



## Canberra Bridge Club Committee Meeting Meeting Minutes 21 November 2023, 5:00 PM

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## 0 MEETING OPEN AND ATTENDANCE

### 0.1 MEETING OPEN

Tim Mather opened the meeting at 5:00 PM.

### 0.2 ATTENDANCE

Tim Mather (President) (**until Item 13.3, returning at Item 14**), Mary Tough (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary) (**until Item 13.3**) Jenny Bergin, Barbara Bialowas, John Brockwell, Alison Russell-French, Bruce Chapman, Nicole Finn (**until Item 14**), Michele Grant (**until Item 13.3**).

### 0.3 APOLOGIES

Ian Robinson is unable to attend.

## 1 CONFLICTS OF INTEREST

No new conflicts of interest were declared.

## 2 CONFIRMATION OF MINUTES OF MEETING 10 OCTOBER 2023

**MOTION:** That the Minutes of meeting of 10 October 2023 be accepted as a true record of the meeting.

**Moved:** Jennifer Yeats

**Seconded:** Mary Tough

**CARRIED.**

## 3 CONFIRMATION OF MINUTES OF MEETING 27 OCTOBER 2023

**MOTION:** That the Minutes of meeting of 27 October 2023 be accepted as a true record of the meeting.

**Moved:** Mary Tough

**Seconded:** Jennifer Yeats

**CARRIED.**

## 4 ACTION ITEMS ARISING (OUTSTANDING)

### 4.1 SIDE TABLES

Anne has been unavailable to discuss side tables.

Bruce Crossman may have a contact who can build some side tables for the club.

### 4.2 ETHICS COMMITTEE

John expressed concern that there may be perception of the CBC that it is unduly tolerant of bullying and bad player behaviour.

A review of the culture of the CBC will be included in the Strategic Plan for 2023-2024.

[1 John to write a script for directors to be included at the start-of-session announcements regarding the process for reporting complaints.](#)

### 4.3 COMMITTEE CODE OF CONDUCT

Jenny and Alison have completed but not circulated.

[2 Jenny/Allison to circulate completed Committee Code of Conduct to Liam.](#)

### 4.4 STRATEGIC PLAN FOR 2023-2024

Steady progress has been made.

[3 Jenny will provide an update of the Strategic Plan 2023-2024 at the next Committee Meeting.](#)



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## 5 PRESIDENT'S REPORT

No President's report for this meeting.

## 6 TREASURER'S REPORT

The Treasurer's report was noted.

Key comments:

- (a) interest income has increased due to increasing rates; and
- (b) table money received is up, this is partially explained by the increase in the fee amount.

[4 Jennifer will re-state the budget in terms of split costs for directing, lessons and education.](#)

## 7 MANAGERS' REPORT

The Manager's report was noted. Discussion of key items below.

### 7.2 GIFT CARDS

The CBC will seek to offer gift cards for lessons, pending the development of a process.

[5 Jennifer will work with Morag to develop a process for the CBC to offer gift cards.](#)

## 8 TOURNAMENT SECRETARY'S REPORT

The Tournament Secretary's report was noted.

[6 David will work with Jodi to produce a competition-focused and novice/restricted-focused calendar.](#)

## 9 SUB-COMMITTEE REPORTS

### 9.1 CONGRESS AND SOCIAL

#### Melbourne Cup Event

Melbourne Cup Event was held at the Club 7 November 2023. Everyone seemed to have a great time playing bridge with a glass of bubbles and some nibbles.

#### Christmas Decorations

Christmas decorations including a tree need to be put up in the Barry Turner Room for Christmas.

[7 - Liam to request a Christmas Decorations working bee to be promoted in the next week's Newsletter for Wednesday 29<sup>th</sup> November after the morning session.](#)

#### Christmas Time at the Club

The Club will provide a glass of champagne and cake at select sessions leading up to Christmas (to be advertised in the newsletter), starting the week of the 18<sup>th</sup> December.

[8 Barbara to organise Christmas cake/champagne for members at the Club.](#)

#### Volunteer's Evening

Volunteer's evening likely to be held Tuesday 12<sup>th</sup> December.

[9 Tim to organise an End of Year Event for Club members who have supported the Club throughout the year.](#)



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## Charity for the Year

Barnardo's was re-affirmed as the Club Christmas Charity for 2023-2024.

### 9.2 YOUTH SUB-COMMITTEE

Youth day held on 15 October had 3 tables, with a Women's event on the same day. All participants seemed to enjoy themselves.

### 9.3 EDUCATION SUB-COMMITTEE

Annual supervised numbers are ahead of last year, but October beginner numbers are lower than expected.

## 10 CBC BOOKING SYSTEM

There was an incident where the Olive Lott Room was double-booked for a competition event. This was at most a teething issue for the new Managers and is unlikely to happen again.

## 11 MANAGERS' DUTIES AND RESOURCING

Many views were discussed.

