

Committee Meeting — Friday 27 February, 4:30pm Draft Minutes

1. Attendance and Apologies

Present: Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), Rob Hurst (Tournament Secretary), Stephen Fischer, Kate Latimer, CJ McKenzie (Secretary) and Lucy Stevenson

Apologies: Nicole Finn

2. Minutes of Previous Meeting / Housekeeping

- Action: CJ to update January minutes and recirculate as soon as possible.

- Motion: To accept new members as provided by the Manager. Proposed: Rob. Seconded: Alison.

3. President's Report

Working Bee Expenditure

The Committee discussed the purpose of requested expenditure for the working bee. President confirmed intended uses included irrigation tubing and planting.

- Motion: Approved expenditure of up to \$600 for garden improvements for forthcoming working bees. Proposed: Alison. Seconded: Mary.

Refunds

With respect to the recent bridgemate server failure, Directors had sought clarification on the Club's policy on refunds for disrupted sessions.

- It was noted that, in this instance, the disruption was minimal and that green points were still awarded, so refunds were not considered appropriate.

- Motion: That the club's policy regarding refunds be:

(1) That refunds should only be provided where the disruption is highly significant and/or prevents the awarding of masterpoints; and

(2) Delegation to approve refunds would be in accordance with the expenditure policy.

Proposed: CJ. Seconded: Alison. Motion passed.

Secretary noted that for out-of-session motions, members may notify the Secretary that they are on leave.

Bridgemate Server Failure

The committee discussed the failure of a bridgemate server failed during a Thursday session, and reviewed the current servers available (Current setup: one server upstairs, one downstairs, and one spare in a drawer).

Rob noted the need for an additional contingency server, and that the club is running Version 2, which is no longer supported. He further advised that approx. \$800–900 had spent so far in upgrading the arrangements, but that further investment should be anticipated for an additional server and cabling.

The committee noted with gratitude that Bill and Jodi Tutty have donated a large TV; cabling requirements for which are being investigated.

- Action: Committee to consider the overall technology setup in due course and ensure technology is included in the risk matrix.

Table numbers and facilities

Rob and Alison noted the currently high table numbers.

- Mary noted the club has more chairs than tables.

4. Treasurer's Update

- Alison now has Westpac online approval access.

- Dividends not previously received have now been credited to the Barry Turner Fund.

- Previous attempts to remove Liam from Westpac authority had failed, now rectified.

- Changes to accounting treatments have been deferred until later in the financial year.

- Jenny asked Elizabeth to check the relevant budget line item before re-ordering of consumables, for example biscuits and other kitchen supplies; re-ordering cost increases may be due to higher table numbers.

- Lesson expenditure is high compared to previous years.

- Purchase of books from Will should have been charged to the Dudley Donation and was recorded incorrectly.

Action: Jenny to identify the amount and move it to the correct budget item.

Action: Jenny to move Marianne's support for Youth ANC travel to the Barry Turner Fund.

- Membership revenue budgeted at \$53k; currently \$49.5k.

Action: Jenny to report on net new membership numbers.

- The Committee noted that MyABF automatic renewal consent not functional due to bugs.

Motion: Noted that the Treasurer's report had been considered 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.

Beginners Registration & Payment Systems

- Eventbrite not suitable as they do not handle third-party payments.

- **Action: Jenny to look at a Xero-powered payment solution for beginner lesson sign-ups.**

Deferred Income

- **Action: Jenny to confirm what the deferred income amount of \$20k represents.**

Land & Buildings Variance

- **Action: Jenny to check the cause of the increase in the Land and Buildings line in January.**

5. Manager's Update

- **Action: Alison to ask Elizabeth whether quotes were sought for smoke alarm installation.**

- **Action: Jenny to enquire with insurer whether premiums would improve with additional fire-safety equipment.**

- Manager's Report was noted.

6. Sub Committee Reports

Education Committee

- Meeting held on 20 February, and discussed supervised classes, March refresher-class trial, survey suggestion, cost clarification, teacher rate.

Promotions & Social

- Promotion for beginners' courses now in the office – Kate requested committee assistance with distribution of flyer packs and a focus on APS pinboards.

Noted attrition from Beginners to Foundations: phone calls to non-continuers; review of past two years. A broader retention rate question was raised. Lucy supported adding supervised section to weekend events.

Governance & Ethics Sub-Committee

Health & Safety Policy

- **Action: Stephen to re-think what is needed for revising the Health and Safety Policy.**

Strategic Plan Implementation

Stephen summarized the sub-committee's recommendations to the committee for priority areas of implementation: Culture; Marketing and Communication; Premises.

The Committee noted the sub-committee's recommendations and discussed practical steps to progress the relevant areas, as well as capacity constraints.

Premises / Architectural Plans

- **Action: Discussion paper "Where is the future home of the Canberra Bridge Club?" to be reviewed next meeting.**
- **Action: Jenny to contact past committee members for background.**
- **Action: Jenny to provide common document set with summary.**

G&E Sub-Committee

Report noted.

Youth Sub-Committee

Report noted.

Education Sub-Committee

Report noted.

10. Action Items

- Tournaments email established.
- **Action: Meeting calendar for the rest of the year to be circulated.**
- Next meeting: 6:00pm, Thursday 19th.

11. Meeting Close

- The meeting was closed at 7.30pm.