

MINUTES

SUNNYBANK BRIDGE CLUB INC

Committee Meeting at 69 Nathan Road Runcorn
Opened at 1:25pm 27th February 2024 by President Doug Matthew

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

Apologies: Chris Pohle, Judith Bramich

Minutes of previous meetings

The Minutes of the previous Committee Meeting on 16^h January 2024 are a correct record of the meeting.

Moved by Alice Edwards, seconded Robyn Chippindall 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

Building Fire Safety Compliance

Brisbane City Council has agreed to provide an updated evacuation diagram in the near future.

- Sue Holburt to complete a training power point
- 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. Survey options to be included are

- ❖ At the Club House with members catering
- ❖ At the Club House with outside catering
- ❖ Runcorn Tavern
- ❖ Other – please specify
 - Alice to organise survey

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.

Inter-Club Teams

Procedure to choose Sunnybank teams to be formalised early in 2024 after the AGM. The Committee recognises that no matter which model is chosen, not all club members will agree.

- Robyn Chippindall & Richard Tarnawski to draft suggestions to be considered by the Committee.

Optus Tower

The 30 days' notice of removal of the tower has been received and the tower will be decommissioning will begin on 18th March 2024. Payment has been received to 8th April 2024.

Carpark Lighting

Car park lighting has been repaired. Thanks to Doug Matthew for organising this work.

Water Cooler Replacement

Thanks to Doug Matthew for organising the water cooler replacement unit.

Photocopier Replacement

The Committee agreed that the photocopier should be replaced as soon as possible.

Michele Thorne moved that “the photocopier replacement should be the Konica Bizhub C250i with an upfront cost of \$5091 and an ongoing “Cost per Copy” agreement which covers maintenance and toner for the unit for 5 years.” Seconded Robyn Chippindall and carried.

- 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.

- Robyn Chippindall to facilitate screening at a Thursday morning session.

Sheets & Privacy Screen

Thanks to Sue Holburt for purchasing the sick-bay bed, screen and linen.

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.

- Sue Holburt to submit a “request for works” to the Brisbane City Council
- Doug Matthew to get some design suggestions

Correspondence In

20-01-2024	Janet Lovell	Congress Flyers
21-01-2024	QBA	Directors Seminars
21-01-2024	QBA	Changes to Laws 73 & 89
23-01-2024	Konica	Photocopier Quote
27-01-2024	Sunshine Coast BC	Congress Flyer
28-01-2024	Noosa Bridge Club	Congress Flyer
30-01-2024	Anne Lovett	Complaint
31-01-2024	QBA	MyABF Presentation
03-02-2024	Gambling Community Benefit Fund	Re Grant Application
05-02-2024	Office Fair Trading	Re Flyer July Changes
07-02-2024	QBA	Reminder - MyABF Presentation
07-02-2024	BCC	Lease Renewal – Insurance details request
08-02-2024	QBA	Administration Reminders
09-02-2024	QBA	Delegate List
09-02-2024	QBA	2025 Calendar
16-02-2024	Andrew McKee	Directing

Correspondence Out

26-01-2024	Alice Edwards	Anne Lovett	Email response
11-02-2024	Robyn Chippindall	Julie Jeffries	2025 Calendar
13-02-2024	Robyn Chippindall	Kim Ellaway	2025 Calendar

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

Business arising from Correspondence

Reports

Treasurer's Report

The Profit and Loss shows a profit of \$21,136.64, large profit due to the influx of membership fees for the coming year.

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

Teacher's Report

12 students are undertaking the current set of lessons. Some of those have taken up Michele Thorne's offer of observing at the Monday morning sessions so that they can become familiar with the mechanics of an actual bridge session.

The next set of lessons will commence on Wednesday afternoons 5th June 2024.

Sue Holburt moved that the Teacher's Report be accepted. Seconded Alice Edwards CARRIED

Convenor's Report

Queensland Novice Pairs are to be held at the club on Sunday 28th April 2024. Robyn Chippindall moved that "Entry fees for this event be \$35 per player". Seconded Sue Holburt CARRIED

The KISS Trophy is to be held on Sunday 10th March 2024 with only email entries being accepted.

Robyn Chippindall moved that the Convenor's report be accepted. Seconded Alice Edwards CARRIED

Social Committee Report

Richard Tarnawski advised that the date for the Trivia Night is 13th April 2024. Teams of up to 6 players can place their entries in the "Entries Box" at the side door of the club house. Notices have been placed on the notice board and in the Directors' notices.

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.

Compost Bin

Bernice Cooper explained to the Committee that a large amount of green waste is collected each week, and a compost bin would be appropriate to enable recycling of the waste.

Bernice Cooper moved that "the Club purchase the components to build a compost bin". Seconded Sue Holburt CARRIED

AGM 2025

Alice Edwards brought to the Committee's attention that the second Saturday in February has traditionally been the day on which the club holds the AGM. Next year this will coincide. The Committee agreed that the AGM be moved to the third Saturday in February which will be 15th February 2025.

Consumables

Jenny Andrews advised that due to the shortage of water glasses, she had purchased additional glasses which are now in use.

Sue Holburt advised that she had purchased 4 sets of 39 new boards for \$139 per set to replace damaged boards.

Doug Matthew advised that he had order 400 packs of cards.

Directors Roster

Thanks to Ken Clem for co-ordinating and publishing the Directors Roster for 2024. The Committee discussed how to involve new Directors in the roster.

The next meeting will be held at 1:30 pm on Wednesday 20th March 2024.

The meeting concluded at 3:40pm.

President

Secretary.....