



# The Canberra Bridge Club Inc.

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

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## MINUTES

Monday 13 August 2012 at 5.30pm

### Attendance:

Stephen Fischer (President), Dorothy Jesner (Vice President), David Hoffman (Past President), Andrew Kettle (Treasurer), Ruth Gallagher (Secretary), Stephen Mendick, Liz Van Der Hor, Sue Welbourn, Val Holbrook, Tony Marker, Rowan Bergin, Di Hawke and Molly O'Donohue and Philip Thompson (Managers).

**Apologies:** Niek Van Vucht, Peter Giles.

### 1. PREVIOUS MINUTES

**MOTION:** That the Minutes of 18 June 2012 be accepted as a true record of the meeting. MOVED Di Hawke SECONDED Liz Van Der Hor

**CARRIED**

### 2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Stephen spoke about the Strategic Plan which is now posted on the website and Notice Board. He noted that there are many things still to do. While the wall rendering had been completed with thanks to Sue for her efforts there was still a list of things to be implemented in the next couple of years. These would be developed. Blinds for windows was one thing still to be looked at. He also mentioned the rearrangement of the Office stating that this was something to be left until new Managers had started and the Committee could work with them. Stephen went through a list of actions to implement the Plan.

2.11 Develop options for a social non bridge playing evening later this year or early in 2013. This could be a fund raising event for the Club.

**Action Item 1:** Look at options and a possible date for a social non bridge playing evening. **Social sub-committee.** Report September

2.12 Move the starting time for bridge on Monday, Wednesday and Friday nights to 7.00pm.

**Action Item 2:** Consider starting evening bridge sessions on Monday Wednesday and Friday nights at 7pm. **Niek Van Vucht.** Report September

2.13 Liaise with youth players re transport to evening bridge sessions. Also possible billeting for youth players for congresses held by Club.

2.14 Develop strategies for marketing the Canberra Bridge Club.

2.15 Identify improvement pathways for players, plan how best to assist players in achieving their next goals, and deliver the assistance. While the Mentoring

Program was a good start the Club needed to consider and develop a range of on going options.

2.16 Develop a communications' plan for how to better communicate with members. This will include improvements to the website but would go beyond that. Stephen Mendick was looking at the website and the Club's business requirements for the site. He would consider features which might be added to the site.

**Action Item 3:** Consider business requirements for the CBC website and features/improvements to the site. **Stephen Mendick.**

Stephen sought the Committee's agreement to Peter Murer having a more formal role in providing advice on the Club's computer system and what can be done to improve operations. The Committee agreed.

2.17 Developing a competitive environment for bridge especially on Tuesday and Thursday nights but also for certain daytime sessions. Tuesday and Thursday nights were an immediate issue as numbers have been falling away. The review being undertaken by Niek, Liz, Julia Hoffman and Ian Robinson was to address that area of concern.

2.2 Val reported that she had prepared an evaluation of the Friday night strategy to increase table numbers for that night. This would be a useful reference for future Committees. See *Attachment 1*.

### **3. MANAGERS REPORT**

3.1 Philip provided table numbers for the last three financial years. They showed numbers down for Tuesday and Thursday nights, as expected. Thursday daytime was also down. The success was Wednesday daytime where, combined with, supervised play, showed the strongest growth. He said this was an example of follow through with beginners' classes leading into the supervised section and then gradually moving up to the next level. It was an example of follow through and why beginners' classes were essential.

3.2 Philip had obtained an assessment of the Club's energy and water needs from the ACT Government under the ACTSmart Business Energy and Water Program. An Action Plan for the Club was developed. Actions proposed would be eligible for the ACTSmart rebate. Philip highlighted several key areas where he considered the Club needed to undertake immediate action and obtained a quote from the Club's electrician. This included installing ceiling fans in the main playing area to improve airflow and installing Fluorescent T5 Conversion Kits. The quote was \$10,000 of which nearly half would come back as a rebate. Tony was looking at solar panels for the Club roof and will look at the other proposals in the context of energy efficiency.

**Action Item 4:** Look at ACTSmart Business Action Plan for the Club and provide assessment to the Committee on undertaking work plus installing solar panels.

**Tony Marker.** Report September.

3.3 Philip reported that there were problems with the guttering and it needed to be either replaced or zinc coated as a matter of urgency. He said it was \$5,000 to replace the gutters but that zinc coating would be less.

### **4. TREASURER'S REPORT**

4.1 There was no report

## **5. SUB COMMITTEES**

### **5.1 Membership and Promotion**

5.11 Val spoke about the mentoring program which is currently underway and provided a report (*Attachment 2*). The Committee noted how well received the program was and interest in participating from members.

### **5.2 Tournament & Calendar**

5.21 Julia Hoffman attended the meeting and to discuss the review of Tuesday and Thursday night play which has been prepared by a group set up to consider how to modify events on those nights to improve attendance. The group comprises Niek Van Vucht, Liz Van Der Hor, Julia Hoffman and Ian Robinson. The results of the review will feed into the 2013 Calendar which is currently being put together. The Committee discussed the report and possible additions. Stephen will take it away and see if there is anything else to be done. He asked that the document be updated with comments flowing from the meeting and finalised by the September meeting. Any extra comments should be provided to Niek no later than one week before the next meeting.

5.22 A draft of the calendar was also provided. David said that the calendar needed to be finalised a couple of months before the end of the year to allow time for editing and printing. Any comments should also be provided to Niek by September.

### **5.3 Employment & Contracts**

5.31 The current Managers, Molly and Philip, have resigned and their last day is Friday 14 September. The position has been advertised internally only. Applications have closed and are currently being assessed. A permanent replacement is being sought. Dorothy explained that while the positions were only advertised internally if no suitable applicants were found then the position would be advertised outside. It was hoped to find an applicant who was also able to undertake some of the marketing and wider duties.

