

The Canberra Bridge Club Inc.

President Karen Creet
Secretary Pam Crichton
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MINUTES

Monday 14 October 2013 at 5.30pm

Attendance: Karen Creet, Jodi Tutty, Sebastian Yuen, Sheila Bird, Neil Garvey, Val Holbrook, Paul Sullivan, Ffine Hutton, Mary Tough, Leone Moffat, Lesley Gunson.

Apologies: Stephen Fischer, Val Carmody, Pam Crichton, Pamela McKittrick.

1. WELCOME TO NEW COMMITTEE

The Committee agreed to operate with a lead person for each of the sub committees working with a team drawn from the committee and or the wider bridge club membership on specific issues. Karen emphasized the importance on planning actions with agreed timeframes. The focus for the remainder of the year will be on progressing the many initiatives of the previous committee already underway. Revisiting the Strategic Plan and developing spending priorities for 2014 will be considered in the New Year.

Action Item 1: The two papers from the previous committee - the Strategic Plan and the Summary of Spending Priorities are to be circulated to the committee for reading.

2. PREVIOUS MINUTES

MOTION: That the Minutes of 9 September 2013 be accepted as a true record of the meeting. Moved Sebastian Yuen Seconded Neil Garvey CARRIED

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Action item 1: Neil reported the LED lights action was completed.

Action item 2: Bequests to the club – (see item 5.1).

Action item 3: Energy audit. The meter has been installed and is being monitored.

Action item 4: Car park: no news on the results of the grant application.

Action Item 5: The blocked downpipe has been fixed.

MANAGERS' REPORT

A written report was circulated.

It was agreed that future manager's reports would include weekly table numbers per session for the previous month; and quarterly, a report on energy consumption from the energy audit machine.

TREASURER'S REPORT

Val Carmody is currently away. Andrew Kettle provided a finance report in the interim. Total July/August table money was approximately \$1500 higher than for the period last year. No September figures were available.

5. SUB COMMITTEES

Karen gave an outline of the role of each of the sub committees.

5.1 Membership and Promotion

Jodi will lead this subcommittee. Anne Pettigrew and Val Holbrook to assist.

5.1.1 The Committee agreed to develop a process for members' bequests through a nominated "Bequests Officer" Leone to research what the Central Coast bridge club has done with bequests and report back to the Committee next month. (Action Item 2)

5.1.2 A proposed set of general guidelines for honouring members will be explored. Paul will develop some draft guidelines for the Committee to consider in December. (Action Item 3)

5.1.3 Sponsorship – An information pack will be developed and a two layer strategy for approaching both our local small business community and more corporate businesses such as Battery World and Dan Murphy/Jim Murphy to be devised. Karen to examine this area and provide initial thoughts next month. (Action Item 4)

5.1.4 Jodi circulated two documents, one focused on Beginners, and the other on a broader program for developing pathways for all categories of bridge players. It was agreed that a schedule for Beginners and fleshing out more detail for how the "Come and Try Bridge" day will work is the highest priority. Mary, Sheila and Fifine will assist Jodi, and prepare a report on key actions at the next meeting, (Action Item 5), including:

- a marketing strategy for the Come and Try Bridge Day
- a sponsorship for the day (Karen)
- Organise mentors for the year
- Develop a Beginners pack
- Organise/promote starters events for the year

5.2 Tournament & Calendar

Sheila will lead this subcommittee, assisted by Leone and Sebastian in relation to regulations.

5.2.1 Sheila reported that she is reworking the draft calendar to try and minimize clashes with significant events. The draft will be emailed to committee members before the next meeting so that ratification can occur at the November meeting. (Action Item 6)

5.2.2 Daytime Butler – more work needs to be done on this proposal. Sheila and Leone to return to next meeting with a fleshed out proposal next month. (Action Item 7)

5.2.3 the committee agreed that promotion of upcoming events requires a multi faceted approach. Whiteboard in the foyer, flyers, emails and Director announcements are to be employed. Karen will discuss with Directors.

5.3 Employment & Contracts

Karen, Val Carmody and Sheila will work on this subcommittee.

The subcommittee will be reviewing all contracts and will report on their findings at the December meeting. Both the managers and Sean's contract come up for renewal in mid 2014. (Action Item 8)

5.4 House

Neil to continue leading this sub committee with John Hemenstall assisting.

5.4.1 No news yet re our grant request for car parking resurfacing. Paul will follow this up with the ACT Government and look more broadly at what grants we might look at applying for in 2014 for the December meeting. (Action Item 9)

Tony and Neil to finalise quotes for the work on the disabled carparking spots surfacing so that we can move as soon as we hear whether we have the grant money or not. (Action Item 10)

5.4.2 The Defibrillator to be deferred until Val Carmody is back and the finance subcommittee can look at spending priorities.

5.5 Congress and Social

Election of subcommittee lead deferred.

5.5.1 Spring Congress: Karen reported that the event went very well and the club profited about \$1500. Karen will circulate a full report prior to the next meeting. (Action Item 11)

5.5.2 Visiting American players. Anne Pettigrew and Peter Giles have the evening planned, including catering. The club needs 44 players to play against the 44 visitors. Committee members, Monday night players and other club members are being asked to participate.

5.5.3 Melbourne Cup – Mary Tough to convene with Fifine to assist.

5.5.4 Discussions on the format of the Xmas party was deferred until the next meeting. Karen to coordinate with committee members. (Action Item 12)

5.6 BFACT Representative

Karen is nominated for the position of Vice President of BFACT, which leaves the position vacant – Stephen Fisher will be asked if he would like to take it on.

5.7 Finance

Discussion deferred.

6. CORRESPONDENCE

In: nil

Out: nil

7. OTHER BUSINESS

7.1 CBC Website – Sebastian will email snapshots of the current development. Stephen Fisher and Leone to assist in moving the project forward. Plan to have the 2014 Calendar and results up on line for the start of 2014 year. The committee will consider the timetable for introduction of the website next month (Action Item 13) Sebastian is currently waiting on quotes from other Internet Service Providers to see if we can reduce our outlay in hosting costs..(Action Item 14)

7.2 Public Officer Election: The committee confirmed Pam Crichton as Public Officer.

8. NEXT MEETING

Monday 18 November 2013 at 5.30pm.

Meeting closed at 7.30 pm.

ACTION ITEMS and Members responsible

Action item 1: circulate the Strategic Plan and Summary of Spending Priorities to new committee members (Pam)

Action item 2: develop arrangements for bequests to CBC. Investigate Central Coast Bridge Club bequest system. (Leone)

Action item 3: draft a set of general guidelines for honouring members (Paul)

Action Item 4: develop a sponsorship pack and strategy (Karen)

Action Item 5: promotion and detail for 'come and try bridge' day by November (Jodi/Mary/Fifine/Karen/Val Holbrook) and the 2014 program

Action Item 6: Draft calendar to be emailed before next meeting (Sheila)

Action Item 7: Daytime butler proposal for next meeting (Sheila/Leone)

Action Item 8: Report on review of contracts at December meeting (Karen)

Action Item 9: determine status of [grant for resurfacing the disabled car parking spots](#). (Paul, Neil/Tony)

Action Item 10: obtain quotes [for patching the holes in the general car park](#) (Neil/Tony)

Action Item 11: circulate a report on the Spring Congress (Karen)

Action Item 12: plan Xmas parties (Karen)

Action Item 13: develop plan for implementation of the website . (Sebastian/Leone/Stephen)

Action Item 14: Circulate website pages to committee, and get quotes for hosting the website. (Sebastian)