



Canberra Bridge Club

Canberra Bridge Club Committee Meeting

Minutes

20 February 2025

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1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 16:04.

1.2 ATTENDANCE

Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), Liam Minogue (Secretary), John Brockwell (Tournament Secretary), Barbara Bialowas, Vanessa Brown, Stephen Fischer.

1.3 APOLOGIES

Ian Robinson, Malcolm Carter.

2 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

3 CONFIRMATION OF THE MINUTES OF MEETING 23 JANUARY 2024

MOTION: That the minutes of the meeting 23 January 2025 be accepted as true record of the meeting, with amendments.

Moved: Alison Russell-French

Seconded: Jenny Bergin

CARRIED.

4 OUT OF SESSION MOTION FOR NOTING

There have been ongoing issues with the roofing of the Bridge Club, most recently a series of leaks starting 13 January 2025. A quote was sought from AM & DM Roofing which identified 14 areas of the roof in need of urgent repair. Given the urgent nature of the issue and lack of relevant local suppliers the Committee have elected to move forward with repairs based on a sole quote.

MOTION: That the Committee approves the expenditure of \$12,203.03 for urgent repairs of the Bridge Club roofing by AM & DM Roofing.

Moved: Alison Russell-French

Seconded: Mary Tough

CARRIED.

5 ACTION ITEMS ARISING

(Those items not included in any given Sub-Committee)

5.1 DIRECTOR IDENTIFICATION NUMBER

The following Committee Members have not yet provided their Director's Identification Number:

(a) John Brockwell; and

(b) Ian Robinson.

Due to some conflicting information we will seek advice from ASIC as to whether or not these Director Identification Numbers will be required for future CBC Committee Members.

[1 - Deb Milner to seek advice from ASIC regarding the requirement of a Director Identification Number for CBC Committee Members \(Due - March Meeting\).](#)



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5.2 ETIQUETTE MONTH AT THE CBC

Following member feedback regarding a fall in etiquette standards at the CBC the Committee will be running an "Etiquette Month" at the CBC which will include:

- (a) articles in the CBC newsletter;
- (b) flyers on the tables at the start of CBC sessions.

The first of these articles will be in March 2025.

5.3 CBC'S INSURANCE POLICY REGARDING AGE LIMITS FOR COVERED INDIVIDUALS

The volunteer age limit has been confirmed to be 95-years.

5.4 ABSORBING REGULAR BRIDGE COLUMN INTO THE EDUCATION COMMITTEE

Malcolm was unable to attend this meeting. This item is still pending.

5.5 BRIDGEMATE RESULTS SCREEN

In October 2024 the Committee committed to a trial of removing the %'s from the results screen on the BridgeMate on the Wednesday Evening Duplicate Session. We have had positive feedback from members. This has also organically resulted in the removal of %'s from other sessions at the Club.

The trial period has now come to an end and the Committee will be extending the changes to the results screen on the BridgeMate to remove both the %'s and the summary of other contracts played in all sessions at the CBC. Members will still be able to review their final % on the TV screen at the end of the session and their individual results from the Pianola emails (remaining unchanged).

MOTION: That the %'s and contract summary be removed from the results screen of the BridgeMate for all club sessions starting Monday 24 February 2025.

Moved: Liam Minogue

Seconded: Alison Russell-French

CARRIED.

6 PRESIDENT'S REPORT

6.1 ACCEPTANCE OF NEW MEMBERS TO THE CBC

This is a new standing item which will be included in the President's report. The new Constitution of the CBC requires the acceptance of new members to the Canberra Bridge Club.

The new members of the CBC since October 2024 are:

- (a) Steve Lee;
- (b) Grazia Garrad;
- (c) Jeanette Abrams
- (d) Jeffery Wong;
- (e) Melissa Stenfors;
- (f) Arul Suntharesan;
- (g) Suz Wilkinson;



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- (h) Griff Ware; and
- (i) Michele Tredinnick.

MOTION: The Committee accepts and confirms the above listed names as members of the Canberra Bridge Club.

Moved: Mary Tough

Seconded: Jenny Bergin

CARRIED.

6.2 TABLE NUMBERS

Surprisingly, numbers were up in the January-February period which is historically a low point because of the Summer Festival of Bridge and Gold Coast Congress. Our Beginner Courses includes forty new beginners, and the Refresher Courses have eight tables.

