



# Canberra Bridge Club

## Canberra Bridge Club Committee Meeting

### Meeting Minutes

13 June 2024, 5:00 PM

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## **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), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary) (until **Item 4**), Jenny Bergin, Barbara Bialowas, John Brockwell, Nicole Finn, Bruce Chapman.

Nick Vonthethoff from the House Sub-Committee attended to give a report.

### **1.3 APOLOGIES**

Ian Robinson.

## **2 CBC BUILDING UPDATE**

*Item moved up for Nick's report from the House Sub Committee.*

### **2.2 LIGHTING**

Requests were made to upgrade existing bulbs in the BT room to LED ones. It was found that the majority already had LED bulbs. The remaining halogen bulbs in the foyer will be replaced pending the receipt of two quotes from vendors.



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## 2.3 SOLAR POWER AND BATTERY

The Club currently has 54 solar panels which were purchased in 2018 and installed in 2019 with an operational life expectancy of 15-20 years.

It does not make financial sense to purchase more solar panels or batteries at the moment; this may change in the future as battery prices come down or tariffs increase.

## 2.4 HEATING

Pacific Facilities Maintenance (**Pacific**) is the vendor which manages the Club's heating and cooling systems. They have been to the Club 5 times in the past month at our request to help fix the system. They have identified:

- (a) the system is suffering from its age;
- (b) the refrigerants used are obsolete and not environmentally friendly making them difficult/expensive to replace; and
- (c) the system itself is obsolete making replacement parts hard to find.

Pacific have offered to upgrade the cooling system which they gave an indicative quote for \$60,000. It is in Pacific's best interest that we continue to use them for servicing.

It was decided that for this amount the Club could instead purchase a whole new, modern system rather than upgrading the existing one.

**MOTION:** That the House Sub-Committee seek quotes for a full replacement of the Club's heating and cooling system.

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**

## 2.5 SIDE-TABLES

Sixty new side-tables have been custom ordered after the Committee reviewed a sample. The new side-tables are identical to the white-backed tables in the Club now, with rounded corners and a shelf for handbags. The total cost for these tables was originally quoted at \$12,000 but settled on \$14,000.

**MOTION:** The Committee approves the expenditure of \$14,000 for the purchase of 60 new side tables for the Club rooms.

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**

## 2.6 ROOF MAINTENANCE

Trivo Pasic will continue to work on the maintenance of the roof for the Club.

## 2.7 ZIP INSTANT HOT WATER MACHINE

Outlet was leaking at 50L per day. Two drive-out attempts were made by ZIP workers, but both were unsuccessful. Recommend that we replace the unit (which is currently 14 years old) – quotes received totaled \$2055.90.

**MOTION:** The Committee approves the expenditure of \$2055.90 for the purchase of a new hot water unit.

**Moved:** Mary Tough

**Seconded:** Alison Russell-French

**CARRIED.**



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## 2.8 COOKTOP

The new induction cooktop mentioned in previous minutes is now installed.

## 2.9 UPSTAIRS KITCHEN

One of the taps in the upstairs kitchen is not getting hot water – this will be fixed.

## 2.10 TAP HANDLE IN THE LADIES ROOM

There is an issue with the mechanism in one of the taps in the ladies room – this will be fixed.

## 2.11 DISABLED TOILET NOT FILLING

Disabled toilet is not filling – a plumber came and greased the mechanism as an interim solution. He noted that the entire thing would need to be replaced when the grease wears off.

## 2.12 THANKS TO THE HOUSE SUB-COMMITTEE

The Committee would like to thank Nick Vonthethoff and the House Sub-Committee for their hard work in maintaining and repairing our building.

## 3 PROTECTED SESSION AND INTRODUCTION TO TEAMS

*Item moved up for David Wawn.*

### 3.2 PROTECTED SESSIONS

Steve Geddes has proposed we add another protected session in the Olive Lott Room. This will be discussed pending director resources.

[1 - David Wawn to return to the Committee with formal dates and motion for a Protected Session.](#)

### 3.3 INTRODUCTION TO TEAMS

Steve Geddes has proposed a two-week Friday evening introduction to Teams event. This will be held on 19<sup>th</sup> and 26<sup>th</sup> July – refer to the Newsletter for more information.

<p><b>MOTION:</b> That a two-week introduction to Teams event will be run on the 19<sup>th</sup> and 26<sup>th</sup> of July organised by Steve Geddes <b>Moved:</b> David Wawn <b>CARRIED.</b></p>	<p><b>Seconded:</b> Alison Russell-French</p>
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## 4 EDUCATION SUB-COMMITTEE

<p><b>MOTION:</b> That Jodi Tutty be appointed to the Education Sub-Committee. <b>Moved:</b> David Wawn <b>CARRIED.</b></p>	<p><b>Seconded:</b> Alison Russell-French</p>
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<p><b>MOTION:</b> That conditional on his agreement, Steve Geddes be appointed to the Education Sub-Committee. <b>Moved:</b> David Wawn <b>CARRIED.</b></p>	<p><b>Seconded:</b> Alison Russell-French</p>
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*David Wawn left the meeting at 5:55 PM.*

## 5 CONFLICTS OF INTEREST

### 5.1 MARY TOUGH

Mary Tough is no longer employed by the ABF.



