

The Canberra Bridge Club Inc.

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MINUTES

Monday 18 August 2014 at 5.30pm

Attendance: Peter Giles, Stephen Fischer, Val Carmody, Tony Marker, Mary Tough, Neil Garvey, Pamela McKittrick, Sebastian Yuen, Leone Moffat (for discussion of 5.4.3), Paul Sullivan, Val Holbrook.

Apologies: Pam Crichton, Sheila Bird, Jodi Tutty, Lesley Gunson.

1. CONFIRMATION OF MINUTES

MOTION: That the Minutes of 7 July 2014 be accepted as a true record of the meeting. Moved Val Carmody, seconded Paul Sullivan. CARRIED.

Item 5.4.3: Coffee machine

This agenda item was scheduled after the confirmation of the minutes so that Richard Brightling could attend to provide feedback on the use of the coffee machine. Leone Moffat also reported on the implementation of it to date. They reported that 15 pods are necessary to be sold per day to cover costs and that the number sold so far is meeting/exceeding the target. There has been an initial issue with the cleaners using twice the amount of cleaning fluid than is necessary. Leone has left a note for the cleaners so this issue should be addressed. There was also an issue with the hot water in the middle of the machine not working; this is being rectified by the machine being exchanged for another.

Richard and Leone flagged that continuing maintenance of the machine may be an issue while Richard is overseas. It was suggested that there be a volunteer for each session of play who could come in early to set up and assist people in using the machine. It was also suggested that there is a need to emphasize that the alternative of free coffee, tea and hot chocolate is still available.

Action Item 1: The availability of free coffee, tea and hot chocolate is to be mentioned in the next Newsletter as well as a request for volunteers to set up for the operation of the coffee machine before each session of play.

The Committee congratulated Richard and Leone on the successful implementation of the coffee machine.

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Dealt with under other headings.

3. MANAGERS' REPORT

A written report was circulated by email and at the meeting. Val Holbrook flagged the following:

- no critical mass currently for the Beginners' lessons starting in early September
- concern over the decline in table numbers, particularly surprising for Wednesday morning sessions
- a congenial meeting of directors was held; keeping players to time is a particular issue, but Val reported that there has been evidence of directors attempting since to enforce this issue
- Peter Giles to lodge the paperwork to register the CBC under the *Food Act 2001* the day after this meeting.

Action Item 2: The Managers to keep a watching brief on table numbers.

4. TREASURER'S REPORT

Val Carmody presented the Treasurer's report. She expressed concern over the revenue figures. One of the issues is that CBC assets are old and so depreciation is large. Money is needed for the replacement of assets. Also money is not being spent on assets being written off; the work on the car park was treated as a repair rather than as an asset. Table money is down, although there has been a slight increase in membership. Salaries are about the same as last year and running the payroll is an advantage. The financial sub-committee is addressing the issue of finances. Work is underway to try to arrest falling revenue figures and achieve a reduction in costs.

There was some discussion about the TBIB ABF multi-trip insurance which members can access.

MOTIONS: That the following three motions be put forward to the CBC Annual General Meeting (AGM) on 30 September 2014. Moved Val Carmody, seconded Peter Giles. CARRIED:

MOTION 1: That the 2015 annual subscription to the Canberra Bridge Club Inc be \$75 per annum (includes GST) except for:

- (i) Concession members, ie:
 - a) persons under the age of 18 years at 1 January 2015;
 - b) full-time students under the age of 25 years at 1 January 2015;
 - c) disability support or age pensioners;
 - d) persons who reside permanently more than 80 kilometres from the Canberra General Post Office; and
 - e) at the discretion of the Committee, other persons experiencing hardship;who will pay \$35 per annum (includes GST); and

- (ii) Senior members, ie those over the age of 60 years at 1 January 2015, who will pay \$65 per annum (includes GST); and

(iii) Persons who join after 30 June 2015 and before 1 October 2015, who, if paying full or seniors rates, will pay half the relevant annual subscription for 2015, and, if paying concession rates, will pay \$25; and

(iv) Persons who join after 30 September 2015, who will pay the full relevant annual subscription but whose membership will be valid until 31 December 2016.

(v) Persons joining as non-home club members will be entitled to an additional deduction of \$16.

