



Canberra Bridge Club Committee Meeting Meeting Minutes 5 October 2023, 5:00 PM

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1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Tim Mather opened the meeting at 5:00 PM.

1.2 ATTENDANCE

Tim Mather (President), Mary Tough (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary) (until Item 16), Jenny Bergin, Barbara Bialowas, John Brockwell, Ian Robinson, Alison Russell-French.

1.3 APOLOGIES

Bruce Chapman is unable to attend.

Nicole Finn is unable to attend.

2 DECLARATION OF COMMITTEE MEMBERS ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

Conflicts of Interest were declared as follows:

2.1 Ian Robinson

- Ian is a director;
- Ian has a son who is a director; and
- Ian is involved in the dealing of boards from time to time.

2.2 Mary Tough

- Mary works for the ABF on Wednesdays.

2.3 Tim Mather

- Tim is a teacher of supervised classes; and
- Tim has a son whose architecture firm has been approached to give plans for the CBC Redevelopment.

3 CONFIRMATION OF MINUTES OF MEETING 19 SEPTEMBER 2023

MOTION: That the Minutes of meeting of 19 September 2023 be accepted as a true record of the meeting.

Moved: Alison Russell-French

Seconded: Mary Tough

CARRIED.

The Committee would like to express its deepest thanks and appreciation to Michele Grant for her work as Secretary for 2022-2023.

4 NOTING OF COMMITTEE'S AGREEMENT BY EMAILS

MOTION: That approval be given for Elizabeth Yoo and Amrik Moafi to have approver status in regard to the operation of the Canberra Bridge Club's bank account with Westpac.

Moved: Jennifer Yeats

Seconded: Michele Grant

CARRIED.



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5 BUSINESS ARISING (SEE ACTION ITEMS FROM PREVIOUS MEETING)

5.1 REDEVELOPMENT OF THE WEBSITE

No further information has been provided, pending feedback from the Committee.

The goals of the new website were to:

- (a) modernise the website; and
- (b) allow the website to be accessible.

[1 - Liam to request Chris Lokan to give access to the trial version of the website to new members of the Committee and refresh links for preexisting members of the Committee.](#)

5.2 SIDE TABLES

[2 - Tim to speak with Anne regarding Side Tables.](#)

5.3 CBC REDEVELOPMENT

Prior to the Annual General Meeting of 5 October 2023, Tim, Mary, and Jennifer met to discuss; since the AGM they have attended bridge sessions asking for advice and feedback.

Suggestion box included:

- improving disability access;
- better lighting in play areas; and
- upgrading air conditioning.

Jenny expressed opposition to any redevelopment labeled as “serious” or “major” in the absence of a budget or plan.

Jennifer advised that she has drawn up a budget for the Club for FY24 (not the redevelopment) and will circulate it to the Committee.

[3 - Jennifer to circulate draft FY24 budget for the Club.](#)

Discussion adjourned to be continued as a part of the President's Report.

5.4 ACT GOVERNMENT GRANT

Tim advised that Toni Adams used to be involved with the ACT Government in providing grants; Patricia is investigating options for the CBC to obtain grants. This is still in progress.

5.5 OTHER

All other actions of Business Arising have been closed:

- Draft notice for newsletter RE: further trial of Saturday afternoon bridge;
- Draft notice for newsletter on adoption of Volunteer, WWVP and Work Health & Safety policies; and
- Liaising with Nick Vonthehoff RE: advertising the Working Bee in the newsletter.

6 APPOINTMENT OF PUBLIC OFFICER, RECORD(S), AND CHAIRS & MEMBERS OF SUB-COMMITTEES

6.1 PUBLIC OFFICER

Deb Milner will be the Public Officer.



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6.2 RECORDERS

Sebastian Yuen and Rob Hurst will be the Recorders.

6.3 LIBRARY OFFICER

Rob Crowdy will be the Library Officer.

6.4 YOUTH CO-ORDINATOR

Mary Tough will be the Youth Co-Ordinator.

6.5 BULLETIN EDITOR

The Committee Executive often meet Fridays from 12:00 PM to 1:00 PM to review the Newsletter (in lieu of a Bulletin Editor). Allison Russell-French has offered to proof read the newsletter where there is no meeting.

6.6 SUB-COMMITTEE – CONGRESS & SOCIAL

- Barbara Bialowas (Chair)

6.7 SUB-COMMITTEE – CONTRACT & EMPLOYMENT

- Tim Mather (Chair)
- Jennifer Yeats
- Nicole Finn

6.8 SUB-COMMITTEE – FINANCE

- Jennifer Yeats (chair, as Treasurer)
- Tim Mather
- Nicole Finn

6.9 SUB-COMMITTEE – HOUSE

- Tim Mather (Chair)
- David Kenny
- Steve Kyburz
- Nick Vonthehoff

6.10 SUB-COMMITTEE – MEMBERSHIP AND PROMOTION

- Jenny Bergin
- David Wawn

6.11 SUB-COMMITTEE – TOURNAMENT

- David Wawn (chair, as Tournament Secretary)
- Ian Robinson
- John Brockwell

6.12 SUB-COMMITTEE – ETHICS

VACANT.