# Canberra Bridge Club

## 6 CONFIRMATION OF MEETING MINUTES 16 May 2024

**MOTION:** That the minutes of the meeting 16 May 2024 be accepted as a true record of the meeting.

**Moved:** Jennifer Yeats

**Seconded:** Alison Russell-French

**CARRIED.**

## 7 OUT OF SESSION MOTION FOR NOTING – INSTALLING NEW KITCHEN HOTPLATES

**MOTION:** The Committee approves additional expenditure of \$1200 for the electric work installing new kitchen hotplates for the Club, following the closure of the Club's gas account.

**Moved:** Jennifer Yeats

**Seconded:** John Brockwell

**CARRIED.**

Additional expenditure of \$698 was required for the installation bringing the total to \$1898.

## 8 ACTION ITEMS ARISING

### 8.1 MS365 UPDATE

Liam has contacted Bill Tutty, awaiting a reply.

### 8.2 STRATEGIC PLAN UPDATE

The Committee held a workshop to review the Strategic Plan for the Club. Jenny will now prepare an executive summary for distribution to the Club membership.

[2 - Jenny to prepare an Executive Summary of the Strategic Plan.](#)

## 9 PRESIDENT'S REPORT

### 9.1 CBC'S FORMAL POSITION ON PROPOSED ABF PRICE RISES AND UPDATE

The ABF resolution to increase fees was passed, despite significant opposition. The CBC will continue to oppose any price increases.

The ABF requested the CBC/Regional organisations not to share this information with Club membership. The CBC Committee believes that the membership is entitled to know and will continue to keep them informed.

The ABF have said they will be preparing a "strategic communication" document; the CBC is looking forward to reviewing it.

[3 - Mary to request a timeline from BFACT for the "Strategic Communication" document from the ABF.](#)

## 10 TREASURER'S REPORT

The Treasure's report was noted.

**MOTION:** The Committee considered the Treasurers Report for 13 June 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:** Alison Russell-French

**Seconded:** Jenny Bergin

**CARRIED.**

### 10.2 ANC FUNDING

BFACT will fund \$200 per representative from the Barry Turner Fund for the 2024 ANC (already approved)



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## **10.3 AUSTRALIA WIDE KNOCKOUT ENTRIES**

The CBC will pay the entry fees for the Australia Wide Knockout Pairs – any prize monies earned by participants will be netted against the entry fees paid by the Club.

## **10.4 FINANCE SUB-COMMITTEE REPORT**

No update.

## **11 MANAGER'S REPORT**

The Managers' report was noted.

## **11.2 TABLE NUMBERS**

Table numbers are increasing.

## **12 CONGRESS AND SOCIAL SUB-COMMITTEE**

### **12.1 CANCER COUNCIL MORNING TEA**

The Cancer Council Morning Tea event will be held next week.

## **13 YOUTH SUB-COMMITTEE**

### **13.1 YOUTH DAYS**

A Youth Day was held on Sunday 2 June 2024 with 8 attendees.

The next Youth Day will be held on Sunday 21 July 2024. All youth players are encouraged to attend.

### **13.2 U26 WOMEN'S FUNDRAISING EVENT UPDATE**

U26 Women's Fundraising Event was very successful with over 60 attendees raising over \$2,000.

## **14 EDUCATION SUB-COMMITTEE**

### **14.1 NOVICE COORDINATOR POSITION**

A candidate has been contacted and we are awaiting a response.

## **15 CONTRACT AND EMPLOYMENT SUB-COMMITTEE**

No items.

## **16 CONSTITUTION SUB-COMMITTEE**

Jenny has prepared updated Model Rules, Member Code of Conduct, CBC ByLaws and Complaints Process for review by the Committee.

## **17 HOUSE SUB-COMMITTEE**

Moved to start of meeting.

## **18 PAUL LAVINGS TABLE**

No response as yet.

## **19 CANBERRA BRIDGE CLUB GIFTS POLICY**

The Committee accepted the final version of the policy.



# Canberra Bridge Club

## 20 MANAGER'S EMAIL

Access to the Manager's email account will be cleaned out (there are a lot of legacy users). Access will be restricted to the President, Treasurer and Secretary in addition to the managers themselves.

## 21 ANNUAL GENERAL MEETING

The Committee will be making preparations for the AGM to be held Tuesday 1 October 2024 at 5:00 PM.

## 22 ACTION ITEMS

- 1 - David Wawn to return to the Committee with formal dates and motion for a Protected Session. .... 4
- 2 - Jenny to prepare an Executive Summary of the Strategic Plan. .... 5
- 3 - Mary to request a timeline from BFACT for the "Strategic Communication" document from the ABF. .... 5

## 23 NEXT MEETING AND MEETING CLOSE

### 23.1 NEXT MEETINGS

The next meeting will be held 18 July 2024 5:00 PM and 8 August 2024 5:00 PM. There

### 23.2 MEETING CLOSE

Mary Tough closed the meeting at 7:39 PM.