Canberra Bridge Club

Canberra Bridge Club Committee Meeting Minutes
8 MAY 2026, 17:00

1. Housekeeping

Mary Tough opened the meeting at 16:30.

ATTENDEES: Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), CJ McKenzie (Secretary), Kate Latimer, Stephen Fischer, Lucy Stevenson, Nicole Finn

APOLOGIES: Rob Hurst.

The President thanked Alison Russell-French for chairing the previous meeting.

1.1 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

1.2 CONFIRMATION OF PREVIOUS MINUTES (March 2026)

No amendments were proposed to the Draft March 2026 minutes.

Motion: That the March 2026 minutes be accepted. Moved: Alison Russell-French; Seconded: Kate Latimer.

2. MANAGER'S REPORT

- Alison Russell-French reported that, following discussions with Elizabeth Yoo, concerns had been raised regarding mice at the Club premises. The Committee agreed that baiting would be undertaken initially, with an external contractor to be engaged if required.
- The Committee had an initial discussion on a request for bike racks at the Club.

Action: Elizabeth Yoo to keep the Committee informed regarding investigations into bike rack options.

- Steve Geddes has suggested that the purchase additional tables may be required to accommodate increased attendance numbers. CJ McKenzie suggested consideration of a mix of collapsible and fixed tables to improve flexibility of room usage.

Action: Steve Geddes to consider table configurations holistically across both upstairs and downstairs playing areas and report back to the Committee.

2.1 ACCEPTANCE OF NEW MEMBERS

Motion: Applications for club membership as provided to the committee be accepted. Moved: CJ McKenzie; Seconded: Alison Russell-French.

3. PRESIDENT'S UPDATE

3.1 ANC Country Teams Eligibility

The Committee discussed BFACT's decision to rescind an invitation for CBC to participate in the Country Club Teams at the ANC.

- Stephen Fischer asked whether the affected CBC team had been informed.

Action: The Committee agreed that the Secretary would:

- **Relay BFACT's decision to members of the affected team and provide the BFACT President's contact information; and**
- **request permission to provide player contact details to BFACT for follow up discussions.**

3.2 Director Training

The President relayed a request to CBC to gauge interest in BFACT-arranged director training at various levels. It was noted that Jodi had advised the advanced course is of more use to CBC, but we would encourage people to go to attend the new director course.

Action: Mary to advise BFACT that CBC is happy to seek expressions of interest. BFACT to provide EOI wording that could be used by ACT clubs.

The President noted a discrepancy between Pianola membership records (727 members) and ABF records (691 members).

- ***Action: Treasurer and management to investigate and reconcile membership records.***
- The President advised that a working bee would be organised to clean out the upstairs kitchen.

4. TREASURER'S UPDATE

- The Treasurer reported that:

  - interest income is down;
  - table money revenue is down; and
  - rental income is down.

- CJ McKenzie requested further analysis regarding why increased table numbers had not translated into increased revenue.
- The Committee also noted that Masterpoint costs had risen. The Committee noted that CBC should not be award Masterpoints at a loss to the club.

Action: Manager to provide the Committee with analysis, with support from the Treasurer, investigating:

- why table money income has decreased despite an increase in table numbers;
- why masterpoint costs have increased;

Action: President to request John Donovan to review trends in the club's Masterpoint awards over the last 2-3 years, with a view to explaining increased costs and verifying no unintended costs have been accrued through double counting or other errors.

- The Committee considered expenditure for steam cleaning of the Club premises.

MOTION: Approval of approximately $1,900 expenditure for steam cleaning of Club premises. Moved: Jenny Bergin; Seconded: Kate Latimer

- CJ McKenzie requested consideration of placing carpet cleaning onto a recurring contractual arrangement.

MOTION: The Committee considered the Treasurer's Update and resolved that, in the opinion of the Committee, CBC is able to pay its debts as and when they fall due and payable. Moved: Jenny Bergin; Seconded: Stephen Fischer

5. RISK REGISTER REVIEW AND TREATMENTS DISCUSSION

The Committee reviewed the Risk Register and discussed the purpose of the register in identifying and monitoring key organisational risks.

- The Committee agreed to add a risk relating to significant harm to members, employees or visitors to the register.
- The disaster risk category was amended to:

  - include both natural and human-caused disasters; and
  - include business continuity planning as a treatment measure.

- The Committee also discussed risks associated with an ageing membership base and considered refinements to existing treatment measures.

6. SUB-COMMITTEE REPORTS

6.1 Education

- The Committee noted that a new teacher, Susie O'Leary, is proposed to commence conducting Fundamentals lessons.
  - Lucy Stevenson requested further information regarding qualifications and experience, noting this information was not included in the Education Committee report. It was noted that Susie had been recommended by Jodi and had previously taught at Grand Slam.

Motion: That the Committee accept the sub-committee's recommendation and refer engagement arrangements to the Employment & Contracts sub-committee for finalisation. Moved: Alison Russell-French; Seconded: Kate Latimer.

Action: President to convene a meeting of the Employment & Contracts Sub-Committee to finalise teaching engagements.

- The Committee considered the Education Committee recommendation regarding a proposed pay structure for additional workshops. The Committee agreed to refer the matter to the Employment & Contracts Sub-Committee for further consideration.
- The Committee commended Jodi and Steve for developing and trialling the workshop proposal.

6.2 TOURNAMENTS

Board Dealing

- The Committee discussed the requirement to reallocate the work of creation of new boards (not to be confused with board dealing).
- The Committee discussed the need for clearer documentation of the process before determining future arrangements.
- ***Action: Secretary to request that Bruce Crossman provide documented procedures for deal creation.***

Mollymook Joint Sessions

Consideration of the proposed Mollymook Real Bridge trial arrangement was held over to the next meeting.

6.3 YOUTH

- Consideration of the proposed Youth Budget motion was held over to the next meeting.
- The Committee noted the importance of approving a youth budget prior to July 2026.

7. OUTSTANDING ACTION ITEMS

- The Committee reviewed the outstanding action items list and noted progress updates.

8. NEXT MEETING AND MEETING CLOSE

- The next meeting will be held on Monday 15 June 2026 at 17:00.
- Mary Tough closed the meeting at 18:40.