



## Canberra Bridge Club Committee Meeting

### Meeting Minutes

18 April 2024, 5:00 PM

- 1.1 MEETING OPEN ..... 3
- 1.2 ATTENDANCE ..... 3
- 1.3 APOLOGIES..... 3
- 2 CONFLICTS OF INTEREST ..... 3**
- 3 CONFIRMATION OF MINUTES OF MEETING 21 MARCH 2024 ..... 3**
- 4 OUT OF SESSION MOTIONS FOR NOTING ..... 4**
- 4.1 QUOTES FOR HEATING/AIRCONDITIONING UPGRADES FOR THE CLUB ..... 4
- 5 ACTION ITEMS ARISING (OUTSTANDING) ..... 4**
- 5.1 ISSUES RELATED TO PREPARATION, PLANNING AND ANALYSIS OF A SURVEY OF MEMBERS CONCERNING THE FACTORS OF IMPORTANCE TO THEIR SATISFACTION OF THE CBC MEMBERSHIP ..... 4
- 5.2 PRICING FOR FIRST AID COURSES FOR DIRECTORS (JENNIFER) ..... 4
- 6 PRESIDENT’S REPORT ..... 4**
- 6.1 CBC COMMITTEE MEETING PROCEDURES ..... 4
- 6.2 MEETING WITH BARB TOOHEY ..... 5
- 6.3 MEETING WITH WILL JENNER O’SHEA..... 5
- 6.4 WOMENS UNDER 26 TEAM ..... 5
- 7 TREASURER’S REPORT ..... 5**
- 8 CONGRESS AND SOCIAL ..... 5**
- 8.1 EASTER EVENTS ..... 5
- 8.2 NOVICE/ROOKIE CHAMPIONSHIPS 2024 ..... 5
- 9 YOUTH SUB-COMMITTEE ..... 6**
- 10 EDUCATION SUB-COMMITTEE ..... 6**
- 10.2 MORAG’S EDUCATION REPORT..... 6
- 11 CONTRACT AND EMPLOYMENT SUB-COMMITTEE ..... 6**
- 11.1 REALBRIDGE COORDINATOR UPDATE..... 6
- 11.2 MANAGERS’ PERFORMANCE REVIEWS ..... 6
- 12 CONSTITUTION SUB-COMMITTEE ..... 6**
- 13 BUILDING/MAINTENANCE UPDATES ..... 6**
- 13.1 HOUSE COMMITTEE ..... 6
- 13.2 REPLACING GAS HOTPLATES IN THE KITCHEN ..... 7
- 14 MYABF UPDATE ..... 7**
- 15 REALBRIDGE DISCUSSION ..... 7**
- 15.1 FINANCIAL ISSUES AND PROMOTIONAL ACTIVITIES ..... 7



