



# Canberra Bridge Club

## Canberra Bridge Club Committee Meeting

### Minutes

27 March 2025

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## 1 MEETING OPEN AND ATTENDANCE

### 1.1 MEETING OPEN

Mary Tough opened the meeting at 16:00.

### 1.2 ATTENDANCE

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

### 1.3 APOLOGIES

No apologies.

## 2 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

## 3 CONFIRMATION OF THE MINUTES OF MEETING 20 FEBRUARY 2024

Some minor amendments added.

MOTION: That the minutes of the meeting 20 February 2025 be accepted as true record of the meeting.

Moved: Stephen Fischer

Seconded: Alison Russell-French

CARRIED.

## 4 ACTION ITEMS ARISING

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

### 4.1 DIRECTOR IDENTIFICATION NUMBER

Deb Milner has followed up with ASIC and Access Canberra. The CBC Committee is not required to hold Director's Identification Numbers.

### 4.2 ETIQUETTE MONTH AT THE CBC

Articles are being published in the Newsletter and reminder posters will be circulated on the tables. Tips from recorder Rob Hurst will also be included, pending review by the Chief Director.

1 - Mary to seek Jodi's feedback on Rob Hurst's Newsletter articles before circulation.



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## 4.3 ABSORBING REGULAR BRIDGE COLUMN INTO THE EDUCATION COMMITTEE

The Committee thanks Ian Morrison for his service for writing articles for the CBC Newsletter. This function has been rolled into the Education Sub-Committee. If you have an interesting hand and would like to submit an article for review please send it to [canberrabridgeteaching@gmail.com](mailto:canberrabridgeteaching@gmail.com).

## 4.4 DECREASE IN NEED FOR VOLUNTEERS

Mary has contacted all of our teaching volunteers about the change in requirements.

## 4.5 FEEDBACK FOR BYLAWS FROM COMMITTEE MEMEBRS

Committee members provided feedback and drafts have been circulated to the membership for review. Only one substantive comment from the membership remains outstanding. The By-Laws will be submitted to the Committee for final approval next month.

## 4.6 BRIDGEMATE SCORES FOR ALL SESSIONS

Following some concern from directors the Committee will put a pause on removing scores from all sessions.

MOTION: The Committee rescinds the motion from 20 February 2025 regarding the removal of scores from Bridgemates for all sessions. The standard operation without showing percentages will continue.

Moved: Alison Russell-French

Seconded: Vanessa Brown

CARRIED.

## 5 PRESIDENT'S REPORT

### 5.1 ACCEPTANCE OF NEW MEMBERS TO THE CBC

This is a new standing item which will be included in the President's report. The new Constitution of the CBC requires the acceptance of new members to the Canberra Bridge Club.

The new members of the CBC since February 2024 are:

- (a) Fiona Fawcett;
- (b) Rama Gogineni;
- (c) Kris Erwood;
- (d) Michelle Fitzgerald;
- (e) Julie McKinnon;
- (f) Ginette Snow;
- (g) Jenny McIntye;
- (h) Sharon Michael;
- (i) Suzanne Mendes;
- (j) Anne Murray;
- (k) Sandra Lavendar;
- (l) Michael French;



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- (m) Bettina Smith;
- (n) Ruth Meadows;
- (o) Annabel Wallace;
- (p) Tony Wallace;
- (q) Xiaomei Wallace;
- (r) Jade Wilkinson.

MOTION: The accepts and confirms the above listed names as members of the Canberra Bridge Club.

Moved: Vanessa Brown

Seconded: Stephen Fischer

CARRIED.

## 5.2 TABLE NUMBERS

Down across the board; but surprisingly F2F is up, the decrease in total table numbers is due to RealBridge. Part of the strategic plan for the CBC will be increasing the median number of sessions played per week, per member.

## 6 TREASURER'S REPORT

### 6.1 KEY POINTS

- (a) R&M over budget due to ongoing critical repairs, \$12,000 of which is not currently reflected in the accounts for roofing repairs;
- (b) the accounting treatment of ABF fees is such that they are charged all at one time and will result in a material impact on the April-2025 accounts; and
- (c) a new tenant for the Club's Olive Lott room has been sourced.

MOTION: The Committee considered the Treasurer's Report for 27 March 2025 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: Jenny Bergin

Seconded: Ian Robinson

CARRIED.

## 7 FINANCE SUB-COMMITTEE

### 7.1 ELECTRICAL SWITCH BOARD

The Club was informed that an existing electrical switchboard is not currently up to standard and may need to be fixed at a cost of ~\$2,600. It is unclear if the Club is required to update the switchboard as it may be grandfathered in.

MOTION: Subject to the House Committee confirming that the Club is legally required to update to do so, the Committee approve the expenditure of \$2,600 to update the Electrical Switchboard

Moved: Mary Tough

Seconded: John Brockwell

CARRIED.



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## 7.2 WHITE ANTS

White ants were discovered in a tree on the Clubs premises. Next steps will be determined by the House Committee and approved out of session.

