



Canberra Bridge Club

CBC Committee Meeting – 24 September 2026

Minutes

Mary Tough opened the meeting at 5.00pm.

1. ATTENDANCE AND APOLOGIES

Attendees: Mary Tough (President), Alison Russell-French (Vice President – minute taker), Jenny Bergin (Treasurer), Nicole Finn, Kate Latimer, Rob Hurst

Apologies: Stephen Fischer, Caitlyn McKenzie, Lucy Stevenson.

2. CONFLICTS OF INTEREST

No new conflicts of interest were declared. However, Rob Hurst advised that he was a new teacher of the Fundamentals course.

3. CONFIRMATION OF THE PREVIOUS MINUTES

3.1 Amendments to the draft Minutes

The amendments to the Minutes of the 28 July 2026 meeting were accepted (namely, precise wording by the President in her Update regarding thanks to Sebastian Yuen, and the precise words to be used in the Newsletter by Ian Morrison).

The minor amendments to the 31 August 2026 meeting highlighted were accepted, notably: that the Secretary (rather than the President) should advise Head and Neck Cancer Australia that it had been selected to be the Club's charity for the year; the proposed change to member fees was an increase of \$10; and the motion advising that the Club would be able to meet its debts was included.

Motion: The minutes of the meeting on 31 August 2026 and 28 July 2026 were confirmed:

Moved: Jenny Bergin; **Seconded:** Kate Latimer and carried.

3.2. Action Arising from the Minutes

The following matters arising from the Minutes of 31 August 2026 meeting were discussed and resolved as follows:

Item 3.1 Quotes for Building Reports – it was noted that action is pending awaiting a second building inspection report to be obtained as agreed.

Item 3.2 Disability Access Ramp – this matter is discussed under Item 9.6 - House Sub-committee report

Item 3.3 Club Charity for 2026-27– the out of session Motion recommending Head and Neck Cancer Australia be the Club’s charity for 2026-27 was approved:

Moved: Kate Latimer, seconded Mary Tough and carried.

The Committee also noted its decision at the 31 August meeting that it would advise the incoming Committee to consider the next charity to receive Club support could be **Orange Sky**.

Action: Mary Tough undertook to advise the Charity of the Club’s decision to support the charity for 2026-27 in the absence of the Secretary.

Item 3.4 The Carter Donation – it was suggested that the Carter donation of \$8,000 could be used for a new door to the Olive Lott Room. This would be consistent with their wish for the donation to be used for the building. It was agreed that this could be done if the access ramp proceeds but would need to be fit with the building works as well as budget considerations. Further action pending on this matter.

Item 3.5 House Committee Appointment – the proposed membership for the House Sub-committee is Mary Tough (Chair), Tony Hedley and John Kelly.

Motion: That the Committee endorse the appointment of Mary Tough (Chair), Tony Hedley and John Kelly to the House Sub-committee:

Moved: Alison Russell-French, seconded Rob Hurst and carried.

Item 3.6 – Paul Dalley Request - Kate Latimer advised that Paul Dalley wants to conduct bridge classes and write some articles over Christmas on bridge for the Newsletter and the website. The Committee agreed that he be advised that articles for the Newsletter and website were fine. However, the Committee noted advice from Jodi Tutti that the classes he proposed would not fit with the teaching program and should not be approved.

Action: Kate Latimer to advise Paul Dalley that articles for the Newsletter and website would be fine, but bridge classes had not been approved.

4. REPORT FROM THE TREASURER

4.1 Finance Sub-Committee Report

The Finance Sub-committee met on 14 September to discuss a number of matters as outlined in the minutes as follows:

(1) Wages and Incentives

The Committee noted the background on this issue as provided in the report by the Treasurer. It was agreed that a model (a similar model to the one applied to payments to directors for over 11 tables) will be adopted for teachers of workshops, with a set fee paid to the teacher if there are more than 6 tables.

Motion: A teacher of an additional non-standard workshop will be paid a set fee per table for all tables above six (6) tables. A separate teacher fee payment will also be paid to the teacher. Further, previous payments for all workshops conducted from March to August 2026 be ratified:

Moved: Jenny Bergin, seconded Alison Russell-French and carried.

The Committee agreed that the contracts for teachers who develop new workshops will include clarification that IP for the courses is jointly owned by the course developer and the Canberra Bridge Club.

