



Canberra Bridge Club

Canberra Bridge Club Committee Meeting Minutes

31 OCTOBER 2025, 16:30

1 MEETING OPEN AND ATTENDANCE

Mary Tough opened the meeting at 16:30.

1.1 ATTENDANCE

ATTENDEES: Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), CJ McKenzie (Secretary), Rob Hurst (Tournament Secretary), Steve Geddes (Finance Manager), Vanessa Brown, Stephen Fischer, Kate Latimer, Lucy Stevenson.

APOLOGIES: Nicole Finn

1.2 CONFLICTS OF INTEREST

No new conflicts of interest were declared. Existing conflicts were shared with new members for awareness.

Action: Existing conflicts to be confirmed by email to Secretary before next meeting.

Privacy and confidentiality obligations were reaffirmed under the committee code of conduct.

1.3 CONFIRMATION OF PREVIOUS MINUTES (24 September 2025)

September minutes were accepted subject to the following amendments:

- Wording regarding potential Reconciliation Day Congress should be as follows: "John, Alison and Vanessa to discuss how the CBC might appropriately put on a Reconciliation Day Congress in 2026."
- RE: sale of the dealing machine, wording should read: "up to \$2,000".
- Remove session payment amounts from the minutes.

Moved: Alison Russell-French; Seconded: Stephen Fischer.

1.4 ACCEPTANCE OF NEW MEMBERS

Moved: Rob Hurst; Seconded Kate Latimer.

2 PRESIDENT'S ADDRESS FOR THE FIRST MEETING OF THE NEWLY FORMED CBC COMMITTEE

It's great to see you all, especially our new committee members. Thanks so much for putting your hands up to help I really appreciate it.

We had a terrific year last year, with great progress right across the club, thanks to the hard work of our committee, staff, and volunteers. We've built a strong foundation, and I'm keen for us to keep that momentum going.

This year, I'd like us to focus on a few key things:

- Supporting Elizabeth and Steve in their roles;
- Continuing our discussions with BFACT to help develop both new and experienced directors;
- Welcoming and engaging new members;
- Keeping our volunteers connected, recognised, and appreciated.

Above all, let's keep CBC a friendly, fair, and fun place to play.



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I really value open communication and teamwork, so please speak up, share ideas, and let's make this a positive and productive year together.

Thanks everyone, I'm really looking forward to working with you all.

3 OUTSTANDING ACTION ITEMS

The following updates were provided:

- Review of consolidated expenditure policy – complete
- Update on pricing for new chairs – complete. Next steps were agreed. Action: JB and MT to return with a proposal for expenditure with recommendations.
- Review the Barry Turner Fund Policy – in progress.
- Bereavement Policy Review – complete.
- Investigate cashless payment options for the club – in progress. Committee requested final recommendation following quotes that were provided in July.
- Investigate professional website services for the Club – in progress.
- Arrange for reconfiguring of Webserver – complete.
- Arrange for use of @canberrabridgeclub emails – President and Secretary emails in use. Action: set up an email for Tournament Secretary to use.
- Contact Dementia Australia re: Club Charity – initial contact made. Action: CJ to follow up.
- Sponsorship for ANC 2026 – complete, CBC is going to sponsor 3 events through provision of volunteers.
- Find a WHS coordinator – complete, confirmed as Lyn Carter
- Arrange date for BFACT AGM – complete.
- Investigate Reconciliation Day event – complete, not proceeding with this event at this time.
- Youth fundraising report – in progress.
- Events held at CBC during ANC – in progress. Action: respond to ANC convenor confirming Friday night event.
- Dealing for ANC – confirmed. Action: Mary and Ian to organize teams. Action: Jenny to confirm to BFACT in a letter with details (50c per board + GST). Action: Stephen to follow up on ABF building and board storage.

There was an out of session motion to rescind the motion to conduct the recent AGM online. For future meetings to be held online, protocols would need to be established. Julie North has offered to help facilitate online meetings.

4 APPOINTMENT OF KEY POSITIONS

Position	Nominee	Mover	Seconder
Public Officer	Lucy Stevenson	CJ McKenzie	Vanessa Brown
Youth Coordinator and Youth Sub-Committee Chair	Suz Wilkinson	Vanessa Brown	CJ McKenzie
House Committee Chair	Nick Vonthetoff	Mary Tough	Alison Russell-French
Governance & Ethics Chair	Stephen Fischer	Mary Tough	Vanessa Brown
Promotion & Social Chair	Nicole Finn	Mary Tough	Stephen Fischer
Education Chair	Alison Russell-French	Mary Tough	Vanessa Brown

Action: Alison and CJ to discuss Committee communication to Sub-Committee chairs.



