



Canberra Bridge Club Committee Meeting

Meeting Minutes

22 January 2024, 5:30 PM

1	MEETING OPEN AND ATTENDANCE	3
1.1	MEETING OPEN	3
1.2	ATTENDANCE	3
1.3	APOLOGIES.....	3
2	REGARDING THE STATUS OF TIM MATHER AS PRESIDENT	3
3	CONFLICTS OF INTEREST	3
3.1	JOHN BROCKWELL (DECLARED VIA EMAIL)	3
4	CONFIRMATION OF MINUTES OF MEETING 21 NOVEMBER 2023	3
5	CONFIRMATION OF MINUTES OF MEETING 12 DECEMBER 2023	3
6	NOTING OF MOTION REGARDING WORKING HOURS OF ELIZABETH YOO	3
7	ACTION ITEMS ARISING (OUTSTANDING)	4
7.1	COMMUNICATION OF COMPLAINTS PROCESS TO MEMBERS	4
7.2	COMMITTEE CODE OF CONDUCT REVIEW	4
7.3	STRATEGIC PLAN UPDATE	4
7.4	GIFT CARDS FOR THE CBC.....	4
7.5	NOVICE/RESTRICTED FOCUSED EVENTS CALENDAR	4
7.6	UPDATED CBC WEBSITE	4
7.7	TIME MANAGEMENT OF VOLUNTEERS.....	4
8	PRESIDENT’S REPORT	5
9	VICE PRESIDENT’S ADDRESS	5
10	TREASURER’S REPORT	5
11	MANAGERS’ REPORT	5
12	SUB-COMMITTEE REPORTS	5
12.1	CONGRESS AND SOCIAL	5
12.2	YOUTH SUB-COMMITTEE	5
12.3	EDUCATION SUB-COMMITTEE	5
12.4	CONTRACT AND EMPLOYMENT SUB-COMMITTEE	6
12.5	CONSTITUTION SUB-COMMITTEE.....	7
13	CBC DIRECTOR POLICY REVIEW	7
14	CLEANING ARRANGEMENTS	8
15	CORRESPONDENCE IN	8
15.1	CANBERRA BRIDGE CLUB BOOK & GIFTWARE STALL.....	8
15.2	PLACEMENT OF THE CHRISTMAS TREE.....	8
16	MATTERS ARISING	8



Canberra Bridge Club

16.1	CBC REFRESHMENT PROJECT	8
16.2	CBC SOLAR PANEL INSPECTION	8
16.3	MYABF UPDATE.....	8
16.4	REAL BRIDGE	8
17	ACTION ITEMS SUMMARY	9
17.1	TABLE OF ACTION ITEMS (RIGHT CLICK AND UPDATE FIELD)	9
18	NEXT MEETING AND MEETING CLOSE.....	9
18.1	NEXT MEETING.....	9
18.2	MEETING CLOSE	9



Canberra Bridge Club

1 MEETING OPEN AND ATTENDANCE

1.1 MEETING OPEN

Mary Tough opened the meeting at 5:30 PM.

1.2 ATTENDANCE

Mary Tough (Vice President), Jennifer Yeats (Treasurer), Liam Minogue (Secretary), David Wawn (Tournament Secretary) (until Item 13.4), Jenny Bergin, Barbara Bialowas, Alison Russell-French, Nicole Finn, Ian Robinson and John Brockwell.

1.3 APOLOGIES

Bruce Chapman was unable to attend.

2 REGARDING THE STATUS OF TIM MATHER AS PRESIDENT

Tim Mather made an inaccurate statement in the CBC Newsletter dated 12 January 2023, which was subsequently corrected in the CBC Newsletter dated 19 January 2023.

The Committee will be writing to Tim Mather to confirm that this was a resignation and to request to confirm so in writing to the Public Officer of the CBC, as is constitutionally required.

MOTION: That the Secretary of the Canberra Bridge Club will send an email to Tim Mather requesting he confirm his resignation in writing to the Public Officer of the Canberra Bridge Club.