Motion: That the Chair of the Education Sub-committee convey to the Sub-committee the Committee's decisions regarding both the payment model for additional non-standard workshops and the joint ownership of course IP:

Moved Jenny Bergin, seconded Alison Russell-French and carried.

(2) Term Deposits

The Committee noted the ongoing consolidation of Club term deposits.

(3) Capital Expense Fund

The Committee noted the report from the Treasurer regarding the reasons for establishing a Capital Expense Fund.

The Committee agreed that a capital expense fund should be established as proposed by the Finance Sub-committee to maintain and support the Club's premises and facilities. By establishing such a fund, it would be clear to members that the Fund will be dedicated to the costs of investing in maintenance and potential upgrades of Club physical assets. It was agreed that a minimum of \$300,000 should be allocated to the Capital Expense Fund and that funds be allocated at least annually to support the Fund.

Motion: That a Capital Expense Fund be established and that \$300,000 be allocated to it with at least annual allocations to the Fund:

Moved Jenny Bergin, seconded Mary Tough and carried.

(4) Concession Member Definition

The Committee considered the request to extend eligibility for concession membership rates to current serving members of the Australian Defence Force (ADF) and ex-serving veterans in the same way that concession rates are currently offered to holders of age or disability support pension.

Considering information available from the DVA website about DVA Cards, the Committee agreed that the following could be included in the definition of concession for CBC purposes:

- A dedicated version of the **Veteran Card – All Conditions** (commonly known as a Gold Card) issued to veterans who are eligible for Totally & Permanently Incapacitated (ITP) status.

- The **Veteran Card – Specific Conditions** (colloquially known as the Veteran Orange Card) provides treatment for certain medical conditions within Australia (including all mental health conditions, cancer (malignant neoplasm) pulmonary tuberculosis.

However, the Committee did not accept the inclusion of current serving members of the ADF or the Veteran Card - Pharmaceuticals Only category in the definition of concession.

Motion: That the definition of concession members for the CBC include holders of Veteran Card - All Conditions (Gold Card) and the Veteran Card - Specific Conditions (Orange Card) but should not include current serving members of the ADF. Further, that the Club By-Laws be amended to reflect the new inclusions in the definition of concession member:

Moved: Jenny Bergin, seconded Alison Russell-French and carried.

The Committee agreed to the recommendation that written office procedures be updated (with respect to determining eligibility for concession membership) and applied to new members from 1 October 2026.

Note - current concession members (as initially evidenced by a CRN card) will remain concession members for both table fees and 2027 member fees until the CRN card expires.

(5) Teaching – Arrangements for Teachers-in-training

Regarding the following 4 recommendations in the Treasurer's report:

- The Committee agreed that the Education Sub-committee provide advice to the Contract and Employment Sub-committee and the Finance Sub-committee regarding the process to evaluate new teachers and assess both readiness for "stand alone" status and to be remunerated at the experienced teacher rate.
- The Committee supported in principle the development of a contract for a new teacher of the Fundamentals course to include mentored sessions.
- The Committee agreed that the Education Sub-committee provide advice to the Contract and Employment Sub-committee and Finance Sub-committee regarding the anticipated maximum number of mentored sessions to be included in teaching contracts. The number of mentored sessions will be based on experience and capacity.

Action: The Committee referred these recommendations for consideration by the Education Sub-committee to report back to the Committee.

With respect to payment levels for new teachers of the Fundamentals courses, the Committee resolved that:

Motion: All new teachers for the first round of the Fundamentals course (8 weeks) should be paid at a lower teaching level for new starters which will include both mentored and stand-alone sessions, and that the teachers be evaluated:

Moved Alison Russell-French, seconded Mary Tough and carried.

(6) Cost of Beginners Courses

The out-of-session motion to the Committee that fees for the beginners' courses be increased from \$90 to \$120 per course was not accepted.

The motion was re-considered by the Committee, and it was agreed that:

Motion: Beginners' courses should increase from \$90 to \$120 to apply from 1 November 2026, and that an "early bird" fee can apply up to 31 October 2026.

Moved Jenny Bergin, seconded Nicole Finn and carried.