# Canberra Bridge Club

15.2	REALBRIDGE COMPETITION NIGHTS .....	7
<b>16</b>	<b>SATURDAY DUPLICATE UPDATES.....</b>	<b>7</b>
<b>17</b>	<b>CORRESPONDENCE IN .....</b>	<b>8</b>
17.1	REQUEST FOR SUMMARY OF ALERTING RULES.....	8
17.2	REQUESTS FOR AN INTERMEDIATE SESSION .....	8
<b>18</b>	<b>MATTERS ARISING.....</b>	<b>8</b>
18.1	MANAGERS' REPORT.....	8
18.2	CBC GIFTS POLICY.....	8
18.3	DIRECTORS FOR TUESDAY NIGHT .....	8
<b>19</b>	<b>ACTION ITEMS SUMMARY .....</b>	<b>9</b>
<b>20</b>	<b>NEXT MEETING AND MEETING CLOSE.....</b>	<b>9</b>
20.1	NEXT MEETING.....	9
20.2	MEETING CLOSE .....	9
1.1	MEETING OPEN .....	3
1.2	ATTENDANCE .....	3
1.3	APOLOGIES.....	3
<b>2</b>	<b>CONFLICTS OF INTEREST.....</b>	<b>3</b>
<b>3</b>	<b>CONFIRMATION OF MINUTES OF MEETING 21 MARCH 2024 .....</b>	<b>3</b>
<b>4</b>	<b>OUT OF SESSION MOTIONS FOR NOTING .....</b>	<b>4</b>
4.1	QUOTES FOR HEATING/AIRCONDITIONING UPGRADES FOR THE CLUB.....	4
<b>5</b>	<b>ACTION ITEMS ARISING (OUTSTANDING).....</b>	<b>4</b>
5.1	ISSUES RELATED TO PREPARATION, PLANNING AND ANALYSIS OF A SURVEY OF MEMBERS CONCERNING THE FACTORS OF IMPORTANCE TO THEIR SATISFACTION OF THE CBC MEMBERSHIP .....	4
5.2	PRICING FOR FIRST AID COURSES FOR DIRECTORS (JENNIFER) .....	4
<b>6</b>	<b>PRESIDENT'S REPORT .....</b>	<b>4</b>
6.1	CBC COMMITTEE MEETING PROCEDURES .....	4
6.2	MEETING WITH BARB TOOHEY .....	5
6.3	MEETING WITH WILL JENNER O'SHEA.....	5
6.4	WOMENS UNDER 26 TEAM.....	5
<b>7</b>	<b>TREASURER'S REPORT .....</b>	<b>5</b>
<b>8</b>	<b>CONGRESS AND SOCIAL .....</b>	<b>5</b>
8.1	EASTER EVENTS.....	5
8.2	NOVICE/ROOKIE CHAMPIONSHIPS 2024 .....	5
<b>9</b>	<b>YOUTH SUB-COMMITTEE .....</b>	<b>6</b>
<b>10</b>	<b>EDUCATION SUB-COMMITTEE.....</b>	<b>6</b>
10.2	MORAG'S EDUCATION REPORT.....	6
<b>11</b>	<b>CONTRACT AND EMPLOYMENT SUB-COMMITTEE .....</b>	<b>6</b>



# Canberra Bridge Club

11.1	REALBRIDGE COORDINATOR UPDATE.....	6
11.2	MANAGERS' PERFORMANCE REVIEWS .....	6
<b>12</b>	<b>CONSTITUTION SUB-COMMITTEE.....</b>	<b>6</b>
<b>13</b>	<b>BUILDING/MAINTENANCE UPDATES .....</b>	<b>6</b>
13.1	HOUSE COMMITTEE.....	6
13.2	REPLACING GAS HOTPLATES IN THE KITCHEN .....	7
<b>14</b>	<b>MYABF UPDATE.....</b>	<b>7</b>
<b>15</b>	<b>REALBRIDGE DISCUSSION .....</b>	<b>7</b>
15.1	FINANCIAL ISSUES AND PROMOTIONAL ACTIVITIES .....	7
15.2	REALBRIDGE COMPETITION NIGHTS .....	7
<b>16</b>	<b>SATURDAY DUPLICATE UPDATES.....</b>	<b>7</b>
<b>17</b>	<b>CORRESPONDENCE IN .....</b>	<b>8</b>
17.1	REQUEST FOR SUMMARY OF ALERTING RULES.....	8
17.2	REQUESTS FOR AN INTERMEDIATE SESSION .....	8
<b>18</b>	<b>MATTERS ARISING.....</b>	<b>8</b>
18.1	MANAGERS' REPORT.....	8
18.2	CBC GIFTS POLICY.....	8
18.3	DIRECTORS FOR TUESDAY NIGHT .....	8
<b>19</b>	<b>ACTION ITEMS SUMMARY .....</b>	<b>9</b>
<b>20</b>	<b>NEXT MEETING AND MEETING CLOSE.....</b>	<b>9</b>
20.1	NEXT MEETING.....	9
20.2	MEETING CLOSE .....	9

## **1 MEETING OPEN AND ATTENDANCE**

### **1.1 MEETING OPEN**

Mary Tough opened the meeting at 5:00 PM.

### **1.2 ATTENDANCE**

Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin, Barbara Bialowas, Ian Robinson, John Brockwell, Bruce Chapman.

### **1.3 APOLOGIES**

Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary), Nicole Finn.

## **2 CONFLICTS OF INTEREST**

Noted the possible conflicts of interest with Mary Tough (ABF), Ian Robinson (Director), and Liam Minogue (Under 26 Women's Fundraising event).

