



Canberra Bridge Club Committee Meeting

Meeting Minutes

21 March 2024, 5:00 PM

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Canberra Bridge Club

1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 5:00 PM.

1.2 ATTENDANCE

Mary Tough (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary) (until **Item 7**), Jenny Bergin (from **Item 5.2**), Barbara Bialowas (from **Item 5.2**), Alison Russell-French, Bruce Chapman, Nicole Finn (from **Item 6.2**), John Brockwell, Ian Robinson (until **Item 16**).

1.3 APOLOGIES

No apologies.

2 CONFLICTS OF INTEREST

Liam Minogue has a conflict of interest for item 12.2 and 12.3 as his partner may be a financial beneficiary.

3 CONFIRMATION OF MEETING MINUTES 29 FEBRUARY 2024

Minor corrections were discussed.

MOTION: That the minutes of the meeting 29 February 2024 be accepted as a true record of the meeting.

Moved: Alison Russell-French

Seconded: Mary Tough

CARRIED.

4 FINAL UPDATE ON THE STATUS OF THE PRESIDENCY OF THE CBC

On 2 March 2024 the Committee had a private mediation session with Tim Mather. Pam Lyndon acted as a mediator.

The Committee are pleased to report that a mutual resolution was reached, and that Tim Mather has officially resigned as President of the CBC.

The Committee thanks Pam Lyndon for all of her hard work on this situation.

The Committee also thanks Tim Mather for his enthusiasm as President of the CBC.

Mary Tough will be appointed President of the Canberra Bridge Club per Section 12(4) of the Canberra Bridge Club Constitution, until the AGM in October 2024.

Alison Russell-French will be appointed Vice President of the Canberra Bridge Club per Section 12(4) of the Canberra Bridge Club Constitution, until the AGM in October 2024.

MOTION: That Mary Tough be appointed President of the Canberra Bridge Club per Section 12(4) of the Constitution until the AGM in October 2024.

Moved: Jennifer Yeats

Seconded: Alison Russell-French

CARRIED.

MOTION: That Alison Russell-French be appointed Vice President of the Canberra Bridge Club per Section 12(4) of the Constitution until the AGM in October 2024.

Moved: Jennifer Yeats

Seconded: Liam Minogue

CARRIED.



5 CHANGE TO CBC BANK SIGNATORIES

5.1 REMOVE TIM MATHER AS SIGNATORY TO THE CBC BANK ACCOUNTS

MOTION: That Tim Mather be removed as signatory to the CBC Bank Accounts

Moved: David Wawn

Seconded: Jennifer Yeats

CARRIED.

5.2 ADD MARY TOUGH AS SIGNATORY TO THE CBC BANK ACCOUNTS

MOTION: That Mary Tough be added as signatory to the CBC Bank Accounts

Moved: Jennifer Yeats

Seconded: David Wawn

CARRIED.

Jenny Bergin and Barbara Bialowas joined the meeting at 5:14 PM.

6 ACTION ITEMS ARISING (NON-SUBCOMMITTEE RELATED)

6.1 UPDATE ON FILE SHARING FOR THE CBC

Emails have been sent to office bearers with set-up instructions but may be in spam folders.

6.2 UPDATE ON THE CLUB'S FOOD BUSINESS REGISTRATION 2024

Elizabeth is currently speaking with Access Canberra to organise.

Nicole Finn joined the meeting at 5:23 PM.

6.3 TIP OF THE WEEK

John Brockwell is drafting tips of the week to be included in CBC Newsletters regarding etiquette and bridge rules. They will start in the next CBC Newsletter 22 March 2024. There is a balance to strike between the letter of the law, and the median case as applied to playing members. Drafts will be sent to Jodi Tutty for review in her capacity as Chief Director of the CBC.

[1 - Liam will circulate drafts of the week to Jodi Tutty for review.](#)

7 STRATEGIC PLAN FOR THE CBC

(30 minutes allocated)

David Wawn left the meeting at 5:50 PM.

Jenny has taken prior years' CBC Strategic Plans, research of the Club and its competitive environment and feedback from the member surveys to develop a draft Strategic Plan for the Club (spoken too in a presentation form).

Key points included:

- (a) changing demographics of club members and of Canberra;
- (b) number of games played per month (avg. 4 games per month; or 1 per week);
and
- (c) status of the premises.

The Committee will seek to change things only within its control.



