



# Canberra Bridge Club

## Canberra Bridge Club Committee Meeting

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18 July 2024, 5:00 PM

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## 1 MEETING OPEN AND ATTENDANCE

### 1.1 MEETING OPEN

Mary Tough opened the meeting at 5.00 PM.

### 1.2 ATTENDANCE

Mary Tough (President), Alison Russell-French (Vice President), Jennifer Yeats (Treasurer), Jenny Bergin, Barbara Bialowas, John Brockwell, Bruce Chapman, Ian Robinson.

### 1.3 APOLOGIES

Liam Minogue (Secretary), David Wawn (Tournament Secretary), Nicole Finn

## 2 CONFLICTS OF INTEREST

No new conflicts declared.

## 3 CONFIRMATION OF MEETING MINUTES 13 June 2024

**MOTION:** That the minutes of the meeting 13 June 2024 be accepted as a true record of the meeting.

**Moved:** Jenny Bergin

**Seconded:** Bruce Chapman

**CARRIED.**

## 4 OUT OF SESSION MOTION FOR NOTING – APPOINTMENT OF THE NEW NOVICE CO-ORDINATOR

**MOTION:** That Josh Schwartz be appointed as the Novice Co-Ordinator for 12 hours per month from 1 July 2024, replacing Morag Lokan.

**Moved:** Mary Tough

**Seconded:** Jennifer Yeats

**CARRIED.**

## 5 OUT OF SESSION MOTION FOR NOTING – EXTENSION OF THE REALBRIDGE “BRING A BUDDY” PROMOTION”

**MOTION:** That the “Bring a Buddy” RealBridge promotion be extended for an additional two months, finishing 31 August 2024.

**Moved:** Liam Minogue

**Seconded:** Mary Tough

**CARRIED.**

The following motions relate to the cooktop expenditure issue and clarify and tidy up the issue at discussed and resolved at the April, June and July meetings:



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## 6 6 OUT OF SESSION MOTION 25 April 2024 FOR NOTING – INSTALLING NEW KITCHEN HOTPLATES

**MOTION:** The Committee approves additional expenditure of \$1200 for the electric work installing new kitchen hotplates for the Club, following the closure of the Club's gas account.

**Moved: Jennifer Yeats**

**Seconded: John Brockwell**

**CARRIED.**

**MOTION:** The Committee approves additional expenditure of \$698 for the electric work installing new kitchen hotplates for the Club, following the closure of the Club's gas account.

**Moved: Jennifer Yeats**

**Seconded: John Brockwell**

**CARRIED.**

Additional expenditure of \$698 was required for the installation bringing the total to \$1898 (as at 3 June 2024)

**MOTION:** The Committee approves additional expenditure of \$395.30 for the electrical work installing new kitchen hotplates for the Club, following the closure of the Club's gas account.

**Moved: Jennifer Yeats**

**Seconded: John Brockwell**

**CARRIED.**

## 7 ACTION ITEMS ARISING

### 7.1 STRATEGIC PLAN EXECUTIVE SUMMARY

Jenny advised the Committee that the Strategic Plan had been cut down in size from the earlier version. The current plan will be reviewed in 3 years' time. Alison will provide Jenny with a short executive summary or synopsis of the Plan and Jenny will circulate the key outcomes. The final version of the Plan will be considered at the August Meeting.

**MOTION:** In recognition of her major contribution to important Club documents, the Committee gave a formal vote of thanks to Jenny for all the work she has done on the Strategic Plan, the Constitution, and the preparation of the Budget

**Moved: Alison Russell-French**

**Seconded: Jennifer Yeats**

**CARRIED.**

## 8 PRESIDENT'S REPORT

### 8.1 DETAILS REGARDING THE ABF'S STRATEGIC COMMUNICATION DOCUMENT

Mary advised the Committee that she was still awaiting the document from the ABF and/or BFACT.

## 9 TREASURER'S REPORT

The Treasurer's report was noted. Jennifer noted that Nikki Finn was taking responsibility for looking into and updating contracts as necessary. She also advised that a new auditor was required to be found and agreed at the AGM and she would seek quotes and advise the next meeting. Jennifer noted that renewal for the Ventra IP domain was due for the



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name canberrabridgeclub.au and the Committee would need to decide whether to renew or not. She will bring this back to the August meeting.

