



The Canberra Bridge Club Inc.

President Stephen Fischer
Secretary Pam Crichton
Treasurer Andrew Kettle
Manager Val Holbrook/Lesley Gunson

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MINUTES

Monday 12 November 2012 at 5.30pm

Attendance:

Stephen Fischer (President), Peter Giles (Vice President), Andrew Kettle (Treasurer), Ruth Gallagher (A/g Secretary), Niek Van Vucht (Tournament Secretary), Rowan Bergin, Tony Marker, Sebastian Yuen, Jodi Tutty, Neil Garvey, Val Holbrook and Lesley Gunson (Managers).

Apologies: Di Hawke, Pam Crichton, Ann Pettigrew

1. Welcome

The President welcomed the new members. A schedule of meetings for the next year was agreed by the Committee. (See Attachment A)

2. PREVIOUS MINUTES

MOTION: That the Draft Minutes of 8 October 2012 be accepted as a true record of the meeting. **MOVED** Rowan Bergin **SECONDED** Niek Van Vucht

CARRIED

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

3.1 The redevelopment of the CBC website was referred to the new Committee. Stephen said that he was handing responsibility for this to Sebastian and Ann. Starting with the report prepared by Stephen Mendick he wanted them to look further at the issue and report back to the Committee on how to proceed. This would include options for methods to select an appropriate supplier.

4. AGM

4.1 **MOTION:** That the Minutes of the 2012 AGM be endorsed by the Committee for forwarding to the 2013 AGM for its acceptance as a true record of the meeting.

MOVED Neil Garvey **SECONDED** Niek Van Vucht

CARRIED

4.2 Section 14 of the CBC Constitution requires that a Public Officer be appointed to fulfill certain functions in accordance with the *Associations Incorporation Act 1991*.

MOTION: That Pam Crichton be appointed as the Public Officer for the Canberra Bridge Club. **MOVED** Ruth Gallagher **SECONDED** Sebastian Yuen

CARRIED

4.3 The 2012 AGM asked the Committee to nominate a date for the 2013 AGM, taking into account the problems of scheduling a meeting at the end of September with public holidays and various bridge congresses and commitments. The following motion was put to the Committee.

MOTION: That the 2013 Canberra Bridge Club AGM be held on Wednesday 25 September at 5.30pm in the Clubrooms.

MOVED Stephen Fischer SECONDED Peter Giles

CARRIED

4.4 Sebastian raised the matter of the status of the Alan Woods Rating System. Stephen said he would check with Sean.

5. MANAGERS' REPORT

5.1 The Managers' report was circulated prior to the meeting. Val spoke to the report highlighting some of the key issues.

Air conditioning. The air conditioning had been serviced. Replacement parts were needed for the two package units costing \$1,500. It was also strongly recommended that an electrician be called in to examine a problem in the system which might be simply a fuse but could be more, posing a fire risk. Neil said that it was strongly recommended that this check be undertaken immediately, and that the units also be replaced as the system had not been coping well, especially with the large Melbourne Cup crowds. Also, in undertaking this expenditure now it helped prevent more expensive work further down the track. It was also recommended that two inspections of the system be undertaken each year at a cost of \$750 to identify any problems and deal with them.

MOTION: That the Committee approve the expenditure of \$1,500 to replace parts needed for the two air conditioning package units; additional expenditure to undertake an electrical check of the system; and \$750 for inspections each year to catch emerging problems.

MOVED Neil Garvey SECONDED Tony Marker

CARRIED

5.2 Val said that the Upper Room needed to be improved, especially to make it more attractive. She was highlighting this now as an area for future action. Peter commented that the Christmas decoration boxes currently stored in this room could be kept under the building. However, this area needed a good sorting out and clean up before it could be used. It was agreed that this should be a key item at the next working bee.

5.3 The Managers asked about the Christmas dates and whether the Club wished to have a bridge session on the evening of Wednesday 26 December as there was a problem finding a Director. The Committee said they did want to have a session and that the Managers should do what they could to find a Director.

