

MINUTES

SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn
Opened at 1:45pm 16th January 2024 by President Doug Matthew

Present: Doug Matthew (Chair), Alice Edwards (Secretary), Jenny Andrews, Kenneth Clem, Bernice Cooper, Robyn Chippindall, Richard Tarnawski, Sue Holburt

Apologies: Col Seed, Chris Pohle, Michele Thorne

Minutes of previous meetings

The Minutes of the previous Committee Meeting on 15th November 2023 are a correct record of the meeting.

Moved by Alice Edwards, seconded Jenny Andrews CARRIED

Business arising from Previous Minutes

Code of Conduct

From 1st 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 there had been no further contact with Club Southside.

Building Fire Safety Compliance

Sue Holburt advised that fire safety procedures were almost complete with only the evacuation diagrams still to be updated. Once this is completed, training will be held for Directors, Committee Members and players. Sue also advised that training for Directors & Committee Members must be done every six months and for players annually. The Committee agreed that the six-monthly training should be held in conjunction with the April and October meetings.

- Sue Holburt to complete a training power point

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 the Gambling Fund Grant

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.

Christmas Party

The Committee agreed that a survey should be held before a decision is made on the format of the Christmas party to be held in December 2024.

- Agree on survey question and / or suggestions

Incident Form

Thank you to Sue Holburt for preparing an Incident Form template. The Committee agreed that a filing cabinet drawer should be set aside and organised for these types of forms.

- Jenny Andrews / Alice Edwards organise drawer for forms.

Excess Chairs

Doug Matthew advised the Committee that there was no interest in purchasing the chairs for a reasonable price.

Inter-Club Teams

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

Optus Tower

- Doug Matthew to advise when notice is received from Optus re the removal of the Optus Tower. According to the contract, 30 days' notice must be given. Payment has been received to 7 March 2024.

Carpark Lighting

- Doug Matthew advised that a grant had been received from Brisbane City Council to replace the carpark lighting and that the work would be carried out on 29th January 2024.

Membership Form

An updated membership form for 2024 has been printed and posted on the website.

Correspondence In

18-11-2023	TGG Consultancy	Suggestion for Car Park Lighting Grant
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24-11-2023	Michael Gearing	Youth Bridge
25-11-2023	Brisbane City Council	Utilities Grant
27-11-2023	Brisbane City Council	Seniors Celebration Grant
28-11-2023	ABF	Leisure Activities Survey
29-11-2023	Brisbane City Council	Reminder to sign Grant Paperwork (AirCon)
30-11-2023	QBA	2025 GC Congress Dates
04-12-2023	QBA	Youth Bridge Info
04-12-2023	Jacqui Dudurovic	GNOT Qualifying Heats
08-12-2023	QBA	Youth Bridge Flyers
08-12-2023	QBA	QBA Management Minutes
11-12-2023	Global Document Solutions	Photocopier Quote
11-12-2023	Jacqui Dudurovic	Brisbane Zone Newsletter
12-12-2023	Altosoft	Web Site Server Migration
13-12-2023	ADT Plumbing	Invoice re Blockage
17-12-2023	Toowong Bridge Club	Congress Flyer
19-12-2023	Microsoft	Office 365 Renewal
19-12-2023	Anne Lovett	Life Membership
19-12-2023	Blizzard	Water Cooler Quote
22-12-2023	Brisbane City Council	Car Park Lighting Grant
24-12-2023	Toowoomba Bridge Club	Congress Flyer
13-01-2024	Tasmanian Bridge Federation	Tasmanian Festival of Bridge

Correspondence Out

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

Business arising from Correspondence

Water Cooler Replacement

Because of the age of the unit and the excessive noise, Doug Matthew proposed that the club buy a new replacement for the water cooler unit. Jenny Andrews move that "The quote from BetterWater Pty Ltd for a new water cooler model RM33 Blizzard costing \$1350 be accepted". Seconded Robyn Chippindall CARRIED

Photocopier Replacement

The club's current photocopier is no longer being maintained by Konica and now has a message that a major part will need replacement soon. Quotes are being sought so that a decision can be made on a replacement.

- Alice Edwards to organise photocopier replacement quotes.

Reports

Treasurer's Report

The Profit and Loss shows a loss of \$9241.26 and a ytd profit of \$29252.66. The loss was in the main due to the Christmas Lunch cost of \$1860, annual building & contents insurance at cost of \$6000 and reduced table numbers through the holidays.

All data has been given to the auditor so these figures will change in the audited reports due to depreciation and year-end adjustments.

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

Teacher's Report

To date, there are only 7 to possibly 10 people attending the next lessons starting on January 20th. It is common to get last minute enquiries.

This is somewhat disappointing. I have advertised on the QBA website and have contacted some local clubs to ask them to distribute the information to their members. Largely, we rely on word-of-mouth to recruit new people as the old newspaper advertising is no longer available. I have tried community radio and many face books groups with little success.

Sue Holburt moved that the Teacher's Report be accepted. Seconded Robyn Chippindall CARRIED

Convenor's Report

No Report

Social Committee Report

Richard Tarnawski advised that the Social Club was proposing to hold a Trivia Night early in the year.

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

General Business

New Memberships

No new member forms received.

Video for Defibrillator

Sue Holburt advised the Committee that the video had been shown at most sessions with possibly Thursday and Friday sessions outstanding.

Sheets & Privacy Screen

The Committee agreed that sheets and a privacy screen should be purchased for the sick-bay bed.

- Sue Holburt to organise purchase

Honour Board Update

- Sue Holburt to organise update of the honour boards as required after the AGM on 10th February 2024.

Storage Space

Sue Holburt has suggested that the building be extended on the left hand side of the front entrance door to the edge of the concrete slab. The proposal is to replace the glass windows with a door for access.

- New committee to investigate the feasibility of extension

The next meeting date / time to be determined by the incoming President after the AGM.

The meeting concluded at 3:25pm.

President

Secretary.....