MOTION 2: That the joining fee for the Canberra Bridge Club Inc for 2015 be \$10 (including GST), except for concession members who will pay \$5, and that there should be no joining fee for full-time students under 25 years and youth under 18 years.

MOTION 3: That Duesburys be appointed as auditor for the Canberra Bridge Club Inc for 2014-2015.

5. SUB-COMMITTEES

5.1 Membership and Promotion

5.1.1 Sponsorship:

Peter Giles reported that approaching businesses for advertising is in train. He emphasized that each business approached is told that they will be the only one representing that kind of business. He said he would welcome knowing of any business that would be worth approaching.

Action Item 3: Peter Giles to email a list of businesses already approached to Committee members.

5.1.2 Survey:

Proposed revision of Survey Report to include free text comments from members: After some discussion as to the apparently favourable reaction of members to the Report, and in view of the time that has elapsed since the release of it to members, the majority of Committee members voted not to revise the Survey Report.

Progress with strategy in response to Recommendation 2: The Committee considered the paper "Partnership Project", prepared in response to Recommendation 2 in the Survey Report, and endorsed the proposed courses of action, ie the development of a stand-in register and new partnership register. The Committee also endorsed the conduct of a three-monthly Partner Sunday event to provide opportunities for the development of new partnerships.

Action Item 4: The Committee asked the project team (Leone Moffat, Di Elliott and Paul Sullivan) to provide progress reports on a three-monthly basis.

Action Item 5: Committee members to present strategies for addressing the remaining recommendations contained in the Survey Report at next month's

meeting.

5.1.3 Beginners: The Committee considered two proposals flagged in the paper "Proposal for beginners in 2015". The first was to approve running beginners courses through U3A. It was noted that several Committee members have been in discussion with U3A for some time over this proposal. It is envisaged that the lessons would be held at CBC and costs would need to cover, for example, photocopying and the purchase of a book. Also, a syllabus would need to be in operation to ensure the quality and consistency of the teaching. In order to meet the deadline for inclusion in the U3A course prospectus, details of the course would need to be finalised by mid-September.

MOTION: That in-principle approval is given to running beginners courses through U3A. Moved Val Carmody, seconded Pamela McKittrick. CARRIED.

The second proposal was to approve the in-principle establishment of a Beginners Coordinator to provide leadership in developing an effective beginners program.

MOTION: That in-principle approval is given to the establishment of a Beginners Coordinator. Moved Val Carmody, seconded Stephen Fischer. CARRIED.

5.1.4 Intermediate lessons: The Committee considered the proposals, flagged in the paper "Intermediate lessons", to run a series of three lessons by Sean Mullamphy on Saturdays in November and detailing advertising for them.

MOTION: That approval is given for Sean Mullamphy to run the three intermediate lessons in November 2015, as outlined in the paper "Intermediate Lessons", subject to Sean Mullamphy's availability. Moved Stephen Fischer, seconded Peter Giles. CARRIED.

Action Item 6: That the Membership and Promotion Sub-Committee liaise with the managers to begin advertising the lessons by: placing a flyer on the notice board; and placing details of the lessons on the lesson page of the CBC website.

5.1.5 Skilling for intermediate and advanced players: The paper "Proposal for skilling in 2015" was provided for information and comment. The Committee agreed to the proposal contained in the paper, ie:

For each of the three levels (Starters, Club players and ABF players) we should:

- develop a calendar of activities
- establish a notice board for each level where the first posting would be in the calendar
- in the 2015 Calendar (book) develop a page for each.

5.1.6 Honouring members: The Committee noted that a previous paper had addressed the issue of honouring members with life membership, but the issue of honouring members in other ways (eg naming events after members) had not been considered in full.

Action Item 7: Paul Sullivan to prepare a paper on honouring members in ways other than with life membership.

5.1.7 ANU Bridge players: The Committee agreed to the in-principle support of ANU Bridge players using the Club free of charge as a trial until the end of 2014. The

session would probably be held on Friday afternoons. It was agreed that the play would not form a movement, that there would be no prepared boards and therefore no hand records.

The Committee thanked the members responsible for the various papers presented.

5.2 **Tournament & Calendar**

It was noted that there has been a clash of events for the Wednesday morning session on 27 August 2014. This is the date set for the Australia Wide Pairs and the Teams of 3 event has also been advertised for this same date.

Action Item 8: Val Holbrook will determine if there is likely to be a valid number for the Australian Wide Pairs and will de-register the event if not.