**MOTION:** The Committee considered the Treasurer's Report for 18 July 2024 and resolved that, in the opinion of the Committee, the CBC is able to pay its debts as and when they fall due and payable.

**Moved:** Jennifer Yeats

**Seconded:** Alison Russell-French

**CARRIED.**

## 9.2 BARRY TURNER FUND REPORT

The report on the Barry Turner Fund was noted.

## 9.3 CBC DRAFT BUDGET FOR 2024-2025

The Committee noted the papers tabled by Jenny including the proposed budget and explanatory notes. There was discussion on various aspects of the proposed budget and queries as to whether having a budget would inhibit flexibility where future items not listed may need to be included for funding. Jenny advised that the budget set the parameters for expenditure on matters that would normally be expected to be included but that matters not included in the proposed budget would be considered for inclusion for funding. This was the practice for most organisations that have a budget set for each year to predict and manage available funds across agreed needs. The Committee agreed to adopt the draft budget as presented.

**MOTION:** The budget was accepted as amended (agreeing superannuation at 11.5%), noting that a proposed budget for capital investment was also included. It was noted that the Club has significant assets to cover the costs of the proposed capital investment

**Moved:** Jennifer Yeats

**Seconded:** Jenny Bergin

**CARRIED.**

## 8.4. SUPPORT FOR A REGISTERED CHARITY

Jennifer proposed that Integra Dogs remain the Club's preferred charity for the next year and that \$1,192.71 be paid to them.

**MOTION:** The Committee supported the payment of \$1,192.71 to Integra Dogs for the next year. The Committee also agreed that members' views be sought for a preferred charity to be supported next year.

**Moved:** Jennifer Yeats

**Seconded:** Jenny Bergin

**CARRIED.**

## 9.4 FINANCE SUB-COMMITTEE REPORT

No update.

## 10 MANAGER'S REPORT

The Managers' report was noted. Mary has addressed Elizabeth's concerns regarding the first aid defibrillator noting that it had been donated to the Club by St Johns. After some discussion, Mary had convinced her that it should be retained and that advice about its use could be publicized in the Newsletter. The Committee noted the re-arrangement of hours for Elizabeth and Amik and the deadline requested by Elizabeth for items for the Newsletter.

## 10.2 TABLE NUMBERS

The Report on Table numbers was presented. It was noted that, in real terms, table numbers are not increasing.



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## 11 CONGRESS AND SOCIAL SUB-COMMITTEE

Barbara noted that the Teams of 3 will be held on 4 August and that fliers encouraging participation have been provided to members. She is sorting out the food requirements for the event.

## 12 YOUTH SUB-COMMITTEE

### 12.1 YOUTH DAYS

No report was presented.

## 13 EDUCATION SUB-COMMITTEE

### 13.1 NOVICE COORDINATOR POSITION

The Committee noted the comprehensive report provided by Morag Lokan including the recommendations for future consideration by the Education Sub-committee. The Committee also noted that Josh Schwartz was appointed as the new Novice Co-Ordinator, replacing Morag Lokan.

**MOTION:** The Committee formally expressed its sincere thanks to Morag Lokan for all the work she has done over the years and her significant contribution to the Club. The President will place an appropriate item in the Newsletter.

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**

### 13.2 COST OF BEGINNER LESSONS

The Committee noted the paper from Jennifer Yeats. Following discussion by the Committee, she will review the charges and bring back a paper for consideration at the August meeting.

**MOTION:** Jennifer to review the proposed charges and provide further advice to the August meeting.

**Moved:** Jennifer Yeats

**Seconded:** Alison Russell-French

**CARRIED.**

## 14 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

### 14.1 CPI WAGE INCREASE

The Committee noted and thanked Bruce for his paper on CPI wage adjustment for CBC employees. This will be reviewed again in 2025. The Committee resolved as follows.

**MOTION 1:** A 3.3% CPI increase be approved for all employees to take effect from 1 August 2024 with the exception of those with recently negotiated contracts.

