



Canberra Bridge Club Committee Meeting Meeting Minutes 29 February 2024, 5:00 PM

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Canberra Bridge Club

1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 5:00 PM.

1.2 ATTENDANCE

Mary Tough (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), Jenny Bergin, Barbara Bialowas, Alison Russell-French, Ian Robinson, John Brockwell.

1.3 APOLOGIES

David Wawn (Tournament Secretary), Nicole Finn, Bruce Chapman.

2 CONFLICTS OF INTEREST

2.1 LIAM MINOGUE

Liam Minogue has a conflict of interest for **Item 7**. His partner may be a financial beneficiary of a funding proposal.

2.2 IAN ROBINSON

Ian Robinson has a conflict of interest where the remuneration is discussed.

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: John Brockwell

Seconded: Alison Russell-French

CARRIED.

4 CONFIRMATION OF MINUTES OF MEETING 22 JANUARY 2024

Approved subject to minor changes.

MOTION: That the Minutes of meeting of 22 January 2024 be accepted as a true record of the meeting.

Moved: Jenny Bergin

Seconded: Barbara Bialowas

CARRIED.

5 CONFIRMATION OF MINUTES OF MEETING 12 FEBRUARY 2024

MOTION: That the Minutes of meeting of 12 February 2024 be accepted as a true record of the meeting.

Moved: Alison Russell-French

Seconded: Jenny Bergin

CARRIED.

6 EXPENDITURE MOTIONS FOR NOTING

The following motions were approved via email of Committee members, presented here for noting:

MOTION: The Committee approves the expenditure of \$350 to purchase a gift voucher to the Boathouse for Chris and Morag Lokan in recognition of their work on the CBC's new website.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.



MOTION: The Committee approves the expenditure of \$164.50 to purchase an Audible gift voucher for Christy Geromboux as a farewell gift as she is leaving the CBC to move to Melbourne.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.

7 **UPDATE ON THE STATUS OF THE PRESIDENCY OF THE CANBERRA BRIDGE CLUB**

As members may be aware through Committee communications in the CBC Newsletter and the published minutes on the CBC Website, the Committee has been attempting to deal with internal issues regarding the presidency of Tim Mather.

On 12 February 2024, the Committee met to discuss next steps. At that meeting a three stage process was agreed, summarised below (but viewable in the 12 February 2024 Minutes on the CBC Website when they are published):

- (a) Jenny Bergin and Liam Minogue would write a report detailing the events of Tim Mather's presidency and subsequent request that he step aside as president;
- (b) The Committee will set-up a mediation process with a third-party experience and unbiased mediator who is respected by both parties to resolve the issues regarding Tim Mather's presidency; and
- (c) If the mediation process is unsuccessful, the Committee will convene a formal enquiry and follow the process required to hold a General Meeting regarding Tim Mather's presidency.

On 12 February 2024, Jennier Yeats called Tim Mather and informed him that the Committee would be seeking mediation, and that more information would be forthcoming.

On 20 February 2024, Liam Minogue emailed Tim Mather informing him of the mediation process, mediator and proposed dates. Tim Mather refused to participate in mediation with the Committee but would only speak in front of a General Meeting.

On 21 February 2024, Liam Minogue emailed Tim Mather confirming that the mediation process was only between himself and the Committee (the whole Committee would not be present, only a representative group) and implored him to take this opportunity to resolve this conflict.

On 23 February 2024, Tim Mather replied agreeing to the mediation to be held 2 March 2024.

The Committee regrets the amount of time that has been spent trying to resolve this issue – time that could have been better spent managing the Club for the benefit of its valued members. We hope this mediation will bring about a swift resolution that is acceptable to all parties.

8 **PROPOSAL: FUNDRAISING EVENT FOR THE U26 AUSTRALIAN WOMENS TEAM 2024**

Liam Minogue did not participate.



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8.2 PROPOSAL

The Committee has received a proposal from Zara Chowdhury and Diya Shah who are competing at the Transnational Youth Championships held in Wroclaw, Poland in July 2024. The proposal is to host a fundraising event at the CBC for the team. Zara and Diya will organise a director and catering, but have requested the CBC waive the room hire fee and assist in arranging boards for play.

MOTION: The Committee supports the U26 proposal subject to the selection of a date, planning and organisation. Mary Tough and Ian Robinson will be the Committee sponsors for this project.

Moved: Jenny Bergin

Seconded: Ian Robinson

CARRIED.

Abstention: Liam Minogue

8.3 FUNDING TO DATE

The U26 Team have organised fundraising events already, including a raffle and dinner held at the Gold Coast Congress in February 2024. The ABF are paying their entry fees to the competition.

8.4 OTHER FUNDING OPTIONS

The Committee has received requests for the CBC to set-up a bank account to receive donations on behalf of Zara and Diya. This is not possible at this time, but direct donations may be given and subsequently split across the team. More details will be given in the CBC newsletter.

