Canberra Bridge Club

CBC Committee Meeting – 31 August 2026

Minutes

1. ATTENDANCE AND APOLOGIES

Attendees: Mary Tough (President), Alison Russell-French (Vice President), Jenny Bergin (Treasurer), Nicole Finn, Stephen Fischer, Kate Latimer, Deb Milner (for Item 6).

Apologies: Caitlyn McKenzie, Lucy Stevenson & Rob Hurst

2. CONFLICTS OF INTEREST

No new conflicts of interest were declared.

3. CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the CBC Committee Meeting on 28 July 2026 were amended by the Committee as follows:

- **Item 1.3 Confirmation of the June 2026 Minutes** - The sentence starting "*The Committee notes the gift*…" and the *Action* associated with it were removed.
- **Item 3 Budget** - the dot point starting "*CPI 'has been…"* should include in brackets at the end "*(at this time)"*
- **Item 6.1** - the 2 paras in the draft minutes as they stand and the Action be removed. In place of these the following words should be included under the item: "*The Committee noted the report from the Contracts and Employment Sub-committee and the recommendations proposed in the report. The Committee further discussed the remuneration of the workshop initiative for Club members."*
- **Item 6 Contracts and Employment Sub-committee** - add the following words: *"The Committee noted that the trial for Elizabeth's contract as Finance Manager had been successful and that she would continue in the trial role to the AGM."*
- **Item 7 President's Update** - the following words from the President to follow on from first sentence: "*On behalf of the Committee, I would like to formerly record their appreciation and thanks to Sebastian Yuen for his outstanding contribution to the Club over many years, and in particular for the significant time and effort he devoted to restoring the website following the recent outage."*
- **Item 8 Manager's Report** - add "*The Committee discussed Ian Morrison's request to contribute to the Newsletter and agreed that he could contribute on the*

basis that a qualifying statement was included that indicates the article was his view and that members may have other views and can contact him directly.

6. ANNUAL GENERAL MEETING (Item moved up, Deb Milner joined the meeting)

6.1 Confirm date - 13 October 2026

The Treasurer advised that she had advised the Auditor that the likely date for the AGM was Tuesday 13 October and this date would be subject to the availability of the audited statements. The statements are required to be available for members to consider 1 week before the AGM.

6.2 Appointment of Returning Officer

It was agreed that Deb Milner would be the Returning Officer for the AGM:

Moved: Mary Tough, Seconded Stephen Fischer and carried.

6.3 Process for Managing Nomination and Proxy Forms

The Committee noted the paper that Deb Milner had prepared on the processes required for the AGM.

Nomination and Proxy Forms - Deb drew the Committee's attention to the nomination period requirements in sections 47(1) and (2)(d) of the Constitution. The Committee decided that the 2026 nomination period will commence on 15 September and finish at 2.00pm on 28 September 2026. She noted that proxies could be accepted up to 2.00pm on the Monday before the AGM. Two boxes are required, one for nominations and one for proxies. Deb will meet with Elizabeth to go through the process for the AGM.

Words for Newsletter - It was agreed that advice should be provided to the Manager and also be placed in the Newsletter. The words as prepared with Deb Milner for the Newsletter are:

"In accordance with the Club's Constitution, the nomination period for the Committee commences on 15 September and closes at 2.00pm on 28 September. The time and date for receipt of proxies will be 2.00 pm on Monday 12 October 2026. Nomination and Proxy forms can be found on the website or copies can be obtained from the Manager. There will be 2 boxes located in the Manager's Office, one for nominations and one for proxies.

Nomination forms will only be accepted as emails to the Manager if they have been scanned and included as an attachment as they must be completed in full including four actual signatures. Proxies can be emailed without the authorising member's signature if the email is being sent by the authorising member to the Manager and all other relevant details as required on the form are provided.

Please note that nomination forms cannot be submitted earlier than 15 September nor later than 2.00pm on 28 September. If you are unable to submit your completed nomination form at the clubrooms in the 15-28 September period please arrange for a third party to submit the form on your behalf within the 15-28 September period or, if convenient, you have the option to scan and email your completed form with the four signatures within that time."