[4 - John to approach suitable Club members for the Ethics Sub-Committee.](#)

6.13 SUB-COMMITTEE – CONSTITUTION

VACANT.

[5 - John to approach suitable Club members for the Constitution Sub-Committee.](#)



7 PRESIDENT'S REPORT

7.1 BACKGROUND RE: CBC REDEVELOPMENT AS DEVLIVERED BY TIM

When Tim first joined the Committee 3 years ago (2020), he proposed moving the CBC to a new venue. A Sub-Committee was formed to address this, but ultimately did not proceed.

This year, Tim sought RFPs from three architecture firms for what they could do to the Club.

Tim's motivations were (improve the design, board security, disability access, quality of the amenities including the kitchen).

There was also the possibility of an outdoor/socialisation area.

Tim acknowledged that these RFPs were sought without appropriate approval, and that the costs for these would be borne by his personal funds.

The total amount owing is approx. \$12,000, for three plans.

After the 25th October feedback deadline, the Sub-Committee will review feedback and present it to the Committee at the November CBC Committee meeting for discussion.

There will subsequently be a Special General Meeting (SGM) regarding the plans for redevelopment to the Club membership.

Tim noted that this is a project that will occur over a period of months or years and may have a potential cost in the hundreds of thousands.

7.2 COMMITTEE DISCUSSION

John enquired about the source of funds; Tim noted cash on hand would be used to fund, potentially up to \$500,000.

Tim highlighted the value of the building which had recently been revalued at \$3.1 million which was a significant increase on the previous insured value. Jennifer clarified that this was purely the replacement value for insurance purposes. The land is subject to a concessional lease so this does not represent value that the land and building can be sold for.

Ian noted that funds spent on the redevelopment would never be recouped but would just be for improvement of amenities for Club members.

Tim suggested that we would be able to potentially sell food and/or drinks to members. Mary noted that this may potentially be damaging to relationships with nearby cafes, including Double Shot, who is a sponsor of the Club.

Alison commented that there could be significant risk in development, not just the time but the possibility of costs blowing out.

Ian highlighted that historically (25 years ago) people were more likely to stay around on Friday/evening sessions to socialise and discuss hands. This was in the context of a



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lower average age (50-60), which has been materially increased to (60+).

Ian further highlighted that even if there were much younger members of the Club (<40 years), they are likely to play in the evening sessions due to work commitments, and also for that reason unlikely to stay late and socialize for work the next day.

Jenny stressed the value of data (e.g., how many times per month people would play, and when) to the decision making process.

Jenny commented that the concept plans need to be motivated with an end goal in mind rather than an open-ended “what do you want to see happen”.

Mary highlighted that there’s been very little discussion of the redevelopment by either the Committee or dedicated Sub-Committee to date.

Tim again noted that he will liable for the unapproved costs incurred by the Club to date regarding the CBC Redevelopment.

Tim noted that the best result comes from starting with the broadest possibilities and narrowing down to the best.

Discussion was adjourned in the interest of time, to be continued over email correspondence.

8 TREASURER'S REPORT

The Treasurer’s Report was noted.

Jennifer highlighted for the benefit of new committee members:

- Deferred income is not the Clubs money but members CBCPay balances;
- Loss in the period is a result of annual fees being accounted for in this quarter (consultant fees, insurance) and is not indicative of ongoing financial performance;
- Wages and superannuation are about half of the operating costs of the Club; and
- The training of Elizabeth and Amik is ongoing, they are both on 3-months’ probation.

9 MANAGERS' REPORT

No Managers Report for this meeting.

9.2 TABLE NUMBERS

Mary advised that table numbers have gone down slightly, likely due to members travelling on holidays.

Ian remarked that the Club has exerted significant effort in the last five years to obtain new members, but it has been unsuccessful.

10 TOURNAMENT SECRETARY'S REPORT

10.1 2024 EVENTS CALENDAR

- Red Point Event (*agreed to be run per the Calendar*)



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- 1-2 times per week
- No additional charge to existing members
- This was stopped during COVID-19
- Melbourne Cup and Christmas Social Events (*agreed to run, subject to the organisation of the Congress & Social Sub-Committee*)
 - These were stopped during COVID-19
- Cancellation of Friday afternoon RealBridge Sessions (*agreed to be cancelled*)
 - These sessions have fewer than 3 tables and are a distraction to the director
- Cancellation of Nation-Wide Pairs (*agreed to be cancelled*)
 - Significant organisation effort required to participate
 - Does not seem to derive any additional participation
- Lesson Proposal from Will Jenner-O'Shea and Jodi
 - Multi-day events which include a lesson and duplicate play
 - These would not take the place of Will's Bridge Workshops
- Thursday Night event nights to be changed to Tuesday Nights (*agreed*)
 - Feedback indicated that Tuesday nights were preferable to Thursday nights
 - In the winter months, Tuesday Evening sessions will be held as RealBridge rather than face to face.