## **3 CONFIRMATION OF MINUTES OF MEETING 21 MARCH 2024**

**MOTION:** That the Minutes of meeting of 21 March 2024 be accepted as a true record of the meeting as amended.

**Moved:** Jenny Bergin

**Seconded:** John Brockwell



**CARRIED.**

## 4 OUT OF SESSION MOTIONS FOR NOTING

### 4.1 QUOTES FOR HEATING/AIRCONDITIONING UPGRADES FOR THE CLUB

*Passed via email 26-28 March 2024.*

**MOTION:** That the Committee will seek at least three quotes from reputable heating/cooling professionals for solutions to improve the temperature of the Club rooms for members' comfort. The quotes will be sought on a no-obligation basis, and may be for solutions including, but not limited to: new heating/cooling systems, interim measures including fans/space heats, insulation of the club rooms and double glazing of the windows of the Club. Enquiries will be made regarding the ongoing electricity costs associated with these solutions. These quotes will be presented for review at the CBC Committee Meeting 18 April 2024.

**Moved:** Liam Minogue

**Seconded:** Mary Tough

**CARRIED.**

## 5 ACTION ITEMS ARISING (OUTSTANDING)

### 5.1 ISSUES RELATED TO PREPARATION, PLANNING AND ANALYSIS OF A SURVEY OF MEMBERS CONCERNING THE FACTORS OF IMPORTANCE TO THEIR SATISFACTION OF THE CBC MEMBERSHIP

Bruce noted the complexity possible with regard to a survey (whether it is a simple one or more complex and potentially expensive one) and will prepare a paper for the Committee to consider.

### 5.2 PRICING FOR FIRST AID COURSES FOR DIRECTORS (JENNIFER)

It was agreed that Jennifer and Jodi should seek as soon as possible volunteers from the Directors and Managers to attend the St John's First Aid course (\$180 per person) at St Johns.

## 6 PRESIDENT'S REPORT

### 6.1 CBC COMMITTEE MEETING PROCEDURES

The Committee noted the paper tabled by the President on *CBC Committee Meetings – Procedures*. Jenny noted that Committee members need to attend all meetings unless they have a leave of absence. She also suggested that the timing for notice of meetings and circulation of papers would be better to be 2 weeks and 1 week respectively and that papers should be numbered with their agenda item number for clarity. The Committee endorsed the procedures proposed with the following amendments:

- (a) 5<sup>th</sup> dot point – the Secretary should send out an email 2 weeks prior to the meeting reminding Committee members about the meeting,
- (b) 6<sup>th</sup> dot point – 7 days before the meeting the Secretary will send out the agenda etc...
- (c) New point - Papers on agenda items should be numbered consistent with the Agenda, for ease of reference.

**MOTION:** The Committee endorsed the procedures with the amendments proposed.



# Canberra Bridge Club

**Moved:** John Brockwell

**Seconded:** Mary Tough

**CARRIED.**

## 6.2 Meeting with Barb Toohey

The President, Treasurer and Nicole Finn had discussed and agreed that the Committee should endorse the proposal that Barb Toohey should be classified as Head Teacher.

**MOTION:** The Committee supports the proposal that Barb Toohey is classified as Head Teacher, and that her Supervising Teacher pay rate is increased to \$150.

**Moved:** Bruce Chapman

**Seconded:** Mary Tough

**CARRIED.**

## 6.3 MEETING WITH WILL JENNER O'SHEA

The President advised that a meeting had taken place with Will Jenner O'Shea regarding the new contract and that most of the proposals in the contract were acceptable. However Will expressed concern at the proposed increase in the room hire rate. He requested information about the room hire rates for other bridge related "hires" at the CBC rooms including the basis for the rate. It was agreed to seek more information on these aspects and respond to Will early next week with further information and advice.

## 6.4 WOMENS UNDER 26 TEAM

At the BFACT meeting a new ABF policy - "Working with Children and Young Persons Policy - Protection and Health and Safety guidelines was tabled. As the BFACT representative, Mary expressed her concerns that as we have an Under 18 Youth player in the Under 26 Women's Team a women chaperone for the Under 26 Women's Team should be considered. As the matter is covered by the ABF policy it was decided that it should be taken up with them.

## 7 TREASURER'S REPORT

In the absence of the Treasurer and incoming Treasurer the Committee noted the papers provided and agreed that the Finance Sub-committee should consider them and the proposed budget

## 8 CONGRESS AND SOCIAL

### 8.1 EASTER EVENTS

We hope all players enjoyed the Club's Easter events including Easter eggs on the Bridge tables and our Easter raffle. Congratulations to all winners!

