

# MINUTES

## SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn  
Opened at 1:25pm 15<sup>th</sup> November 2023 by President Doug Matthew

**Present:** Doug Matthew (Chair), Michele Thorne, Alice Edwards (Secretary), Jenny Andrews, Kenneth Clem, Bernice Cooper, Robyn Chippindall, Chris Pohle, Richard Tarnawski

**Apologies:** Col Seed, Sue Holburt

### Minutes of previous meetings

The Minutes of the previous Committee Meeting on 20<sup>th</sup> September 2023 are a correct record of the meeting.

Moved by Alice Edwards, seconded Michele Thorne CARRIED

### Business arising from Previous Minutes

#### Code of Conduct

From 1<sup>st</sup> July 2024, OFT legislation for Incorporated Associations needs to be considered when Code of Conduct is reviewed including formalising an internal grievance procedure in line with OFT requirements and ensuring that any remuneration or benefit to any club committee member or relative be disclosed at the AGM.

- Sub-Committee to review Club's Code of Conduct

#### Grants/Sponsorship - Club Southside

Sue Holburt advised that she has met with representatives from Club Southside regarding possible future sponsorship and/or grants.

- Sue Holburt to advise the committee on any progress

#### Building Fire Safety Compliance

Sue Holburt kindly offered to write procedures required by the BCC after which training for Chief Fire Warden & Deputy Fire Wardens will be held.

- Sue Holburt to document procedures

#### Air-Conditioning

The Club has received a grant from the Brisbane City Council for \$11,000. The grant must be used within 12 months. It is hoped that it can be used in conjunction with the Gambling Community Fund Grant which is still pending (\$35,000).

- Doug Matthew to report the results of these applications

## **Brisbane City Council**

- **Lease**
  - Doug Matthew to advise when confirmation of a new lease is received.
- **Trees**
  - Doug Matthew to advise when hydrologist's report is received.

## **Window Cleaning**

Thank you to Doug Matthew for organising the replacement of degraded window tinting and window cleaning.

## **Club Membership Fee for 2025**

The Committee agreed that the following motion will be presented at the AGM in February 2024.

"That, as was the case in previous years, the membership fee for 2025 be the sum of \$15.00 plus a rounding amount, the rounding amount being the amount necessary to round up to the nearest whole dollar the sum of \$15.00 and the 2025 QBA and ABF Levies. In addition, that in line with ABF and QBA levies, the membership fee for those joining between July and September 2025 behalf of a full year membership and the membership fee for those joining between October and December 2025 be \$5.00".

## **Auditor for 2024**

The Committee agreed that the following motion be moved at the AGM re the Appointment of the Auditor for 2024.

"That Audit Right be appointed as auditor of Sunnybank Bridge Club Inc for 2024"

## **Christmas Party**

Flyer and seating / attendance list is on the noticeboard. Currently there will be approximately 65 attendees. Jenny Andrews moved that "the Club's Christmas donation be given to Lifeline this year and that the Club add to member donations as they have in the past". Seconded Michele Thorne and CARRIED.

- Michele Thorne to organise a Lucky Door prize
- Jenny Andrews to organise thank-yous for volunteers
- Doug Matthew to organise raffle prizes

## **Sick Bay Bed**

Thank you to Sue Holburt for purchasing a bed.

- Sue Holburt to source 'incident report' proforma

## **Excess Chairs**

- Doug Matthew to sell excess chairs.

## Correspondence In

22-09-2023	Brisbane City Council	Healthy & Vibrant Communities Update
22-09-2023	Caloundra Bridge Club	Congress Flyer
22-09-2023	Sunshine Coast Bridge Club	Congress Flyer
24-09-2023	QBA	Council Meeting / Upcoming Events
26-09-2023	QBA	Council Meeting Delegates List
26-09-2023	Noosa Bridge Club	Congress Flyer
30-09-2023	Brisbane City Council	Change in contact
30-09-2023	Colleen Williams	Complaint
02-10-2023	Brisbane City Council	Census
04-10-2023	QBA	Stationary
02-10-2023	Julie Jeffries	Interclub Teams Info
05-10-2023	Janet Lovell	Upcoming Congress Info
05-10-2023	QBA	Council Meeting Agenda
05-10-2023	Caloundra Bridge Club	Bridge Club Event
06-10-2023	Brisbane City Council	Letter of Support for Grant Application
09-10-2023	Brisbane City Council	Bushfire Season Info
17-10-2023	Redlands Bridge Club	Congress Flyer
13-10-2023	Pacific Islands Council AGM	Request to use Club rooms
19-10-2023	QBA	Director Exam Notice
19-10-2023	OFT	Unfair Contract Term Law Changes
23-10-2023	Toowong Bridge Club	Workshop
25-10-2023	Noosa Bridge Club	Congress Flyer
26-10-2023	QBA	QBA Bulletin Link
30-10-2023	Julie Jeffries	2024 GNOT Sunnybank Heats
01-11-2023	QBA	QBA Meeting
04-11-2023	Toowoomba Bridge Club	Congress Flyer
29-10-2023	Julie Jeffries	AGM Brisbane Zone Info
07-11-2023	QBA	Council Meeting Minutes
07-11-2023	BCC	Grant Application
07-11-2023	Essential Energy Solutions	Quote – Outdoor Lighting Repairs
10-11-2023	BCC	Holiday Closure
12-11-2023	QBA	Re passing of Joan McPheat
12-11-2023	QBA	2024 Calendar
13-11-2023	Kenmore Bridge Club	Congress Flyer
13-11-2023	QBA	MyABF Webinar
13-11-2023	BCC	Brisbane's Para Sports Day

