

MINUTES

SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn
Opened at 1:40pm 20th September 2023 by President Doug Matthew

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

Apologies: Col Seed, Chris Pohle, Richard Tarnawski

Minutes of previous meetings

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

Moved by Alice Edwards, seconded Bernice Cooper CARRIED

Business arising from Previous Minutes

Review of the Club Constitution

Alice Edwards advised that approval had been received from the Office of Fair Trading for changes to the Constitution which were passed at the 2023 AGM in February 2023.

Code of Conduct

- 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

Partner Organiser

Instructions for using the Partnership Finder on Pianola has been sent to all members with email addresses.

- Michele Thorne to write a Directors Notice to encourage members to use the facility.

Club House Security

Doug Matthew advised that additional security lighting has been installed around the club rooms as suggested by BCC representatives. The lighting is currently set to come on between sunset and midnight. The timing can be reviewed if it is found that there is still an issue.

Air-Conditioning

Applications for grants to assist with the replacement of the air-conditioning unit have been submitted by TGG to Brisbane City Council (\$10,000) and the Gambling Community Fund (\$35,000).

- Doug Matthew to report the results of these applications

Walk-in Roster

The Committee agreed that further advertising should be done through a Directors Notice.

- Michele Thorne to organise the Directors' notice.

Training for Directors

Alice Edwards reported that the ABF/QBA had not provided any useful suggestions regarding notes from the Directors' Training to be held via Zoom on 14th / 15th October 2023.

Vacuum Cleaner

A new Dyson hand-held vacuum cleaner has been purchased and hung in the utilities room.

- Michele Thorne to write a directors notice encouraging members to use it as required.

Garden Hose

Bernice Cooper reported that a new garden hose had been purchased and is now in use.

Ladder

Doug Matthew advised that a new extendable extension ladder has been purchased and is stored in the utilities room.

Brisbane City Council

- **Lease**
 - Doug Matthew to advise when confirmation of a new 4-year lease is received.
- **Trees**
 - Doug Matthew to advise when hydrologist's report is received.

Correspondence In

10-08-2023	Toowong Bridge Club	Congress Flyer
15-08-2023	Redlands Bridge Club	Change to Congress Flyer
15-08-2023	Brisbane City Council	Webinars Flyers
16-08-2023	QCBC	Congress Flyer
16-08-2023	Brisbane City Council	Site Assessment
18-08-2023	Dyson	Warranty & Invoice
21-08-2023	Julie Jeffries	GNOT Reminder
23-08-2023	TGG	Grant Writing Info
24-08-2023	Essential Energy	Quote for Security Lighting
28-08-2023	QBA	Director Training 14Oct23
29-08-2023	QBA	Stationery Prices
29-08-2023	Office Fair Trading	Cut in red tape
30-08-2023	Justice & Attorney General	Grant Lodgement Receipt
30-08-2023	Runcorn Tavern	2022 Christmas Party Run Sheet
30-08-2023	QBA	Kim Ellaway on Leave
30-08-2023	TGG	Invoice – Grant Writing
01-09-2023	Hervey Bay Bridge Club	Congress Flyer
04-09-2023	Origin Energy	New Account Information
04-09-2023	QFS Pty Ltd	Portable Fire Equip Service
04-09-2023	Coombs Air Conditioning	Quote for replacement Air Con unit
12-09-2023	Office Fair Trading	Invoice for update of Constitution
14-09-2023	Joyce Worthington	Thank you
14-09-2023	QBA	Congress Flyers
14-09-2023	QBA	Masterpoints Dates / Deadlines
14-09-2023	OFT	Approval of changes to Constitution
14-09-2023	Runcorn Tavern	Christmas Party – Proposed Menu
15-09-2023	Glen Hotel	Christmas Party - proposal
16-09-2023	Coast & Bays Prop Management	Quote – Window Cleaning
16-09-2023	Platinum Window Cleaning	Quote – Window Cleaning
20-09-2023	Robyn Chippindall	Complaint

Correspondence Out

22-08-2023	Alice Edwards	Taiwanese Womens League	Support for Car Park surface Grant
23-08-2023	Jenny Andrews	Brisbane City Council	Seniors Celebration Grant
25-08-2023	Alice Edwards	TGG	Certificate of Incorporation
28-08-2023	Alice Edwards	QBA	Director Training

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

Business arising from Correspondence

Window Cleaning

Doug Matthew reported that a suggestion had been made to have the windows cleaned. On further inspection, he felt that the tinting film on several windows needed replacement before cleaning the windows.

Doug Matthew moved that “damaged window tint be replaced and the quote from Platinum Window Cleaning (\$550) be accepted. Seconded by Sue Holburt and CARRIED.

- Doug Matthew to organise quotes to replace the damaged window tint

Office of Fair Trading – Updated Requirements

Jenny Andrews advised that new rules issued by the OFT will require that, based on turnover and assets, the Club will be classified as a ‘large’ organisation from 1st July 2024. Changes include a requirement that

- any remuneration or benefit to any member (Committee or otherwise) be disclosed at the AGM
- The Club formalise an internal grievance procedure

Player Behaviour

During a recent session, the behaviour of a player has caused concern to the committee. The Committee has agreed that the player should be cautioned as it is in the interests of all club members that all those attending the club are treated with respect.

