



Canberra Bridge Club

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MINUTES Monday 13 December 2021, 1.30pm

Attendance: Margaret Kyburz, Liz Van Der Hor, Jennifer Yeats, Deb Milner, Michele Grant, John Hemenstall, Richard Hills, Tim Mather, Mary Tough

Apologies: Ian Robinson, Anne Fleming, Christy Geromboux, Patricia McDonald

Margaret asked if any Committee member present wished to declare a conflict of interest in relation to today's agenda items. None were declared.

1. CONFIRMATION OF MINUTES OF 15 NOVEMBER 2021

MOTION: That the minutes of 15 November 2021 be accepted as a true record of the meeting.

Moved: Tim Mather Seconded: Michele Grant CARRIED

2. BUSINESS ARISING

The Committee discussed the status of action items from previous meetings, in particular:

- Margaret is looking into a new recorder to replace Sue La Peyre;
- Jennifer has tried to reinstate CBC's membership of the Canberra Southern Cross Club's Community Rewards Program but this is not possible. Jennifer will re-apply before 30 June 2022;
- Kerry has completed and submitted the form for the U3A lessons in 2022;
- The cleaners are visiting five times per week (not on Saturdays);
- Margaret will repeat the request in the newsletter for volunteers for the kitchen cleaning roster. Some members are cleaning the kitchen when they are at a session, and we need to acknowledge that some volunteers cannot commit to every week but will assist when they can.

3. PRESIDENT'S REPORTS

Margaret and (husband) David recently mowed the grass at the front of the club. Margaret suggested possible items to make the mowing job easier (a yard broom or blower, an electric mower). Discussion was deferred given the gardening update at item 9.

4. MANAGERS' REPORT

The Committee noted the Managers' Report. Jennifer explained that after many phone calls, a new Telstra account in CBC's name should be in place on 15 December 2021 replacing the existing account in Emily Inglis' name. The inability to change the office answering machine greeting may be related to the Telstra account issue.

Of the current 857 CBC members, some 467 members have renewed their membership for 2022.

The Committee noted Jennifer's summary of table numbers in November 2021. Total table numbers in November were less than in October, reflecting the easing of COVID-19 restrictions and the greater opportunity to do other activities.

5. TREASURER'S REPORT

Jennifer tabled the Balance Sheet and Profit & Loss Statement as at 30 November 2021, also a Profit & Loss Statement for the month of November 2021. Jennifer continues to work on a method to reconcile CBCPay and Xero.

6. SESSIONS, DIRECTORS AND DEALING ISSUES

Richard spoke to the paper from Ian concerning the program of events to July 2022 developed with BFACT, and possible changes to Monday evening arrangements from the end of January.

The Committee decided not to hold a Valentine's Day event in 2022, but hopes it will be possible to hold the Southern Tablelands Teams in May 2022.

7. SPONSORS – NEXT STEPS

Tim proposed that the Membership and Promotion Sub-Committee undertake the Sponsorship Coordinator role, rather than seeking a volunteer from CBC members.

MOTION: That the Membership and Promotion Sub-Committee takes over the Sponsorship Coordinator role, and reports back on progress.

Moved: Tim Mather Seconded: Mary Tough CARRIED

8. MARKETING PROGRAM FOR CBC

Tim had prepared a summary of comments received from Committee members in response to his marketing paper at the November Committee meeting. Tim invited Committee members to make further comments. The discussion included the following points:

- A marketing plan for the beginners' lessons planned for later in 2022 would be useful, noting that the February-March lessons are currently over-subscribed;
- It is important the club retains the members it already has as well as attracting new members;
- We need to stay engaged with the members who have not played any CBC bridge for some months due to COVID and are at risk of not returning to bridge at CBC;
- As members age, transport to get to the club can be a barrier;
- Youth programs should be considered;

- We need to build a sense of community at CBC;
- Options for coffee at the club and grading of sessions need to be considered further, but neither issue is straightforward;
- Need to consider a professional re-design of the website at some stage;
- We don't need to be too adventurous, but do small changes incrementally over time.

Tim and the Membership and Promotion Sub-Committee will collate the Committee's comments and prepare a "to do" list for the January Committee meeting. Tim will continue to communicate with Emily Inglis who remains keen to assist with CBC's marketing.

9. GARDENING WORK UPDATE

Michele updated the Committee on her recent discussions with John Kelly about the proposed gardening work (first considered by the former Committee at its meeting in July 2021, then delayed by the ACT lockdown). The price of mulch has increased, and donated plants are now not expected. John has been poisoning weeds already.

The Committee agreed that mulching at the rear of the building should extend to the footpath, but not as far as the ACT Government car park.

The gardening work will involve a day's work by three experienced workers. Members will need to be advised in advance if access to the clubrooms is affected.

Michele to follow up and report back to the Committee as required.

MOTION: That the Committee approves the expenditure of up to \$3,000 for the gardening work being coordinated by Michele Grant with John Kelly.

Moved: Richard Hills Seconded: Mary Tough CARRIED

John Kelly joined the meeting later to clarify aspects of the proposed work. John recommended keeping the grass at the front of the clubrooms as mulch may wash away. John will consider possible options for the damaged concrete bollards near the entrance to the building.

10. SUB-COMMITTEE AND OTHER REPORTS IF NOT COVERED IN EARLIER ITEMS

10.1 Membership and Promotion

10.2 Tournament and Calendar

10.3 Contract and Employment

10.4 House

10.5 Congress and Social

- Mary updated the Committee about the catering and COVID arrangements for Len Dixon's 100th birthday party to be held at CBC on 19 December 2021. A number of Committee members will assist with serving food etc.
- Michele updated the Committee about the low-key Christmas celebrations planned for sessions at the club in the week before Christmas. Michele will contact Ian to discuss arrangements for the lucky door prize at each session.

10.6 Education

- Liz updated the Committee on her recent meeting with the teachers.

Barb Toohey has prepared a document outlining the teaching plans for 2022, including an abbreviated beginners' course in early 2022 given the high level of interest in the February-March beginners' lessons. The price of the abbreviated beginners' course is to be determined.

- More teachers are needed for classes and supervised play. Margaret will contact Lesley Gunson to confirm the criteria for potential new teachers, then arrange an appropriate ad in the newsletter.
- Morag Lokan is the new coordinator of beginners and recent graduates. Margaret will call Morag to let her know her start date (1 January 2022) and that a contract will be provided soon. Liz will send Lesley's contract to Margaret, who will prepare Morag's contract based on Lesley's contract. The Committee agreed that Lesley and Morag will share the coordinator role for the three months of January, February and March for handover purposes (10 hours per month for both). Jennifer will make the necessary payroll arrangements.

10.7 BFACT

- The next BFACT meeting is in February 2022.

10.8 Barry Turner Fund

10.9 COVID-19

11. CORRESPONDENCE

Nil to report

12. OTHER BUSINESS

None raised

13. NEXT MEETING

The next Committee meeting will be held on Monday 17 January 2022 at 1.30pm.

Meeting closed 5.10pm