Tied Vote - it was agreed that if a tied vote occurs at the AGM it would be resolved by lot.

6.4 Additional motions for AGM Notice of Meeting

Any additional motions for the AGM will be developed as required. The Committee thanked Deb for her advice, Deb left the meeting.

Action Arising from the Minutes

3.1 Quotes for disability access ramp

Nicole Finn advised the Committee that she had sought a quote for a metal ramp as discussed at the July meeting and had obtained views about the suitability of such a ramp. However, she was advised that it was unlikely that a metal ramp would comply with gradient requirements.

It was also agreed that for future discussion and consideration the quotes for the ramp should be with the House Sub-committee.

Action: - The Committee agreed that Nicole Finn should speak with Tony Hedley about the quotes and advice she had received to gain his professional view on what would be best for the ramp construction.

3.2 Quotes for building reports

It was noted that action was still pending on obtaining a second quote for inspection of the building.

3.3 Club Charity

The Committee discussed the charity proposals received for possible support from the Club and resolved to support for 2026-27 **Head and Neck Cancer Australia**.

The Committee also agreed that it would advise the incoming Committee that it suggests the next charity to receive Club support could be another one of the proposals received, namely **Orange Sky**.

Action 1: - A Motion to be sent out of session to the full Committee advising of the Committee's decision to support Head and Neck Cancer Australia and seeking endorsement for the decision to make this organisation the Club's charity for 2026-27.

Action 2: - Once Committee endorsement of the charity for 2026-27 is obtained, the Secretary to inform the Head and Neck Cancer Australia of Club support for it for 2026-27 and request them to provide some promotional material to raise awareness of the Club's support for it among Members.

3.4 Other action items

No other action items were raised.

4. TREASURER'S REPORT

4.1 Finance Sub-Committee

The Finance Sub-committee met to discuss the Workshop Teaching and Funds Sharing arrangements.

Discussion was very much assisted by the draft Framework prepared by the President and the paper prepared by the Treasurer identifying possible payment levels.

Some issues arose during the discussions about the “profit sharing arrangement” associated with holding the workshops. These included:

- whether the word “’profit” was appropriate to describe such a payment to a staff member
- whether the term ‘bonus” would be a more appropriate term
- funds to be shared between the teacher and the Club from the total funds raised from workshops conducted should be the amount remaining after deduction of all expenses.
- A model to apply for payment of the “bonus” needed to be developed.

The Chair of the Education Sub-committee reminded the Committee that the trial workshop initiative presented to the Committee was very much focused on both providing a bridge learning/teaching/refresher opportunity for Club members combined with revenue raising for the Club. The incentive payment to the teacher would be in recognition of their efforts in developing and holding the workshops.

The Committee agreed that it would be beneficial for further work to be done on the proposed payment arrangements to apply to the workshop initiative.

Action: - The Treasurer to work with the Finance Committee and teachers to develop appropriate payment arrangements to apply to the workshop initiative and come back to the Committee with an agreed proposal.

4.2 Budget

The Committee noted the draft budget and explanatory notes prepared by the Treasurer. The Budget she has prepared is a balanced budget, but she is proposing the following changes to some existing items, notably:

- **Membership fees** – the proposed change is for full members to pay $100 (an increase of $10), Home and distance members $55 (an increase of $5) and Youth $11(an increase of $1).
- **Joining fee –** the proposed changes for full members to $25, Concession and distance $10; and Youth $10.

Action: - The Treasurer to prepare the appropriate Motion for the AGM to approve changes to membership fees and joining fees.

- **Table Money** – a $2 increase to table money per session is proposed which will bring full members to $14 per session, $12 for concession holders, $7 for youth players and $17 for visitors.

The Committee agreed that the new levels of table money should apply from 1 October 2026.

Motion: - That the new table rates be approved: Moved Jenny Bergin, seconded Stephen Fischer and carried.

Motion: - **That new levels of table money apply from 1 October 2026: Moved Jenny Bergin, Seconded Alison Russell-French and carried.**

Motion: - The Committee agreed that, in its opinion, there are reasonable grounds to believe that the Club will be able to pay its debts as and when they fall due and payable.