8.5 CBC FUNDING OPTIONS

There may be the option to provide additional funding to Zara and Diya through the Barry Turner and Dudley Funds.

[1 Jennifer will investigate the funding options for the U26 Women's Team through the Barry Turner and Dudley Funds.](#)

9 APPROVAL FOR NEW PAY RATES FOR BARB TOOHEY

In January 2024, Jennifer Yeats met with Barb Toohey to discuss pay rates in 2024. The Contract and Employment Sub-Committee met shortly after.

The new pay rates are as follows:

Type	Current	Requested	Approved
Beginner Lessons	148	200 (35% increase)	180 (22% increase)
Supervised Lessons	120	150 (25% increase)	NO CHANGE
Short Refresher Lessons	N/A – New	75	75
Train the Teacher Lessons	N/A – New	250	250

The change in Barb's beginner lessons rate represents her position as a more senior teacher. Other teaching rates will be reviewed.

No change was approved for supervised lessons because of the frequency with which Barb Toohey teaches those lessons, and because of the current pay structure of the Club.



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MOTION: The Committee approves the changes in Barb Toohey's pay rates, subject to the table above.

Moved: Ian Robinson

Seconded: Alison Russell-French

CARRIED.

10 NEW CONTRACT FOR WILL JENNER O'SHEA'S USE OF THE CLUB

The Committee will be renegotiating the contract for Will Jenner O'Shea's use of the Club for his lessons. A sub-Committee of Mary Tough, Ian Robinson and Jennifer Yeats will meet to discuss the Committee's goals moving forward and present their findings to the Committee proper, before Will Jenner O'Shea is contacted.

11 ACTION ITEMS ARISING (OUTSTANDING)

11.1 CBC CONSTITUTIONAL REVIEW

Still in progress.

2 - Jenny to circulate revised objects.

11.2 UPDATE ON THE IMPLEMENTATION OF MYABF

- (a) MyABF has been implemented for Tuesday evenings (competition nights) which comprise about 4% of table numbers. This transition has happened smoothly and significantly reduced administrative overhead for the Club;
- (b) An email was sent on 14 February 2024 encouraging members to set-up their MyABF accounts. To date, 58% of Club members have set-up their account (up from 46%);
- (c) A Notice will be circulated in the Friday CBC Newsletter (01/03/2024) informing members that after select sessions at the Club, volunteers will stay behind to help members set-up a MyABF account on the day;
- (d) Further testing is being conducted to minimise friction for members.

11.3 UPDATE ON SOLAR INSTALLATION OF THE CLUB

- (a) An inspection of the Club's solar inverter was conducted on 30/01/2024. We are still awaiting the results;
- (b) There may be some complications with a solar battery because of where it could be placed. More information to come;
- (c) All changes to the solar panels are conditional on the status of the roof. A report was received with recommendations for changes/fixes to the roof.

3 - Jennifer will circulate the report regarding the roof to the Committee.

12 PRESIDENT'S REPORT

No President's report for this meeting.

13 VICE PRESIDENT'S ADDRESS

No Vice President's address for this meeting.

14 TREASURER'S REPORT

The Treasurer's report was noted.

The Committee will seek to formalise the Treasurer's Report including standard wording



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regarding the solvency of the Club.

The Committee currently does not have a formal Budget for FY24. The Finance Sub-Committee will be reconstituted to support the Treasurer in the drafting of a budget for FY25.

- Jennifer Yeats (Chair)
- Nicole Finn
- Liam Minogue
- Jenny Bergin

MOTION: The Committee approves the reconstitution of the Finance Sub-Committee as above.

Moved: Mary Tough

Seconded: Alison Russell-French

CARRIED.

15 MANAGERS' REPORT

The managers report was noted.

- (a) The Wasp nest at the club will be dealt with.
- (b) New cleaner quotes have been received.

16 SUB-COMMITTEE REPORTS

16.1 CONGRESS AND SOCIAL

Easter Raffle and Table Eggs

An Easter Raffle will be held at the Club as well as "Table Eggs" for participants. More detail will be provided in the CBC Newsletter.

Novice Championship, Senior Trials and Subsequent Social Event

The Novice Championships and Senior Trials will be held on 7 April 2024. There will be small social event afterwards with light refreshments provided.

16.2 YOUTH SUB-COMMITTEE

A Youth Day will be held on Sunday 03 March 2024.

16.3 EDUCATION SUB-COMMITTEE

The Education Sub-Committee report was noted.

New Beginner Lesson Sessions

Morag has requested permission to run 3x beginner sessions given the number of new registrations.

MOTION: The Committee approves the running of 3x beginner sessions, provided that each session has at least 16 attendees. Otherwise, they will be requested to join another session. Future sessions will be subject to the retention rates from these sessions as these additional beginner sessions do not have a duplicate/supervised session at the same time.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.