[10 Mary, Jennifer and Nicole, Jenny and Allison to review the job description and training processes for the CBC Manager.](#)

## 12 IMPROVEMENT AND CBC REFRESHMENT PROJECT

### 12.2 PERSONAL STATEMENT FROM TIM MATHER

Tim made a personal statement regarding his actions in seeking concept plans for the renovation/redevelopment of the CBC premises and vigorously denied any wrongdoing or breach of process.

**Tim left the meeting at 6:28 PM to allow the discussion to occur in his absence.**

### 12.3 COMMITTEE DISCUSSION

Michele Grant (previous CBC Secretary) gave her recollection of the process/events leading up to the concept plan.

Michele Grant highlighted that it was agreed that quotes should be sought (i.e., no concept plans themselves) and that there was never a motion for the approval of expenditure.

Mary noted that the Sub-Committee was formed to organise/consider the redevelopment process had not met at the time when Tim first sought concept plans. David agreed with this recollection.

Jenny noted that the Club's instrument of delegations could be updated to include financial delegations if appropriate and this could be done as a part of the review of the Constitution.

Many other views were discussed.



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**Michele Grant left the meeting at 7:13 PM.**

**MOTION:** That Committee agrees that the Club will request the concept plans and invoices for the work completed, with the intent to pay them in full, subject to the approval of a final dollar amount. Once the final amount of the invoices has been determined, an out of session approval by the Committee will be sought.

**Moved:** John Brockwell

**Seconded:** Allison Russel-French

**CARRIED.**

[11 Jennifer will request the invoices from the architecture firms.](#)

**David Wawn left the meeting at 7:30 PM.**

## 13 FILE SHARING AND EMAIL DOMAIN SERVICE FOR THE CBC

**MOTION:** The Committee approves the set-up of a File Sharing and Email Domain Service from Microsoft, for an expenditure approval of \$9.00 per user per month.

**Moved:** Liam Minogue

**Seconded:** Nicole Finn

**CARRIED.**

[12 Liam to set-up the File Sharing and Email Domain Service for the CBC.](#)

**Nicole Finn left them meeting at 7:35 PM.**

## 14 EXPENDITURE APPROVAL FOR THE PURCHASE OF REPLACEMENT CARDS

**MOTION:** The Committee approves the expenditure for the purchase of a new playing cards for the Club, for a limit up to \$800.

**Moved:** John Brockwell

**Seconded:** Allison Russel-French

**CARRIED.**

## 15 CBC WEBSITE REDESIGN UPDATE

Chris Lokan is building a test version of the website and has been implementing Committee feedback.

## 16 CONSTITUTIONAL REVIEW

To be discussed at the next meeting.

## 17 CORRESPONDENCE IN

### 17.1 REAL BRIDGE IN 2024

Emails were received from Jill Cromer and Ella Beer concerning the continued availability of Real Bridge in 2023-2024 and the possibility of discounted membership fees/table money for Real Bridge-only members.

The Committee responded:

- (a) the CBC will support all members of the Club no matter how they choose to play bridge;



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- (b) there are no plans to cease Real Bridge in 2023-2024 (however session times are ultimately contingent upon table numbers); and
- (c) unfortunately discounted membership fees/table money are unable to be offered to Real Bridge-only members because of the fixed cost of directors (same for Real Bridge and face to face); and fixed amounts paid to the ABF and BFACT, regardless of how the member plays.

## 18 MATTERS ARISING

No matters arising.

## 19 ACTION ITEMS SUMMARY

### 19.1 TABLE OF ACTION ITEMS (RIGHT CLICK AND UPDATE FIELD)

1 John to write a script for directors to be included at the start-of-session announcements regarding the process for reporting complaints. ....	3
2 Jenny/Allison to circulate completed Committee Code of Conduct to Liam. ....	3
3 Jenny will provide an update of the Strategic Plan 2023-2024 at the next Committee Meeting. ....	3
4 Jennifer will re-state the budget in terms of split costs for directing, lessons and education. ....	4
5 Jennifer will work with Morag to develop a process for the CBC to offer gift cards.....	4
6 David will work with Jodi to produce a competition-focused and novice/restricted-focused calendar.....	4
7 - Liam to request a Christmas Decorations working bee to be promoted in the next week's Newsletter for Wednesday 29 <sup>th</sup> November after the morning session. ....	4
8 Barbara to organise Christmas cake/champagne for members at the Club.....	4
9 Tim to organise an End of Year Event for Club members who have supported the Club throughout the year.....	4
10 Mary, Jennifer and Nicole, Jenny and Allision to review the job description and training processes for the CBC Manager. ....	5
11 Jennifer will request the invoices from the architecture firms. ....	6
12 Liam to set-up the File Sharing and Email Domain Service for the CBC. ....	6

## 20 NEXT MEETING AND MEETING CLOSE

### 20.1 NEXT MEETING

The next meeting will be held at 5:00 PM 11 December 2023 at the CBC premises; a subsequent meeting will be held at 5:00 PM 23 January 2023 at the CBC premises.

### 20.2 MEETING CLOSE

Mary Tough closed the meeting at 7:45 PM.