



Canberra Bridge Club

Canberra Bridge Club Committee Meeting

Minutes

23 January 2025

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1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 16:01.

1.2 ATTENDANCE

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

1.3 APOLOGIES

(a) Stephen Fischer – Vanessa Brown was assigned as proxy for all items that she is not conflicted from; abstentions will be made on those items.

(b) Ian Robinson

2 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

3 CONFIRMATION OF THE MINUTES OF MEETING 14 NOVEMBER 2024

MOTION: That the minutes of the meeting 14 November 2024 be accepted as true record of the meeting.

Moved: Alison Russell-French

Seconded: Mary Tough

CARRIED.

Though the minutes of the meeting 14 November 2024 were confirmed as a true record of the events of the meeting, an inconsistency was subsequently identified in the meeting of 23 January 2023 (this meeting), regarding the appointment of Sub-Committee members.

No formal motion was included of the meeting 14 November 2024, but it was the will of the meeting that the names listed be appointed to the various Sub-Committees. It is also acknowledged that this Sub-Committee structure deviates from the draft structure endorsed in the meeting of 5 October 2024 of the Canberra Bridge Club, it is believed that the new structure is superior.

MOTION: That the composition of the Sub-Committees outlined in items 12.1-12.8 of the 14 November 2024 Canberra Bridge Club Committee Meeting Minutes be adopted as the Sub-Committee structure for 2024-2025.

Moved: Alison Russell-French

Seconded: Mary Tough

CARRIED.

4 CONFIRMATION OF THE MINUTES OF MEETING 28 NOVEMBER 2024

MOTION: That the minutes of the meeting 28 November 2024 be accepted as true record of the meeting.

Moved: Barbara Bialowas

Seconded: Malcolm Carter

CARRIED.

5 OUT OF SESSION APPROVAL

The Committee approved a request by the Canberra Antique and Classic Motor Club (regular tenants of the Olive Lott Room) for the installation of audio/video equipment in



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the Olive Lott Room. The purchase and installation costs will be borne by the Canberra Antique and Classic Motor Club. This new equipment will enhance the functionality of the Olive Lott room and will be available for use by the CBC itself, particularly for the Beginner Lessons.

6 ACTION ITEMS ARISING

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

6.1 DIRECTOR IDENTIFICATION NUMBER

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

- (a) Alison Russell-French;
- (b) John Brockwell; and
- (c) Ian Robinson.

6.2 USE OF CLUB PREMESIS FOR ANC2026 SIDE EVENTS

No further action at this time, pending further information from ANC2026 co-conveners.

6.3 DIRECTOR'S MEETINGS

To be restarted in 2025.

6.4 RESPONSIBLE SERVICE OF LIQUOR DESIGNATION

No longer required by the Club.

6.5 CHRISTMAS DECORATIONS AT THE CLUB

Existing Christmas decorations were used for 2024. A Calendar reminder has been set for October 2025 to purchase new decorations for 2025.

6.6 SUBSIDY PAID FROM THE BARRY TURNER FUND

Ian Thompson's subsidy has been paid from the Barry Turner Fund.

6.7 STANDARD PROPOSAL TEMPLATE

Provided by Liam by way of additional Proposal to the Committee.

6.8 DROPBOX FOR COMMITTEE MEETING PAPERS

Committee Papers will now be circulated via a DropBox. This meeting was the first to have DropBox papers.

7 PRESIDENT'S REPORT

7.1 TABLE NUMBERS

Expected seasonal dip over Christmas, SFOB and the upcoming Gold Coast Congress.

7.2 DRESS CODE REVIEW

Dress Code is to remain unchanged and included in the Member Code of Conduct.

7.3 BEHAVIOUR AT THE BRIDGE CLUB

It has been brought to the Committee's attention there some members of the Club have been recently made to feel unwelcome or unsafe during Club sessions – with is both disheartening and unacceptable.



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Members need to be aware that there is a variety of skill and confidence levels in most sessions and many newer players may feel nervous playing against players with more experience.

March will be "Etiquette Month" at the Club. Etiquette standards at the Club have changed over time and the Committee will be including pre-session announcements and an article in the Newsletter regarding minimum etiquette and behaviour expectations at the table.

[1 - Vanessa and John to draft announcements and newsletter detail for "Etiquette Month" for March 2025.](#)

7.4 OUTGOING NOVICE COORDINATOR – JOSH SCHWARTZ

The Beginner and Supervised programs have been restructured for 2025, and the role of Novice Coordinator is no longer needed. The Committee thanks Josh Schwartz for his excellent work to date.

7.5 TEACHERS CONTRACTS

All of the CBC Teachers contracts will be reviewed in early 2025.

8 TREASURER'S REPORT

The Treasurer's report was noted.

The key items were:

- (a) employee costs are up in the December period as the Managers worked additional hours to finalise the annual membership fees through MyABF; this will be counteracted by reduced hours in January-February;
- (b) duty statements are being added to all employee contracts;
- (c) dress codes will be included in all employee contracts;
- (d) a confidentiality clause will be included in the Committee Code of Conduct, and members of the Committee and all Sub-Committees will be requested to sign the Committee Code of Conduct; and
- (e) a review of the CBC's insurance policy has raised questions regarding age limits for covered activities which will be confirmed with the Club's insurance brokers.