- Alice Edwards to send caution letter

Reports

Treasurer's Report

The Profit and Loss shows a profit of \$4781.70 and a ytd profit of \$56278.60.

This month's profit is reduced by the expenses of Teams Congress held in August for which the majority of the entry fees were received in July.

The Club has changed electricity suppliers so 2 electricity accounts were paid in August which will result in a smaller electricity account being paid in September 23.

The number of standby players for Tuesday and Wednesday sessions have continued to disappoint. It is possible that members are using Pianola Partnership Finder but there is no way to know this.

The ABF & QBA have advised that their affiliation fees will each be increased from \$16.40 to \$20 for the 2024. This means that the Club's membership fee will be \$15 for 2024 as any increase must be voted on by members at the next AGM.

Jenny Andrews advised the Committee that a letter had been received from Suncorp advising that as of 1 March 2024, cheques will no longer be available. As the Club does not have a credit card, members of the Committee may be required to use personal credit cards for services and will have to submit a completed reimbursement form and receipt to the Treasurer for reimbursement.

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

Teacher's Report

Lessons for 2023 have finished and Saturday afternoon supervised play is now underway. The first lessons for 2024 will start on 20th January 2024.

Sue Holburt moved that the Teacher's report be accepted. Seconded by Robyn Chippindall and carried.

Convenor's Report

Three teams represented Sunnybank in the GNOT Zone Final –

1. Lyn Tracey, Barry Koster, Barbara Mackay & Richard Spelman (Mick Fawcett played in the club event)
2. Doug Matthew, Ros Purchase, Derek Morris, Peter Heard & Pam Pratt (Pam Wood played in the club event)
3. Anne Lovett, Robyn Chippindall, Kath Seefeld & Lee Pitt

The field of 48 teams was very strong, with QCBC dominating the competition and having winning teams in the top 4 positions.

Our club's Team 1 played exceptionally well, finishing 6th overall, an outstanding result from the initial seeding of 28. A superb effort!

Our other two teams also represented our club well, with both teams finishing 5 ranks above their initial seedings.

As we are a small (and not overly competitive) club, I believe these teams achieved excellent results. Congratulations to all the players

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

Social Committee Report

No report

General Business

New Memberships

The Committee was advised that two applications for membership had been received since the previous meeting. We would like to welcome Lisa Kirwan and John Morris as our newest members.

Club Membership Fee for 2025

- Decide the motion to be presented to members at the 2024 AGM.

Eligibility Rules for Club Red Point Events

Robyn Chippindall asked that the Committee clarify the rules for future club red point events.

Ken Clem moved that "On or before the cut-off date for a particular event, a player must have paid his membership fees and subsequently played in 6 Sunnybank Club green point sessions to be eligible to participate in a Club red point event noting that Nation Wide Pairs is considered a Club green point session". Seconded by Sue Holburt and CARRIED.

Late Arrival at Sessions

The Committee discussed the issue of members not arriving 15 minutes before the start of a session so that they are seated 10 minutes before the start. This makes it difficult for directors to decide what movement is to be played and set it up on the computer. It was decided that education should be the first step.

- Michele Thorne to write a director's notice

Christmas Party

Doug Matthew presented various options from 3 different suppliers. Runcorn Tavern was by far the most cost effective and offered a variety of main meals and desserts of which the Committee chose 2.

Ken Clem moved that "the Club subsidise the cost of the meal for each member and one guest per member attending the Christmas Party so that the cost is \$30 for each meal. The cost for additional member's guests will be \$46 per meal". Seconded Robyn Chippindall and CARRIED.

- Alice Edwards to put flyer and seating / attendance list on the notice board.

Maintenance

Doug Matthew advised that a number of maintenance issues had been attended to.

- The lock on the side door has been changed so that people can exit without a key and directors do not have to unlock the door before a session.
- The club rooms do not require a specific fire door so the side door should be labelled as an exit or emergency exit only
- Switchboard upgrade is complete

Driveway Lights

Doug Matthew advised that the driveway lighting is controlled from the Pacific Islanders' power box

Sick Bay Bed

After some discussion regarding the provision of appropriate amenities for members needing medical attention while at the club, the Committee agreed that an appropriate bed should be purchased.

Robyn Chippindall moved that "Sue Holburt be allowed to purchase a suitable folding bed at a cost of between \$300 and \$600 ". Seconded Jenny Andrews and CARRIED.

- Sue Holburt to purchase suitable bed
- Sue Holburt to source 'incident report' proforma

Excess Chairs

Doug Matthew moved that "excess chairs (10 max) be sold on Marketplace at market price". Seconded Jenny Andrews and CARRIED.

- Doug Matthew to sell excess chairs.

The next meeting will be at 1:30pm on 15th November 2023.

The meeting concluded at 3:40pm.

President

Secretary.....