7 TREASURER'S REPORT

7.1 KEY ITEMS

- (a) Capitation Fees will be paid at the end of March ~\$8,000 – they will appear to be underbudget because the full 25% increase to capitation was applied in the budget but only 16.25% will be applied for the amount due this year;
- (b) The Paul Lavings table will be extended to August 2025 (full 12 months);
- (c) Repairs and Maintenance are significantly over budget due to recent plumbing and roof works;
- (d) Depreciation & Room Rentals are down on budget because the invoices have yet to be raised in Xero;
- (e) Two existing policies, the Expenditure Policy and the Acquisition of Goods & Services Policy have been consolidated. These policies will be reviewed by the Governance and Ethics Committee;
- (f) Letter of Engagement received from auditor with the quote of \$3,300;
- (g) In discussions with the auditor there were some issues regarding the valuation of the building such that the CBC may be overinsured, this may result in a change of policy next year (already paid for this year);
- (h) MyABF is not yet ready to replace Pianola as our membership database, as such our Pianola subscription will continue for at least another twelve months;
- (i) Term Deposits have fallen due with ME Bank, which no longer offers that product for businesses, however they were automatically rolled over. Other Term Deposits were made with Westpac.

2 - Stephen Fischer (along with the Governance & Ethics Committee) will review the new consolidated Expenditure Policy (Due - April Meeting)

MOTION: The Committee considered the Treasurer's Report for 20 February 2025 and resolved that, in the opinion of the Committee, CBC is able to pay its debts as and when they fall due and payable.

Moved: Jenny Bergin

Seconded: Stephen Fischer

CARRIED.



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8 FINANCE SUB-COMMITTEE

8.1 CHAIR OF THE BARRY TURNER FUND COMMITTEE

Jennifer Yeats will continue as the chair of the Barry Turner Fund for 2024-2025.

MOTION: That Jennifer Yeats be appointed (incumbent) chair of the Barry Turner Fund for 2024-2025

Moved: Jenny Bergin

Seconded: Alison Russell-French

CARRIED.

The Barry Turner Fund Committee recently met to discuss investment options, particularly considering the purchase of Mortgage Funds. This may not be within the spirit of the Barry Turner Fund policy because of the risk associated with this asset class. The Barry Turner Fund policy was already due for review and this will be considered in that review.

[3 - Stephen Fischer \(along with the Governance & Ethics Committee\) will review the Barry Turner Fund Policy \(Due – June Meeting\).](#)

9 EMPLOYMENT AND CONTRACT SUB-COMMITTEE

9.1 MANAGER HOURS

Elizabeth's hours will need to be increased due to additional office responsibilities.

MOTION: That Elizabeth Yoo's hours be increased by two (2) hours per week.

Moved: Jenny Bergin

Seconded: Mary Tough

CARRIED.

9.2 REVIEW OF TEACHER PAY RATES

Teacher pay rates were discussed at the November 2024 with the final versions tabled at this meeting.

MOTION: That the teacher pay rates tabled at the 20 February 2025 meeting be accepted as the teacher pay rates for 2025.

Moved: Jenny Bergin

Seconded: Mary Tough

CARRIED.

Vanessa Brown abstained.

[4 - Mary to speak with Teachers RE: Pay Rates.](#)

9.3 CHANGES TO BEGINNER AND SUPERVISED COURSES

As a result of the changes to the Beginner and Supervised Courses, fewer volunteers will be needed. The Committee thanks all the volunteers for their help in educating the next generation of bridge players.

[5 - Mary to inform existing volunteers of their reduced requirements moving forward \(Due – March Meeting\)](#)

10 TOURNAMENT SECRETARY'S REPORT

10.1 EASTERN SEABOARD MONDAY NIGHT REALBRIDGE COMPETITION

Ian was unable to attend this meeting to provide an update.



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10.2 SUPPLEMENTARY CALENDARS

Supplementary calendars for the website (e.g., “Novice Calendar”, “Competitions Calendar”) are still being produced.

[6 - John to continue working on Supplementary Calendars \(Due - March Meeting\).](#)

10.3 NOVICE/RESTRICTED CHAMPIONSHIPS AT THE CBC

The Novice/Restricted Championships at the CBC will hopefully be able to provide Red Masterpoints to participants, given the support of BFACT.

[7 John to speak with BFACT/Niek Van Vucht regarding BFACT's support/red masterpoints for the Novice/Restricted Championships at the CBC \(Due – March Meeting\).](#)

10.4 CBC YOUTH FUNDRAISER EVENT

The CBC Youth Fundraiser Event is currently misnamed on the CBC Calendar as a “BFACT Youth Fundraiser”.

[8 - Liam to provide a paper outlining potential uses of the Youth Fundraiser proceeds \(Due - March Meeting\).](#)

11 MANAGER'S REPORT

The weekly Newsletter is published on a Friday, however that is an extremely busy time for the Managers. Moving forward, the Newsletter will be published on Thursday afternoons with content cut-off set at 1:00 PM.

12 HOUSE SUB-COMMITTEE

No report.