**Moved:** Bruce Chapman

**Seconded:** John Brockwell

**CARRIED.**

**MOTION 2:** The Contract and Employment Sub-committee to review the extra components of wages for Directors and report back to the August meeting with recommendations.

**Moved:** Jennifer Yeats

**Seconded:** Mary Tough

**CARRIED.**



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## 15 CONSTITUTION SUB-COMMITTEE

### 15.1 MODEL RULES (CONSTITUTION) UPDATE

The Committee noted and discussed the changes proposed by Jenny and discussed several matters in the Model Rules agreeing to minor changes that will be outlined in the final version. It was proposed that members be given an opportunity to comment on the draft model rules before it goes to the AGM for endorsement. The Committee resolved:

**MOTION:** That Jenny Bergin would amend the Model Rules as discussed and agreed at the meeting and place the draft Model Rules on the CBC Website for members to view and provide any comments to Jenny by 7 August. The final draft will come to the August meeting for sign-off. Mary will place an item in the Newsletter to advise members about the review of the Constitution and their opportunity to provide any comments to Jenny. .

**Moved:** Jenny Bergin

**Seconded:** Bruce Chapman

**CARRIED.**

### 15.2 CBC BY-LAWS

The Committee noted the paper outlining the CBC By-laws. Jenny advised that as a number of clauses would need further consideration by the Tournament Committee the by-laws will be deferred to the August Committee meeting.

### 15.3 CODE OF CONDUCT

Jenny proposed that the Committee accept the Code of Conduct for members as one of the elements required under the *Associations Incorporation Act 1991*.

**MOTION:** The Committee endorsed the Code of Conduct and agreed that it be put on the CBC Website and that the Newsletter contain an item that encourages members to read the Club's Code of Conduct.

**Moved:** Jennifer Yeats

**Seconded:** Mary Tough

**CARRIED.**

## 16 HOUSE SUB-COMMITTEE

### 16.1 SEWERAGE BLOCKAGE

The Committee noted the report from the House Committee and that the House Committee is seeking further quotes for the plumbing and will come back to the Committee. Rectification of the blockage is urgent. The Committee thanked the House Committee for all its work.

## 17 MISCELLANEOUS BUSINESS

### 17.1 MYABF UPDATE

Ian reported that MyABF is now working effectively. He suggested that an article in the Newsletter should remind members that they can transfer funds to other members using the MyABF transfer tab and should consider using the top-up facility to save time for themselves and the club. He suggested that members could also be encouraged to put in larger amounts if they can, to reduce administrative costs incurred by the ABF, which pays a larger fee to its credit card provider.

No decision was made regarding encouraging members to increase deposits.

### 16.2 REALBRIDGE UPDATE

Ian advised that the RealBridge promotion had been moderately successful but there appeared to be little inclination from existing Face to Face members adding RealBridge to



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their bridge playing activities. Some potential existed for newer (post Covid) members learning about RealBridge during the Supervised play free 15 minute lessons. Tamara's RealBridge coordinator position is ending in mid August and he suggested that the club should consider employing Tamara for 2 hours for RealBridge and up to 6 hours on player promotion. This would include assisting new members transferring from other clubs or those returning to bridge after an absence. It was important to have someone look after people who come to the Club so that they will stay on. He will come back to the August meeting with further thoughts on this aspect.

Re old boards, he sought Committee support for funds for updating and maintenance of old boards.

**MOTION:** The Committee approved up to \$500 being made available for the maintenance and updating of old boards.

**Moved:** Ian Robinson

**Seconded:** Jennifer Yeats

**CARRIED.**

## 17.18 PROTECTED SESSIONS

The Committee further discussed the interest expressed by a number of members in having intermediate or protected sessions. Ian advised that he would work with Directors and the Tournament Secretary about how to develop and put forward a proposal to the August meeting, noting the need to be careful about the presentation of this initiative to Club members.

## 17.19 BRING A BUDDY

Ian advised that the Bring a Buddy initiative will end at the end of July, so it won't be further promoted.

## 18 NEXT MEETING AND MEETING CLOSE

### 18.1 NEXT MEETING

The next meeting will be held on 8 August 2024 at 5:00 PM.

### 18.2 MEETING CLOSE

Mary Tough closed the meeting at 8.15 PM.