4.3 Grants

Nicole Finn advised that she had investigated possible grants to support construction of the ramp. However, it would appear that the relevant category that the Club could apply for grants from the ACT Government is largely devoted to grants made to sporting organisations. She noted that there is one category that has to do with inclusion of people with disabilities and she will explore this option further and advise the Committee at the next meeting.

5. PRESIDENT'S UPDATE

The President's Report was noted.

5.1 Table Numbers

The paper on table numbers was noted.

5.2 Donation from the Carters

The President noted that the Carters had expressed a wish that their donation of $8,000 should be used for the building. The President advised that she would speak to them and see what ideas they may have, and it was agreed that the Committee could also consider possible areas for the donation to be used and come back to the next meeting with suggestions.

Action: - Suggestions by the Committee for possible use of the Carter's donation to come to the September meeting of the Committee.

5.3 Request by Paul Dalley to conduct teaching lessons over December/January

The President referred this request to the Education Sub-committee, but the view was that more information was needed on what was proposed. In discussing the matter, the Committee noted that the request was more in the nature of sponsorship issue and Kate Latimer undertook to deal with it as part of her sponsorship activity and report back to the Committee.

Action: - Kate Latimer to advise the Committee further about the Paul Dalley request.

7. ACCEPTANCE OF NEW AND RETURNING MEMBERS TO THE CBC

The Committee accepted the following new and returning members: Judy Perry, Maria Purnell, Matthew Barnard, David Hughes, Caroline Taylor-Steele, Richard Taylor, Josh Wilkinson, Rod Shaw, Mischa Rippon, James Van-Lane, Neal Davis, and Julie Rienstra.

8. MANAGER'S REPORT

The Manager's Report was noted. The President noted that the sign near the upstairs dishwasher needs to be updated.

9. SUB-COMMITTEE REPORTS

9.1 Contract & Employment

The Contract and Employment Sub-committee report was noted.

Workshop Teaching and Profit Sharing - The issues relating to the workshop teaching and profit-sharing arrangements were discussed and are covered under Item 4.1 above.
CPI - the request for CPI increase was noted and the Treasurer advised that rate of CPI has been calculated at an adjusted rate of 3.8% and will apply to all directors, teachers, dealers, the manager and staff. Jenny Bergin noted that the teachers would be paid at the rate of 3.8% but will have backpay applied from January 2026 as they missed CPI payments at this time.

9.2 Tournament Secretary - Calendar Update

No report was presented to the Committee for this meeting.

9.3 Education

The Chair of the Sub-committee advised the Committee that she planned to work with the Sub-committee to develop an education program for the remainder of 2026 and start thinking about the program for 2027. This would be done in consultation with the Tournament Secretary.

9.4 Promotions & Social

The Committee noted the Promotions Report from Kate Latimer.

9.5 Governance

It was agreed to defer the paper prepared by Jennifer Yeats and submitted by the Chair of the Governance Sub-committee on the Terms of Reference for the Barry Turner Fund to the next Committee meeting after the Barry Turner Finance Sub-committee has had the opportunity to consider it.

9.6 House

The President advised the House Committee membership should comprise herself as Chair, Tony Hedley, John Kelly and Marty McGuire. She will confer with them to ensure they are prepared to be on the Sub-committee.

Action: - The President will provide a motion to the September Committee recommending endorsement of the membership of the House Sub-committee.

9.7 Youth

The Committee noted the Report from the Youth Coordinator and commended her work with youth. The Committee discussed the following matters:

- **Youth Nights** – whether the first night should be free with payment requested for further nights
- **Growing youth membership** – Jenny will discuss with the Youth Coordinator what her ideas are about the strategic directions for growing youth membership of the Club.

10. CORRESPONDENCE

There was no correspondence to consider.

11. OTHER BUSINESS

11.1. Report on Website Outage

The Committee noted the report submitted by Sebastian Yuen on the website outage incident in June-July 2026 and, in view of the significant issues raised in it, agreed to defer consideration of the matter to the next meeting.

12. DATE OF NEXT MEETING AND MEETING CLOSE

The next Committee meeting is scheduled for Thursday 24 September at 4.30.