13 EDUCATION SUB-COMMITTEE

No report.

14 PROMOTION & SOCIAL SUB-COMMITTEE

14.1 SOUTHERN TABLELANDS TEAMS

Not running in 2025.

14.2 TEAMS OF THREE

Already in the calendar for 2025.

14.3 EASTER RAFFLE

The CBC will host another Easter raffle this year. Lookout in the Newsletter and announcements for details.

14.4 QUIZ EVENTS

There have been multiple requests for a dedicated quiz event at the CBC.

[9 - Barbara \(and the Promotion & Social Committee\) will investigate the hosting of a Quiz Event at the CBC \(Due - March Meeting\).](#)

15 GOVERNANCE & ETHICS SUB-COMMITTEE

15.1 POLICY APPROVAL

Three policies for approval:

- (a) CBC Volunteer Management Policy;
- (b) CBC Working with Vulnerable People Policy; and



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(c) CBC Work Health & Safety Policy.

These policies required no changes other than some small grammatical errors.

MOTION: That the above mentioned policies, as tabled, be approved for a period of 24 months to February 2027.

Moved: Stephen Fischer

Seconded: Jenny Bergin

CARRIED.

15.2 OTHER POLICIES

A suite of other policies are under review by the Governance and Ethics Committee, including the Gifts Policy. These will be presented to the Committee in due course.

[10 - Stephen Fischer \(along with the Governance & Ethics Committee\) to report to the Committee with a review of the Committee Code of Conduct \(Due - March Meeting\).](#)

[11 - Stephen Fischer \(along with the Governance & Ethics Committee\) to report to the Committee on the outstanding suite of policies for review \(Due - June Meeting\).](#)

15.3 BY-LAWS

A final draft of the By-Laws has been prepared and will be tabled for approval at the CBC Meeting in March.

[12 - ALL - CBC Committee members to provide feedback to Jenny re: By-Laws \(Due - 7 March 2025\).](#)

15.4 RECORDER SYSTEM

A new Recorder System document was tabled which will be used as a template moving forward. The existing recorders will be made aware of this new policy and the expectations moving forward.

[13 - Stephen, Mary and John to discuss the new Recorder System document with the existing recorders \(Due - March Meeting\).](#)

16 YOUTH SUB-COMMITTEE

16.1 APPOINTMENTS

The Youth Sub-Committee for 2024-2025 are appointed as:

- (a) Mary Tough (Chair);
- (b) William Jenner-O'Shea; and
- (c) Liam Minogue.

MOTION: The Committee approves the above composition of the Youth Sub-Committee for 2024-2025.

Moved: Stephen Fischer

Seconded: Alison Russell-French

CARRIED.

16.2 YOUTHISH NIGHTS AT THE CLUB

The CBC will hold Youthish Nights for <40's on the following dates:

- (a) Friday 21 March;
- (b) Friday 18 April (Good Friday); and
- (c) Friday 16 May.



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BFACT will financially support these nights, splitting the cost of with the CBC. More information will be forthcoming in the Newsletter.

MOTION: The Committee approves the expenditure associated with the Youthish Nights subject to the tabled Sources and Uses chart.

Moved: Liam Minogue

Seconded: Mary Tough

CARRIED.

14 - Mary to speak with the ABF regarding our obligations/duty of care to minors (Due - March Meeting).

17 CORRESPONDENCE IN

No correspondence has been received.

18 OTHER BUSINESS

No other business.

19 ACTION ITEMS

- 1 - Deb Milner to seek advice from ASIC regarding the requirement of a Director Identification Number for CBC Committee Members (Due - March Meeting)..... 3
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- 3 - Stephen Fischer (along with the Governance & Ethics Committee) will review the Barry Turner Fund Policy (Due – June Meeting).....6
- 4 - Mary to speak with Teachers RE: Pay Rates.....6
- 5 - Mary to inform existing volunteers of their reduced requirements moving forward (Due – March Meeting).....6
- 6 - John to continue working on Supplementary Calendars (Due - March Meeting)..... 7
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- 8 - Liam to provide a paper outlining potential uses of the Youth Fundraiser proceeds (Due - March Meeting).....7
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- 12 - ALL - CBC Committee members to provide feedback to Jenny re: By-Laws (Due - 7 March 2025)..... 8
- 13 - Stephen, Mary and John to discuss the new Recorder System document with the existing recorders (Due - March Meeting)..... 8
- 14 - Mary to speak with the ABF regarding our obligations/duty of care to minors (Due - March Meeting).....9

20 NEXT MEETING AND MEETING CLOSE

20.1 NEXT MEETING

The next meeting will be held 27 March 2025 at 16:00.



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20.2 MEETING CLOSE

Mary Tough closed the meeting at 18:51.