Moved: Mary Tough

Seconded: Alison Russell-French

CARRIED.

3 CONFLICTS OF INTEREST

3.1 JOHN BROCKWELL (DECLARED VIA EMAIL)

John Brockwell and David Hoffman received a grant of \$5,000 from the Club to assist with the publication of "A Compulsive Pastime: A History of Bridge in the ACT and Surrounding Regions". The publisher is Halstad Press and the grant has been spent making a pre-publication part-payment. Publication is expected to be no later than 31 March 2024.

4 CONFIRMATION OF MINUTES OF MEETING 21 NOVEMBER 2023

MOTION: That the Minutes of meeting of 21 November 2023 be accepted as a true record of the meeting.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.

5 CONFIRMATION OF MINUTES OF MEETING 12 DECEMBER 2023

MOTION: That the Minutes of meeting of 12 December 2023 be accepted as a true record of the meeting.

Moved: Mary Tough

Seconded: Jennifer Yeats

CARRIED.

6 NOTING OF MOTION REGARDING WORKING HOURS OF ELIZABETH YOO

Motion passed via email on December 16 – December 19 2023.



Canberra Bridge Club

MOTION: That Elizabeth Yoo's working hours are increased from 18 to 21 hours per week, for a period of 3 months, after which time the working hours of both Managers will be reviewed. This will commence from the first week of January 2024.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.

7 ACTION ITEMS ARISING (OUTSTANDING)

7.1 COMMUNICATION OF COMPLAINTS PROCESS TO MEMBERS

An announcement in the CBC Newsletter has been circulated regarding the complaints process and the CBC Recorders.

Bruce Crossman is unable to continue as Chief Recorder for the CBC. The Committee thanks Bruce for his service as Chief Recorder.

The Committee will continue to update and communicate the Recorder and complaints process to Club members.

MOTION: That John Brockwell be appointed as Chief Recorder of the CBC.

Moved: Jennifer Yeats

Seconded: David Wawn

CARRIED.

MOTION: That Rosemary Matley be appointed as a Recorder of the CBC.

Moved: Ian Robinson

Seconded: David Wawn

CARRIED.

7.2 COMMITTEE CODE OF CONDUCT REVIEW

Committee Code of Conduct has been circulated to the Committee for review. Only grammatical changes have been made.

7.3 STRATEGIC PLAN UPDATE

Jenny has continued to develop the Strategic Plan for the Club and sought information from the Committee regarding changes in technology and how that will impact the way we place bridge in the future.

7.4 GIFT CARDS FOR THE CBC

The CBC has implemented a gift card product for beginner lessons. Five have been sold.

7.5 NOVICE/RESTRICTED FOCUSED EVENTS CALENDAR

Novice/Restricted only calendar has been completed. It is being translated as content for the CBC Website and subsequent distribution to the members.

7.6 UPDATED CBC WEBSITE

The new CBC Website is expected to go live on Sunday 28 January 2023.

7.7 TIME MANAGEMENT OF VOLUNTEERS

The Committee recognises the value of Members' time donated to the Club. To ensure that no volunteer feels pressured to spend too much of the personal time on the Club



Canberra Bridge Club

(above what they would be willing to give), future projects will be assigned a member of the Committee as a Sponsor who will provide support to the volunteers and as a point of contact to manage the expectations of the Committee and the Club with regard to volunteer time.

[1 - Jenny will write a draft policy for CBC Committee Sponsors for Club Volunteers.](#)

8 PRESIDENT'S REPORT

No President's Report for 23 January 2023.

9 VICE PRESIDENT'S ADDRESS

Mary underscored the importance of professionalism, civility and kindness between Club members with each other, and members of the Committee with each other.

10 TREASURER'S REPORT

The Treasure's Report was noted.

Jenny noted by-laws of the Club require an approved budget, which will be reviewed.

11 MANAGERS' REPORT

The Managers' Report was noted.

