



Canberra Bridge Club Committee Meeting

Meeting Minutes

16 May 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 (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary), Jenny Bergin, Barbara Bialowas, John Brockwell, Ian Robinson.

1.3 APOLOGIES

Alison Russell-French (Vice President)
Nicole Finn
Bruce Chapman

2 CONFLICTS OF INTEREST

2.2 LIAM MINOGUE

Conflict of interest in Item 11.2 as his partner will be a recipient of funds raised at a CBC event.



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2.3 MARY TOUGH

Conflict of interest in Item 19 as she will be a recipient of a subsidy from the Barry Turner Fund.

3 CONFIRMATION OF MEETING MINUTES 18 April 2024

MOTION: That the minutes of the meeting 18 April 2024 be accepted as a true record of the meeting.

Moved: Jenny Bergin

Seconded: Mary Tough

CARRIED.

4 CONSTITUTION SUB-COMMITTEE

Item moved up on the agenda for urgency.

4.2 DRAFT CBC BY LAWS AND MODEL RULES

The Model Rules are a standard constitution provided by the ACT Government for organisations such as the CBC to use, with some amendments. It is intended that an amended version of the model rules be presented to the members for adoption as the Club's new constitution at the AGM.

The material amendments to the model rules discussed are shown below:

- (a) Membership Type – Add “Associate Member” to reflect non-playing members who still want to be a member of the Club;
- (b) Recorders – Include Recorders as a part of the constitution's dispute resolution process
- (c) Dictionary (from original constitution) – remove ABF from the Glossary as it is not used in the document;
- (d) Education Sub-Committee – subsumed into the Member and Promotions Sub-Committee;
- (e) Winding Up – in the event of winding up, the assets would be distributed to a similar organisation;
- (f) Appointing of Auditor – done at the AGM, and may be appointed for a multi-year period; and
- (g) Notice of AGM – to be set to 21 days.

The Committee notes its thanks for Jenny's hard work revising the constitution of the Club.

[1 - Jenny to circulate updated model rules and by laws, Committee to provide feedback in writing.](#)

MOTION: Jenny Bergin will circulate the final draft of the Model Rules and By Laws for amendments and acknowledgement of all Committee Members in writing. She will acknowledge receipt of feedback.

Moved: John Brockwell

Seconded: Mary Tough

CARRIED.

5 OUT OF SESSION MOTION FOR NOTING: WJOS ROOM HIRE AND OTHER ARRANGEMENTS

Motion carried via email finalised 6 May 2024.



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MOTION: That the room hire rate arrangement for WJOS be amended from 1 July 2024 to the following:

- (a) full-day rate of \$477.40 (inc. GST) unchanged, + CPI increase as of 1 July 2024;
- (b) annual CPI increases effect 1 July each year;
- (c) cleaning fee of \$41.25 (inc. GST) for all Saturday and Sunday sessions, regardless of prior use on for Saturday face to face bridge (half cleaning fee for all sessions);
- (d) unlimited access to the Club's dealing machines for use in the preparation of boards for WJOS lessons, workshop, youth days and other events held at the Club, subject to the appropriate cleaning of the machine by WJOS; and
- (e) formal acknowledgement that he may store his morning/afternoon tea materials at the Club in the space above the cupboards in the top kitchen nearest to the Olive Lott room.

Moved: Alison Russell-French

Seconded: Liam Minogue

CARRIED.

6 ACTION ITEMS ARISING

6.1 TICKBOX ON NEW MEMBERSHIP FORM

Done.

6.2 UPDATE ON MS365

[2 - Liam to speak to Bill Tutty regarding setting up emails for the CBC.](#)

6.3 UPDATED STRATEGIC PLAN

Jenny has included the annotations for the Strategic Plan and will circulate for the Committee. The Committee will hold a dedicated workshop meeting to discuss the plan on Thursday 23 May 2024 from 5:00 PM to 7:00 PM.

[3 - Jenny to circulate final draft of the Strategic Plan. Committee members will provide feedback in writing before the workshop date.](#)

7 PRESIDENT'S REPORT

7.1 ABF FEE INCREASES

The ABF is seeking to increase affiliation fees (~25%) to fund their expansion of the MyABF Platform. Cathy Nichols (BFACT President) has sought the CBCs stance on this.

