



# Canberra Bridge Club

## Canberra Bridge Club Committee Meeting

### Meeting Minutes

19 September 2024, 5:00 PM

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## 1 MEETING OPEN AND ATTENDANCE

### 1.1 MEETING OPEN

Alison Russell-French opened the meeting at 17:05.

### 1.2 ATTENDANCE

Alison Russell-French (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), Jenny Bergin, John Brockwell, Ian Robinson, Barbara Bialowas, Nicole Finn, Bruce Chapman.

### 1.3 APOLOGIES

Mary Tough (President)

### 1.4 NON ATTENDANCE

David Wawn (Tournament Secretary)

## 2 CONFLICTS OF INTEREST

No new conflicts declared.

## 3 CONFIRMATION OF MEETING MINUTES 29 August 2024

Accepted with amendments.

**MOTION:** That the minutes of the meeting 29 August 2024 be accepted as a true record of the meeting.

**Moved:** Barbara Bialowas

**Seconded:** Jennifer Yeats

**CARRIED.**

## 4 CONSTITUTION SUB-COMMITTEE

*Item moved up for urgency.*

### 4.1 INFORMATION SESSION

An information session on changes to the constitution was held on 17 September 2024. The Committee thanks all of those who attended the session, which resulted in a large number of highly productive and valuable suggestions. Those suggestions have been implemented and a final clean version, with a covering document highlighting changes will be provided at the AGM 29 October 2024.

[1 - Ian to meet with Tournament Sub-Committee to finalise wording for the role of the Tournament Secretary in the CBC Constitution.](#)

[2 - The Committee will provide final feedback and comments on the constitution by Tuesday 24 September 2024.](#)

### 4.2 MOTIONS OF THANKS AND RECOGNITION

**MOTION:** The Committee would like to thank formally Deb Milner for her expertise, advice and attention to detail in reviewing the CBC Constitution.

**Moved:** Jenny Bergin

**Seconded:** John Brockwell

**CARRIED.**

**MOTION:** The Committee would like to thank formally Jenny Bergin for her tireless work on the Constitution for over twelve months.

**Moved:** Alison Russell-French

**Seconded:** John Brockwell

**CARRIED.**



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**MOTION:** The Committee would like to thank formally Jennifer Yeats for her efforts in reviewing the financial aspects of the Constitution.

**Moved:** Alison Russell-French

**Seconded:** John Brockwell

**CARRIED.**

## 4.3 IMPLEMENTATION PLAN

The new CBC Constitution (presumed to be approved at the AGM on 29 October 2024) will result in some changes to the current operations of the Club, including updating the by-laws – namely lapsed membership and grace period for unpaid memberships. This process is happening in parallel with the ongoing updates.

## 5 ACTION ITEMS ARISING

### 5.1 STRATEGIC PLAN

A finalised version is now available on the CBC Website.

### 5.2 ARTHRITIS ACT CHARITY NOMINATION

[3 - Liam to contact Arthritis ACT and make them aware of the CBC's charity commitment for 2024-2025.](#)

### 5.3 DECEASED MEMBERS NEWSLETTER PROCESS

A new process is drafted in part for the way the Club deals with deceased members' details in the Club Newsletter. Ian will provide an update at the next meeting.

[4 - Ian to provide an update on the deceased members' process for the CBC Newsletter.](#)

### 5.4 ST JOHN'S FIRST AID TRAINING

There has been some mild support for attending the St John's first aid training.

## 6 PRESIDENT'S REPORT

No report.

## 7 TREASURER'S REPORT

The Treasurer's report was noted.

**MOTION:** The Committee considered the Treasurer's Report for May 16 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:** Ian Robinson

**Seconded:** Alison Russell-French

**CARRIED.**

### 7.2 P&L REPORTING FORMAT

Jennifer is working with Steve Geddes on updating the Club's P&L reporting format.

### 7.3 AUDITOR'S REPORT

**MOTION:** The Committee approves the Auditor's Report for the 2023-2024 period, for review by members at the AGM on the 29 October 2024.

**Moved:** Jennifer Yeats

**Seconded:** Ian Robinson

**CARRIED.**





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## 14 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

### 14.1 STEVE GEDDES

Steve Geddes has agreed act as Financial Administration Manager (8 hours per week) until the end of the year in addition to his directing and teaching responsibilities. He will be in Canberra on Wednesday, Thursdays and Fridays.

## 15 MARKETING AND PROMOTIONS

### 15.1 RADIO ADVERTISING

Jenny is continuing to meet with radio advertisers.

### 15.2 TRAVEL ASSOCIATES

Travel Associates would like to sponsor another event at the CBC, more information will be forthcoming.

## 16 OTHER BUSINESS

### 16.1 PROTECTED SESSIONS

The protected sessions have been running with mixed feedback, but broadly positive – for smaller sessions it may not be possible to run two separate movements. The Committee will extend the trial for another month.

### 16.2 BFACT REPORT

Key items from the BFACT Committee meeting:

- (a) Canberra in Bloom registrations are almost full for many events, further room in the Olive Lott room will be rented out to support demand;
- (b) South Canberra Bridge Club will be running assorted bridge lessons at the Southern Cross Club;
- (c) Preparation has begun for the ANC2026 to be held in Canberra; and
- (d) BFACT AGM will be held and the CBC Club Rooms 25 September 2024.

### 16.3 HONOUR BOARD UPDATE

The Club will look to memorialise all old and new honour boards on the CBC website and update a select few physical honour boards in the Club rooms for events that still run.

## 17 CORRESPONDENCE IN

No correspondence in.

## 18 AGM

The AGM date is **29 October 2024 at 5:00 pm.**

## 19 ACTION ITEMS

- 1 - Ian to meet with Tournament Sub-Committee to finalise wording for the role of the Tournament Secretary in the CBC Constitution. .... 3
- 2 - The Committee will provide final feedback and comments on the constitution by Tuesday 24 September 2024. .... 3
- 3 - Liam to contact Arthritis ACT and make them aware of the CBC's charity commitment for 2024-2025..... 4
- 4 - Ian to provide an update on the deceased members' process for the CBC Newsletter. 4



# Canberra Bridge Club

## **20 NEXT MEETING AND MEETING CLOSE**

### **20.1 NEXT MEETING**

The next meeting will be held Thursday 17 October 2024 at 17:00.

### **20.2 MEETING CLOSE**

Alison Russell-French closed the meeting at 18:52.