12 SUB-COMMITTEE REPORTS

12.1 CONGRESS AND SOCIAL

End of Year Event/Volunteers' Evening

An end of year event was held for the volunteers of the CBC on 15 December 2023.

Christmas Events (in Bridge Sessions)

The CBC Christmas Events were very successful with lots of positive feedback. The total expenditure was \$669.84. This is approx. \$1.75 per head.

Christmas Giving Tree

The CBC raised \$650 for Barnardo's in addition to physical gifts as a part of the CBC Christmas Giving Tree. The Committee would like to thank the membership for the generosity and Christmas spirit.

Novice Event and Catering

There will be a Novice Event held on Sunday 7 April 2024 which will include some minor catering requirements (biscuits, cake etc.).

12.2 YOUTH SUB-COMMITTEE

There was a youth day held Sunday 26 November with 12 attendees.

12.3 EDUCATION SUB-COMMITTEE

Recommendations from a meeting of the Education Sub-Committee:

- Buddy system
- Novice Congress/Event
- Improve the quality of supervised teachers via a "teach the teachers" session
- Implementation of a "Green" session where only simple, agreed bidding systems are allowed



Canberra Bridge Club

- Celebrating Success initiative where new players with results >55% from duplicate session will be announced in the Newsletter.

In response, the Committee has:

- Started the implementation of a buddy system by calling for mentors and mentees
- Organised a Novice Congress (to be held Sunday 7 April 2023)
- A "Teach the Teachers" program will be explored

MOTION: That Committee approves the expenditure of a "Teach the Teachers" session, which is expected to cost approx. \$500 (plus superannuation and associated costs).

Moved: Jennifer Yeats

Seconded: Jenny Bergin

CARRIED.

Composition of the Education Sub-Committee

The Sub-Committee for Education will now be comprised of:

- Jennifer Yeats (Chair)
- Nicole Finn
- Bruce Chapman

MOTION: That the Sub Committee for Education be reconstituted to Jennifer Yeats (Chair), Nicole Finn and Bruce Chapman.

Moved: Alison Russell-French

Seconded: Jenny Bergin

CARRIED.

[2 The Education Sub-Committee will provide the Committee with a list of areas for review for 2024.](#)

12.4 **CONTRACT AND EMPLOYMENT SUB-COMMITTEE**

Proposed Teaching Program for 2024

Master the Basics and Competitive Bidding sessions will be suspended due to falling numbers.

On a trial basis, a new program will be implemented targeted at Beginner/Newer Players (not to be confused with the ongoing Intermediate and Advanced courses ran by Will Jenna-O'Shea). The format will be a short 10-15 minute lesson, followed by four hands which focus on the topic area of the lesson. There will be four lessons per topic-area.

Participants may attend without registration, however it is recommended that they attend all lessons in each sub-area.

MOTION: That the Club adopt the proposed Teaching Program for 2024 on a trial basis, subject to a negotiation of the session times, fees and ownership of the Bridge notes at the conclusion of the program.

Moved: Jennifer Yeats

Seconded: Ian Robinson

CARRIED.

Composition of the Contract and Employment Committee

The Sub-Committee for Contract and Employment will now be comprised of:

- Mary Tough (Chair)
- Jennifer Yeats



Canberra Bridge Club

- Nicole Finn

MOTION: That the Sub Committee for Contract and Employment be reconstituted to Mary Tough (Chair), Jennifer Yeats and Nicole Finn.

Moved: Alison Russell-French

Seconded: Jenny Bergin

CARRIED.

Remuneration of Teaching Staff

The Committee is undertaking a review of the current pay rates and existing agreements with teachers including external contractors.

David Wawn left the meeting.

12.5 CONSTITUTION SUB-COMMITTEE

Composition of the Constitution Sub-Committee

Jenny has agreed to be chair of the Constitution Sub-Committee.

MOTION: That Jenny Bergin be appointed Chair of the CBC Constitution Sub Committee

Moved: John Brockwell

Seconded: Mary Tough

CARRIED.

