



Canberra Bridge Club

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Manager

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MINUTES – Tuesday, 19 September 2023, 5:00 pm

Attendance: Tim Mather, Mary Tough, Michele Grant, Roger Brake, Bruce Chapman, Nicole Finn, Anne Fleming, Patricia McDonald, Alison Russell-French, David Wawn (from item 8),

Apologies: John Hemenstall, Francis Hills, Margaret Kyburz, Jennifer Yeats

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

No new possible conflicts of interest were declared.

2. CONFIRMATION OF MINUTES OF 15 AUGUST 2023

MOTION: That the Minutes of 15 August 2023 be accepted as a true record of the meeting.

Moved: Roger Brake

Seconded: Patricia McDonald

CARRIED

3. BUSINESS ARISING

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

- **Website Redevelopment** – The Committee noted the report provided by Chris Lokan on redevelopment of the CBC website. Changes have been made to a draft site which is available for testing and the Committee was asked to provide feedback. The Committee thanked Chris for all his hard work on the website redevelopment project.
- **Side tables** - The Committee noted that feedback on the 10 Kyrre side tables purchased from Ikea was not positive. Anne will continue to investigate options for suitable side tables.
- **Building Redevelopment Grant Options** – Patricia reported that she is continuing to look into ACT Government grant options in relation to possible use of the building as a disaster recovery centre.

- **Dealing machines** – Mary reported that a procedures manual on the handling and cleaning of the Club's dealing machines has been set up. The procedures are posted in the dealing room and held by the Managers in their procedures file.
- **Library Officer** – Tim reported that he has written to Rob Crowdy who has taken on the role of CBC Library Officer.
- **Organisation Chart** – Michele provided a copy of the CBC Organisation Chart drawn up with Nikki designed to aid communication.

4. PRESIDENT'S REPORT

The President's Report was noted.

Tim advised the Committee that two new managers, Elizabeth Yoo and Amik Moafi, have been selected to replace Kerry Butcher and are undergoing training. The Committee noted that Amik has bookkeeping experience and agreed that further discussion was needed regarding the bookkeeper issue.

Tim advised that three fee proposals have been received from architects in relation to redevelopment of the building. The redevelopment committee (comprising the President, Vice-President and Treasurer) formed at the July meeting to consider options will meet once Jennifer returns to Canberra. Tim advised the Committee that next year it will be 50 years since the extension to the original clubrooms in 1974. Tim will present a general report on this proposal to the AGM.

5. TREASURER'S REPORT

There was no Treasurer's report as Jennifer has been travelling overseas.

RealBridge

The Committee agreed to defer discussion of RealBridge table fees until after Jennifer returns.

6. AGM PREPARATIONS

The Committee noted that the AGM Notice, Agenda the draft minutes of the 2022 AGM, nomination forms and proxy forms have been made available from the Committee noticeboard in the Clubrooms and the CBC website. The 2022-2023 audited statement of the CBC accounts will be made available shortly.

7. MANAGERS' REPORT

The Committee noted the Managers' Report.

The Committee discussed correspondence received by the Managers regarding the possibility of offering courses as part of the U3A-ACT program. The Committee agreed that such a course would compete with the Club's beginner and supervised programs and that

there had been no change in circumstances to suggest this should be reintroduced. Michele will write to the U3A coordinator.

The Committee noted the suggestion box query about Bridge for Kids and agreed that, given the upcoming AGM, this should be considered by the next Committee.

The Committee noted the summary of total table numbers for August, RealBridge table comparison for May/June/July and Beginner and Master the Basics program numbers for August/September 2023 prepared by Mary. It noted that face-to-face table numbers have improved.

8. TOURNAMENT SECRETARY REPORT

David reported that he has been working on the 2024 calendar of events and will present a draft at the next Committee meeting.

9. DEALING MACHINES

Mary reported that a small per-board charge for the use of the dealing machines by other clubs has been set. The charge will help offset the cost of maintenance of the machines.

10. BRIDGE SESSIONS

Friday night

Bruce reported the results of the trial of Friday night bridge and the Committee agreed that director availability and low table numbers did not make it viable to continue in the long term. The Committee also noted that South Canberra Bridge Club now offers an option for online bridge on Friday nights.

Saturday afternoon

The Committee discussed the recent trial of Saturday afternoon bridge and noted that, while numbers were low at times because of other events, numbers at the concurrent RealBridge sessions have remained strong. It agreed to hold a further four-week trial.

MOTION: That the Committee agree to a further four-week trial of Saturday afternoon Face-to-Face sessions commencing on 7 October 2023. There will be no change to Saturday afternoon RealBridge sessions.

Moved: Anne Fleming

Seconded: David Wawn

CARRIED

11. CBC POLICIES

Michele reported that on 24 August the Committee held a special informal meeting to discuss the policies drafted by Alison on Volunteer Management, Working with Vulnerable People, and Work Health and Safety. The policies as revised at that meeting were presented. Alison reminded the Committee that the Club was required by legislation to adopt Working with Vulnerable People and Work Health and Safety policies. The Committee agreed that Tim sign the documents. The policies will be held by the Managers and made available to members though the website. Michele will draft a notice for the newsletter.

Volunteer Management

MOTION: That the Committee agree that CBC adopt the Volunteer Management Policy presented.

Moved: Alison Russell-French Seconded: Roger Brake CARRIED

Working with Vulnerable People (WWVP)

MOTION: That the Committee agree that CBC adopt the Working with Vulnerable People (WWVP) Policy presented.

Moved: Alison Russell-French Seconded: Mary Tough CARRIED

Work Health and Safety

MOTION: That the Committee agree that CBC adopt the Work Health and Safety Policy presented.

Moved: Alison Russell-French Seconded: Michele Grant CARRIED

12. SUB-COMMITTEE REPORTS

Education: The Committee noted the August report from Morag Lokan with updates on the supervised and beginner programs. It noted that supervised numbers were down but beginner numbers were very strong currently with 54 students.

Youth: Mary reported that the last Youth Day was very successful with youth as young as eight years attending. Will Jenner-O'Shea has held five Youth Days since late last year with another two planned for October and November.

13. CORRESPONDENCE

The Committee noted an item of correspondence from a member and Tim's reply concerning his note in the newsletter on the recent Women's Training Day.

14. OTHER BUSINESS

Working Bee

The Committee noted an email from Nick Vonthehoff suggesting a 21 October working bee for general gardening and inside jobs and agreed that this should go ahead with a 9am – 12pm timing. Michele will liaise with Nick regarding advertising in the newsletter.

Meeting closed 6.23 pm