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[2 - Jenny will circulate the full detail of the Strategic Plan \(draft\) for the Club to the Committee.](#)

[3 - Bruce to prepare a short background paper on issues related to the preparation, planning and analysis of a survey of members concerning the factors of importance to their satisfaction of the CBC membership.](#)

8 PRESIDENT'S REPORT

No report for this meeting.

9 TREASURER'S REPORT

The Treasurer's report was noted.

CBC Affiliation fees are to be paid in April which is expected to be a large but normal expenditure.

MOTION: The Committee considered the Treasurers Report for 21 March 2024 and resolved that, in the opinion of the Committee, the CBC is able to pay its debts as and when they fall due and payable.

Moved: John Brockwell

Seconded: Alison Russell-French

CARRIED.

9.2 HOW IS CBC MONEY INVESTED?

There was a query regarding how the CBC invests its funds. They are put in rolling 12-month term deposits at current market rates with ME Bank.

9.3 SINKING FUNDS AND OTHER PROVISIONS

Nicole Finn will seek to be elected Treasurer at the AGM in October. She is a CPA and will include the sinking funds and other provisions where appropriate.

9.4 FINANCE SUB-COMMITTEE REPORT

The Finance Sub-Committee has not met.

10 MANAGER'S REPORT

The Managers' report was noted.

10.2 GUTTERS AND ROOF

The gutters of the roof need to be cleaned. Quotes will be sought from two vendors plus the CBC's current maintenance vendor. Quotes will be on a no-obligation basis and the vendors will be informed of the current state/plans of the solar panels on the club roof.

[4 - Jennifer will seek 3 quotes \(2 from new vendors, 1 from existing vendors\) for the gutter cleaning of the Club building. They quotes will be on a no-obligation basis and the vendors will be informed of the current state/plans for solar panels.](#)

10.3 FITNESS CLUB AND WATER USAGE

There have been reports that the fitness club next to the CBC has been using the CBC's water. There has not been a noticeable spike in water usage, but a letter will be sent to the fitness club asking them to stop.

10.4 CLEANING OF THE CBC CLUB ROOMS

With growing session sizes cleaning will need to be more frequent and more in depth (i.e., the 'quick' cleans will need to happen less often and the 'deep' cleans more often). This will increase the cleaning cost to the Club. It is excellent to see so many in-person bridge players.



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10.5 YOUTH ENROLMENT

The CBC membership form will now include a tick-box for “Less than 26 years of age as at 1 January [YEAR]” to identify youth players when they join the club.

5 - Jennifer will ask Elizabeth to add a youth tick box to the CBC membership form “Less than 26 years of age as at 1 January [YEAR]”, where the year is to be updated every year.

10.6 FIRST AID TRAINING FOR DIRECTORS AND MANAGERS

Given the demographic of the Club’s members, first aid training is important for the Club Managers and Directors of sessions. The Committee will investigate pricing structures for first aid training in the context of the Club bearing the cost for this training.

6 - Jennifer will ask Elizabeth to gather pricing information for first aid training for directors and managers.

10.7 TABLE NUMBERS

Consistently going up in March with 718 for the month, 64 beginner tables and 11 in supervised.

11 CONGRESS AND SOCIAL SUB-COMMITTEE

11.1 EASTER RAFFLE AND EGGS

You may have noticed easter raffle tickets for sale at the club. The raffle will be drawn 27 March 2024 by Mary Tough on the Wednesday day-time session.

11.2 7 APRIL NOVICE CHAMPIONSHIP AND SENIOR TEAMS TRIALS

There will be the Club Novice Championship and Senior Teams Trials held on 7 April 2024. They will likely finish at the same time with light refreshments provided afterward for mingling of the novice and senior players. Refer to the CBC Newsletter for more detail.

12 YOUTH SUB-COMMITTEE

12.1 YOUTH DAY HELD 03 MARCH 2024

A youth day was held 03 March 2024 with 4 tables.

12.2 U26 WOMEN’S FUNDRAISING EVENT

Liam Minogue did not participate.

In February the Committee reviewed a proposal for an U26 Women’s Fundraise Event from Zara Chowdhury, to support the Australian U26 Women’s Team to the Transnational Youth Championships held in Wroclaw, Poland.

As a fundraising event, the CBC agreed to waive the room hire and other associated fees.

Details determined for the U26 Women’s Fundraising Event are as follows:

- (a) Date: Sunday 19 May 2024;
- (b) Convenor: John Brockwell;
- (c) Director: TBC

More information will be made available in the CBC Newsletter.



