



The Canberra Bridge Club Inc.

President Gordon Henderson
Secretary Ruth Gallagher
Treasurer Andrew Kettle
Manager Molly O'Donohue/Philip Thompson

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MINUTES

Monday 7 March 2011 at 5.30pm

Attendance:

Gordon Henderson (President), Val Carmody (Vice-President) David Hoffman (Past President), Ruth Gallagher (Secretary), Andrew Kettle (Treasurer), Tony Marker, Val Brockwell, Sue Welbourn, Ruth Thomson, Liz Van Der Hor and Molly O'Donohue (Manager).

Apologies: Niek Van Vucht, Peter Giles.

1. PREVIOUS MINUTES

MOTION: That the Minutes of 14 February 2011 be accepted as a true record of the meeting. **MOVED** David Hoffman **SECONDED** Liz Van Der Hor
CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Bereavement Policy

The meeting discussed the paper and set of proposals on bereavement policy prepared by Liz Van Der Hor. The Committee agreed that there needed to be a written bereavement policy for the Canberra Bridge Club to follow in the event of the death of a Club member. This would include:

- Sending a condolence card signed "Canberra Bridge Club";
- The Committee designating a Club member to take responsibility for being aware of members' deaths and for organising and sending the condolence cards. It was agreed that Peter Andersson, who has been performing this function for many years, should continue in this role providing he is willing.
- The Club will meet all expenses for the card, mailing etc;
- Informing the membership of members' deaths. The death notice will be placed on the electronic screen for a week after the death. Also the Manager, in the email bulletins, would advise members;
- Setting up a Condolence Book, to be kept at the Club to record the Member's death and subsequent action;
- The Club would advise the BFACT Secretary of the death.

It was also mentioned that Keith Ogborn who is writing a history of Australian bridge may also be interested in knowing about the death of members who have

made a significant contribution to Australian bridge. The Committee will find out what he would like to do.

ACTION: Prepare Bereavement Policy Guidelines and organise a Condolence Book for the Office. **Liz Van Der Hor**

2.2 Guidelines on Committee Practices and Past Agreements

Due to limited time this item will be discussed at the next meeting. Gordon asked Committee members to read the document and see if there is anything else which should be included.

3. MANAGERS' REPORT

3.1 There was nothing to report.

4. TREASURER'S REPORT

4.1 Andrew provided a Summary Financial Position for the CBC with projections of the expected income and expenditure to 2014-15. The projections were based on the Club's current fee structure. Total recurrent expenditure is expected to increase steadily over the period. Discretionary expenditure over the last four years has been high due to high cost items such as the new airconditioning and front doors. This financial year the financial position has not greatly changed but so far table numbers have been lower. Andrew has assumed an average discretionary expenditure of \$20,000 per annum with the cost of power and other fixed expenditures increasing, all contributing to a steady decline in the asset base. Andrew said that the projected asset base by 2014 was far too low and that the Club needed to either cut back discretionary expenditure significantly or increase fees. Cutting back expenditure would delay a fee rise but it was inevitable. He recalled the last time there was a fee rise which was on 1 January 2007 and, once implemented, led to a rapid improvement in the asset base which only recently has started to fall back.

The Committee discussed the need to increase fees and the timing. The thinking was that this should be done sooner rather than later, given the current projected financial position. There was agreement that a \$1 fee rise was the best approach as a 50c rise caused problems with change and was hard to administer. Gordon's preference was to bring both daytime and evening prices into line as they are currently \$1 higher in the evening and there seemed to be little logical reason for the different price structure. For Tuesday and Thursday nights where the fee structure for BFACT events is already significantly higher due to the BFACT levy the thinking was that this should be held at current levels.

Andrew was asked to put an increased table fee into the model and see what change it made to the forward projections. He also said he would look back at the fee rises of 4 ½ years ago and see what the thinking was regarding the differing fee structure for daytime versus evenings and whether this was still relevant. He would report back to the next committee meeting on this as well as the revised model.

Timing for a fee rise was also discussed as well as the need to make members aware that the Committee was thinking of increasing fees and the reasons for doing this which were to ensure future financial stability. The majority of the

comments from the Committee supported a 1 July 2011 date for introducing a fee increase with 1 January 2012 as the alternative. A message for members would be prepared alerting them to what is being proposed and the reasons for this, noting that there had been no increase for over 4 years.

ACTION: Rework the CBC financial projections to 2014-15 factoring in a \$1 table money fee increase starting on 1 July 2011. Also look at factors affecting fee increases 4 ½ years ago and the reasons for the daytime/evening differential. Prepare message for Club members advising them of members thinking about a possible increase and the reasons. **Andrew Kettle**

5. COMMITTEE

5.1 House

5.11 Sue provided a detailed list of the required building and equipment maintenance and improvements required in the next couple of years and likely dates when the expenditures will be required. This will be considered at the next meeting when the more detailed financial projections have been prepared and will be considered in conjunction with this.

5.12 The new side tables have been purchased and will gradually be placed in the main room.

5.2 Teaching

5.21

5.3 Tournament & Calendar

5.31

5.4 Employment & Contracts

5.41 Nil

5.5 Congress and Social

5.51 Seniors' Day It was reported that some concerns had been raised about the cost of Seniors' Day and that compared to other events such as the Christmas Party there was less on offer for the money. It has been the same price for the last couple of years but the Committee agreed to monitor the numbers and reconsider the price next year. Val Brockwell said that there would not be prizes from local businesses as was the case last year as no-one was available to canvass local businesses for donations. The Committee agreed that, in lieu of this, gifts up to the value of \$4 from each entry fee would be used to purchase gifts and lucky door prizes for the day.

5.6 BFACT Representative

5.61 Gordon noted that he had received a letter from BFACT regarding what they intend for the new notice boards and will respond by the next meeting. He said BFACT had expressed some interest in the dealing machine purchased by the CBC. He also noted that there is a new Youth Bridge coordinator.

5.7 Finance

5.71 Issues discussed under the Treasurer's report

6. CORRESPONDENCE

In: Letter to Gordon Henderson from Brenda Rogers. Gordon forwarded a copy of the latest letter from Brenda Rogers regarding the Committee's activities. It was discussed and a general reply will be sent.

Out: .

7. OTHER BUSINESS

7.11 Tony advised that he would be in a position to discuss the Honorary Life Membership criteria and guidelines at next month's meeting.

8. NEXT MEETING

Monday 11 April, 2011 at 5.30pm in the Clubrooms.

Meeting closed at 6.55pm.

ACTION ITEMS and COMMITTEE MEMBERS RESPONSIBLE

1. **ACTION:** Development of a list of general improvements in the Club's amenities and a plan for the future needs and requirements of the Clubrooms. **Sue Welbourn** (*A list has been provided and this will be considered further at the next meeting*)
2. **ACTION:** Obtain quotes for the recovering with vinyl, as per the agreed sample, the kitchens, entrance and upper foyers and stairs. **Sue Welbourn**
3. **ACTION:** Look at further options for replacing blinds in Lower and Upper rooms. **Sue Welbourn**
4. **ACTION:** Prepare Bereavement Policy Guidelines and organise a Condolence Book for the Office. **Liz Van Der Hor**
5. **ACTION:** Rework the CBC financial projections to 2014-15 factoring in a \$1 table money fee increase starting on 1 July 2011. Also look at factors affecting fee increases 4 ½ years ago and the reasons for the daytime/evening differential. Prepare message for Club members advising them of members thinking about a possible increase and the reasons. **Andrew Kettle**