

The Canberra Bridge Club Inc.

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MINUTES

Monday 2 June 2014 at 5.30pm

Attendance: Peter Giles, Stephen Fischer, Val Carmody, Pam Crichton, Tony Marker, Lesley Gunson, Mary Tough, Neil Garvey, Pamela McKittrick, Sebastian Yuen, Fifine Hutton.

Apologies: Jodi Tutty, Leone Moffat, Val Holbrook, Paul Sullivan, Sheila Bird.

1. PREVIOUS MINUTES

MOTION: That the Minutes of 12 May 2014 be accepted as a true record of the meeting. Moved Peter Giles Seconded Mary Tough CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Action item 1: the flier for our Spring Congress has not been placed on the NSWBA website (Action item 1)

Action item 2: master pointing issue will be addressed when Sheila returns (Action item 2)

Action item 3: CBC is not affected by the changes to the privacy legislation. The club must, as in the past, ensure the privacy of details pertaining to staff.

Action item 4: the company that makes signs has not yet replied to Lesley's requests for a quotation (Action item 3)

Action item 5: Leone is away so the further document on directors is not available (Action item 4)

3. MANAGERS' REPORT

A written report was circulated.

The issue of security was raised. Stephen Mendick will be removed from the call list and Val Carmody and Sebastian Yuen added.

When players remain in the club when the director is leaving, he/she should lock the front door and note the names of those still present. Should the club not be properly secured, those people would be responsible for the call out fee from the security company.

Table numbers (including the Southern Tablelands Teams event) were 609 in May 2013 and 597 in May 2014.

4. TREASURER'S REPORT

The Southern Tablelands Teams day made a profit of \$1176.38 and the raffle made a good profit.

The Treasurer is not happy with the software we have. Reckon doesn't report well and is not easy to use. We are not in a position to change by the end of the financial

year so the CBC needs to pay \$500 to maintain the software that is necessary for taxation.

There was a wine spill in the club – the quotation from the carpet cleaning company has not been received yet.

5. SUB COMMITTEES

5.1 Membership and Promotion

5.1.1 Sponsorship:

Peter is making slow but steady progress in obtaining businesses who will pay to advertise in our calendar. Neil suggested that Battery World at Phillip might offer a discount on batteries for us. This would be helpful for the bridge mates.

5.1.2 Survey: the committee will meet on Monday 16 June if the report has been completed.

5.1.3 David Beauchamp lectures:

They are to be advertised in the newsletter and at bridge sessions. Peter will talk to Pam about the food to be offered.

5.1.4 Honouring members:

Paul Sullivan is away but the background was explained. There are two issues: one is specific, the wish of some members to name an event in honour of Jill Tonkin, and the other is the general issue of guidelines for ways of honouring members. (Action item 5)

5.2 Tournament & Calendar

nothing to report this month.

5.3 Employment & Contracts

Most contracts have been issued. Two are being drawn up.

5.4 House

5.4.1 Car park:

The cost of bitumen is \$55 plus GST per square meter. The cost of concrete is \$10 per square meter.

Water underneath the car park is causing cracking, especially near the entrance, which has maximum traffic. The club will wait one month to allow Fabio to carry out the patching job, currently contracted for bitumen.

5.4.2 Chairs:

We have 5 chair seats and want 5 backs to go with them. MOTION that the profits from the raffle be used to pay for 5 chair backs Moved Val Carmody Seconded Pam Crichton Carried

The president said that our chairs are 16 years old and about 50% of them are in poor condition. He hopes that the profit from the Trash and Treasure will cover the cost of more new chairs.

5.4.3 Food Safety registration:

Peter Giles will work on this with Val Holbrook on her return.

5.4.4 Air conditioning:

Pacific Facilities maintenance quoted \$7128 to install 2 Hitachi Inverter 9.0K split systems in the Barry Turner room that would take the load off our existing air conditioning system. Pam to circulate this (Action item 6)

The cost of a completely new system is likely to be \$100 000.

One member has reported that it is usually cold in the room on Monday morning before play starts. It was felt that this was inevitable following no usage of the room (and therefore no heating) for the preceding 40 hours.

5.4.5 Alcohol policy:

At the request of the President, Tony Marker had investigated requirements of the Liquor Act as it applied to the club. The club is able to apply for a permit for limited sales of alcohol as a non-profit community organisation, to which the requirements for training under RSA (Responsible Sale of Alcohol) do not apply. The President is further reviewing the material Tony provided (Action item 7)

5.4.6 Coffee:

Discussion held over till after the survey report has been received.

