Canberra Bridge Club

Minutes

Committee Meeting 28 January 2026

ATTENDEES: Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), Rob Hurst (Tournament Secretary), Nicole Finn, Stephen Fischer, Kate Latimer, Caitlyn McKenzie (Secretary) and Lucy Stevenson.

Suz Wilkinson attended item 3.3 (Youth).

1 HOUSEKEEPING (Chair)

1.1 Attendance & apologies

The Committee noted that Vanessa Brown resigned from the committee effective 21 January 2026.

The President reflected that the committee and club were facing a period of change and, emphasized the need for the Committee to remain committed to respectful disagreement and serving our employees, members and the club.

1.2 Conflicts of interest

No new conflicts declared

1.3 Confirmation of the minutes of meeting 26 November 2025

Corrections to the draft minutes circulated requested as follows:

- Tournament sub-committee member: should be 'Elizabeth Yoo' not Elizabeth Lee.
- Item 5: Motion should read: "The motion was voted on with 8 votes in favour and 1 vote against by JB being recorded"
- *Some additional wording to be added on item 8.*

Motion to accept the minutes with these amendments: Proposed by Rob; seconded by Alison.

1.4 Acceptance of new and returning members to the CBC

- The Committee noted the list of new members, and discussed the constitutional requirement that the committee to endorse all applications for new club members. Some concerns were raised that the current practice of listing applicants in the club newsletter as "new members" prior to their formal acceptance by the Committee may be misleading.
- The Committee noted that guidance had been requested on the practice of including applicants in the club newsletter, which is circulated weekly, prior to committee endorsement, typically monthly.
- The Committee agreed to change wording in the newsletter to "We have welcomed the following new and returning **players** to the club"
- **Action: CJ to provide words to Elizabeth.**
- The Committee accepted all membership applications, including those provided with the Manager's Report and one later notified applicant (M Wild)

Motion: CJ proposed acceptance of new members, Mary seconded, passed.

2 OUTSTANDING ACTION ITEMS (Secretary)

The following updates were provided to outstanding action items:

- Investigation of professional website services: Vanessa & Jenny made enquiries. Following further discussion of possible platforms, CJ agreed to discuss with Seb.

Action: CJ to discuss website platform and hosting services with Seb.

- Correspondence concerning arrangements for the 2026 ANC has been responded to.

Action Item: Mary to contract the Dealing teams for the ANC

- Tournaments email not yet operational

Action: CJ to enquire with Seb

- Investigation of additional contactless payment options: Treasurer advised enquiries were complete with no new payments systems required at this stage.
- Chair purchases complete

3 SUBCOMMITTEE REPORTS (Chair)

3.1 House Committee

- New chairs being delivered on 7.30am on a Tuesday morning.

Action: Kate and CJ to post online for older chair disposal.

- The Committee thanked the House Committee for their invaluable contributions.

- House Committee report noted.

3.2 Governance and Ethics

- Risk management framework: Stephen requested any comments on the proposed methodology.
- Jenny noted other frameworks include cyber security – Stephen clarified the way this would be addressed in the proposed risk framework.
- The Committee discussed cyber and physical injuries as examples.
- Rob noted cross over with tournament committee risk work. Discussion clarified that risks relating to operations are outside the scope of the Committee’s risk assessment and register.

Motion: adopt the risk framework. Lucy proposed, Rob second. Passed.

- Kate asked whether the risk framework might output a committee composition recommendation
- Jenny suggested culture is included under people as a risk.
- Noted that regular reviews of risk register are expected at sub committee and committee level, as they are living documents.
- Discussion on changes made: policy for gifts to committee members added. Policy related to gifts from committee has not changed.

Motion to adopt the gifts policy: Lucy proposed; Kate second. Passed.

- Action: priority areas from strategic plan for Feb meeting.

Motion: The starting time for Tuesday evening events is moved to 7pm (from 7.15), starting after daylight savings ends. Proposed by Stephen; seconded by Alison. Passed.