Leone Moffat has offered to direct a Sunday afternoon session once a month. The Committee gave in-principle agreement.

Action Item 9: The matter of Sunday afternoon sessions to be pursued by the Committee after Leone returns from overseas in October.

5.3 **Employment & Contracts**

Val Holbrook is leaving at the end of October 2014. The arrangements for filling her position have been advertised in the Newsletter, including the use of volunteers. Peter Giles mentioned the ways in which the Surfers Paradise Bridge Club employs volunteers. For example, they handle the table money and the directors are paid just to direct.

Action Item 10: Peter Giles to bring photos of the Surfers Paradise Bridge Club to next month's meeting.

5.4 **House**

5.4.1 Resurfacing the car park:

The Committee thanked Neil Garvey for the outstanding job he has done in regard to this project. It was also noted that the project came in under budget by approximately \$4,000.

Action Item 11: Peter Giles to include thanks to Neil Garvey in the President's Report in this week's Newsletter.

5.4.2 Chairs:

Peter Giles reported that the order is in and they will arrive after the Trash and Treasure Day.

5.4.3 Coffee machine:

Covered above.

5.4.4 Registration for the Food Safety Officer:

As already noted, Peter Giles is to lodge the paperwork to register the CBC under the *Food Act 2001* the day after this meeting.

5.5 Congress and Social

5.5.1 Spring Congress: Preparation for this event is in train. Peter Giles reported that he and Mary Tough would be responsible for the catering. Most discussion focused on the flyer that had been circulated to members of the Congress and Social Sub-Committee to which the following edits were suggested:

- On the Saturday for the 1pm session change “Open” to “Novice” and insert “Novice: combined masterpoints of pair less than 50”
- On the Sunday, increase the prize money (as it is a team event) in Category A from \$275 to \$500 for 1st prize and from \$175 to \$300 for 2nd prize and for Category B from \$200 to \$400 for 1st prize and from \$100 to \$200 for 2nd prize
- On the Sunday, add a C category (for novices) with prize money of \$200 for 1st and \$100 for 2nd.
- On the Sunday correct the cost per” pair” to cost per “team”
- “Prizes” to be added Friday 1pm session and, once determined, prizes to be added for the Sat 1pm session.

Action Item 12: Peter Giles to discuss affordability and nature of prizes with Val Carmody.

Action Item 13: Val Holbrook to make edits to the flyer after discussion with Peter Giles.

Action Item 14: Mary Tough to forward Spring Congress documents to the Committee.

5.5.2 BFACT/CBC Gold Point Congress 2015: Stephen Fischer advised that the date for this event has been locked in at 2-5 October 2015. Therefore it is proposed that the current Spring Congress be moved to May and become the Autumn Congress and associated with the current Southern Tablelands event. Stephen pointed out that planning groups would be required from each of CBC and BFACT plus a team made up or representatives from both.

MOTION: That the Committee endorse the proposal to move the current Spring Congress to the Southern Tablelands Congress and make it into a three-day event. Moved Peter Giles, seconded Mary Tough. CARRIED.

The Committee noted that including accommodation options in advertising the BFACT/CBC Gold Point Congress would be advantageous.

Action Item 15: Committee members to advise Peter Giles by email of issues to consider in preparing for the Congress. He will then consolidate them into a list. Peter also asked Committee members to consider going on to the CBC working/planning group.

5.6 BFACT

5.6.1 Report on ABF marketing workshop: Stephen Fischer reported on this workshop held in the middle of June. He was the BFACT representative on it and Sheila Bird was also on it representing the ACT. It was noted that the

ACT growth has been 1.9% compared to the national average of 4.1%. Stephen pointed out that we are unable to tie in with national events. He continues that the key message to take away is the need for a marketing coordinator and that Sheila Bird, who already is the marketing person in BFACT, should become the marketing coordinator for both BFACT and CBC, ensuring that there is no duplicate effort between the two.

MOTION: That Sheila Bird be appointed as Marketing Coordinator for both BFACT and CBC. Moved Stephen Fischer, seconded Peter Giles. CARRIED.

6. CORRESPONDENCE

In: Australian Bridge re Australia Wide Pairs

Out: Ann Pettigrew thanking for help with Saturday supervised
Jeanette Grahame thanking for help with Saturday supervised

7. OTHER BUSINESS

7.1 Accuracy of master pointing:

Deferred until Sheila Bird is present.

