



Canberra Bridge Club

President Tim Mather
Secretary Michele Grant
Treasurer Jennifer Yeats
Managers Kerry Butcher
Tamara Cutcliffe

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MINUTES – Tuesday, 15 August 2023, 5:00 pm

Attendance: Tim Mather, Mary Tough, Jennifer Yeats, Michele Grant, David Wawn, Roger Brake, Nicole Finn, Anne Fleming, Patricia McDonald (until end item 11)

Apologies: Bruce Chapman, John Hempenstall, Francis Hills, Margaret Kyburz, Alison Russell-French

Also in attendance: Chris Lokan (until end Item 1), Tamara Cutcliffe

1. CBC WEBSITE

Chris Lokan provided an outline of progress to date on redevelopment of the CBC website. An initial draft site has been set up and is available for testing by Committee members and other stakeholders. The Committee was asked to look critically at the site provide feedback to Chris before the next meeting.

2. DECLARATION OF COMMITTEE MEMBERS ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

Tim declared a conflict with Item 11 involving a family member.

3. CONFIRMATION OF MINUTES OF 18 JULY 2023

MOTION: That the Minutes of 18 July 2023 be accepted as a true record of the meeting.

Moved: Mary Tough

Seconded: David Wawn

CARRIED

4. NOTING OF COMMITTEE'S AGREEMENT BY EMAIL (OUT OF SESSION)

MOTION: That the Committee agree to a four-week trial of Saturday afternoon Face-to-Face sessions commencing on 19 August 2023. RealBridge sessions will continue to run concurrently through the trial period.

Moved: David Wawn

Seconded: Mary Tough

CARRIED

5. BUSINESS ARISING

The Committee discussed the status of action items from the previous meeting, including:

- **Nationwide Pairs** – The Nationwide Pairs has been reintroduced and will take up the afternoon session every third Friday of the month.
- **Side tables** - The Committee agreed to the purchase of 10 Kyrre side tables from Ikea as a trial and seek member feedback on their suitability.
- **Dealing machines** – A procedures manual on the handling and cleaning of the Club's dealing machines is being set up.

6. PRESIDENT'S REPORT

The President's Report was noted.

Tim advised the Committee that he has approached two architects to consider planning the redevelopment of the CBC building. He has requested their responses before the AGM in October for presentation to the membership for consideration.

The Committee noted Bob Cox's retirement from full-time teaching and thanked him for his dedication to the beginner and supervised programs.

7. TREASURER'S REPORT

Jennifer tabled the Balance Sheet as at 31 July 2023 and Profit and Loss Statement for the month ended 31 July 2023.

MOTION: That the Committee accept the Treasurer's Report.

Moved: Jennifer Yeats

Seconded: Roger Brake

CARRIED

Wages Policy

The Committee agreed to formalise the wages policy with regard to Directors in training as follows: When a new Director is being trained by an experienced Director, for the first two sessions, the experienced Director will be paid their normal wage and the trainee will be paid at half the normal rate. After the two sessions, payment will be arranged between the trainer and the Treasurer but will be no more than the equivalent of 1.5 times the normal rate.

8. AGM PREPARATIONS

The Committee noted that preparations for the AGM were in hand. The Committee considered the table of current joining fees and membership subscriptions presented by Jennifer and agreed that there should be no changes to these in 2024 particularly in light of the recent increase in table fees.

MOTION: That it be proposed to members at the 2023 AGM that there be no changes to the CBC joining fees and annual membership subscriptions in 2024.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED

9. MANAGERS' REPORT

The Committee noted the Managers' Report, in particular that Kerry Butcher will be leaving CBC in early September after nine years as a Manager at CBC. The Committee has commenced the search to find a replacement.

The Committee noted the summary of table numbers for July and tables per month for face-to-face and online sessions over 2021-2023 prepared by Mary. It noted that overall tables numbers have been increasing but were not yet at pre-Covid levels.

10. TOURNAMENT SECRETARY REPORT

David reported that Thursday night calendar for the rest of 2023 has been finalised. The current focus was on planning the 2024 calendar of events. A survey was sent to members seeking feedback on night time events and results will be factored into the planning.

Australia-Wide Pairs

The Club has been signed up to participate in the 2023 Australia-Wide Pairs on Wednesday night, 30 August. To encourage participation, a special entry fee of \$3 per person (instead of \$5) has been negotiated with the organisers Australian Bridge. The Committee noted the importance of the event in supporting the Australian Bridge magazine and agreed that the Club should subsidise the \$2 discount per entry.

MOTION: That the Committee agree that CBC pay to Australian Bridge an amount of \$2 per entry in the 2023 Australia-Wide Pairs event.

Moved: David Wawn

Seconded: Patricia McDonald

CARRIED

11. BUILDING REDEVELOPMENT

The Committee noted the proposal for architectural services received from Mather Architecture in relation to the possible redevelopment of the CBC building and agreed to consider this along with other proposals when received. The Committee also noted the suggestion that with certain upgrades the building might be able to be used as a disaster recovery area and that ACT Government grant options should be explored. Patricia will follow up.

12. CBC LIBRARY

The Committee considered the email from Rob Crowdy offering to take over responsibility for the CBC library for a period of around 12 months. It agreed with his suggestions for organising the books, promoting use of the library and proposed signage. Tim will write to Rob on behalf of the Committee to accept his offer and thank him for taking on the role of CBC Library Officer.

13. CBC DRAFT POLICIES – SPECIAL MEETING

The Committee agreed to hold a special informal meeting on 24 August to discuss the policies drafted by Alison on Work Health and Safety, Working with Vulnerable People, and Volunteer Management.

14. SUB-COMMITTEE REPORTS

Education: The Committee noted the report from Morag Lokan with updates on the supervised and beginner programs.

15. CORRESPONDENCE

The Committee noted four items of correspondence from members and replies from the President. Two concerned the recent increase in table money, one on mask wearing, and one on proposed Saturday afternoon bridge in the clubrooms.

16. OTHER BUSINESS

CBC Organisation Chart

The Committee agreed that Nikki and Michele continue to work together to prepare a CBC organisation chart.

Youth Days

Mary reported that the next Youth Days will be held on 3 September, 15 October and 26 November.

17. PROPOSED DATE FOR NEXT COMMITTEE MEETING

The next meeting will be held at 5:00 pm on Tuesday, 19 September 2023.

Meeting closed 6.35 pm