- Note: this requires updates to myABF events and the website.
- Discussion: In the past, we have changed the time for winter sessions and moved it back in summer, but this recommendation is to change it long-term. The change would benefit players who have to work the next day, as well as others who prefer an earlier night. It is unlikely to adversely impact anyone who plays on Tuesday nights.

3.3 Youth

Note: Youth Coordinator and Sub Committee Chair Suz Wilkinson joined the meeting for this item

- Discussion about how the club can support youth players going forward, and the importance of this to the club, e.g. a budget allocation for youth activities. Using funds from BFACT was also raised as an avenue to be pursued.
- Confirmation from the committee that a plan with principles to guide use of funds from fundraising only needs to be provided if there are active plans to fundraise on behalf of CBC youth from CBC.

Motion that $140 funds from the club be provided to the youth coordinator to reimburse the contributors for the youth night that took place during the summer festival. Proposed Rob; seconded Nicole. Passed.

- Discussion of extending the mug fundraiser to CBC
- Amend the poster to clarify Australia-wide teams not CBC
- Agreed for mugs to be sold at the club.

3.4 Promotion and Social

- Discussion about streamlining the sign-up process for beginners, e.g. but using a third-party service which can take payments.

Action: Kate & CJ to look into Eventbrite for beginners sign-up, and other solutions for non-members payment facilities, so that it could be used for beginners events when players may not be members.

- Alison noted that if we do a slot on ABC Radio again we could take a beginner in to join that, for a different perspective.

3.5 Tournaments

- Flagged the need for a Bridgemate server in the Olive Lott room.

Action: Rob to bring a proposal back to the committee

- Noted that John Brockwell remains the club's chief recorder.

Action: Recruitment and training of recorders to be brought back to the committee for consideration.

Action: Discuss Recorder training framework.

3.6 Contracts & Employment

- Employment sub-committee met to discuss finance manager resignation and next steps.
- Elizabeth requested the role as did another person.
- Sub-Committee decided to trial Elizabeth in the role for 3 months (inclusive of 3 weeks leave).

Motion: rate for experienced supervised bridge teachers: raised to $180 per session. Proposed Jenny, seconded Mary. Passed.

4 PRESIDENT'S UPDATE (Chair)

Motions for the meeting:

- Noting there was out-of-session unanimous approval on 12 December 2025 for OL room ceiling works.

Motion: That the insurance payment made following an out-of-session approval request on 22 December 2025 be ratified. Kate proposed, Alison seconded. Passed.

- The Committee reviewed and clarified the process for handling time-sensitive out-of-session approvals, including response requirements.
- The proposed motion for a new chair of the House Committee was withdrawn.

5 TREASURER'S UPDATE (Treasurer)

- The P & L notes several changes in accounting treatment – see auditor adjustment notes.
- The Dudley Donation is now listed on the expanded balance sheet under Equity - Dudley Donation Reserved $17950 (not as a term deposit)
- The CBC was made aware that following the change of broker (Barry Turner shares) the WP broker did not automatically update the bank account to be used for the payment of dividends. This has now been rectified.
- The service agreement with BFACT regarding the dealing of boards by the CBC for the ANC has been drafted
- Several term deposits expired/expire in December 2025 and January 2026. It is intended that both BT fund and CBC funds are consolidated (i.e. fewer total term deposits).
- Re action items. Following discussion with the Manager additional cleaning will be done on an ad hoc basis as required.

Motion: Appointment of members of the Finance sub-committee: Treasurer, President, Vice President. Jenny proposed; Rob second. Passed.

Defibrillator: would be replaced and spending approved within officer bearing delegation.

The Committee considered the Treasurer's Update for January 2026 and resolved that, in the opinion of the Committee, that CBC is able to pay its debts as and when they fall due and payable.

6 MANAGERS REPORT (Manager / Vice President)

The Committee noted the manager's report.

7 CORRESPONDENCE (Secretary)

No new correspondence.

8	**OTHER BUSINESS (Secretary)** • For discussion: timing/day of regular committee meetings.
9	**DATE OF NEXT MEETING AND MEETING CLOSE (Chair)** Meeting closed at 6.30pm. Next meeting scheduled for 4.30pm on 27th February