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Celebrating Success

The Committee will continue the Celebrating Success initiative where anyone who achieves a >55% result in a duplicate will be announced in the CBC Newsletter if it is within one year of completing a beginner course.

16.4 CONTRACT AND EMPLOYMENT SUB-COMMITTEE

Performance reviews of Elizabeth Yoo are to be completed by the end of March.

16.5 CONSTITUTION SUB-COMMITTEE

Not discussed.

17 REAL BRIDGE IN 2024

- (a) The Committee will discontinue the Wednesday Real Bridge Session as it often only had 2-4 tables. A month's notice will be given;
- (b) A change to the Saturday face to face session scheduling will be made. There are two concurrent bridge sessions on Saturday afternoons (one Real Bridge and the other Face to Face). Unfortunately, the Face to Face sessions is often canceled for events. The Committee will seek continue the Real Bridge session year-round, but only do the Face to Face sessions between Feb-May and Sep-Dec, as appropriate with the calendar;
- (c) The Committee will seek to increase Real Bridge participation by the trial employment of a Promotion's Officer.
- (d) Buddy Promotion in May for a ½ price Real Bridge session if you bring a partner who hasn't played in 3 or more months. More information will be provided in the CBC Newsletter.

MOTION: The Committee approves the search for, and hiring of, a candidate for a Promotions Officer on a trial basis, subject to the drafting of a formal position description. The trial will last at most four months on the basis of 6-8 hours worked per month, with a maximum of 32 hours worked over the whole trial period at an appropriate market rate no higher than \$50/hour.

Moved: Ian Robinson

Seconded: Jenny Bergin

CARRIED.

[4 Ian Robinson will draft a formal position description for the Promotions Officer for Real Bridge.](#)

18 REFUND POLICY ON CANCELLED LESSONS

19 CORRESPONDENCE IN

19.1 REQUESTS FOR AIR CONDITIONING IN THE BARRY TURNER ROOM

Two emails have been received from Dianne Ellis and Margaret Callan requesting additional air conditioning units in the North end Barry Turner Room.

The Committee is aware that some areas of the Barry Turner Room are uncomfortably warm. As a part of the refreshment project, heating and cooling is being investigated. As we are coming to the end of Summer we hope this will not be as much of an issue in the mean time.



19.2 ETIQUETTE AT THE CLUB

One email was received from Paul Bibo commenting on the inconsistency of etiquette and rules enforcement at the Club.

The Committee will organise a response to Paul. Announcements will be made in the Newsletter regarding the etiquette requirements at the club, as well as a "Tip of the Week" to be included in subsequent newsletters.

[5 - Jennifer will speak to Jodi Tutty who will respond to Paul Bibo.](#)

[6 - John Brockwell to draft a "Tip of the Week" regarding conduct at the Bridge table.](#)

19.3 DOOR TO THE WOMENS' BATHROOM

One suggestion was received (anonymous) requesting a fix to the women's' bathroom door which slams.contra

The door in the women's' bathroom needs to be kept open for WHS reasons, because of the slight step. The Committee will investigate modifying the door so it doesn't slam.

20 MATTERS ARISING

20.1 USE OF THE CLUB FOR THE LAUNCH OF THE HISTORY OF BRIDGE IN THE ACT

The Committee will arrange for the Club premises to be used as a venue for the Launch of the History of Bridge in the ACT. The Hoffmans may be organising catering.

20.2 RESERVING TABLES FOR DUPLICATE SESSIONS

There have been issues with the current table reservation process. A new process will be implemented on a trial basis. Further information will be provided in the CBC Newsletter.

20.3 CBC REFUND POLICY

The CBC supports the refunding of beginner lessons where the participant has a health issue which precludes them from attending. However, it is the preference of the Committee to grant additional supervised lessons or transfer the lesson to another person, given the administrative overhead of managing refunds.

20.4 KEYHOLDERS TO THE CLUB PREMISES

The Australian Federal Police (AFP) have requested an update of the keyholders to the club premises. This has been provided to them.

20.5 FOOD BUSINESS REGISTRATION

The Club's Food Business Registration has expired and will be renewed.

[7 - Jennifer will seek to renew the Club's Food Business Registration for 2024.](#)

20.6 RECORDER PROCESS AT THE CLUB

Janet Kahler will be added as a Club Recorder.

MOTION: The Committee appoints Janet Khaler as a Club Recorder.

Moved: John Brockwell

Seconded: Liam Minogue

CARRIED.



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22 NEXT MEETING AND MEETING CLOSE

22.1 NEXT MEETING

The next meeting will be held 5:00 PM Thursday 21 March the CBC premises.

22.2 MEETING CLOSE

Mary Tough closed the meeting at 7:33 PM.