



Canberra Bridge Club

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MINUTES - Friday 7 October 2022, 5:30 pm

Attendance: Tim Mather, Mary Tough, Michele Grant, Jennifer Yeats, Bruce Crossman, Roger Brake, Bruce Chapman, Nicole Finn (from item 3), John Hempenstall, Margaret Kyburz, Patricia McDonald

Apologies: Anne Fleming, Di Hawke, Hilda R Hills

1. CONFLICTS OF INTEREST GIVEN TODAY'S AGENDA ITEMS

The Committee noted the need for all members to declare a possible conflict of interest, especially one not previously or recently disclosed, if relevant to a matter being considered by the Committee.

The following possible conflicts of interest were declared: Tim is employed as a teacher of supervised play; Bruce Crossman is employed as a Director; Hilda is interested in becoming a Director; Mary is employed by the ABF.

2. CONFIRMATION OF MINUTES OF 12 SEPTEMBER 2022

The Committee noted that the minutes of 12 September 2022 had been accepted by the attendees via email as a true record of the meeting.

3. BUSINESS ARISING

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

- Mary advised that the issue of the possible irregular youth bridge sessions is covered by the Tournament Secretary's Report (item 8).
- Margaret advised that Kerry Butcher has offered to arrange the 2022 Christmas raffle, including making the cake and purchasing gifts for the prizes. A letter has been sent to Adrienne Stephens thanking her for arranging the raffle for many years.

- Jennifer advised that the new canberrabridgeclub.au domain name has been registered.
- Jennifer has asked the Managers to remove references to sponsors who had not paid their sponsorship and is working to rectify some bank account detail anomalies. She will ask Brett Yeats if he would be willing to take on the sponsorship role for the Committee.
- Tim advised that Kerry has replied to Kippax Uniting Church indicating that it would like to apply to be a part of its Healthy Ageing program.
- Margaret advised that Kerry has replied to Barnardo indicating that CBC would like to participate again in its Christmas Giving Tree Appeal.
- Margaret advised that the Managers have received one quote to remove and replace the broken concrete wheel stops and were working to obtain other quotes. The Committee noted that John Kelly suggested also installing concrete sleepers to protect the wheel stops.
- John pointed out the graffiti at the back of the building. Tim will consult John Kelly about options for removal.
- Jennifer advised that invoices would be send to BFACT next week for charges relating to the Gala Pairs and Canberra in Bloom.

4. APPOINTMENT OF PUBLIC OFFICER, RECORDER/S, AND CHAIRS AND MEMBERS OF SUB-COMMITTEES

The committee made the following appointments:

- Public Officer – Deb Milner is happy to continue as Public Officer.
- Recorders – Sebastian Yuen is happy to continue as a Recorder. The Committee agreed that it was preferable that Recorders be independent from the Committee and also play at some Club sessions.

Sub-Committee Chairs and Membership:

- Tournament Secretary – Bruce Crossman (BruceX)
- Tournament Sub-Committee – BruceX (Chair), Roger, Hilda
- Finance Sub-Committee – Jennifer (Chair), Nicole
- Contract and Employment Sub-Committee – Tim (Chair), Jennifer, Nicole
- House Sub-Committee – John (Chair), Tim, Mary
- Membership and Promotion Sub-Committee – Patricia (Chair), BruceC, Roger
- Congress and Social Sub-Committee – Di (Chair), Anne, Patricia
- Education Sub-Committee – BruceC (Chair), Morag Lokan, Jennifer
- Barry Turner Fund Investment Sub-Committee – Jennifer (Chair), Ian Robinson, West Savery, Roger Curnow. All have indicated their willingness to continue.
- BFACT Representative - Mary

Three new Sub-Committees were created:

- Ethics Sub-Committee – BruceX (Chair), Tim, Hilda
- Youth Development Sub-Committee – Mary (Chair), Will Jenner-O'Shea (to be asked to join)
- CBC/BFACT Calendar Sub-Committee – BruceX (Chair), Niek Van Vucht

(BFACT Tournament Secretary), David Hoffman (CBC Representative), Cathy Nichols (BFACT Representative).

Other matters:

- Dealing – Ian Robinson has indicated his interest in managing dealing matters.
- Covid-19 – Deb Milner is willing to continue handling Covid-19 issues.

5. KEY PERFORMANCE INDICATORS

The Committee agreed that KPI's should flow out of discussions at the Strategic Planning Day.

6. STRATEGIC PLANNING DAY

The Committee agreed to move ahead with plans to hold a Strategic Planning Day before the end of the year, most likely one weekend. Tim will contact a possible facilitator and send out a calendar of dates to Committee members asking them to note their availability. Will Jenner-O'Shea will be invited to attend.