5.4 Val said that they were putting together a set of incident procedures. A recent incident at the Club had highlighted this need. They were also updating the first aid kit. Rowan asked if the Managers were familiar with CPR. Neil said that at the Yacht Club the Red Cross or St John's Ambulance came along and gave a class on first aid procedures and issued a certificate at the completion of this. The Committee thought this would be a good idea to do something similar for interested Managers and

Directors. The Managers were asked to contact the Red Cross or St John's Ambulance to see if they could do this and to canvass interest.

5.5 Peter asked about progress with buying a defibrillator for the Club. Stephen said he would talk with Stephen Mendick about the most important medical and first aid equipment needed for the Club and the need for a defibrillator.

5.6 Val reported on some of the suggestions which had been put in the suggestion box. One was the need to allocate money for buying crockery. Peter said he had an offer of a donation of 120 mugs for the kitchen plus the proceeds from the Christmas Raffle this year would be used to purchase additional items. Thus, it was agreed that no separate fundraising activity for this purpose was currently necessary.

6. TREASURER'S REPORT

Andrew provided the income statement for the first four months of 2012-13. Total profit was \$1,744 down on the same period last year while expenses were \$12,832 higher. Major increases in expenditure were due to:

1. an increase in staff pay, explained mostly by the relevant period including more weeks than the same period in 2011;
2. a transition period between Managers; and
3. significant increases in premises costs, including gas and electricity, relative to the same period in 2011.

Net Ordinary Income was \$3,634, down from \$18,211 from the same period last year.

7. SUB COMMITTEES

7.1 Membership and Promotion

7.11 The Committee agreed to appoint Jodi Tutty to the Membership and Promotion Sub-Committee, with further members to be appointed as needed.

7.12 Stephen asked if Jodi could look at the teaching and marketing program for 2013. He noted that BFACT are considering bringing experts down to conduct classes and CBC should link in with this.

7.2 Tournament & Calendar

7.21 The date of the 2013 AGM was considered at Item 4.3, and was set for Wednesday 25 September at 5.30pm.

7.22 David Hoffman had obtained a quote for printing 500 copies of the 2013 Calendar booklet from Comstat who had printed the previous calendar. The quote was \$1,994 after deducting the GST. David recommended accepting the quote which was just \$34 more than for the previous year. The Committee felt that next year three quotes should be obtained.

Neil said he was aware of a printer in Garran who might be able to give a quick alternative quote. Given the time constraints the committee agreed to going with Comstat unless the Garran printer was able to do it for a significantly better price. A different coloured cover was also requested.

MOTION: Neil Garvey to investigate alternative printer for 2013 Calendar booklet, and President and Treasurer be authorised, in consultation with the Managers, to assess the quotes and place an order with Comstat or the alternative.

CARRIED

7.3 Employment & Contracts

7.31 An informal meeting was being held with Directors on Tuesday November 13. It was proposed to hold these several times a year to allow a two way exchange of information on various matters.

7.4 House

7.41 Peter said he had the last quote for a new industrial strength dishwasher and was going to order to ensure installation by end of November. It will cost \$4,100 plus installation, but this includes a GST component which the Club will be able to reclaim. Additional expenditure will be required to purchase extra racks. There will also be a need to install a 15-amp power supply for the new dishwasher at a likely cost of around \$500. The Committee agreed to proceed with these purchases.

The Committee considered the existing plan to install the spare dishwasher in the bottom kitchen, so that there would be two dishwashers available there. This was anticipated to cost approximately \$900. The volume of cups, etc., was noted in favour of this plan. However, a number of issues were raised, including the health and safety implications given the lack of room, which would necessitate the dishwasher opening across the entry to the kitchen.

The Committee agreed not to proceed with the installation of a second dishwasher in the bottom kitchen, with further consideration to be given to potential solutions. In the meantime, the spare dishwasher is to be retained in storage.

Peter noted that he was also looking at buying new plates before the December Christmas parties.

Following this discussion, Item 7.51 was considered, before returning to Item 7.42.

7.42 The Club had been approached by Jean Wilson about purchasing a wheelchair. Stephen will ask Stephen Mendick about this and other medical requirements as part of his action under Item 5.4.