## Correspondence Out

27-09-2023	Alice Edwards	Bob Ren	Warning
30-10-2023	Robyn Chippindall	Julie Jeffries	2024 GNOT Sunnybank Heat

Motion that Inwards and Outwards Correspondence be accepted was moved by Alice Edwards, seconded by Jenny Andrews and CARRIED

## Business arising from Correspondence

### QBA Council Meeting

Thank you to Michele Thorne for representing the Club at the QBA Council Meeting. Michele reported that the item of most interest was that the QBA has so far been unable to find a new venue for the Gold Coast Congress for 2025. Kim Ellaway advised that the 2025 Congress will be her last as organiser.

## Reports

### Treasurer's Report

The Profit and Loss shows a loss of \$4383.965 and a ytd profit of \$34481.99. Our profit is back on a normal level considering that we have done quite a bit of maintenance in October. We have replaced the broken window, replaced the window film across the front of the building and had all the windows cleaned.

Jenny Andrews moved that the Treasurer's report be accepted. Seconded by Ken Clem and carried.

### Teacher's Report

No Report

### Convenor's Report

12 Teams took part in the Club Teams Championships on 14<sup>th</sup> October 2023 and enjoyed the competition and the catering. Congratulations to the winning team Tere Wotherspoon, Kathleen Clifford, Peter Lang & Sherrell Cardinal.

Thanks to

- Jo Neary for working through the software issues thus ensuring a great day's play
- Everyone who brought food to share
- Heather Llewellyn for supervising the kitchen and food (in between playing)
- Michele Thorne and Chris Atkin for responding so quickly and willingly to our request for substitute players when one of the competitors became ill
- All the players on the day, who together, made it a delightful day

Robyn Chippindall moved that the Convenor's report be accepted. Seconded by Jenny Andrews and carried.

## **Social Committee Report**

Richard Tarnawski advised that the Social Club was proposing to have 3 events next year including a trivia night, games day and visit to another club.

Richard Tarnawski moved that the Social Club's report be accepted. Seconded by Bernice Cooper and carried.

## **General Business**

### **Membership Form**

As Membership Secretary, Jenny Andrews asked that the Membership form be redesigned for 2024 as a recurring problem has been that not all information is being entered.

- Jenny Andrews / Alice Edwards to print updated membership form
- Sue Holburt to put updated membership form on the web.

### **Badges**

Jenny Andrews moved that "the cost of Club membership badges be increased from \$14.00 to \$15.00". Seconded Alice Edwards and CARRIED.

### **Club Calendar**

Robyn Chippindall advised that the draft of the 2024 Club Calendar has been completed. The ABF has advised that the number of Sunnybank red point events has been reduced from 23 in 2023 to 21 in 2024. Robyn Chippindall moved that "the 2 red point events to be deleted from the 2024 calendar would be Under 50MP single session event and Australia Wide Novice Pairs". Seconded Chris Pohle and CARRIED.

### **Confirmed Major Events**

- QBA Novice Pairs      27<sup>th</sup> April 2024
- Club Birthday        5<sup>th</sup> May 2024
- GNOT Heat            18<sup>th</sup> May 2024

Directors have been confirmed for Club Championship Pairs and Teams events as well as other major events.

### **Inter-Club Teams**

This event was hosted by QCBC on 12<sup>th</sup> November 2023. 10 teams took part and the competition was won by QCBC. Congratulations to the Sunnybank teams who came 7<sup>th</sup> overall.

- Procedure to choose Sunnybank teams to be formalised early in 2024 after the AGM.

**Optus Tower**

Doug Matthew advised that the Club has not yet received notice from Optus re the removal of the Optus Tower. According to the contract, 30 days' notice must be given.

**Carpark Lighting**

Doug Matthew advised that 2 of the carpark lights are in desperate need of repair. A quote has been received from Essential Energy Solutions for \$2750. A large part of the cost is for the light fittings.

Richard Tarnawski moved that "Essential Energy Solutions be engaged to repair the car park lighting". Seconded by Doug Matthew and carried.

**The next meeting will be at 1:30pm on 16<sup>th</sup> January 2024.**

The meeting concluded at 3:00pm.

*President .....*

*Secretary.....*