Purpose

This Sub-Committee is responsible for the review of the Club's Constitution, ByLaws and Code of Conduct and recommendations regarding changes to the Club's governing documents and the process to adopt agreed changes (if any).

Constitutional Review

The Model Rules are a standard set of rules of associations in Canberra that can be treated as an "all in one" place document for the governance of the Club. There are some areas which will require adaptation because of the following factors:

- Size of the Committee (we have a larger Committee);
- Size of the Executive Committee (which includes Tournament Secretary as an Office Bearer);
- The lack of a Dispute Resolution process.

The Constitution Sub-Committee will seek to further adapt the Model Rules for the Club.

MOTION: The Committee endorses the approach of an Adapted Model Rules for the constitution of the Club. Any changes to the Constitution will be subject to a General Meeting of the Club Members.

Moved: Jenny Bergin

Seconded: John Brockwell

CARRIED.

13 CBC DIRECTOR POLICY REVIEW

An updated Director Policy will be reviewed by the Committee and distributed to all directors.



Canberra Bridge Club

14 CLEANING ARRANGEMENTS

MOTION: That CBC employs Bliss Solutions for one extra clean per week at an additional cost of \$176 (inc. GST) per week.

Moved: Jennifer Yeats

Seconded: Mary Tough

CARRIED.

15 CORRESPONDENCE IN

15.1 CANBERRA BRIDGE CLUB BOOK & GIFTWARE STALL

An email was received from Will Jenna-O'Shea suggesting that the CBC host a book and giftware stall via an agreement with Paul Lavings. The Committee will seek to write and circulate a "Recommended Books List" and may order them in on behalf members.

15.2 PLACEMENT OF THE CHRISTMAS TREE

Margaret Henderson gave a suggestion that the Christmas Tree could be placed in a more prominent position in the Club. Unfortunately, there is a safety issue of members tripping over the tree so the tree will not be moved for next year.

16 MATTERS ARISING

16.1 CBC REFRESHMENT PROJECT

To be discussed at the next meeting as the Committee has been sidetracked with other matters.

16.2 CBC SOLAR PANEL INSPECTION

Expected to be completed 29 January 2024.

16.3 MYABF UPDATE

The Hugh Hudson Pairs begins 23 January 2024 where 100% of the participants signed up via MyABF.

The Committee will send a communication to members mid-February encouraging members to sign up to MyABF (if they feel comfortable to do so).

The Committee will be providing resources from March 1 2024 to educate members on how to sign up to MyABF (including helper volunteers with iPads/laptops). This will be required for all members for launch (anticipated April).

Existing CBC Pay balances will be transferred across to your MyABF account.

There will be a solution for members who do not have an email account or credit/debit card.

Official communications to follow.

16.4 REAL BRIDGE

The Committee is currently reviewing a number of suggestions regarding RealBridge:

- Cancelling the Wednesdays morning RealBridge session due to insufficient tables;



Canberra Bridge Club

- Stopping Saturday afternoon face-to-face Bridge during the Winter months (Saturday RealBridge to continue all year);
- Employing a “RealBridge Promotions Officer” for a period of 6-8 hours per month to encourage RealBridge usage;
- Promotions for a ‘guaranteed game’ for anyone who turns up to RealBridge;
- Buddy System Promotion for RealBridge, where if you bring a new or returning bridge player, both partners pay half price; and
- RealBridge education sessions at the end of beginner lessons to ensure all players know that RealBridge is an option for them.

3 - Ian Robinson will Circulate a Proposal.

17 ACTION ITEMS SUMMARY

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

1 - Jenny will write a draft policy for CBC Committee Sponsors for Club Volunteers.	5
2 The Education Sub-Committee will provide the Committee with a list of areas for review for 2024.	6
3 - Ian Robinson will Circulate a Proposal.	9

18 NEXT MEETING AND MEETING CLOSE

18.1 NEXT MEETING

The next meeting will be held 5:00 PM on Thursday 29 February at the CBC premises. (John and Nicole).

18.2 MEETING CLOSE

Mary Tough closed the meeting at 8:36 PM.