- 2 - Mary to liaise with the House Committee and propose action for the White Ant infested tree (before next meeting).

## 7.3 ANOMILIES IN TEACHER PAY

A new teaching program was approved by the Committee in early 2025, which included increased rates of pay for teachers based on their experience and contribution to rewriting the curriculum at the CBC. Where fill-in teachers are required, they will likely be paid at a different rate, (e.g., “Relief Rate”) rather than the full rate.

Work completed to date by fill-in teachers will be paid at the current teacher rate.

- 3 - Contract & Employment Committee to submit a proposal to the Committee for the Relief Rate for fill in teachers (April).

## 7.4 ANOMILIES IN FEES PAID BY MEMBERS FOR LESSONS

There is no existing fee structure for lessons that the Club runs resulting in varied pricing (e.g., between refresher and advancing courses).

- 4 - Malcolm & Mary to speak with Barb Toohey and Jodi Tutty re: standardising the fees paid by members for lessons at the Club. Included in this schema will be the standard arrangements for visitors as well as detail on the discretionary and non-discretionary discounts offered (April)

## 8 EMPLOYMENT AND CONTRACT SUB-COMMITTEE

## 9 TOURNAMENT SECRETARY’S REPORT

### 9.1 AUSTRALIA WIDE NOVICE PAIRS

The Club will participate in in the Australia Wide Novice Pairs event on the Tuesday afternoon session in the B-Grade section. A subsidy for members is expected to cost \$220.

MOTION: The Club will subsidise members, at a rate of \$5.00 per person, for the Australia Wide Novice Pairs held on 27 May 2025 in the B-Grade. This subsidy means that members will pay the same amount for their usual game.

Moved: John Brockwell

Seconded: Stephen Fischer

CARRIED.

### 9.2 EASTERN SEABOARD MONDAY NIGHT REALBRIDGE COMPETITION

This event is going ahead, organised by BridgeNSW for seven weeks starting 7 April. It is unclear if BFACT needs to be involved in the organisation.

- 5 - Stephen Fischer to discuss BFACT's involvement in the Easter Seaboard Monday evening RealBridge event at the next BFACT Committee meeting.

### 9.3 SUPPLEMENTARY CALENDARS

Supplementary calendars for the website (e.g., “Novice Calendar”, “Competitions Calendar”) have been added to the Website.



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## 9.4 GNOT QUALIFYING HEATS

The Committee previously agreed to host six sessions, however this number will change to include RealBridge in the qualifying.

6 - Tournament Sub-Committee to rewrite the GNOT Qualifying Heat calendar/proposal (April)

## 9.5 MASTERPOINTING OF B-GRADE SESSIONS

There is ongoing discussion regarding the appropriate Masterpoint treatment for B-Grade sessions held at the club.

7 - Tournament Sub-Committee with John Donovan to determine the appropriate Masterpoint level for B-Grade sessions held at the Club (April)

## 9.6 NEW BOARDS FOR BEGINNERS

There is ongoing discussion regarding the purchase of new boards and cards for the Beginner sessions such that all of the boards are permanently dealt and not cycled in session use. The Dudley Fund may be used for this purpose.

8 - Ian to speak with Jodi Tutty regarding the purchase of new boards for beginners.

## 10 MANAGER'S REPORT

### 10.2 MANAGER ATTENDANCE AT MEETINGS

The Managers will now attend the CBC Committee meetings to help communicate the needs of the Club. Alison will act as "Committee Liaison".

MOTION: Alison Russell-French will act as Committee Liaison to the CBC Managers.

Moved: Vanessa Brown

Seconded: Stephen Fischer

CARRIED.

## 11 HOUSE SUB-COMMITTEE

Large parts of the House Sub-Committee report was already covered in the Finance SubCommittee section of the minutes.

### 11.2 CHAIRS

Stock has been taken of the chairs at the CBC for a process of repair and replace.

9 – Jenny Bergin and Mary Tough will have a meeting with the House Committee to discuss next steps (April)

## 12 EDUCATION SUB-COMMITTEE

No report.

## 13 PROMOTION & SOCIAL SUB-COMMITTEE

### 13.1 NOVICE AND SENIOR MIXER

There will be a small mixer for the novice and senior players following the Open Senior trials and the CBC Novice Championships.

### 13.2 QUIZ EVENTS

No update for this meeting.

### 13.3 EASTER RAFFLES

Already organised and included in the director's announcements before the start of each session.



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## 14 GOVERNANCE & ETHICS SUB-COMMITTEE

### 14.1 REVIEW OF COMMITTEE POLICIES

- (a) Expenditure Policy – submitted for approval at this meeting;
- (b) Gifts Policy – submitted for approval at this meeting;
- (c) Barry Turner Fund Policy – June
- (d) Bereavement Policy – May
- (e) Director Policy – May
- (f) Privacy Policy – in progress (g) Room Hire Policy – in progress
- (h) Newsletter Policy – April.

### 14.2 GOVERNANCE AND ETHICS SUB-COMMITTEE

The Governance and Ethics Sub-Committee was never formally endorsed by the Committee.