[2 - Jenny to speak with TBIB regarding the CBC's insurance policy and age limits for covered individuals.](#)

MOTION: The Committee considered the Treasurer's Report for 23 January 2025 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: Alison Russell-French

CARRIED.

MOTION: All Sub-Committee members, regardless of whether they are members of the CBC Committee proper will be required to sign the Committee Code of Conduct.

Moved: Jenny Bergin

Seconded: Alison Russell-French

CARRIED.



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8.1 FINANCE SUB-COMMITTEE

No Report.

8.2 EMPLOYMENT AND CONTRACT SUB-COMMITTEE

No Report.

9 TOURNAMENT SECRETARY'S REPORT

9.1 CALENDAR 2024-2025

Calendar for 2024-2025 was endorsed.

A simplified version will be included on the website (e.g., a “novice events” calendar).

9.2 SPONSORED EVENTS AT THE CLUB

9.3 EASTERN SEABOARD MONDAY NIGHT REALBRIDGE COMPETITION

Pending report from Ian Robinson who was unable to attend.

9.4 GNOT QUALIFICATION PROCESS

The Qualification to the GNOT is traditionally conducted in the BFACT Gala Pairs event, held at the Club. Entry to this event is open to any ACT Bridge Player.

However, the CBC will also hold four additional “qualifying” events during regular sessions at the Club.

At each of these sessions, the top East-West pair and the top North-South pair will be able to compete in the BFACT Gala Pairs qualifying event free of charge (the Canberra Bridge Club will cover the cost).

It is intended that there will be one of these sessions at each of the regular A-Grade sessions held at the Club.

For clarity, winning one of these sessions does not qualify the pair to the GNOT, simply just the entry fee for the actual qualifying event.

More details will be coming in the CBC Newsletter.

10 MANAGER'S REPORT

10.1 WINNERS OF EVENTS

If you win an event (e.g., SFOB, country congress etc.) please let the Managers know so we can share your success with the entire Club!

10.2 PROOF READER FOR THE NEWS LETTER

Alison Russell-French will act as proof reader for the newsletter.

11 HOUSE SUB-COMMITTEE

11.1 LEAKS IN THE BOTTOM KITCHEN

After multiple visits from the tradesman there are still leaks in the Bottom Kitchen after heavy rains. They will be called in again to review the problem.

11.2 REPLACEMENT/UPDATING CHAIRS

The Committee is will investigate replacing some of the chairs at the Club. The House Committee will source quotes and make a proposal for “repair, replace and recover” strategies for the chairs.



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11.3 STORAGE

The Committee is investigating expanding the storage in the Olive Lott Room, pending discussions with the Canberra Antique and Classic Motor Club.

11.4 ODD JOB PERSON

The Committee will be looking to retain a professional handyman/odd-job person for various tasks at the club.

12 EDUCATION SUB-COMMITTEE

No Report.

13 PROMOTION & SOCIAL SUB-COMMITTEE

13.1 CHRISTMAS EVENTS

We hope all members enjoyed the cake, nibbles and drinks at the Christmas Events in 2024.

13.2 VALENTINES DAY EVENT

The Club will not hold a Valentines Day event in 2025.

14 GOVERNANCE & ETHICS SUB-COMMITTEE

14.1 BY-LAWS

Since the updating of the CBC Constitution at the AGM in October 2024, the Committee has been working on updating the By-Laws of the Club to reflect the new constitution and tighten up any ambiguities.

A list of some of the changes to date:

- (a) removal of “he” when referring to the President;
- (b) removal of the Library Officer, books to be managed by the Managers;
- (c) clarification about the use of the term “Tournament Regulations”; and
- (d) removal of “Sponsors” as a member class.

MOTION: For clarity and the benefit of future Committees, the CBC By-Laws are the official instrument of delegation of the Committee.

Moved: Alison Russell-French

Seconded: Jenny Bergin

CARRIED.

14.2 TERMS OF REFERENCE FOR CBC SUB-COMMITTEES

Pending report from Stephen Fischer who was unable to attend the meeting.

14.3 RECORDERS AT THE CBC

There has been a breakdown in communication and process of the Recorders at the CBC. A full review of the Recorder process plus a learning session will be conducted with the Recorders to ensure that processes are being followed.



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15 YOUTH SUB-COMMITTEE

15.1 APPOINTMENTS

N/A

15.2 PROPOSAL YOUTH NIGHTS AT THE CLUB

A proposal for Youth Nights to be held at the Club for CBC members aged under 40 was approved by the Committee. These nights will be held once or twice a month on a Friday night at the Club, starting March 2025. More detail will be forthcoming in the Newsletter.

16 CORRESPONDENCE IN

17 OTHER BUSINESS

No other business.

18 ACTION ITEMS

- 1 - Vanessa and John to draft announcements and newsletter detail for "Etiquette Month" for March 2025..... 5
- 2 - Jenny to speak with TBIB regarding the CBC's insurance policy and age limits for covered individuals..... 5

19 NEXT MEETING AND MEETING CLOSE

19.1 NEXT MEETING

The next meeting will be held 20 February 2025 at 16:00; the following meeting will be held 20 March 2025 at 16:00.

19.2 MEETING CLOSE

Mary Tough closed the meeting at 18:51.