The total budget for these events was \$234.68; where \$164.88 was spent on raffle prizes and \$70.00 was spent on table eggs. A small profit was made.

### 8.2 NOVICE/ROOKIE CHAMPIONSHIPS 2024

The President noted the event was very successful, and players enjoyed the day very much. Noting the figures provided for the costs of the event, and as this was a share event with BFACT, she advised the Treasurer would provide more information on the costings for this event when she returns.



# Canberra Bridge Club

## 9 YOUTH SUB-COMMITTEE

The President advised there were 3 tables at the Youth Day held at the Club on Sunday 14 April.

## 10 EDUCATION SUB-COMMITTEE

No matters were raised by the Education Committee.

### 10.2 MORAG'S EDUCATION REPORT

Morag's report to the Committee was noted.

Noting that Morag finishes at the end of June, the President, the Treasurer and Jenny Bergin will review Morag's duty statement as a matter of urgency as a replacement will need to be found. A report on next steps will be provided to the May meeting.

## 11 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

### 11.1 REALBRIDGE COORDINATOR UPDATE

Ian Robinson advised that there had been one response to the call for applications for the Real bridge Coordinator in the Newsletter and the application was from Tamara Cutliffe. Ian considers that she meets the requirement for the position and proposes that she be engaged on a 3-month trial basis (up to 8 hours a month). The tasks she will undertake include building up numbers for Real Bridge and encouraging it as a winter activity.

**MOTION:** That Tamara Cutliffe be appointed as the Real Bridge promotions officer for a trial period of 3 months at a rate of up to 8 hours per month

**Moved:** Ian Robinson

**Seconded:** John Brockwell

**CARRIED.**

### 11.2 MANAGERS' PERFORMANCE REVIEWS

Noting the Treasurer was not present, and that the Contract and Employment Sub Committee had conducted a review of Elizabeth and Amik, the Committee agreed to defer consideration of the performance reviews of both staff members to the next, noting that appropriate formal performance reviews need to be conducted.

**MOTION:** The next Meeting of the Committee will consider the formal performance reviews of both staff members. The Committee also agreed to extend Elizabeth's extra hours for a further month, until the end of April.

**Moved:** Mary Tough

**Seconded:** Jenny Bergin

**CARRIED.**

## 12 CONSTITUTION SUB-COMMITTEE

Discussion of the Constitution was deferred to the May meeting.

## 13 BUILDING/MAINTENANCE UPDATES

### 13.1 HOUSE COMMITTEE

In view of the number of matters that require attention, Ian Robinson suggested that before quotes and other actions are taken, there needs to be a plan of action looking at all the needs, and that the House Committee is prepared to take on this project (namely, developing a plan of action for replacement of the switchboard, air conditioning, checking



# Canberra Bridge Club

the roof, solar panels and battery etc). Ian advised he has a quote for the solar panels and battery and will provide these to the House Committee.

The following steps were considered and agreed by the Committee:

Request the House Committee to organise the repair of the isolator in the solar system, and cleaning of the panels.

- (a) Ian to share the paper he has prepared on repair and update needs and provide to the Committee to consider,
- (b) Once the paper is finalised and agreed, it is to be referred to the House Committee to investigate options and provide recommendations to the Committee for action,
- (c) 3 quotes (if possible) are to be obtained for solar system and roof,
- (d) Decisions about the order of things to be done are to be determined and recommended by the House Committee.

## 13.2 REPLACING GAS HOTPLATES IN THE KITCHEN

The Club has an ACTEWAGL account which is costing approx. \$600 per year for gas. Quotes will be sought for the replacement of the hot plates and cancellation of the account.

## 14 MYABF UPDATE

Ian Robinson advised that all was going well with MYABF with a 90% sign-on by members. He advised that he will place in the Newsletter an item encouraging members to use the auto top up facility. It was suggested that some of the 10% of members who have not signed up may be those who joined for the travel insurance benefit and it should be relatively easy to determine these and perhaps place them in a separate non-playing membership category.

## 15 REALBRIDGE DISCUSSION

### 15.1 FINANCIAL ISSUES AND PROMOTIONAL ACTIVITIES

Ian Robinson proposed that visitors to Real Bridge sessions be charged \$12 similar to members and not \$15, as an incentive to play and possibly join the Club.

