



# Canberra Bridge Club

## Canberra Bridge Club Committee Meeting

### Minutes

18 June 2025

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# Canberra Bridge Club

## 1 MEETING OPEN AND ATTENDANCE

### 1.1 MEETING OPEN

Mary Tough opened the meeting at 14:05.

### 1.2 ATTENDANCE

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

### 1.3 APOLOGIES

Malcolm Carter, John Brockwell (Tournament Secretary).

## 2 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

## 3 CONFIRMATION OF THE MINUTES OF MEETING 21 MAY 2025

**MOTION:** That the minutes of the meeting 21 May 2025 be accepted as true record of the meeting.

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**

## 4 OUT OF SESSION MOTION: FUNDING FOR ANC REPRESENTATIVES

*Motion circulated on June 6 2025.*

**MOTION:** That funds from the Barry Turner Fund be used to subsidise the travel of 28 ANC representatives and their attendance at the celebratory drinks, totaling \$8,480.

**Moved:** Jenny Bergin

**Seconded:** Alison Russel-French

**CARRIED.**

Chaperones were included in the calculation of the subsidy. This will be reviewed in 2026 which may result in changes to the BT Policy to make it clearer in the future.

[1 - Jenny to speak with BFACT Treasurer regarding the subsidy for Chaperones \(July 2025\).](#)

## 5 ACTION ITEMS ARISING

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

### 5.1 BOARD DEALING FOR THE ANC

RFP received from the ABF. The Club will seek 10-12 volunteers via the newsletter to submit the Club's proposal to the ANC Conveners.

[2 Ian to seek out volunteers for ANC Board Dealing \(July 2025\).](#)

## 6 MANAGERS REPORT

*(Moved up for time)*

### 6.1 AUTOMATIC MESSAGES WHEN DOOR IS LEFT UNLOCKED/OPENED

Arrangements with the CBC's security systems provider will be made such that responsible members will no longer receive emails/texts/calls when the Club's doors are opened with a code, outside the usual operating hours of the Club.

Emails/texts/calls will still be made when the Club remains open/alarm un-armed after 12 midnight.



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[3 - Ian to investigate remote alarm arming options \(July 2025\)](#)

## 6.2 CASHLESS PAYMENT AT THE CLUB

The Finance Committee will investigate cashless payment options (e.g., tap and go devices) for the Club.

[4 - Finance Committee to investigate cashless payment options at the Club \(July 2025\).](#)

## 6.3 CALL OUT CLEANING SERVICES

The Club will seek call out cleaning services for bathroom incidents.

[5 - Managers to investigate call out cleaning services for the Club \(July 2025\).](#)

## 6.4 CLUB TEAM KNOCKOUT CHAMPIONSHIPS

The Club may financially support the Club Team Knockout Championships.

[6 - Tournament Sub-Committee to investigate financially supporting the Club Team Knockout Championships \(July 2025\).](#)

## 6.5 WALK-IN REAL BRIDGE MP PAIRS EVENTS

The Club may run Walk-In RealBridge MP Pairs Events, pending feedback from the Tournament Sub-Committee.

[7 - Tournament Sub-Committee to report on the Walk-In RealBridge MP Pairs Events \(July 2025\).](#)

## 7 TECHNOLOGY SUB-COMMITTEE REPORT

*(Moved up for time)*

### 7.1 WEBSITE

Recommendation for updating the website using professional services.

[8 - Vanessa and Jenny to investigate professional website services for the Club and report \(July 2025\).](#)

### 7.2 OLD VERSIONS OF DOCUMENTS STORED ON THE WEBSITE

Recommendation that they be archived and no longer visible.

**MOTION:** That the CBC disable and archive non-production versions of the Website.

**Moved:** Stephen Fischer

**Seconded:** Alison Russel-French

**CARRIED.**

[9 - Stephen Fischer to arrange for the disabling and archiving of non-production versions of the CBC Website \(July 2025\).](#)

### 7.3 CBC DOMAIN

Recommendation that the web server be configured to forward other CBC owned domains to the actual CBC Website.

**MOTION:** That the CBC reconfigure the Webserver to forward other owned CBC domains to the CBC website.

**Moved:** Stephen Fischer

**Seconded:** Vanessa Brown

**CARRIED.**

[10 - Stephen Fischer to arrange for the reconfiguring of the Webserver to forward other CBC owned domains to the CBC website.](#)

### 7.4 EMAILS

Remove some unused @canberrabridgeclub addresses which are no longer used.



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11 - Stephen Fischer to arrange for the use of @canberrabridgeclub emails by office holders - President, Treasurer and Secretary (July 2025).

## 8 PRESIDENT'S REPORT

### 8.1 HEATING SYSTEM ISSUES

There has been some issues with the new heating system (only working on one side of the Club!) but these have been resolved.

### 8.2 TENTATIVE AGM DATE

The AGM date has been tentatively set as 7 October 2025. The Committee will provide all appropriate notice closer to the date.

12 - Jenny to speak with the CBC's auditor to confirm the acceptability of the AGM Date (July 2025).

### 8.3 HONOUR BOARDS

The Committee will review the honour boards of the CBC.

### 8.4 ACCEPTANCE OF NEW AND RETURNING 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 and returning members to the Canberra Bridge Club.

The following members have joined the Club since 21 May 2025:

- (a) Jane Wakeford;
- (b) Giles Robinson;
- (c) Mim Kilmartin;
- (d) Nicholas Pryor;
- (e) Yilan Yu;
- (f) Elle Cox;
- (g) Helen Bos;
- (h) Anne Walters;
- (i) Julie Dempster;
- (j) Beth Kerrison;
- (k) Katherine Keenan; and
- (l) Lorenzo Di Guglielmo.