7.43 The Committee wished to thank Jim Murray for his donation of a painting to the Club. The Secretary was asked to send a letter of thanks.

7.44 Sue Welbourn noted that some members quietly and constantly help the CBC. She suggested that recognition be given at Christmas time for their work. The Committee wished to note that:

- John Hempenstall has put in a large amount of work this year – particularly at the time of the rendering in the carpentry line.
- Alex Preece provides liners for the bridge table rubbish bins and relines them as required.
- Ruth Conley cares for the indoor plants.
- Peter Andersson organises appropriate cards for bereaved or unwell club members.

The Committee thanked these members, as well as those others not listed, who constantly contribute to the Club.

7.45 Peter said that he had developed a list of house keeping tasks which

covered a range of items that did not get picked up by the cleaners and needed to be done more regularly than the twice a year working bees. He suggested that they could either be done by extending the contract of the cleaners to include these additional tasks from time to time or to call for volunteers to undertake the work, assigning each a specific task. The Committee asked if Peter could circulate the list he had developed and seek comments from members, and agreed to put the item on the agenda for the next meeting.

7.5 Congress and Social

7.51 This item was considered after Item 7.41.

Rowan said that there would be a Trivia Night on 9th February and that Rick Nehmy was happy to be the host. Jodi will coordinate. The event will be a fundraiser.

7.52 The Christmas parties had been organised and lists would go up shortly. It was \$25 for members and \$35 for non members for all three parties. Members had first priority and there would be no duplicate sessions on those days. The Committee agreed. The evening Christmas party would start at 6pm and include a two course meal and nibbles during the game but nothing after. The Committee considered a suggestion for individual movements, but agreed that it might detract from the enjoyment of the event; thus bridge would be a Mitchell movement.

7.6 BFACT Representative.

7.61 There has been no BFACT activity to report.

7.7 Finance

7.71 Nil

8. CORRESPONDENCE

In: .

Out:

9. OTHER BUSINESS

9.1 The Committee agreed that an invitation should be sent to Tim Bourke to return to CBC following his suspension.

MOTION: Having met the requirement set out in the letter from the CBC Committee to Mr Tim Bourke in January 2009, the Committee now allow him to rejoin the Club if he chooses.

MOVED Stephen Fischer SECONDED Niek Van Vucht

CARRIED

9.2 Sebastian put forward a proposal to look at the CBC By-Laws with the intent of a possible revision and updating. They were last revised in 2002. It was noted that they are largely duplicative of ABF regulations and more consistent (but not entirely) with BFACT. It was agreed that they should be reviewed. Sebastian offered to lead on this with Stephen and Niek being involved. It was also suggested that Earl Dudley should be asked to participate.

9.3 Sebastian also agreed to look at the Strategic Plan and its priorities and do an evaluation of progress.

9.4 Neil raised the issue of the two seats outside the entrance. The quote from Pat Kearins was to supply all materials including a middle support leg for each seat, 5 recycled plastic boards per seat plus labour to rebuild seats. The cost was \$480 per seat at a total cost of \$960.

MOTION: That the Committee approve the expenditure of \$960 to refurbish the two outside seats and authorise the work to commence.

MOVED Tony Marker

SECONDED Niek Van Vucht

CARRIED

10. NEXT MEETING

Monday 3 December 2012 at 5.30pm in the Clubrooms.

Meeting closed at 6.55pm.

ACTION ITEMS and Members responsible

1. Talk with Stephen Mendick about First Aid kit and important medical equipment which should be kept at Club including wheel chair and defibrillator. (Stephen).
2. Letter to Jim Murray to thank him for his donation of a painting. (Ruth)
3. Circulate a list of house keeping tasks for members to comment on and suggest ways to manage. (Peter)
4. Look at CBC By-laws with a view to possible revision. (Sebastian)
5. Look at Strategic Plan and its priorities and provide and evaluation of progress. (Sebastian)

2013 COMMITTEE DATES

Monday 11 February
Monday 11 March
Monday 8 April
Monday 13 May
Monday 10 June
Monday 8 July
Monday 12 August
Monday 9 September
AGM Wednesday 25 September

All meetings will start at 5.30pm in the Clubrooms