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12.3 BARRY TURNER AND DUDLEY FUNDS FOR THE U26 WOMEN'S ACT REPRESENTATIVES

According to the documentation for the Barry Turner Fund, the President and Treasurer may approve up to \$500 grants, per representative for any Australian youth player who attends a tournament where the ABF has endorsed entry.

MOTION: The Committee approves \$500 grant to each of Zara Chowdhury and Diya Shah for use in attending the Transnational Youth Championships.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.

Abstentions: Liam Minogue

13 EDUCATION SUB-COMMITTEE

No report at this meeting.

14 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

14.1 REAL BRIDGE PROMOTIONS OFFICER

A Duty Statement has been drafted by Ian and will be posted in job ads and the CBC newsletter for candidates.

14.2 CONTRACT NEGOTIATIONS WITH WILL JENNER O'SHEA

Many views were discussed regarding Will Jenner O'Shea's continued use of the Club rooms for his lessons. A letter will be sent to him with a revised pricing for the room rental, consistent with the CBC's cost basis and administrative efforts in the running of his sessions.

14.3 PAY RATES FOR BARB TOOHEY

Negotiations with Barb Toohey are ongoing.

15 CONSTITUTION SUB-COMMITTEE

Jenny has drafted new objects for the CBC Constitution and will circulate them for review.

[7 - Jenny will circulate the new objects of the constitution.](#)

16 MYABF UPDATE

Details:

(a) 50 people not yet signed up; and

(b) MyABF is now operational from 21 March 2024 (date of this meeting).

There was concern expressed that the MyABF implementation had occurred very rapidly, and that the Committee had not seen any documentation regarding the Clubs/MyABF's obligations, nor the reporting capabilities.

[8 - Ian will secure documentation from the ABF for review by the Committee.](#)

Ian Robinson left the meeting at 20:03

17 RECOGNITION FOR MEDIATOR SUPPORT

Pam Lyndon provided highly valuable service to the Club in mediating and successfully resolving the issue of the Presidency of Tim Mather. The Committee would like to provide her a gift for her unique contribution to the Club of:

(a) 3 years membership; and



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- (b) \$250 book voucher.

The Committee believes Pam’s contribution is highly unique and this gift while not commensurate to the commercial value of her services is symbolic of the Committee’s appreciate.

The Committee will also endeavor to develop a Gifts and Benefits Matrix to make the decision of gifts most consistent in the future.

[9 - Liam to draft a Gifts and Benefits Matrix and Policy for the Club.](#)

18 ITEMS NOT DISCUSSED FOR TIME CONCERNS

The meeting was closed before the full agenda could be discussed. The items that were not discussed but will be in a subsequent meeting are:

- (a) the status of the reservicing tables/seats system;
- (b) IT infrastructure of the club;
- (c) Update on a Compulsive Pastime: a History of Bridge in the ACT and Surrounding Regions; and
- (d) Correspondence in.

19 ACTION ITEMS

- 1 - Liam will circulate drafts of the week to Jodi Tutty for review..... 4
- 2 - Jenny will circulate the full detail of the Strategic Plan (draft) for the Club to the Committee..... 5
- 3 - Bruce to prepare a short background paper on issues related to the preparation, planning and analysis of a survey of members concerning the factors of importance to their satisfaction of the CBC membership. 5
- 4 - Jennifer will seek 3 quotes (2 from new vendors, 1 from existing vendors) for the gutter cleaning of the Club building. They quotes will be on a no-obligation basis and the vendors will be informed of the current state/plans for solar panels. 5
- 5 - Jennifer will ask Elizabeth to add a youth tick box to the CBC membership form “Less than 26 years of age as at 1 January [YEAR]”, where the year is to be updated every year. 6
- 6 - Jennifer will ask Elizabeth to gather pricing information for first aid training for directors and managers. 6
- 7 - Jenny will circulate the new objects of the constitution. 7
- 8 - Ian will secure documentation from the ABF for review by the Committee. 7
- 9 - Liam to draft a Gifts and Benefits Matrix and Policy for the Club. 8

20 NEXT MEETING AND MEETING CLOSE

20.1 NEXT MEETING

The next meeting will be held 18 April 2024 and 5:00 PM.

20.2 MEETING CLOSE

Mary Tough closed the meeting at 8:16 PM.