There have been responses already from WA and QLD, both of which stand to be materially financially harmed by these changes and have both sought to change the allocation of the fee from Red/Green vs. Gold Masterpoints:

- (a) QBA have proposed shifting the balance such that Gold Masterpoints are cheaper, as QBA hosts the Gold Coast Congress;
- (b) BAWA has proposed shifting the balance such that Red/Green Masterpoints are cheaper, as BAWA hosts fewer major congresses.



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There was discomfort with the quantum of the price increase, especially given the lack of detail about how the funds would be used. The CBC does not offer a full opinion until further information has been received.

[4 - Committee members will send feedback to Mary to collate and send to Cathy Nichols for more information.](#)

8 TREASURER'S REPORT

The Treasure's report was noted.

MOTION: The Committee considered the Treasurers Report for 16 May 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: Jenny Bergin

Seconded: Barbara Bialowas

CARRIED.

8.2 FINANCE SUB-COMMITTEE REPORT

The Finance Sub-Committee met briefly in April to discuss budget preparation for FY25.

9 MANAGER'S REPORT

The Managers' report was noted.

9.2 TABLE NUMBERS

Consistently going up in the April-May period.

10 CONGRESS AND SOCIAL SUB-COMMITTEE

10.1 CANCER COUNCIL MORNING TEA

The Club will look to organise a Cancer Council Morning Tea event likely to be held in late May/early June.

[5 - Barbara will organise and select a date for a Cancer Council Morning Tea event to be held at the Club.](#)

11 YOUTH SUB-COMMITTEE

11.1 YOUTH DAYS

The next two CBC Youth Days will be held on Sunday 2 June 2024 and Sunday 21 July 2024. All youth players are encouraged to attend.

11.2 U26 WOMEN'S FUNDRAISING EVENT UPDATE

U26 Women's Fundraising Event will be held this Sunday 19 May 2024. We look forward to seeing you all there.

12 EDUCATION SUB-COMMITTEE

12.1 NOVICE COORDINATOR POSITION

The CBC is seeking applications for the Novice Coordinator position as Morag will be stepping down. Duty Statements are being finalised.

[6 - Jennifer and Mary will have a meeting with Barbara Toohey to discuss the Novice Coordinator Position.](#)



12.2 COOMA BRIDGE CLUB SUPERVISED ATTENDANCE

There has been interest from Cooma Bridge Club members in attending CBC Supervised Sessions. They are a more than welcome and may sign up as Distance Members at a discounted rate (\$10 + \$5 registration fee) and pay standard table money.

13 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

13.1 PROPOSED TRIAL EVENT ON TUESDAY EVENINGS FOR PLAYERS OF ALL SKILL LEVELS RUN

Will Jenner-O'Shea has submitted a proposal to run a two-week team event at the Club. There was some concern that this event would cannibalize the existing Tuesday night competition events.

The following will be discussed with WJOS:

- (a) potentially changing the night from Tuesday to an alternate date;
- (b) marketing only to beginner/intermediate players.

[7 - David to organise a meeting with WJOS to discuss his proposal.](#)

13.2 PROPOSAL FOR INTRODUCTION TO TEAMS EVENT AND PROTECTED SESSIONS AT THE CLUB

Steve Geddes has submitted a proposal to run both an introduction to teams event (strategy, scoring) and for more protected sessions held at the Club.

The Introduction to Teams was included in part by Will's suggestion in 13.1, to be discussed with David Wawn.

Adding another protected session was supported by the Committee, with more prominent noting on the website (as suggested by Steve Geddes). Expected to be either Tuesday Morning or Thursday Afternoon. More information will be found in the CBC Newsletter.

[8 - David to organise the timetabling of an additional Protected Session.](#)

13.3 MANAGERS HOURS

AMIK MOAFI

Amik Moafi's hours have been reduced from 12 hours per week to 8 hours per week, starting 1 June 2024. This is a result of a reduced bookkeeping load which is now in part handled by MyABF.

ELIZABETH YOO

Elizabeth Yoo's hours were increased to 22 hours a week until 30 April 2024. This arrangement will be extended indefinitely.

MOTION: That Elizabeth Yoo's working hours be maintained at 22 hours per week.

Moved: Mary Tough

Seconded: Jennifer Yeats

CARRIED.

13.4 PERFORMANCE REVIEWS

Performance reviews have been conducted, and a formal performance review process has been implemented for future years.