MOTION: That the 2024 Events Calendar be endorsed by the Committee as circulated.

Moved: David Wawn

Seconded: Mary Tough

CARRIED.

11 SUB-COMMITTEE REPORTS

11.1 EDUCATION

Morag Lokan's education report was noted.

12 FOR ENDORSEMENT/NOTING BY THE NEW COMMITTEE

12.1 CBC COMMITTEE'S CODE OF CONDUCT (FOR ENDORSEMENT)

Not endorsed pending the correction of spelling and grammatical errors.

[6 - Jenny and Alison to circulate draft CBC Committee Code of Conduct with spelling and grammatical errors corrected.](#)

12.2 GOVERNANCE CALENDAR FOR 2023-2024 (FOR UPDATE AND NOTING)

MOTION: That the Governance Calendar for 2023-2024 be endorsed as circulated.

Moved: David Wawn

Seconded: Mary Tough

CARRIED.

13 CORRESPONDENCE

13.1 EMAIL FROM BARBARA HERDEN RE: CANBERRA BRIDGE CLUB - SUGGESTION

Barbara enquired if the CBC could put a call out for members to bring morning tea/afternoon tea for events such as Canberra in Bloom.

Ian noted that these are BFACT events and CBC members should not be responsible for catering them at their own expense.



14 INITIAL RESPONSES TO PROPOSED RENOVATION OF THE CBC BUILDING

Covered in the President's Report, summarised here again:

- improved lighting;
- upgraded air conditioning;
- better disability access;
- charging ports for electric cars;
- better televisions/screen for scoring;
- potential for iPad/Electronic bidding in lieu of bidding boxes; and
- socialisation areas

Concerns raised included:

- noise of construction;
- reduced access to car parking spaces (both during construction and the loss of car parking spaces if outdoor areas were built);
- adverse impact on attendance and membership.

15 ARRANGEMENT FOR BEAUCHAMP TEACHING VISIT 30 OCTOBER 2023

David Beachamp is bringing a group of 50 people to Canberra for a teaching visit from the 30 October – 2 November 2023.

Jennifer noted that the only agreements thus far have been verbal, where the renting costs would be at the same rate as what is charged to BFACT.

Ian noted that this group would participate in normal sessions and suggested should be charged table money (at the Member's rate).

[7 - Jennifer and Ian to write a letter addressed to David Beachamp to confirm costs and details for the visit.](#)

16 SUMMER FESTIVAL OF BRIDGE – DISCOUNTED/FREE ENTRY FOR RESTRICTED AND NOVICE EVENTS

Ian advised in prior years that the CBC was remunerated for Club members time and effort in setting up/cleaning up for the Summer Festival of Bridge.

Due to budget constraints, this remuneration is not available this year. In lieu, the CBC may be offered several discounted/free entries to the events.

David Wawn left at 7:15 PM.

17 OTHER BUSINESS

17.1 STRATEGIC PLAN

Jenny expressed interest in updating the Strategic Plan.

[8 - Jenny to update the Strategic Plan for FY24.](#)

18 REGULAR COMMITTEE MEETINGS

Next Committee meeting will be held on the third Tuesday of each month at 5:00 PM at the CBC premises.



19 ACTION ITEMS SUMMARY

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

1 - Liam to request Chris Lokan to give access to the trial version of the website to new members of the Committee and refresh links for preexisting members of the Committee.	4
2 - Tim to speak with Anne regarding Side Tables.	4
3 - Jennifer to circulate draft FY24 budget for the Club.	4
4 - John to approach suitable Club members for the Ethics Sub-Committee.	5
5 - John to approach suitable Club members for the Constitution Sub-Committee.	5
6 - Jenny and Alison to circulate draft CBC Committee Code of Conduct with spelling and grammatical errors corrected.	8
7 - Jennifer and Ian to write a letter addressed to David Beachamp to confirm costs and details for the visit.	9
8 - Jenny to update the Strategic Plan for FY24.	9

20 NEXT MEETING AND MEETING CLOSE

20.1 NEXT MEETING

The next meeting will be held on 21st November 5:00 PM at the CBC premises.

20.2 MEETING CLOSE

Tim Mather closed the meeting at 7:25 PM.