7. COVID CHANGES AND CBC SAFETY PLAN

The Committee noted the Government's easing of restrictions in the ACT and Australia in recent months and the emphasis now placed on the need for people to take personal responsibility for managing their own health risk and making Covid-smart decisions. The Committee agreed that its priority was to make members feel comfortable and to emphasise that any restrictions the Club left in place were for their own protection.

The Committee went through the Draft Plan prepared by Deb and agreed to the following changes to the Club's Covid-19 protocols:

- to relax restrictions on use of the bridgemates;
- to discontinue end-of-session clean-up at the bridge table (members will be asked to take responsibility and clean up their own spillages);
- to relax kitchen access to a maximum of 3 people in the downstairs kitchen (members will be asked to not overcrowd the kitchen space); and
- to make mask wearing voluntary and be supportive of those members who wish to wear a mask.

Jennifer will ask the office to have the cleaners clean all the tables in the downstairs room once a week when they do their major clean.

The Committee thanked Deb for all the work she has done and for agreeing to continue to handle Covid-19 related matters and update the Covid-19 Safety Plan.

8. TOURNAMENT SECRETARY REPORT

The Committee agreed to establish a joint BFACT/CBC Calendar Committee to create a 2023 calendar that takes into account major national events, BFACT and CBC major events and be aware of local country Congresses. The membership will include the BFACT Tournament Secretary, CBC Tournament Secretary, a CBC representative and a BFACT representative.

The Committee agreed to the proposal that a teaching session by Will Jenner-O'Shea be held on Saturday, 26 November, at the Club. BruceX provided an outline of likely costs. As the session would be a repeat of an earlier session in Sydney there would be cost savings in the dealing of boards and possibly the printing of booklets. It was agreed that the event include morning tea with participants to BYO lunch or purchase outside. BruceX and the Education Sub-Committee will follow up with organization.

The Committee agreed to establish a Youth Development Sub-Committee and invite Will Jenner-O'Shea (a member of the ABF Youth Committee and BFACT Youth Coordinator) to join. The Committee also agreed to develop with Will its proposal for irregular youth bridge sessions and seek his input on future of youth development activities in the ACT and nearby areas. Mary will follow up.

The Committee agreed to establish an Ethics Sub-Committee to monitor and maintain the highest standards of behaviour at the table for CBC.

The Committee noted that BruceX is preparing a paper on the development of a definition for the two separate roles of Tournament Secretary and Chief Tournament Director.

9. NOVICE CO-ORDINATOR REPORT

The Committee noted Morag's very thorough report and was particularly pleased with the increase in numbers of players playing at supervised sessions.

The Committee looks forward to receiving the teachers' proposal to increase online education offerings and create webinars of their teaching programs. BruceX pointed out that the ABF had recently conducted a study on this issue and suggested that the Club's proposal be developed in conjunction with the ABF. Mary as BFACT coordinator will follow up.

10. SUPERVISED SESSIONS

The Committee was concerned by reports of ongoing issues with dealing of boards for supervised sessions. Tim will consult Barb Toohey and follow up with Ian Robinson as necessary.

11. FOR ENDORSEMENT/NOTING BY NEW COMMITTEE

The Committee endorsed the CBC Committee's Code of Conduct which sets out the standards and behaviours expected of CBC Committee members.

The Committee noted the Governance Calendar for 2022-2023 which is designed to ensure that the Committee meets its obligations (eg from the CBC Constitution and By-laws) and does not overlook necessary tasks.

12. OTHER BUSINESS

Four matters of other business were raised:

- Melbourne Cup – Given that a Melbourne Cup event has not been held over the past two years, the Committee agreed that it should ascertain the level of interest and then consider what type of event to hold. Patricia will follow up with the Managers.
- Computer Upgrade – Jennifer advised that the Club's two computers (office and Director desk) badly needed upgrading. Billy Tutty has looked into options and obtained quotes.

MOTION: That the Committee approve expenditure of up to \$3,000 to upgrade the Club's two computers.

Moved: Jennifer Yeats Seconded: Bruce Crossman CARRIED

- Christmas Party – The Committee agreed that it should hold a Christmas Party in December and asked the Social and Congress Sub-Committee to start organising this over the next couple of weeks.
- Working Bee – Margaret reminded the Committee of the need to hold a Working Bee to put up the Christmas tree and other decorations. This could include general clean up inside the clubrooms. A date will be organized through emails.

13. NEXT MEETING AND TIMES OF REGULAR COMMITTEE MEETINGS

The Committee agreed that 5:00 pm on the third Thursday of the month was the most suitable time for regular meetings at the clubrooms. The next two meetings will be held on Thursday 17 November 2022 and Thursday 15 December 2022.

Meeting closed 7:06 pm