

MINUTES

SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn
Opened at 1:34pm 19th July 2024 by President Doug Matthew

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

Apologies: Bernice Cooper, Chris Pohle, Richard Tarnawski

Minutes of previous meetings

The Minutes of the previous Committee Meeting on 15th May 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 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 taking into account the Grievance Procedure outlined by the Office of Fair Trading

Air-Conditioning

The Club received a grant from the Brisbane City Council for \$11,000 on 8th 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 (\$35,000). Both grant applications have been rejected and work is now underway to determine the reasons for the rejections.

- Doug Matthew to report the results of approaches being made to the State Member, Peter Russo.

Brisbane City Council

- Lease

The new four-year lease has been received.

- Lease needs to be signed and returned to the Brisbane City Council legal department.

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. The requested drawings have been received.

- Doug Matthew to submit drawings to BCC to obtain approval to do the work.
- Doug Matthew to organise quotes

Honour Board Names

Thanks to Sue Holburt for organising and putting the lettering on the honour boards.

Nationwide Pairs

Sue Holburt reported that some of the masterpoints issues have been resolved but files which can be used as the dealing machine file are no longer available. This was a problem in the past and appeared to have been resolved but has now reappeared.

- Sue Holburt to progress

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. The Club will also host the Teams of 3 for the QBA in 2025 but not in 2026.

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

Car Park Lighting

Thanks to Doug Matthew for organising the additional carpark lighting which was installed in May 2024.

Correspondence In

19-05-2024	Brisbane Zone Secretary	Changes to GNOT Team
21-05-2024	Brisbane Zone Secretary	Brisbane Zone Newsletter
01-06-2024	Noosa Bridge Club	Congress Flyer
02-06-2024	QBA	QBA Novice Pairs 2025 – MyABF
02-06-2024	QBA	Draft 2025 Calendar / Legal seminar
02-06-2024	Julie Jeffries	Qld Teams of 3 Flyer
04-06-2024	QBA	2025 GCC Information
09-06-2024	Andy Hung	Lessons
11-06-2024	QBA	Novice Co-ordinator
13-06-2024	Community Funds Unit	Unsuccessful Application
16-06-2024	QBA	2025 Calendar
17-06-2024	TGG Consultancy	Proposed letter to State Member
18-06-2024	QBA	Printing of Systems Cards
23-06-2024	Toowong Bridge Club	Workshop
23-06-2024	Redland Bridge Club	Resend of Congress Flyer
23-06-2024	Toowoomba Bridge Club	Congress Flyer

26-06-2024	ABF	Clubs Teams Championship Flyer
26-06-2024	Sue Holburt	Behaviour
27-06-2024	QBA	Legal Q&A Summary
01-07-2024	QBA	2025 Draft Calendar
01-07-2024	Urban Utilities	Capped Water & Sewerage Charges
02-07-2024	QBA	Retirement of Secretary NWP
02-07-2024	Lord Mayor	Better Suburbs Grant Civic Reception
02-07-2024	QBA	Qld Novice Pairs Photos
05-07-2024	QBA	myABF Entry Form Info
08-07-2024	QBA	2025 Draft Calendar
09-07-2024	QBA	Youth Policy & Discipline Notifications
13-07-2024	QBA	Lapsed Player Campaign Info
15-07-2024	BCC Evac Services	Building Population Assessment
16-07-2024	QBA	2025 Calendar
16-07-2024	Office Fair Trading	Incorporated Association Changes
17-07-2024	QBA	Incorporated Association Changes
18-07-2024	QBA	New Sponsor
18-07-2024	Redland Bridge Club	Congress Flyer

Correspondence Out

29-05-2024	Alice Edwards	Geoff Davey	Thank you letter
01-06-2024	Robyn Chippindall	Julie Jeffries	Qld Teams of 3 Flyer
05-06-2024	Sue Holburt	Jane Rasmussen	NWP Red Points
10-06-2024	Alice Edwards	Brisbane City Council	Signing Lease
10-06-2024	Alice Edwards	Community Funds Unit	Unsuccessful Grant Application
09-06-2024	Sue Holburt	Andy Hung	Lessons
19-06-2024	Sue Holburt	Andy Hung	Lessons
29-06-2024	Alice Edwards	TGG Consultancy	Funding Request Rejections
13-07-2024	Alice Edwards	Peter Russo	Funding Request Rejections
13-07-2024	Alice Edwards	BCC	Invitation Reply
16-07-2024	Robyn Chippindall	QBA	2025 Calendar

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

Business arising from Correspondence

Reports

Treasurer's Report

The loss for the month is \$5.14 and the ytd profit is \$14478.09. The loss can be attributed to the removal of the Optus tower which has stopped the rental income but also the falling table numbers. The average

per session is now steady at 5.5 tables though hopefully this will climb again once the weather improves, the flu and cold season passes, and our members return to the club.

The cleaning company used by the club has advised that their rate will increase to \$40 + GST per hour. The increase was accepted by the committee as reasonable. Origin Energy has also advised that their rates increased on July 1st.

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

Teacher's Report

The current set of lessons will finish on Wednesday 24th July 2024 and will then be followed by supervised play on Wednesday afternoons. The next set of lessons will be held on Saturday afternoons, but the exact timing is still to be determined. Members attending supervised play will be given a free play voucher to encourage them to join the regular sessions.

Sue Holburt moved that the Teacher's report be accepted. Seconded by Michele Thorne CARRIED.

Convenor's Report

The Club is hosting 2 events in the next few weeks, QBA Teams of 3 and the SBC Teams Congress. The Convenors suggested that they organize catering for the Teams of 3 as the members attending are new to the club and have not previously been to a congress.

The QBA has advised that clubs hosting QBA congresses from January 2025 onwards will be required to use myABF and therefore a number of members including the Convenors will need training.

Social Committee Report

Judith Bramich advised the committee that a Board Games spectacular had been organised for Saturday 17th August 2024. Unfortunately finding a date which suits everyone interested has been difficult.

General Business

New Memberships

Jenny Andrews moved that membership applications from Helen Klieve and Lois Munro be accepted. Seconded Judith Bramich CARRIED

The Committee would like to welcome the club's two newest members.

Directors

The Committee discussed ways of improving the quality of directing at club sessions and concluded that on-going education was an important aspect of this.

Practice Teams Session

Sue Holburt asked that the Committee approve a Teams Practice Session be conducted instead of a Sunday afternoon session. It was agreed that the most suitable time would be in November. Jo Neary has agreed to play at the session to help out as required.

Safety Report

Sue Holburt presented the committee with the Emergency Planning Committee Report for July. This included that a practice fire drill was held at the session on Sunday 14th July 2024. The drill itself went smoothly with players being co-operative and exiting the building and documentation easily accessible. She asked that the Committee consider procedures which would help in the counting of people in the Emergency Assembly Area and that the words for the announcement of an emergency evacuation be available with the documentation.

A new Evacuation Diagram has been received from Brisbane City Council but pointed out that the assembly area has been changed from the grassed area on the other side of the driveway on the old diagram to the carpark closest to Nathan Road in the new one. This will require some updates in the EMP.

Advice has been received that following a building population survey, the maximum number of people allowed on the club house grounds and / or in the club house itself is 130. This also requires an update to the EMP.

Exiting onto Nathan Road – visibility is reduced by plant growth. Removal of some vegetation and limiting height is recommended.

Updates/training for the ECO (directors and committee) is required six monthly, so the next training is planned for September.

The next meeting will be held at 1:30 pm on Friday 9th August 2024.

The meeting concluded at 3.25pm.

President

Secretary.....