MOTION: That the Committee endorses the Governance & Ethics Sub-Committee with the duties and authority as described in section 4.8 of the draft bylaws, circulated to members in March 2025.

Moved: Stephen Fischer

Seconded: Malcolm Carter

CARRIED.

### 14.3 EXPENDITURE POLICY

MOTION: That the Committee approves the Expenditure Policy as tabled.

Moved: Stephen Fischer

Seconded: Malcolm Carter

CARRIED.

### 14.4 MEMBER CODE OF CONDUCT

MOTION: That the Committee approves the Member Code of Conduct as tabled.

Moved: Stephen Fischer

Seconded: Jenny Bergin

CARRIED.

### 14.5 COMMITTEE CODE OF CONDUCT

Subject to some grammatical amendments.

MOTION: That the Committee approves the Committee Code of Conduct as tabled.

Moved: Stephen Fischer

Seconded: Jenny Bergin

CARRIED.

10 - ALL - Sign the Committee Code of Conduct and submit to the Committee Secretary.

### 14.6 GIFTS POLICY

MOTION: That the Committee approves the Gifts Policy as tabled.



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Moved: Stephen Fischer

Seconded: Alison Russell-French

CARRIED.

## 14.7 COMMUNICATION WITH MEMBERS

Alison is working on a paper to make suggestions about how the Committee can improve its communication to achieve better outcomes for the Club and its members.

## 14.8 RECORDER SYSTEM AT THE CBC

The Recorders have been appropriately briefed on the Recorder Policy of the CBC and expectations and processes moving forward.

## 15 INAPPROPRIATE FINANCIAL BENEFIT FOR COMMITTEE MEMEBERS

It has come to the Committee's attention that some members of the Committee (without their knowledge) had received free or discounted entry to lessons. No Committee member should receive any financial benefit in their role on the Committee. All such discounts will be appropriately recharged.

## 16 YOUTH SUB-COMMITTEE

### 16.1 CBC DUTY OF CARE TO MINORS AND VULNERABLE PEOPLE AT EVENTS

Mary has spoken with the ABF and the CBC's duty of care should be satisfied by the following:

- (a) Club representatives holding a Working With Vulnerable People (WWVP) Check;
- (b) that no alcohol is present during the event; and
- (c) minor's parents are aware of their participation in the event.

### 16.2 YOUTH FUNDRAISING EVENT

The CBC will hold a Youth Fundraising Event in June/July (scone theme: "Scongress"). Proceeds will be distributed to ACT members of the Youth ANC and Youth Worlds team, as appropriate.

### 16.3 YOUTHISH NIGHTS AT THE CLUB

The first Youthish Night was a large success with 23 unique attendees and 7 brand new players. The total cost was \$170.

The Committee accepted the recommendation to add soft drinks to the budget for subsequent Youthish Nights (~10-20 per session, pending left over unopened soft drinks).

The Youthish Night Report has also been submitted to BFACT.

The next Youthish Night will be held Friday 18 April 2025.

## 17 CORRESPONDENCE IN

No correspondence has been received.

## 18 OTHER BUSINESS

### 18.1 BOARD DEALING FOR THE ANC

Lynn Carter who is co-convening ANC2026 has asked if the Club can provide volunteers to deal boards during the ANC.



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11 - Mary will speak with Ian RE: Dealing Boards for the ANC (April)

## 19 ACTION ITEMS

- 1 - Mary to seek Jodi's feedback on Rob Hurst's Newsletter articles before circulation. .... 3
- 2 - Mary to liaise with the House Committee and propose action for the White Ant infested tree (before next meeting)..... 5
- 3 - Contract & Employment Committee to submit a proposal to the Committee for the Relief Rate for fill in teachers (April). .... 5
- 4 - Malcolm & Mary to speak with Barb Toohey and Jodi Tutty re: standardising the fees paid by members for lessons at the Club. Included in this schema will be the standard arrangements for visitors as well as detail on the discretionary and non-discretionary discounts offered (April) ..... 6
- 5 - Stephen Fischer to discuss BFACT's involvement in the Easter Seaboard Monday evening RealBridge event at the next BFACT Committee meeting. .... 6 6 - Tournament Sub-Committee to rewrite the GNOT Qualifying Heat calendar/proposal (April) ..... 6



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- 7 - Tournament Sub-Committee with John Donovan to determine the appropriate Masterpoint level for B-Grade sessions held at the Club (April) ..... 6    8 - Ian to speak with Jodi Tutty regarding the purchase of new boards for beginners. .... 6
- 9 – Jenny Bergin and Mary Tough will have a meeting with the House Committee to discuss next steps (April) ..... 7
- 10 - ALL - Sign the Committee Code of Conduct and submit to the Committee Secretary. 8
- 11 - Mary will speak with Ian RE: Dealing Boards for the ANC (April) ..... 9

## 20        NEXT MEETING AND MEETING CLOSE

### 20.1     NEXT MEETING

The next meeting will be 23 April 14:00.

### 20.2     MEETING CLOSE

Mary Tough closed the meeting at 19:15.



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