



Canberra Bridge Club

President	Margaret Kyburz	5-7 Duff Place
Secretary	Deb Milner	PO Box 9006
Treasurer	Jennifer Yeats	Deakin ACT 2600
Managers	Kerry Butcher, Emily Inglis, Tamara Cutcliffe	☎ 02 6282 2382
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MINUTES Monday 25 October 2021, 1.30pm

Attendance: Margaret Kyburz, Liz Van Der Hor, Jennifer Yeats, Deb Milner, Ian Robinson (from item 11), Anne Fleming (from item 10), Christy Geromboux (until item 11), Michele Grant, John Hempenstall, Tim Mather, Patricia McDonald, Mary Tough

Apologies: Richard Hills (Richard provided comments on the papers)

The Committee met via Skype.

Margaret referred to agenda item 7, and asked if any Committee member wished to declare a conflict of interest in relation to any of today's agenda items. In relation to item 13, Christy noted that she has been assisting as a teacher in supervised sessions.

1. CONFIRMATION OF MINUTES OF 20 SEPTEMBER 2021

MOTION: That the minutes of 20 September 2021 be accepted as a true record of the meeting.

Moved: Patricia McDonald Seconded: Liz Van Der Hor CARRIED

2. NOTING OF COMMITTEE'S BY-EMAIL DECISION

The Committee noted its by-email decision of 1 October 2021 authorising the President and Treasurer to sign the 2020-21 audited financial report.

3. BUSINESS ARISING

The Committee discussed the status of action items from previous meetings, both completed and in-progress items.

4. PRESIDENT'S REPORT

Co-manager Emily Inglis has tendered her resignation, effective 4 November 2021. Following Emily's departure, Kerry and Tamara propose to work more days between them (each of them to work three days one week, two days the next week). The Committee noted Emily's significant contribution to CBC over the past four years. Jennifer will organise an appropriate gift for Emily.

5. MANAGERS' REPORT

The Committee noted the Managers' Report and the summary of average table numbers per session in the five weeks to 30 September 2021. Margaret will check with John Donovan about resending data to the ABF now that the Masterpoints website has been re-established.

6. TREASURER'S REPORT

Jennifer tabled the Balance Sheet and Profit & Loss Statement as at 30 September 2021, also a Profit & Loss Statement for the month of September 2021. Jennifer will clarify what is included in certain items in the Profit and Loss Statement, eg, bookshop sales, bad debt.

7. FOR ENDORSEMENT/NOTING/ACTION BY NEW COMMITTEE

The Committee discussed the Code of Conduct, which sets out the standards and behaviours expected of CBC Committee members.

MOTION: That the Committee endorses the Code of Conduct for Committee members.

Moved: Deb Milner Seconded: Margaret Kyburz CARRIED

Margaret will mention the role of recorders in the newsletter.

The Committee noted the Governance Calendar for 2021-2022, which is designed to ensure that the Committee meets its obligations (eg, from the CBC Constitution and By-laws) and doesn't overlook necessary tasks. Margaret noted the need to schedule the January and February Committee meetings to avoid the Summer Festival of Bridge (to be held online 13 to 23 January 2022) and the Gold Coast congress (18 to 26 February 2022).

The Committee noted the following potential conflicts of interest for future reference:

- Ian and Christy: Employment as CBC directors
- Mary: Employment at ABF

The Committee noted the need for all Committee members to declare a possible conflict of interest, especially one not previously or recently disclosed, if relevant to a matter being considered by the Committee.

8. SPONSORS

Margaret will speak with Peter Giles about possible future arrangements for CBC's sponsors, including a written description of the coordinator role, so that the Committee can determine arrangements for 2022 at the next Committee meeting. Margaret will check whether the managers have sent an interim reply to the email from Hindmarsh Retirement seeking a meeting.

9. CALL FROM U3A FOR 2022 COURSE PROPOSALS

U3A is seeking proposals for courses in 2022. Margaret has spoken with Sally Barber who is happy to be the U3A teacher again. Margaret will ask Sally to talk with Barb Toohey about possible dates for U3A lessons in early 2022, noting the dates for CBC beginners' lessons, public holidays and school holidays.

10. APPOINTMENT OF PUBLIC OFFICER, RECORDER/S, AND CHAIRS AND MEMBERS OF SUB-COMMITTEES

The Committee made the following appointments:

- Recorders – Sebastian Yuen is happy to continue as a recorder. Margaret will ask Sue La Peyre whether she is happy to continue as the other recorder.
- Public Officer – Deb
- Membership and Promotion Sub-Committee – Christy, Tim, Anne
- Tournament and Calendar Sub-Committee – Ian (chair), Christy, Richard (Margaret will check with Richard), Bruce Crossman (Ian will check with Bruce)
- Contract and Employment Sub-Committee – Margaret (chair), Jennifer, Ian, Deb
- House Sub-Committee – John, Tim
- Congress and Social Sub-Committee – Mary (chair), Michele, Anne
- Education Sub-Committee – Liz (chair), Michele, Patricia, Ian
- BFACT – Liz will be the CBC representative
- Barry Turner Fund Investment Sub-Committee – Jennifer (chair), Ian, Roger Curnow and West Savery (Jennifer will check with Roger and West)
- COVID-19 Sub-Committee – Margaret (chair), Ian, Deb, Mary

11. CBCPAY

Jennifer will ask Emily about the current situation with emailing CBCPay monthly statements to members with iiNet email addresses and whether the problem is now under control.