7.2 Directors, ideas for development:

Deferred until Leone Moffat is present.

7.3 Signs for car park:

The issue of what kind of signage to investigate was clarified. It was agreed not to have as many signs as currently.

Action Item 16: Mary Tough to email photos of CBC signs to the Tuggeranong Men's Shed to gauge their interest in making a sign. Mary to report further at next month's meeting.

Action Item 17: Peter Giles to provide a photo of a NO PARKING sign from a Queensland surf club at next month's meeting.

7.4 Trash and Treasure Day:

Peter Giles reported that preparations for the day are on track.

7.5 Honorary life membership:

MOTION: A nomination is to be put forward to the CBC AGM on 30 September 2014. The name is to be withheld until after the AGM. Moved Mary Tough, seconded Peter Giles. CARRIED.

7.6 Soccer Club usage of car park:

Noted.

7.7 Seniors Week:

The Club received an invitation to have a presence at the Seniors Week Expo to be held at Exhibition Park. Owing to the very high cost of participating, Peter Giles made the decision not to go ahead. He did, however, mention that he had asked Val Holbrook to look into the cost of advertising in the State Seniors magazine.

Action Item 18: Val Holbrook to look at the cost of advertising in the State Seniors magazine.

8. NEXT MEETINGS

Monday 8 September 2014 at 5.30pm.

Peter Giles asked Committee members to indicate at next month's meeting their intentions in regard to standing for re-election.

Meeting closed at 8.15 pm.

ACTION ITEMS and Members responsible

Action Item 1: The availability of free coffee, tea and hot chocolate is to be mentioned in the next Newsletter as well as a request for volunteers to set up for the operation of the coffee machine before each session of play. (Managers)

Action Item 2: The Managers to keep a watching brief on table numbers. (Managers)

Action Item 3: Peter Giles to email a list of businesses already approached to Committee members. (Peter)

Action Item 4: The Committee asked the project team (Leone Moffat, Di Elliott and Paul Sullivan) to provide progress reports on a three-monthly basis. (Leone and Paul in conjunction with Di Elliott)

Action Item 5: Committee members to present strategies for addressing the remaining recommendations contained in the Survey Report at next month's meeting. (Relevant Committee members)

Action Item 6: That the Membership and Promotion Sub-Committee liaise with the managers to begin advertising the lessons by: placing a flyer on the notice board; and placing details of the lessons on the lesson page of the CBC website. (Jodi and other members of the sub-committee)

Action Item 7: Paul Sullivan to prepare a paper on honouring members in ways other than with life membership. (Paul)

Action Item 8: Val Holbrook will determine if there is likely to be a valid number for the Australian Wide Pairs and will de-register the event if not. (Val H.)

Action Item 9: The matter of Sunday afternoon sessions to be pursued by the Committee after Leone returns from overseas in October. (Committee)

Action Item 10: Peter Giles to bring photos of the Surfers Paradise Bridge Club to next month's meeting. (Peter)

Action Item 11: Peter Giles to include thanks to Neil Garvey in the President's Report in this week's Newsletter. (Peter in liaison with Val H.)

Action Item 12: Peter Giles to discuss affordability and nature of prizes with Val Carmody. (Peter and Val C.)

Action Item 13: Val Holbrook to make edits to the flyer after discussion with Peter Giles. (Val H.)

Action Item 14: Mary Tough to forward Spring Congress documents to the Committee. (Mary)

Action Item 15: Committee members to advise Peter Giles by email of issues to consider in preparing for the Congress. He will then consolidate them into a list.

Peter also asked Committee members to consider going on to the CBC working/planning group. (Committee)

Action Item 16: Mary Tough to email photos of CBC signs to the Tuggeranong Men's Shed to gauge their interest in making a sign. Mary to report further at next month's meeting. (Mary)

Action Item 17: Peter Giles to provide a photo of a NO PARKING sign from a Queensland surf club at next month's meeting. (Peter)

Action Item 18: Val Holbrook to look at the cost of advertising in the State Seniors magazine. (Val H.)

LIST of LONG-TERM AGENDA ITEMS

September:

Alcohol policy

October:

Club closure, eg Friday nights during the Summer Festival, Good Friday, over Christmas and New Year period

Teams of Pairs event