(7) Barry Turner Fund

The Barry Turner Sub-committee met on 23 September 2026 and the items discussed included:

- **2025-26 performance and progress with the annual report including matters identified by the Auditor and associated vendor creation issues/BT fund policy.** The Sub-committee was advised about the change of broker and tax withheld issues with respect to investments. The value as at 22 September 2026 was \$123,549 compared to \$138,609 in December 2024.
- **Investment Strategy for 2026-27.** The Sub-committee reviewed the share portfolio performance and options for the investment strategy 2026-27. The sub-committee concluded to hold the current shares; make no purchase at this point; and review regularly in particular the impact of world events.
- **Current assets** - the trading account and term deposit information was reviewed. The Sub-committee requested the Treasurer to reinvest the term deposit which matures in December 2026 at a higher interest rate than currently and add to the amount invested from the trading account. The Term Deposit matures in May 2027 and will be available for 2027 travel subsidies.
- **BT Fund Policy** - was reviewed by the Sub-committee with respect to vendor creation. Consideration is being given to whether the policy should be updated so that recipient information in writing should be provided to allow substantiated vendor creation in Xero. Failure to provide information in the approved form may make recipients ineligible to receive travel subsidy. This will apply to international and state body selection events where the recipients have been selected via the ABF Playoffs, Youth Week and the ANC Selection events.

(8) Youth Subsidies

The Committee noted that the Treasurer will discuss the issue of youth subsidies for youth events with the Youth Coordinator and BFACT and report back to the Committee.

The Treasurer noted that a tally of those attending youth events should be provided in the report to the Committee, specifically those under 26 and those above 26.

(9) Insurance

The report on Insurance was noted.

(10) Charity

The Treasurer noted that the previous accounting practice with respect to charity monies collected was to have a 50/50 split between the Club and the Charity. However, there was no documentation relating to this practice. The Committee agreed that monies collected for the Christmas and Easter hampers and any monies from fresh produce should all go to charity.

Motion: It was agreed that monies collected for the Christmas and Easter hampers and any monies from fresh produce should be allocated entirely to charity:

Moved: Jenny Bergin, seconded Alison Russell-French and carried.

(11) CPI Updated Teaching Rates

The Committee noted the report from the Treasurer.

(12) Membership Numbers

The Treasurer provided figures on current Club membership.

4.2 Expenditure/financial position

The Committee noted the statements provided.

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

Moved: Jenny Bergin, seconded Nicole Finn and carried.

4.3 Grants

Nicole advised that she had investigated possible grants to support construction of the ramp. However, 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 advised that this category would not be open until December.

5. PRESIDENT'S UPDATE

The President's Report was noted.

Items raised in the President's report on the IT report, Member and Club matters, the House Sub-committee, and increase to Beginners Lesson fees are dealt with elsewhere in the minutes.

Re Access to the Building, the Committee noted the issues that had occurred with respect to the internal door being left in the “Lock” position preventing normal entry. It was agreed that appropriate wording should be displayed to advise people not to touch the black switch on the internal door.

Action: Mary Tough to request the Manager to arrange displaying the required wording at the door.

Table Numbers - It was noted that there was no report on table numbers for the meeting, but these will be circulated at a later date.

6. ANNUAL GENERAL MEETING

6.1 Audited Financial Statements Update

Jenny Bergin advised that she and the Manager had met with the Auditor to go over the statements. There are a few anomalies to be sorted out post the meeting and before the statements are finalized.

The statements are required to be available for members’ scrutiny one week before the AGM. In view of the timing for Canberra in Bloom festival being held over the October long weekend, it was proposed that the statements be out for scrutiny by 6 October 2026. The Committee would need to meet before this date to sign off the statements, and it was noted that the Auditor had indicated that he would like to meet with the Committee about the statements.

Action: Jenny Bergin to arrange a time for the Auditor and the Committee to meet prior to 6 October 2026.

In discussing whether figures relating to the building and its value should appear on the asset statement, there is an issue relating to ownership and control of the building which are requirements to have the asset listed on the asset statement. This needs to be further investigated. Jenny Bergin advised the Committee that the Auditor has recommended that the Committee look at the issue of fair value in relation to the building.

6.2 AGM Arrangements

It was noted that all is in hand for the AGM with notices going to members in the Newsletter.

6.3 Nominations and Proxies Update

Boxes for both nomination and proxy forms are located outside the Manager’s Office. Members have been advised, courtesy of the Newsletter, about the timing for receipt of the forms.

6.4 Advice for AGM Notice of Meeting

Members have been emailed about the Notice for the AGM consistent with the timing requirements.