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14 HOUSE SUB-COMMITTEE

14.1 QUOTES FOR NEW TABLES AND CHAIRS

Quotes were sought for replacement side tables at the Club of approx. \$12,000. The Committee notes that the sturdy white side tables (the ones with the backing) have been in use at the club since 1999. The Committee is looking to make a similar investment in quality for their replacements. Samples have been requested for testing.

14.2 QUOTES FOR AIR CONDITIONING / HEATING

Quotes were sought to improve the air conditioning/heating of the Club. A summary of the advice is below:

- (a) a large part of the issue could be replaced by adjusting the automatic timing of the heating system (which has been implemented) – please let us know if you notice an improvement;
- (b) the control panel would need to be replaced (approx. \$2,300). Alternate quotes are being sought; and
- (c) coolant in the air conditioning is obsolete and will need to be replaced.

14.3 REPLACING/IMPROVING CHAIRS

The Committee is also looking to replace/improve the chairs at the Club. More details will be forthcoming in future minutes.

15 PAUL LAVINGS TABLE

A suggestion was received that the Committee contact Paul Lavings for a merchandise table at the Club, where the Club receives some commission on all sales.

[9 - Liam to email Paul Lavings and find out more information.](#)

16 CANBERRA BRIDGE CLUB GIFTS POLICY

Some amendments required.

[10 - Jenny to provide alternate wording to Liam.](#)

17 MYABF

17.1 UPDATE

94.3% of members have signed up.

17.2 FORMAL SERVICES AGREEMENT

Still awaiting ABF response.

18 NEW ARRANGEMENTS FOR TUESDAY COMPETITION NIGHT DIRECTORS

Due to a director shortage, Tuesday night will have playing directors. This arrangement will involve those playing directors receiving the standard director rate (instead of the higher competition rate) and free table money. Bruce Crossman does a lot of the preparation work for Tuesday evenings; he will also receive free table money for those events.

19 SUBSIDIES FOR ANC ORANGE FROM BARRY TURNER FUND

There is a formula for calculating subsidies from the Barry Turner fund based on the location of the congress and the current balance of the fund. That formula's advisory figure is \$4214. This year's ANC will be held in Orange, which is Sydney, for the purposes of the BT Fund.



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MOTION: The Committee approves a subsidy from the Barry Turner Fund for the ANC held in Orange (Sydney) of \$4,500.

Moved: Jennifer Yeats

Seconded: Barbara Bialowas

CARRIED.

Mary Tough abstained.

20 COST OF BEGINNER COURSES TO THE CLUB

The Committee is considering increasing the cost of the beginners' courses slightly. More information to follow.

21 CBC NEWSLETTER FORMATS

The Managers are trying out MyABF as a platform to circulate the CBC Newsletter, as it allows images to be included. Let us know if you have any feedback on the CBC Newsletter layout.

22 CORRESPONDENCE IN

22.1 THE UNDO BUTTON ON REALBRIDGE

An email was received from Leonie, requesting clarification on the use of the Undo button in RealBridge. There will be a note on the RealBridge noticeboard providing clarification.

23 ACTION ITEMS

- 1 - Jenny to circulate updated model rules and by laws, Committee to provide feedback in writing 3
- 2 - Liam to speak to Bill Tutty regarding setting up emails for the CBC. 4
- 3 - Jenny to circulate final draft of the Strategic Plan. Committee members will provide feedback in writing before the workshop date. 4
- 4 - Committee members will send feedback to Mary to collate and send to Cathy Nichols for more information. 5
- 5 - Barbara will organise and select a date for a Cancer Council Morning Tea event to be held at the Club. 5
- 6 - Jennifer and Mary will have a meeting with Barbara Toohey to discuss the Novice Coordinator Position. 5
- 7 - David to organise a meeting with WJOS to discuss his proposal. 6
- 8 - David to organise the timetabling of an additional Protected Session. 6
- 9 - Jenny will liaise with Ian and the house Committee regarding the quotes for air conditioning. **Error! Bookmark not defined.**
- 10 - Liam to email Paul Lavings and find out more information..... 7
- 11 - Jenny to provide alternate wording to Liam. 7

24 NEXT MEETING AND MEETING CLOSE

24.1 NEXT MEETING

The next meeting will be held 13 June 2024 and 5:00 PM.

24.2 MEETING CLOSE

Mary Tough closed the meeting at 8:04 PM.