Further to the Committee meeting of 20 September 2021, the Committee agreed that RealBridge visitors can be included on CBCPay. It is preferable that RealBridge visitors are on CBCPay rather than issuing invoices to them for payment, and if on CBCPay they will receive monthly statements as a reminder to pay. Ian indicated that there is a way of including visitors without ABF numbers on CBCPay. The “PP2” option on CBCPay can continue to be used when a visitor’s RealBridge partner is a CBC member.

12. PROPOSED RETURN TO FACE-TO-FACE BRIDGE – TIMELINE AND ARRANGEMENTS

The Committee considered the paper outlining the proposed timeline and arrangements for the return of face-to-face bridge at the clubrooms given the ACT Government’s *Pathway Forward*.

MOTION: That the Club gradually reopens the clubrooms for face-to-face bridge, with the first session on Tuesday 2 November 2021 at 1.00pm, with priority to partnerships with at least one member who hasn’t played CBC RealBridge, but all players to be doubly vaccinated. Until such times as the ACT Government allows one person per two square metres, the Club will use the three-table set up.

Moved: Margaret Kyburz Seconded: Liz Van Der Hor CARRIED

Prior to lockdown, Tuesday afternoons were one of our most popular sessions. The face-to-face session will commence at 1.00pm so that the Tuesday afternoon RealBridge session can commence at 1.15pm. If demand warrants an additional face-to-face session on a Friday morning, similar timing issues will need to be considered given the Friday afternoon RealBridge session.

The double vaccination requirement will apply to players, staff and volunteers, and acknowledges the older age profile and health issues of many of our members. A valid medical exemption will also be accepted.

The Committee agreed that the kitchens in the clubrooms will be closed until further notice. There will be no Melbourne Cup festivities during the session on 2 November 2021. In line with the ACT Government's *Pathway Forward*, everyone in the clubrooms will need to wear a face mask when indoors, register with the Check In CBR app, observe physical distancing of 1.5 metres, and follow the other protocols for face-to-face bridge at CBC.

Margaret has asked Kerry to arrange an assessment of the air quality in the clubrooms.

In relation to next steps:

- Michele will prepare a document for the website about the proof of vaccination and pre-registration processes;
- Pre-registration emails (or phone calls) will go to Mary, including for the wait list;
- Mary will also keep a record of members who provide their digital vaccination certifications (or medical exemptions);
- Anne will clarify the process for individuals to obtain a paper copy of their vaccination certificate, and will be available to assist members who do not own a smart phone and require assistance with providing their proof of vaccination;
- Liz will be at the door on 2 November 2021 to check the vaccination certificates being shown on entry to the clubrooms;
- A Committee working bee will be held at the clubrooms on 28 October 2001 at 3.00pm to prepare the table set-up, etc. Committee members present at the clubrooms must also provide proof of vaccination;
- Margaret will check with Kerry and Tamara, and Ian with relevant directors, about their vaccination status;
- Deb will update the COVID-19 Safety Plan and Checklist for Players for Ian and Margaret to check;
- Margaret will consider when to restart the cleaner's visits;
- Margaret will draft a Pianola message to members about the face-to-face arrangements.

The Committee agreed that the tenants may hold their meetings back in the clubrooms from 2 November 2021, but they must observe relevant conditions from CBC's protocols. Deb will ask the managers to advise the tenants accordingly.

13. SUPERVISED PLAY

Liz reported on a meeting with the CBC teachers on 21 October 2021. It was agreed that the director at Friday morning RealBridge supervised sessions will be able to assist and encourage players in addition to directing. So that the director does not have to play, three CBC members will be identified who can join the session at short notice to make up a table.

Lesley Gunson wishes to step back from her novice players coordinator's position. Liz will ask Lesley for a written description of this role, then arrange with Margaret for the position to be advertised in the newsletter. Selection criteria will need to be considered.

14. SESSIONS, DIRECTORS AND DEALING ISSUES – IF NOT COVERED ABOVE

Ian outlined arrangements for the ABF's Grand National Novice Pairs event (less than 100 masterpoints), with finals to be held on Real Deal Bridge.

MOTION: That CBC will run a heat of the ABF Novice Pairs event on Saturday 13 November 2021, provisionally at 1.00pm, with a \$10 entry fee.

Moved: Ian Robinson Seconded: Margaret Kyburz CARRIED

CBC's heat will be on RealBridge and attract red masterpoints. Ian and Bruce Crossman will make the necessary arrangements.

15. SUB-COMMITTEE AND OTHER REPORTS IF NOT COVERED IN EARLIER ITEMS

15.1 Membership and Promotion

15.2 Tournament and Calendar

15.3 Contract and Employment

15.4 House

15.5 Congress and Social

15.6 Education

15.7 BFACT

- The Committee agreed that CBC's contact details (website address, phone number and managers' email address) should be included on the BFACT website. Liz will follow up.

15.8 Barry Turner Fund

15.9 COVID-19

16. CORRESPONDENCE NOT COVERED IN EARLIER ITEMS

Replies to emails from two members and Margaret's thank you letter to Neoplex were circulated for Committee members' information.

17. OTHER BUSINESS

Removal/replacement of the "ACT Bridge Association" sign on the exterior of the clubrooms will be discussed at Thursday's working bee. Members are not to be up on ladders.

At its next meeting, the Committee will discuss the Barnardos 2021 Giving Tree Appeal and the CBC Christmas raffle.

18. NEXT MEETING

The Committee agreed that the next Committee meetings will be held on Mondays 15 November and 13 December 2021 at 1.30pm (whether by Skype or in the clubrooms will be advised).

Meeting closed 4.55pm