*There was one new member who requested to not be recorded in the minutes published on the CBC Website. However the Committee's formal record of the minutes includes the anonymised name.*

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

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**



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## 8.5 CLUB CHARITY 2025

**MOTION:** That Dementia Australia be the Club Charity for 2025.

**Moved:** Vanessa Brown

**Seconded:** Mary Tough

**CARRIED.**

[13 - Liam to contact Dementia Australia \(July 2025\).](#)

## 8.6 OPEN PLAYOFFS 2026

The Open Play-Offs are scheduled for the 13-18 February 2026. The CBC will support hosting those Play-Offs.

[14 - Mary Tough to organise holding the Open Play Offs at the Club \(July 2025\).](#)

## 8.7 TABLE NUMBERS

Stable as of June 2025.

## 9 TREASURER'S REPORT

### 9.1 GENERAL REPORT

- (a) The Club has completed its application to remain a member of the Southern Cross Club;
- (b) A share trading account has been set-up with Westpac;
- (c) Some Term Deposits rolled over at a lower rate than intended;
- (d) A higher rate has been negotiated with Travel Associates and a "Promotional Week" will be organised.

**MOTION:** The Committee considered the Treasurer's Report for 18 June 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:** Alison Russel French

**CARRIED.**

### 9.2 BUDGET

Preliminary budget reviewed by the committee and endorsed in principle subject to changes discussed in the meeting.

*Ian Robinson left the meeting.*

### 9.3 EXPENDITURE POLICY

Expenditure Policy has been completed and will be reviewed at the next meeting.

[15 - Stephen to present expenditure policy at next meeting \(July 2025\).](#)

### 9.4 MEMBER SUBSCRIPTIONS

The following Member Subscription fees will be proposed at the AGM in October this year:

<u>Membership Type</u>	<u>Fee (incl. GST)</u>
Home Full	90



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Home Concession	44
Home Distance	44
Youth	0
Life	0
Away Full	55
Away Concession	11
Away Distance	11

## 10 FINANCE SUB-COMMITTEE

No Report.

## 11 EMPLOYMENT AND CONTRACT SUB-COMMITTEE

### 11.1 CHANGE TO WORKPLACE REGULATIONS RE: CASUAL EMPLOYEES

Not yet arranged with Elizabeth.

## 12 TOURNAMENT SECRETARY'S REPORT

Postponed until next meeting as Tournament Secretary was not in attendance.

## 13 HOUSE SUB-COMMITTEE

### 13.1 CHAIRS PROPOSAL UPDATE

Pricing options are being reviewed based on sample chairs. The Committee supports in principle pricing options which lock in a price but result in purchases of chairs over multiple months.

## 14 EDUCATION SUB-COMMITTEE

No Report.

## 15 PROMOTION & SOCIAL SUB-COMMITTEE

No report.

## 16 GOVERNANCE & ETHICS SUB-COMMITTEE

### 16.1 REVIEW OF COMMITTEE POLICIES

- (a) Barry Turner Fund Policy – June
- (b) Bereavement Policy – May
- (c) Director Policy – May
- (d) Privacy Policy – in progress
- (e) Newsletter Policy – July 2025

**MOTION:** Newsletter Policy approved.

**Moved:** Stephen Fischer

**Seconded:** Alison Russel French

**CARRIED.**



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## 17 YOUTH SUB-COMMITTEE

### 17.1 YOUTHISH NIGHTS AT THE CLUB

The next Youthish Nights will be held on 20<sup>th</sup> and 29<sup>th</sup> of June.

### 17.2 YOUTH FUNDRAISING

Youth Fundraiser "Scongress" will be held 22 June 2025.

## 18 CORRESPONDENCE IN

No correspondence in.

## 19 OTHER BUSINESS

## 20 ACTION ITEMS

- 1 - Jenny to speak with BFACT Treasurer regarding the subsidy for Chaperones (July 2025). ..... 3
- 2 - Ian to seek out volunteers for ANC Board Dealing (July 2025). ..... 3
- 3 - Ian to investigate remote alarm arming options (July 2025). ..... 4
- 4 - Finance Committee to investigate cashless payment options at the Club (July 2025). . 4
- 5 - Managers to investigate call out cleaning services for the Club (July 2025). ..... 4
- 6 - Tournament Sub-Committee to investigate financially supporting the Club Team Knockout Championships (July 2025). ..... 4
- 7 - Tournament Sub-Committee to report on the Walk-In RealBridge MP Pairs Events (July 2025). ..... 4
- 8 - Vanessa and Jenny to investigate professional website services for the Club and report (July 2025). ..... 4
- 9 - Stephen Fischer to arrange for the disabling and archiving of non-production versions of the CBC Website (July 2025). ..... 4
- 10 - Stephen Fischer to arrange for the reconfiguring of the Webserver to forward other CBC owned domains to the CBC website. .... 4
- 11 - Stephen Fischer to arrange for the use of @canberrabridgeclub emails by office holders - President, Treasurer and Secretary (July 2025). ..... 5
- 12 - Jenny to speak with the CBC's auditor to confirm the acceptability of the AGM Date (July 2025). ..... 5
- 13 - Liam to contact Dementia Australia (July 2025). ..... 6
- 14 - Mary Tough to organise holding the Open Play Offs at the Club (July 2025). ..... 6
- 15 - Stephen to present expenditure policy at next meeting (July 2025). ..... 6

## 21 NEXT MEETING AND MEETING CLOSE

### 21.1 NEXT MEETING

The next meeting will be 23 July 2025 at 14:00.

### 21.2 MEETING CLOSE

Mary Tough closed the meeting at 17:00.