



# The Canberra Bridge Club Inc.

*President* Gordon Henderson  
*Secretary* Ruth Gallagher  
*Treasurer* Andrew Kettle  
*Manager* Molly O'Donohue/Philip Thompson

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## MINUTES

Monday 14 February 2011 at 5.30pm

### Attendance:

Gordon Henderson (President), Val Carmody (Vice-President) David Hoffman (Past President), Ruth Gallagher (Secretary), Andrew Kettle (Treasurer), Niek Van Vucht, Tony Marker, Sue Welbourn, Peter Giles, Ruth Thomson, Liz Van Der Hor and Molly O'Donohue (Manager).

**Apologies:** Val Brockwell

### 1. PREVIOUS MINUTES

MOTION: That the Minutes of 13 December 2010 be accepted as a true record of the meeting. **MOVED** Peter Giles **SECONDED** Tony Marker  
**CARRIED**

### 2. OUT OF SESSION ACTIVITIES

2.1 Purchase of Dealing Machine A second hand dealing machine has been purchased for the Club for \$2000 from Martin Wilcox, a Victorian Director. Agreement was sought and obtained from members by the President in January when the opportunity became available. It has been purchased by the Club so that hands can be dealt for beginners and supervised classes. It was noted that it will also be necessary to source new cards. Gordon undertook to see what was available at the upcoming Gold Coast Congress.

2.2 Queensland Flood Appeal A Bridge Congress was held at the Club on 13 February to raise money to support the Queensland Flood Appeal. The event was well attended and a total of \$3,700 was raised. The Club will consider holding occasional fund raising events in the future. It was noted that this is likely to be a positive factor when the Club sought grants from the ACT Government.

### 3. MANAGERS' REPORT

3.1 There was nothing to report.

### 4. TREASURER'S REPORT

4.1 The Treasurer said that the financial report for the first half of 2010/11 showed that things were on track. He noted that the table money was down slightly from the same period last year. He provided a first draft of A *Major Project Replacement Schedule*, for discussion. Included in this was a

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proposed \$20,000 surplus for the outward years to be set aside as a contingency fund to meet such expenditures. The draft will be discussed at the next meeting.

### 5. COMMITTEE

#### 5.1 House

5.11 Sue provided a list of house items covering building internals and equipment for improvement and upgrade as well as external items. She also included the financial year when she considered the work should be undertaken. Several items requiring immediate attention were considered at the meeting. The rest of the list would be discussed at the next meeting.

5.12 New table clothes Sue put forward a proposal to replace the old table clothes with 30 new clothes at a total price for material of \$360. A trial cloth in the new material had been on one of the tables for member consideration. This had generally been favourably received. The material was a special price and had been set aside until the following day. It would still need to be made up. She proposed that another set would also need to be purchased and recommended that this be in a blue colour to alternate with the crimson of the current proposed purchase.

**MOTION:** That the Club authorise the purchase of new material for 30 new table clothes at a price of \$365. **Moved:** David Hoffman **2<sup>nd</sup>** Tony Marker  
AGREED

#### 5.13 Side tables

A proposal was put forward to purchase additional side tables for the main bridge room following the trial of 10 Freedom tables which have been well received. The tables would replace the existing gray tables which are no longer able to be repaired. It was agreed to purchase 60 tables in addition to the 10 already purchased. This would provide for 10 spares. A 10% discount will also be available.

**MOTION:** That the CBC purchase 60 side tables to equip the main bridge room at a price of \$3,000 less the 10% discount.

**Moved:** Peter Giles **2<sup>nd</sup>** Val Carmody  
AGREED

It was also agreed to purchase rubber matting material to make 140 table mat inserts for approximately \$350. These are to protect the wooden base of the tables and can easily be washed.

5.14 Chairs Sue proposed purchasing 12 second hand chair frames with a sliding base to replace the 12 orange upholstered, non sliding chairs currently being used in the main room. It was noted that these chairs were never intended to be used in the main room and were unsafe for older players. As chairs with the sliding base frames were no longer available new Sue proposed looking around to find second hand chairs which matched the existing ones, gradually accumulating 12 second hand frames. Once 12 had been purchased these would then be upholstered. Likely costs were up to \$80 per chair frame. An indicative cost for upholstering would be approximately \$2160 (up to \$180 per chair). Purchasing the frames would take some time stretching well into next financial year.

The Committee agreed that Sue should start looking for appropriate chair

frames and purchase suitable frames as they became available.

5.15 Blinds Sue has looked at replacement of the blinds in the main room and a sample sunscreen blind had been put up to elicit member responses. Replacing the blinds on the north and west walls with the sample would cost \$2605 while the east blinds, if needed, would cost \$1430. Removal of the old blinds would be \$250. The response to the sample blind has drawn a mixed response from members. David said he would like to see them with the sun at a lower angle to see if it indeed does block the sunlight. The Committee did not wish to decide on replacements at this stage and asked to see more options to reconsider at a later date.

