

# MINUTES

## SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn  
Opened at 1:36pm 15<sup>th</sup> May 2024 by President Doug Matthew

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

**Apologies:** Chris Pohle, Judith Bramich, Richard Tarnawski

### Minutes of previous meetings

The Minutes of the previous Committee Meeting on 17<sup>th</sup> April 2024 are a correct record of the meeting.

Moved by Alice Edwards, seconded Jenny Andrews 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 taking into account the Grievance Procedure outlined by the Office of Fair Trading

#### Building Fire Safety Compliance

A new fire evacuation diagram has been received from the Brisbane City Council and is displayed on the wall near the front door. The switchboards will be inspected 20<sup>th</sup> May 2024 by Essential Energy.

#### Air-Conditioning

The Club received a grant from the Brisbane City Council for \$11,000 on 8<sup>th</sup> December 2023. The grant must be used within 12 months. It is hoped that it can be used in conjunction with a Gambling Community Fund Grant which is still pending (\$35,000). The first grant application has been rejected but another application has been submitted.

- 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.

## **Christmas Party**

68 members participated in the survey which closed on 14<sup>th</sup> May 2024. Approximately half were in favour of having this year's Christmas Party at the club house with outside catering with partners also invited. Doug Matthew presented a number of catering options and the Committee has chosen to use Queensland Spit Roast. During the discussions, it was made clear by several committee members that for this option to be successful, ALL members attending would be required to contribute to any set-up and clean-up requirements and if this does not happen, then the Committee will reconsider the format for next year's event. The Committee is open to having some tables for those wishing to play bridge during the afternoon but this would depend on whether a director is available.

Jenny Andrews moved that "Queensland Spit Roast be engaged as the catering company for the 2024 Christmas Party to be held on 7<sup>th</sup> December 2024. Members will be invited to bring partners to the event and the club will subsidise to limit the cost to \$30 per head with the club also providing some beverage options." Seconded Robyn Chippindall CARRIED

## **Photocopier Replacement**

The new photocopier has been delivered and is now in use. The old photocopier is still to be picked up by Konica Minolta.

## **Video for Defibrillator**

The on-line training for use of the defibrillator has been screen at each day's session and will be repeated at six-monthly intervals.

## **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 access. Doug Matthew met with the draftsman who will provide a detailed drawing which can be presented to Brisbane City Council to obtain permissions required.

- Doug Matthew to advise when drawings are received.

## **Honour Board Names**

Lettering has been received but will be replaced as it does not match the existing lettering

- Sue Holburt to put lettering on boards when received

## **Nationwide Pairs**

Sue Holburt reported that the dealing machine file issue has been addressed but masterpoints issued are still outstanding.

- Sue Holburt to write to secretary of the ABF and advise when issues have been resolved.

## **QBA Novice Pairs**

Because the production of the 2025 Calendar is well underway, the Committee agreed that the club should host the event in 2025 and will advise the QBA that this will be the last year.

- Robyn Chippindall to write to the QBA to advise them of the Committee's decision.

### Car Park Lighting

Now that the Optus Tower has been removed, the pole left by Optus will be used to mount new car park lighting at a cost of \$2000. The work will be carried out on 20<sup>th</sup> May 2024.

- Doug Matthew to ask electrical contractor to inspect the RCDs as part of work carried out.

### Correspondence In

|            |                       |  |
|------------|-----------------------|--|
| 17-04-2024 | QBA                   | QBA Bulletin                             |
| 17-04-2024 | QBA                   | Council Meeting Information              |
| 17-04-2024 | QBA                   | AGM Information                          |
| 22-04-2024 | QBA                   | Directors List                           |
| 23-04-2024 | QBA                   | Updated Directors List                   |
| 23-04-2024 | QBA                   | Incorporated Assoc Changes Reminder      |
| 24-04-2024 | QBA                   | Council Meeting & AGM Minutes            |
| 25-04-2024 | QBA                   | QBA Legal Council Seminar                |
| 25-04-2024 | QBA                   | ATO Self Reporting                       |
| 25-04-2024 | QBA                   | 2025 Calendar                            |
| 30-04-2024 | QBA                   | Public Liability Certificate of Currency |
| 01-05-2024 | Redlands Bridge Club  | Congress Flyer                           |
| 05-05-2024 | Caloundra Bridge Club | Congress Flyer                           |
| 05-05-2024 | Noosa Bridge Club     | Congress Flyer                           |
| 09-05-2024 | QBA                   | Tax Complications for NFP                |
| 09-05-2024 | TBC                   | Congress Flyer                           |
| 10-05-2024 | QBA                   | Update – Tax Complication for NFP        |
| 10-05-2024 | QBA                   | Club Directors Exam                      |
| 10-05-2024 | Andrew McKee          | Men's Table Update                       |

### Correspondence Out

|            |                   |                  |                      |
|------------|-------------------|------------------|----------------------|
| 19-04-2024 | Robyn Chippindall | QBA              | QBA Novice Pairs     |
| 05-05-2024 | Sue Holburt       | Nationwide Pairs | Ongoing & new issues |

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

## **Business arising from Correspondence**

### **Reports**

#### **Treasurer's Report**

"The loss for the month is \$3404.18 due to the payment to Konica Minolta of \$5600.10 for the replacement copier/printer. Our tables numbers across the board have reduced which I believe is due to many members being on holidays. Hopefully this will improve soon."

The Treasurer also noted that as from next financial year, all not-for-profit organizations will have to submit an annual return to the ATO and a MyGov Id is required to lodge it. The Committee will have to decide how this should be done and how to manage the changeover when that person leaves the Committee and/or the club. This issue is also being investigated by the QBA and they will keep us informed.

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

#### **Teacher's Report**

Saturday Supervised play is continuing for people who have recently finished lessons and they will be encouraged to join other sessions over time. 15 people have registered for the Wednesday afternoon lessons beginning 5<sup>th</sup> June 2024.

Sue Holburt moved that the Teacher's report be accepted. Seconded by Kenneth Clem CARRIED.

#### **Convenor's Report**

No report

#### **Social Committee Report**

No report

#### **General Business**

##### **New Memberships**

Jenny Andrews moved that membership applications from Shauna Quinlivan and Jeanette Kennett be accepted. Seconded Sue Holburt CARRIED

The Committee would like to welcome the club's two newest members, Shauna Quinlivan and Jeanette Kennett.

##### **QBA Council & AGM**

Michele Thorne attended the QBA Council Meeting & AGM reporting that the QBA is negotiating for use of the Gold Coast Convention Centre for the 2026 Gold Coast Congress. The 2025 GCC will be held at the Convention Centre in early February 2025.

### **Filing**

Jenny Andrews advised Committee members that the top drawer of the middle filing cabinet will be used to file documents which may be required from time to time including insurance policies, ATO Self Review Return, Incident Forms, Lease etc.

**The next meeting will be held at 1:30 pm on Friday 19<sup>th</sup> July 2024.**

The meeting concluded at 2:59pm.

*President* .....

*Secretary*.....