5.5 **Congress and Social**

5.5.1 Southern Tablelands teams:

This event was very successful. There was a profit of \$1175 and a good feeling on the day. The new Restricted Pairs event was well received with 5 tables of participants.

5.5.2 Trivia Night:. Mary Tough will talk to Ric Longmore about the feasibility of running this event. Our calendar is crowded, which makes early in 2015 an attractive time but this would rule out combining with the Youth Orchestra. (Action item 8)

5.5.2 Spring Congress:

Mary and Peter are talking about food arrangements. Jodi has sent them a document on the congress.

5.5.3 CBC Congresses for 2015:

Further discussion with Sheila and BFACT is needed.

5.6 BFACT Report:

The ABF is conducting a marketing workshop in 10 days time. Stephen will report back from that.

There has been a change in executive positions on the ABF. The new office bearers are Bruce Neill (President), Russell Harms (Legal Counsel) and Alison Strahlow (Secretary).

Peter asked for someone from BFACT to check their records that are stored in the building (after the Trash and Treasure sale) with a view to throwing out anything that is unnecessary and consolidating what remains (Action item 9)

6. **CORRESPONDENCE**

6.1 Mail in:

information sheet on a first aid course provided to the Canberra Yacht Club by another community organization for \$88. We need to find out who the service provider is.

If we insist that our directors have a first aid qualification we may also be required to pay them more for the extra responsibility involved.

The ABF position is that there is no requirement for us to have a person qualified in first aid on site.

Some committee members think the most helpful thing would be to have a defibrillator. Others simply want a 000 call placed when there is any doubt. We should place an item in the newsletter explaining our position on this, and stressing that the member will be responsible for the cost of ambulance callout unless covered by ambulance insurance. (Action item 10)

We could ask on our membership forms for people to indicate if they have a current first aid certificate. This information could be given to the managers and directors.

Mail Out:

It was suggested that we write to Bill Tutty to thank him for donating a backup system for the office computer and for his work in supporting the operation of our computer (Action item 11)

7. **OTHER BUSINESS**

7.1 Website: nothing to discuss at this stage

7.2 Bed: Peter has bought (\$19.95) a fold out bed for anyone who is ill to lie on. It is stored in the meeting room. Lesley will let the directors know it is there.

7.3 Nation Wide Pairs: have been played once a month on Friday nights. As this session is barely viable it was suggested that this event be moved to Wednesday night and possibly be used to increase the numbers in that session. The Nation Wide Pairs costs \$1 extra but red master points are awarded to those in the top third of the field. It will be hard to justify continuing to run Friday nights at a loss. Many things have been tried in the past to bolster the numbers in this session.

7.4 Trash and Treasure: will be held at the club on 6 September. Many helpers will be needed on 5 and 6 September to set up and run stalls. Food won't be sold at this event but we will need to provide food for those working on those two days. The club will engage with Deakin businesses who may profit from extra food and coffee sales on the day and thereby feel inclined to help with sponsorship at other times.

It will be advertised via signs on major roads, in the press, on a board at the Deakin shops and through brochures in the shops.

8. **NEXT MEETINGS**

Monday 16 June 2014 5.30pm to discuss the report of the survey

Monday 7 July 2014 5.30pm

Meeting closed at 7.00 pm.

ACTION ITEMS and Members responsible

Action item 1: place a flyer for the Spring Congress on the NSWBA website (Jodi, Sheila and Mary)

Action item 2: check on master pointing (Sheila)

Action item 3: investigate the cost of improving our signage (CBC name and warning trespassers) (Lesley)

Action item 4: set out the process through which a new director needs to go, and the ways in which the club can facilitate this (Leone)

Action item 5: honouring members (Paul)

Action item 6: circulate the quote on improving the current air conditioning system (Pam)

Action item 7: alcohol policy (Peter and Tony);

Action item 8: talk to Ric Longmore about a possible Trivia Night (Mary)

Action item 9: ask BFACT to review their records stored in the building (Stephen)

Action item 10: put an item in the newsletter about our policy on calling ambulances and the responsibility of the member to meet the cost (Lesley and Peter)

Action item 11: thank Bill Tutty for the backup system and his help with the office computer (Pam)

LIST of LONGTERM AGENDA ITEMS

August:

Registration with government re food safety

October:

Club closure, eg Friday nights during the Summer Festival, Good Friday.

Club closure over Christmas, New Year period