5.16 Airconditioning Several committee members noted that the airconditioning had not been working very well and there had been many complaints from players especially during the Flood Appeal event. Molly said there had been a problem with the maintenance schedule and the regular 6 monthly maintenance had not taken place. When she finally was able to have the system looked at it was found that the filters needed replacing. This may explain was the system was not performing. New filters had to be made and will be available shortly. It was suggested that the CBC should wait until these are in place to see whether it improves the performance before taking further action.

## 5.2 Teaching

5.21 Advanced lessons: David said that the advanced lessons will now be held in May this year, most likely on a Wednesday evening to pick up Tuesday and Thursday night players especially. This will happen subject to ensuring no clashes with other activities. He would put out a list of who would be doing what allowing the lessons to be advertised.

5.22 Beginning lessons for 2011 had started and it was reported that these had attracted a good response.

## 5.3 Tournament & Calendar

5.31 Calendar Ruth Thomson will forward the electronic address book to Molly to forward to members.

5.32 Butler Pairs Gordon said that he had started having a session of Butler Pairs on Monday mornings and it had been successful and will continue. He would advertise this in his monthly President's note to members.

5.33 Survey of interest in Sunday bridge Peter reported that responses to the questionnaire to members on holding a bridge session on Sundays and not generated a great response with only 42 members replying. Of those responding most were not in favour. It was decided to revisit this at a later date but will not proceed at this stage.

5.34 Summer Festival Niek reported that things had gone well in moving the furniture and equipment to and from the Summer Festival venue. He said he had worked about 12 hours on the Monday finishing things off but there had been a good turn out of support especially to move things to the venue. Gordon noted Niek's hard work but suggested that he needed to look at spreading the workload next time round.

Ruth Gallagher raised the issue of selecting house teams to play in the

Summer Festival events. This will be considered at a future meeting.

#### **5.4 Employment & Contracts**

5.41 Nil

#### **5.5 Congress and Social**

5.51 Christmas Raffle money Peter raised the issue of the Christmas Raffle money and what happens to it. He proposed that it should be earmarked for replacement of items in the kitchen as it lacked the right sort of equipment to cater for functions. Each raffle raised about \$500-\$600. It was noted that whilst kitchen replacements were a normal Club expense the allocation of raffle proceeds for this purpose seems appropriate.

**MOTION:** That the funds raised by the Christmas Raffle be used to replace kitchen items. **Moved** Tony Marker 2<sup>nd</sup> Ruth Thomson

#### **5.6 BFACT Representative**

5.61 There was no BFACT report

#### **5.7 Finance**

5.71 Andrew provided a first draft of a Major Asset Replacement Schedule, for discussion. However, due to limited time, Committee Members took this away and will consider at the next meeting.

5.72 Gordon had provided a paper for circulation, *Guidelines on Committee Practices and Past Agreements*. In this he raised the issue of expenditure of CBC monies. He noted that general expenditure of a recurring nature is the responsibility of the Manager and any other money is the responsibility of the Committee. He said that there may be occasions where expenditure is required between committee meetings. In these cases he asked that the Committee approve an arrangement where two Committee Members from the grouping of, the President, Vice President, Past President or Secretary may approve expenditure to a limit of \$1000 in each period between committee meetings. Any monies approved in this manner will be advised to the Committee at the next meeting.

**MOTION:** That the President may approve expenditure to a limit of \$1000 in each period between committee meetings provided agreement is obtained from two other Committee Members from the grouping of Vice President, Past President or Secretary.

**Moved** Liz Van Der Hor 2<sup>nd</sup> Ruth Thomson

### **6. CORRESPONDENCE**

**In:** Letter to Gordon Henderson from Brenda Rogers re his President's note No 2 and Committee activities.

**Out:** Response from Gordon Henderson to Brenda Rogers.

### **7. OTHER BUSINESS**

7.11 There were a number of items on the agenda for the 14 February 2011 meeting but due to limited time due to other demands for the room there was insufficient time to consider them. These will now be considered at the next meeting. Included in this will be:

- Bereavement Policy – A paper prepared by Liz Van Der Hor
- Guidelines on Committee Practices and Past Agreements.

**8. NEXT MEETING**

Monday 7 March, 2011 at 5.30pm in the Clubrooms.

Meeting closed at 6.55pm.

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**ACTION ITEMS and COMMITTEE MEMBERS RESPONSIBLE**

1. **ACTION:** Development of a list of general improvements in the Club's amenities and a plan for the future needs and requirements of the Clubrooms. **Sue Welbourn** (*A list has been provided and this will be considered further at the next meeting*)
2. **ACTION:** Obtain quotes for the recovering with vinyl, as per the agreed sample, the kitchens, entrance and upper foyers and stairs. **Sue Welbourn**
3. **ACTION:** Look at further options for replacing blinds in Lower and Upper rooms. **Sue Welbourn**
4. **ACTION:** Obtain further quotes for installing a credit card/EFTPOS facility at the CBC. **Andrew Kettle**
5. **ACTION:** Develop a forward plan for major expenditure items, including defining what constitutes "major" and future infrastructure needs. **Andrew Kettle and Gordon Henderson** (*A first draft has been prepared and will be considered at future meetings*)