**MOTION:** For Real Bridge from May to September the visitor rate be set at \$12.

**Moved:** Ian Robinson

**Seconded:** Barbara Bialowas

**CARRIED.**

**MOTION:** For a one-month period, the once off "Bring a Buddy" system will operate allowing new entrants to Real Bridge to pay \$6 (half price for normal rate). .

**Moved:** Ian Robinson

**Seconded:** Jenny Bergin

**CARRIED.**

### 15.2 REALBRIDGE COMPETITION NIGHTS

The Tuesday night competition will move to Real Bridge for the winter months, from late June until late August.

## 16 SATURDAY DUPLICATE UPDATES

Ian Robinson stated that Saturday duplicate sessions will be suspended immediately until September.



**MOTION:** That Saturday duplicates be suspended with immediate effect until September.

**Moved:** Ian Robinson

**Seconded:** John Brockwell

**CARRIED.**

## 17 CORRESPONDENCE IN

### 17.1 REQUEST FOR SUMMARY OF ALERTING RULES

An email was received from Phillip Mitchell requesting a summary of alerting rules. John Brockwell will respond to Phillip on this matter.

### 17.2 REQUESTS FOR AN INTERMEDIATE SESSION

The Committee discussed the request for an intermediate session noting that there could be benefits from this proposal but also noting that this could be quite complex to initiate. It was agreed that the Friday morning session which is set up for the less experienced players should be regarded as an intermediate session. The President will speak to Jodi about trying to keep this session for intermediate level players.

The Committee agreed that other options for an intermediate session(s) should be explored for further consideration and the President will respond to those who had emailed the Committee about this matter.

## 18 MATTERS ARISING

### 18.1 MANAGERS' REPORT

The Manager's Report was noted. The issue relating to Halogen lights will be referred to the House Committee. The suggestions from members are being addressed.

The First aid course is addressed under **AGENDA Item 5.2.**

### 18.2 CBC GIFTS POLICY

Consideration of the Gifts Policy was deferred to the May meeting as the Secretary, drafter of the paper, was not present.

### 18.3 Directors for Tuesday night

Jodi Tutty has advised that John Spooner is no longer available to direct on Tuesday nights and there is no obvious replacement. Some of the directors that could take over are not keen to do it on a regular basis and often play on Tuesday night. Given the numbers on Tuesday Jodi isn't keen to lose any potential players.

She is proposing to use a mixture of strategies as follows:

playing directors: often we have 3 or 4 directors playing. One director will be in charge of setting up the event, posting results etc. Any director calls will be managed by the playing directors.

playing director for online event: we are going to RB for 3 months, a playing director should work fine

a non-playing director: for prestigious events, stick with the non-playing director for major events

Jodi is asking the Committee to endorse the mixed approach, and if the decision is then to go to playing directors:





# Canberra Bridge Club

what pay rate will apply to the director? The setup of the event and general administration (making sure of boards, posting results etc) will be unchanged. The director-in-charge should be paid something.

what table fees apply? At the moment, Tuesday night pays extra, maybe it should be normal table fees for events with playing directors.

Tuesday players are asking questions understandably. It would be good for some announcement to be made about what we are thinking of doing. Presumably either David or Jodi could do it next Tuesday.

We have a director for the next 2-week event. For the 3-week event after that starting on May 7<sup>th</sup> and she would like to trial having playing directors: Ideally this can be decided ASAP and she would like to put arrangements in place for the first event under this new system next week. For the directors taking calls it would be reasonable to start this on a volunteer basis and then review after the first event. Hopefully it won't be onerous. If it is more work than we think then maybe revisit.

The decisions to be made are:

- (a) Pay rate for a "playing" director in charge of setting up the event and posting results;
- (b) Pay rate for a "playing" director/s in charge of director calls on the night; and
- (c) Setting the table fees for Tuesday evening players when there is a "playing" director - i.e. instead of paying \$15 to enter the event, they will pay \$12.

The Committee was generally supportive of the proposals put by Jodi and the President will seek advice from the Treasurer regarding the financial aspects and advise the Committee accordingly.

## **19 ACTION ITEMS SUMMARY**

## **20 NEXT MEETING AND MEETING CLOSE**

### **20.1 NEXT MEETING**

The next meeting will be held 5:00 PM 16 May 2024 and the June Meeting will be held 13 June 2024. the CBC premises.

### **20.2 MEETING CLOSE**

Mary Tough closed the meeting at 7.30 PM.