7. ACCEPTANCE OF NEW AND RETURNING MEMBERS TO THE CBC

The Committee accepted the following new and returning members: Peter May, Prudence Slaughter, Catherine Slaughter, Fran Hinton, Charles Brister, Angela O’Neil, Donna Growcock,

Marie Bennett, Juan Gonzalez, Angela Bowes, Bruce Hunter, Stacey Hunter, Chris Moore, Mary Nourse, Trilby Rippon, Robyn Croker, Garry Croker, Phil Van Dissel, Luke Lake, and Vicki Swann.

8. MANAGER'S REPORT

The Manager's Report was noted. The following matters were discussed:

- **Leave for Elizabeth Yoo** - Mary Tough will look into possible options for filling in for the Manager while she is on leave and advise the Committee further.
- **Non-member Real Bridge (RB) players** - the Committee agreed that non-member players wanting to join the RB sessions should be welcomed as "away players" but not approved to pay at members rates.

9. SUB-COMMITTEE REPORTS

9.1 Contract & Employment

It was noted that the items relating to workshop teaching payment arrangements, CPI adjustments and other employment/contract matters raised in the report were dealt with under the Treasurer's Report.

9.2 Tournament Secretary - Calendar Update

Rob Hurst advised that the calendar for 2027 has been drafted and will be presented to the new Committee. He advised that he is still consulting with others in its development.

He noted that there have been substantial increases in masterpoint fees over the last 3 years and he will examine with the Treasurer the budget for masterpoint events before submitting the new calendar to the new Committee.

9.3 Education

The Committee noted the report from the Chair of the Education Sub-committee. The Chair advised that she would refer the four (4) recommendations from the Treasurer's report to the Sub-committee for consideration in the development of the Education Program for 2027 at its next meeting. This would include development of a policy for the number of mentored and stand-alone sessions for new teachers of the Fundamentals courses and possible change(s) to the day and time for holding the beginners' course. The education program for 2027 will be developed in consultation with the Tournament Secretary.

9.4 Promotions & Social

The Committee noted the Promotions Report from Kate Latimer. The first beginners' course in 2027 will start in January and its promotion needs to commence soon.

An issue was raised about Wednesday becoming too crowded with all the lessons now being conducted both AM and Evening and a suggestion that consideration could be given to moving the Beginners course to Monday mornings or perhaps Saturday mornings.

Action: Possible change(s) to the day and time for holding the beginners' course to be discussed with Jodi Tutty and the Education Sub-committee.

9.5 Governance

There was no report from the Governance Sub-committee.

However, Jenny Bergin raised the need for developing an operation plan for the risk register matrix that has been approved by the Committee. Assessment of the operational plan should be a stranding item for regular Committee consideration. This is a matter that the new Committee should take up.

9.6 House

Nicole Finn advised that she met with Mary Tough and Tony Hedley and discussed the quotes already obtained for the proposed access ramp. Tony Hedley suggested that another quote using recycled material such as recycled tyres and plastic bottles should also be obtained and undertook to look into this and obtain a quote. Consideration would then be given by the House Sub-committee to the most appropriate quote to pursue.

9.7 Youth

The Committee noted that it had not received a Youth Report.

10. Website/IT

10.1 Report on Website Outage

Mary Tough will advise Sebastian Yuen that the Committee was very grateful for the detailed, clear and comprehensive report he had prepared on the website outage incident. The Committee considered the report, its findings and recommended actions very seriously and will recommend that the new Committee consider it and recommend appropriate action. The Committee greatly appreciated the major contribution Sebastian Yuen made working on the report.

10.2 Future Website/IT Arrangements

The Committee agreed that it was essential for an IT Subcommittee to be appointed that could consider Sebastian Yuen's report and recommendations and action that is required to be taken to implement them.

Action: Mary Tough will approach Bruce Crossman, Michael French and Bill Tutty to see if they would participate on an IT Subcommittee and seek their views about other possible people they might be able to suggest for membership of the IT Subcommittee.

11. CORRESPONDENCE

There was no correspondence to consider.

12. OTHER BUSINESS

No other Business was raised.

12. DATE OF NEXT MEETING AND MEETING CLOSE

The next Committee meeting will be scheduled to review and endorse the Audited Statements, before 6 October 2026.

The Meeting closed at 7.55pm.