### **5.4 House**

5.41

### **5.5 Congress and Social**

5.51 Arrangements for the Spring Congress were well in hand.

5.52 A farewell for Molly and Phil, the retiring Managers is being organised. A possible date was Friday 14 September. Their last day. It would be a late afternoon event. Directors would be asked to advertise event and donations for a gift purchase. The date would be confirmed and the Social Subcommittee to organise.

### **5.6 BFACT Representative.**

5.61

### **5.7 Finance**

5.71 Nil

**6. CORRESPONDENCE**

**In:** Letter from Rick Nehmy (21 July 2012) on getting a defibrillator and associated supplies for the Club and the Club's IT system.

**Out:**

**7. OTHER BUSINESS**

7.1 It was noted that the CBC AGM currently scheduled for 30 September occurred on a long weekend. The Committee agreed that this should be avoided if possible. An alternative date of Sunday October 14 was agreed. The agenda and other details will be considered at the next Committee meeting in September.

**8. NEXT MEETING**

Monday 10 September 2012 at 5.30pm in the Clubrooms.

Meeting closed at 7.15pm.

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**ACTION ITEMS and Members responsible**

Action Item 1: Look at options and a possible date for a social non bridge playing evening. **Social sub-committee.** Report September

Action Item 2: Consider starting evening bridge sessions on Monday Wednesday and Friday nights at 7pm. **Niek Van Vucht.** Report September

Action Item 3: Consider business requirements for the CBC website and features/improvements to the site. **Stephen Mendick.**

Action Item 4: Look at ACTSmart Business Action Plan for the Club and provide assessment to the Committee on undertaking work plus installing solar panels. **Tony Marker.** Report September.

**REPORT ON THE FRIDAY NIGHT HOST PROGRAM TRIAL  
March to June 2012**

**Background**

In late 2011 the Membership and Promotion Sub-committee met and discussed strategies to increase Friday evening table numbers. They proposed a number of options including providing supper with cask wine, promoting the benefits of playing in the more sociable Friday evening at other sessions especially Monday and Wednesday evenings and ensuring that players who turn up without a partner are guaranteed a game.

The Sub-committee proposed having a host for each Friday evening session. The host would greet players with a glass of champagne and could arrange partners for those who turn up without one and play to make up a partnership if needed. Volunteers would be sought to perform the role of host starting with Committee members. At its December meeting, the Committee considered there was merit in the proposal and agreed to start providing a host for Friday evening sessions from the first week of February (subsequently deferred to March). It was noted that things like this had been tried before but interest had waned.

The Friday Night Hosting program ran for four months as outlined above.

**Evaluation**

As can be seen from the table numbers attached, the program may have contributed to an increase in table numbers during May but it did not bring about a sustained increase. As can be seen from the notes to the table, other factors contributed to the increase at particular sessions.

Some members availed themselves of the proffered beverages but many did not. Several members were openly appreciative of the host's efforts and were happy to chat but the majority seemed content to take their seats as normal. The host was also available to partner a player but on most Fridays this was not required. Most of the Friday night players stayed for supper and appeared to enjoy it, and the opportunity to chat with their fellow players. The general feeling at the June Committee meeting was that drinks should be discontinued as they were not attracting additional players to Friday night. After her return from an overseas holiday on 18 June, Val Holbrook – the co-ordinator of the program – discussed the issue with Peter Giles, who had co-ordinated the program in her absence. Val and Peter agreed that the program was not attracting sufficient new players and not to continue it after the trial.

Val and Peter's thanks go to the committee members who volunteered their time.

Val Holbrook  
Membership and Promotion Sub-committee

13 August 2012

Draft MINUTES August 2012

FRIDAY EVENING TABLE NUMBERS

March – June 2011 vs 2012

<u>2011</u>	<u>No of tables</u>	<u>2012</u>	<u>No of Tables</u>
4 March	7.5	2 March	7
11 March	3	9 March (B Bay)	4
18 March	8.5	16 March	10*
25 March	6	23 March	8
1 April	8	30 March	7
8 April	5	6 April	CLOSED GOOD FRIDAY
15 April	8	13 April	7
22 April	CLOSED GOOD FRIDAY	20 April	7*
29 April	4	27 April	8.5
6 May	3	4 May	7
13 May	5	11 May	6
22 May	7	18 May	8
29 May	6	25 May	8
3 June	5	1 June	11 **
10 June	5	8 June	5
17 June	6	15 June	8
24 June	5	22 June	4
1 July	6	29 June	8
<b>Total Tables</b>	<b>98</b>		<b>123.5</b>

Notes

\* Evenings on which Barb Toohey conducted a lesson prior to play.

\*\* Lessons by Andy Braithwaite before play helped the numbers

**Attachment 2**

**MENTORING PROGRAM FOR INTERMEDIATE PLAYERS**

**Update to August 2012 Committee Meeting**

The program commenced on 2 July with thirteen experienced players having volunteered to be mentors. To-date eight mentors have mentored one or more of sixteen intermediate level players.

Informal feedback to me from mentors, mentorees and other players has been very positive.

The Club's expert players have not been targeted as mentors as it is hoped that, next year, some of them will act as mentors to the experienced players. It is also hoped to expand the program to our Advanced Beginners next year.

A more formal evaluation will be tabled at the September meeting.

I would like to acknowledge Val Hopwood's efforts in helping me get this program established and the Managers and Directors for promoting it.

**Val Holbrook**

**Mentoring Program Co-ordinator**

13 August 2012