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5 HOUSE COMMITTEE REPORT

Motion to accept the Alpha Roofing quote for roof repairs and approve associated expenditure: Moved: Stephen Fischer; Seconded: Kate Latimer. Motion carried.

6 CHANGE TO BANK ACCOUNT SIGNATORIES

6.1 REMOVAL OLD SIGNATORIES

Liam Minogue is no longer the Secretary of the Canberra Bridge Club.

MOTION: That Liam Minogue be removed as signatory to the CBC's Bank Accounts
Moved: Jenny Bergin
Seconded: Rob Hurst
<u>CARRIED.</u>

6.2 ADDITION OF NEW SIGNATORIES

MOTION: That Caitlyn J McKenzie be added as signatory to the CBC's Bank Accounts
Moved: Jenny Bergin
Seconded: Rob Hurst
<u>CARRIED.</u>

7 PRESIDENT'S UPDATE

- Barnardos will be the recipient of the CBC Christmas Giving Tree this year. My thanks to Vanessa and Elizabeth for the arrangements.
 - The recipient may be rotated to a new organization for 2026.
- Adrienne Stephens has offered to run a Christmas raffle again this year. I thanked her immensely, and told her to chat to the Manager;
- Stephen will continue as the CBC BFACT Representative.
- In-person table numbers (attached) continue to be strong, but Real Bridge numbers were lower in August and September.
 - Action: Alison and Nicole to investigate advertising options to increase beginner lesson enrolments.
- Elizabeth has requested to be able to apply for the Canberra in Bloom 2026 – Assistant Convenor
 - Supported if no impact on CBC duties.
- The Committee reaffirmed that CBC will not be selling the dealing machine.
- Donation from Heather Nash.
 - Action: Thank you letter to be sent (CJ).
 - Action: Investigate potential for future fundraising/silent auction on collection of other donated items (Nicole).

8 TREASURER'S UPDATE

- Winter energy costs higher than budgeted due to flat monthly energy budget.
- Youth fundraiser timing broke even but split over the end of financial year.
- Error in table money figure identified in this month's report. Steve advised that it appears to be due to a software error. Steve to investigate.
- Revenue increase recommended to enable capital expenditure.
- Action: paper on process for capital expenditure and strategic planning, to discuss next meeting (Stephen/CJ).
- CBC remains a sporting club for income tax purposes.
- Term deposit reinvestment in progress.



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- New timesheet/tracking process implemented following Auditor's recommendation; Managers implementing flexible hours to account for peaks and troughs.

Action (Mary): Annual leave and sick leave policies to be developed (Employment Sub-Committee).

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

Moved: Jenny Bergin

Seconded: Alison Russell-French

CARRIED.

9 MANAGERS REPORT

- Halloween night (29 October) was a big success.
- Melbourne Cup event being organised.
- Christmas decorations installation by the Committee – scheduled for 12 November.
- Membership renewal reminders included in newsletter until new membership period.

10 CORRESPONDENCE

No new correspondence.

Outstanding correspondence: Rob and CJ to action.

11 TOURNAMENT SECRETARY'S REPORT

Calendar working group established: Jodi, Liam, Ian.

- Priority: Tuesdays and weekends – consultation underway.
- Education, beginner, and development events will be the next focus, followed by red and gold point events.
- Recommendation: development of the calendar to begin mid-year to support incoming Tournament Secretary in the future.
- Open selection event: 27-29 March; potential clashes to be managed.
 - Southern Tablelands Congress in late May being investigated.
- Committee confirmed that Elizabeth will manage room hire once calendar is finalized (including workshops).

12 OTHER BUSINESS

- Action (Governance & Ethics): formalisation of Chief Director role to be considered.
- Motion to thank outgoing committee members. Moved: Kate Latimer; Seconded: Rob Hurst.
- Future meetings: 3rd Wednesday of the month at 16:30, starting in February.
- No meeting to be held in December.

13 NEXT MEETING AND MEETING CLOSE

13.1 NEXT MEETING

The next meeting will be held on Wednesday 26 November 16:30-18:00.

13.2 MEETING CLOSE

Mary Tough closed the meeting at 19:00.