

# MINUTES

## SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn  
Opened at 1:35pm 20<sup>th</sup> March 2024 by President Doug Matthew

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

**Apologies:** Chris Pohle, Richard Tarnawski

### Minutes of previous meetings

The Minutes of the previous Committee Meeting on 27<sup>th</sup> February 2024 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 taking into account the Grievance Procedure outlined by the Office of Fair Trading

#### Building Fire Safety Compliance

Brisbane City Council has agreed to provide an updated evacuation diagram in the near future. Thanks to Sue Holburt who presented the completed training power point to the committee as the first part of the regular safety compliance training. A safety training document has been emailed to all members.

- Sue Holburt to advise when new evacuation diagram is received
- 6-monthly training for Directors & Committee Members to be held in conjunction with the April & October meetings.
- Annual training for all members is required

## **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 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.
- **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.

- Alice Edwards to send out survey

## **Incident Form**

There is now a filing cabinet drawer in the office where completed forms and blank forms will be filed.

## **Inter-Club Teams**

Robyn Chippindall presented the following proposal for selection to the Committee.

'Club members are invited to nominate to be our club's representatives in the Interclub Teams (more info on the event will be inserted here). Players may nominate as either a pair or an individual. Should more than four players nominate in any category, the committee will select the entrants based on their support for the club and their player ranking. The Committee's decision will be final'

Robyn Chippindall moved that the proposal be accepted, seconded by Doug Matthew CARRIED

## **Optus Tower**

The Optus Tower has been turned off and will be decommissioned during the next few weeks. Doug Matthew advised that the power pole will remain and additional carpark lighting installed.

## Photocopier Replacement

Alice Edwards advised the committee that the original quote received from Konica Minolta did not include GST. The Committee agreed that the amended price be accepted.

- Alice Edwards to order new photocopier

## Video for Defibrillator

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

- Jenny Andrews to facilitate screening at a Thursday morning session.

## 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 close in the concreted area and replace the glass windows with door access to the storage area.

Sue Holburt moved that “work to obtain approval for the addition of storage space proceed”. Seconded Bernice Cooper CARRIED.

- Sue Holburt to submit a “request for works” to the Brisbane City Council
- Doug Matthew to engage a draftsman to produce drawings which will form the basis of the changes so that quotes for the work can be obtained.

## Correspondence In

|            |                                 |                                 |
|------------|---------------------------------|---------------------------------|
| 26-02-2024 | Brisbane City Council           | Lease Notification              |
| 27-02-2024 | Warwick Bridge Club             | Congress Flyer                  |
| 29-02-2024 | Gambling Community Benefit Fund | Application Number              |
| 29-02-2024 | PlaySport                       | Brochure                        |
| 29-02-2024 | QBA                             | 2025 Calendar Request           |
| 29-02-2024 | Loretta Lovett                  | Hand Dryer in Toilets           |
| 07-03-2024 | Jan Lovell                      | ABF River City Congress         |
| 09-03-2024 | Jacqui Dudurovic                | Brisbane Zone GNOT rules        |
| 10-03-2024 | Hervey Bay Bridge Club          | Congress Flyer                  |
| 10-03-2024 | Dalby Bridge Club               | Congress Flyer                  |
| 11-03-2024 | QBA                             | Teams of 3 Hosting Request      |
| 13-03-2024 | QBA                             | March Update                    |
| 13-03-2024 | QBA                             | ABF Membership Cancellations    |
| 13-03-2024 | Brisbane City Council           | Support for Older Queenslanders |
| 14-03-2024 | QBA                             | ATO NFP Changes                 |
| 14-03-2024 | QFES                            | Occupier Statement              |
| 14-03-2024 | QBA                             | QBA AGM Agenda                  |

|            |                                     |                       |
|------------|-------------------------------------|-----------------------|
| 14-03-2024 | QBA                                 | QBA AGM Positions     |
| 14-03-2024 | Office Fair Trading                 | Not For Profit Status |
| 14-03-2024 | Australian Charities NFP Commission | NFP Certification     |
| 18-03-2024 | Andrew McKee                        | Men's Table Flyer     |
| 18-03-2024 | Konica Minolta                      | Photocopier           |
| 19-03-2024 | AuzPrint                            | Vinyl Lettering Quote |
| 19-03-2024 | Konica Minolta                      | Order Form            |

### **Correspondence Out**

|            |                   |                         |                  |
|------------|-------------------|-------------------------|------------------|
| 29-02-2024 | Robyn Chippindall | Julie Jeffries          | Qld Novice Pairs |
| 29-02-2024 | Robyn Chippindall | Julie Jeffries          | 2025 Calendar    |
| 29-02-2024 | Robyn Chippindall | Peter Busch / Jan Peach | Qld Novice Pairs |
| 07-03-2024 | Jenny Andrews     | Gambling Community BF   | Bank Document    |
| 08-03-2024 | Sue Holburt       | Peter Busch             | Website Outages  |
| 13-03-2024 | Sue Holburt       | Peter Busch             | Teams Setup      |
| 19-03-2024 | Sue Holburt       | Nationwide Pairs        | Upload Issue     |

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

### **Business arising from Correspondence**

#### **Hand Driers**

The Committee discussed a proposal to install hand driers in the bathrooms to reduce the paper towels used. After some discussion, it was decided that because there is no accessible power, installing hand driers should be considered as part of a more extensive bathroom renovation which would also be an opportunity to install hot water.

#### **Men's Table Fliers**

The Committee has agreed to a member's request to put fliers on the same table as the honey on the condition that the area be kept tidy.

#### **Honour Board Names**

The committee agreed to accept an AuzPrint quote of \$80 to supply the lettering for the honour boards.

- Sue Holburt to put lettering on boards when received

### **Teams of 3**

An invitation has been received from the QBA that the club host a Teams of 3 congress for players with fewer than 50 points. It is to be held on Saturday 27<sup>th</sup> July 2024.

The Committee agreed to this request.

- Robyn Chippindall to accept invitation

### **Reports**

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

The Profit and Loss shows a profit of \$3136.79 with nothing out of the ordinary.

Jenny Andrews moved that the Treasurer's report be accepted. Seconded by Robyn Chippindall CARRIED.

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

The next set of lessons will commence on Wednesday afternoons 5<sup>th</sup> June 2024.

Sue Holburt moved that the Teacher's Report be accepted. Seconded Judith Bramich CARRIED

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

No report

#### **Social Committee Report**

No Report

#### **General Business**

#### **New Memberships**

No new member forms received.

#### **Australian Under 26 Womens Team**

A request has been received that the club provide a donation to the team of 6 (3 from Queensland) to enable them to compete in Poland later this year.

Doug Matthew moved that "the club donate \$500 to the team's fund raising efforts." Seconded Jenny Andrews.

- Jenny Andrews to transfer the money and send an email to all team members advising of the donation.

**Education**

The Committee has received a number of complaints that members who are clearly unwell are attending bridge sessions.

- Jenny Andrews to put notice on front door and Michele Thorne to write a Directors' notice.

**The next meeting will be held at 1:30 pm on Wednesday 17<sup>th</sup> April 2024.**

The meeting concluded at 4:15pm.

*President .....*

*Secretary.....*