

No report; vacant.

18 CORRESPONDENCE IN

18.1 JOHN KAY RE: USE OF MICROPHONES BY DIRECTORS

John Kay contacted the Committee requesting some form of teaching/education for Directors using the microphone during bridge sessions as they are sometimes unpleasantly loud.

18.2 PATRICIA MCDONALD AND RICK NEHMY RE: TRIAL SCORING FORMAT

Patricia McDonald and Rick Nehmy both contacted the Committee giving feedback on the trial scoring format (removing %s) on the Wednesday Evening Duplicate Session, as described in the Minutes of 19 September 2024. Patricia was very supportive of the trial and believed it should be extended to all sessions. Rick Nehmy had some questions about how the contracts would be displayed and whether or not the opening lead would be shown. He also noted that he didn't believe the %s would change much regarding discussion.



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19 OTHER BUSINESS

No other business.

20 ACTION ITEMS

- 1 - Alison, John and Ian to apply for and send their Director Identification Number to Liam. 4
- 2 - Mary will speak with Laura Ginnan (convener of SFOB) to discuss terms and payment (or payment in lieu) for volunteer support at SFOB. 5
- 3 - Mary to seek more information regarding the scheduling of side events at the CBC for the ANC 2026. 5
- 4 - Mary to speak to Jodi Tutty about reestablishing Director's Meetings on a regular basis. 5
- 5 - Mary to call for volunteers to help put up the Christmas decorations at the Club on 27 November. 5
- 6 - Jenny will follow-up/renew the Responsible Service of Liquor designation. 5
- 7 - John will liaise with Jenny regarding the sponsors of the CBC. 6
- 8 - Ian, Vanessa and Alison will rework the existing Bereavement Policy for the CBC and provide a draft at the next meeting. 7
- 9 - Ian will investigate the possibility of an Eastern Seaboard Monday night RealBridge competition event. 7
- 10 - Malcolm to organise the handover process of the regular Bridge article in the CBC Newsletter. 7
- 11 - Liam to email Ian Thomson and inform him of the Committee's decision. 7
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- 13 - Mary to speak to Jodi Tutty regarding extending the teaching period for new directors. 8
- 14 - Mary will prepare a list of volunteers to receive Christmas cards. 8
- 15 - Stephen to begin the drafting of "Terms of Reference" for the Governance & Ethics Sub-Committee which will be used as a template for the other Sub-Committees; these Terms of Reference will explicitly name the duties and delegations of each Sub-Committee. 8
- 16 - Mary to speak with Alexis Wilsmore to gauge her interest in being on the Youth Sub-Committee. 9
- 17 - Stephen Fischer and the Governance & Ethics Sub-Committee will conduct a review of all the CBC's policies. 10
- 18 - Liam to circulate the standard template for submitting proposal to the Committee. ... 10
- 19 - Liam to set-up a Dropbox for Committee papers. 10

21 NEXT MEETING AND MEETING CLOSE

21.1 NEXT MEETING

The next meeting will be held 23 January 2024 at 16:00.

21.2 MEETING CLOSE

Mary Tough closed the meeting at 19:38.