



Management Committee Meeting 10th July 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

1. Attendance/Apologies:

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan.

2. Minutes of the previous meeting 19th June 2017:

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 19th June 2017. Seconded: Sharon Clifford. Carried.

3. Business arising from the minutes of the previous meeting 19th June 2017:

None.

4. Correspondence:

Inwards: Annual Evaluation Meeting Summary from the BCC. This was a positive report of all areas of TBC's operations. Mandy Kennedy moved that the incoming correspondence be accepted. Seconded: Margaret Prentice.

5. Treasurer's Report:

The Treasurer's Report was circulated before the meeting. Diane pointed out that this is the month when there are significant expenses with both the insurance (\$8785) and the honoraria (\$12425) being paid. Diane Swan moved that the report as circulated be adopted. Seconded: Karen Sweep.

6. Membership Update:

TBC has welcomed the following new members: Jacqui Fardoulys, Yolande Coroneo, Chris Griffith, Anna Griffith, Meg Sharp and Aijun Yang. Membership currently stands at approximately 880.

7. Photocopying:

The new photocopier has been installed. Sharon Clifford has offered to produce simplified

instructions for the commonly used functions. A laminated sheet with these will be displayed above the photocopier. The provision of hand records was discussed. Some concerns have been raised about the proposed trial of asking players to sign up to request hand records at the beginning of each session. Sharon suggested that an audit to obtain information about actual numbers of hand records used per session would be useful so that further consideration could be given to this matter. Lena Darlington moved that the trial period be deferred pending the analysis of the data from the audit conducted by Sharon. Seconded: Sharon Clifford.

8. Enlisting Replacement and New Volunteers:

Progress is being made on filling positions as they become vacant and to assist those volunteers with large workloads. Sending emails through Pianola has proven useful. When a position is well defined in this way members are coming forward to volunteer.

9. Strategic Plan:

Item 1 was discussed. The remaining items will be covered in future meetings.

10. Fixed Asset Management:

John Gralton and Geoff Saxby met with a council representative to complete the annual lease evaluation which resulted in a favourable report from the council. The plans showing the most recent extensions of the clubhouse and its position in relation to the lease have been located. This information will be useful to allow consideration of any possible further changes to the building. Before this can be discussed, data needs to be obtained on membership numbers and players/tables at each session, for regular sessions as separate from competitions and congresses. This information as well as areas of present and possible future concerns and needs for the club should be investigated.

11. Mentoring Follow Up:

The mentoring program in future will aim to mentor both players when they are in a partnership, with the same mentor. Some new players are experiencing difficulties in finding partners. Geoff will research the possibility of using Pianola for a partner hookup.

12. Bridge Laws:

A Bridge Laws Workshop is scheduled for Saturday 29th July. In the past the club has paid the fee for TBC directors to attend. This will be offered again. Peter Noble is producing a simplified booklet with only those laws that arise most frequently in club sessions. A workshop at TBC on the new laws for all directors will be offered in the near future.

13. Nationwide Pairs:

Lee Rogers has raised some concerns about the NWP running in the Saturday sessions. Geoff will discuss these concerns with Lee. He will also check the cost to the club of the NWP masterpoints and the cost for players competing in the NWP.

14. Security Upgrade:

John has obtained quotes for security grills for the windows identified as most vulnerable to break-in on the railway side of the clubhouse. John Gralton moved that security grills be installed to these windows for the prices as quoted. Seconded: Sandra Mulcahy.

15. Bridge Timer:

Geoff investigated prices for an additional timer. Those available have many unwanted additional functions and are expensive – in the five hundred dollars range. Directors at combined sessions are currently finding the use of the two wall clocks and a hand timer to be satisfactory.

16. Congress – 5th August:

Geoff will be away leading up to this congress so he will be unable then to recruit members willing

to be on standby for this event. A replacement will be needed to carry out this important task.

17. Charity Day Co-ordinator:

Elaine Kelly will be co-ordinating this event which will be held on Tuesday 5th September. Players will be asked to make a gold coin donation to support this year's recipient: The McIntyre Centre - Riding for the Disabled. Sandra Mulcahy has offered to donate an oil painting to be raffled. Donations will be collected for a gift basket which will be raffled as well.

18. Congress Lunches:

Catering for congresses was discussed. Margaret Prentice moved that the entry fee for congresses be increased by five dollars to cover the provision of a light lunch. She will discuss this proposal with Janet Lovell to see when it could be commenced. Seconded: John Galton.

19. General Business:

- Sandra Mulcahy will apply for a national grant from the Department of Veteran Affairs for Veteran's Health Week (from 21st to 29th October). The provision of "Mini-bridge" lessons at local RSL clubs could foster interest in beginners' classes at our club.
- The upgrade of the garden around the al-fresco area is continuing with transplanting and propagation of existing plants, planting of new plants and generally cleaning up the garden.

20. Items for Future Meetings:

- Sister/Satellite Bridge Clubs.

21. Meeting Closed at 5.40pm. Next meeting 21st August 2017 at 3pm.

TOOWONG BRIDGE CLUB INC.



Management

Committee Meeting 19th June 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

1. Attendance/Apologies:

Geoff Saxby welcomed the new committee.

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan.

2. Minutes of the previous meeting 8th May 2017:

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 8th May 2017. Seconded: Margaret Prentice. Carried.

3. Business arising from the minutes of the previous meeting 8th May 2017:

None.

4. Correspondence:

Inwards: A thank you from Neuro Science Research for TBC's participation in Bridge for Brains raising funds for Alzheimer's research;

A letter from Trudy Kerstens raising concerns about the workload of volunteers, particularly Margaret Prentice, in catering for congresses;

Email from Kim Ellaway of the QBA in response to Geoff's request for the QBA's policy on seeding at two-week red point events;

Emails from Rhonda Henry and Keith Evans outlining the details of an incident arising in a competition on Friday 16th.

5. Treasurer's Report:

The Treasurer's Report was circulated before the meeting. Diane Swan moved that the report as circulated be adopted. Seconded: Karen Sweep.

John Gralton reported that he has accepted, on behalf of the committee, the Brisbane City Council offer of a grant of \$1912.50 towards the cost of erecting the shade sail.

Sharon Clifford raised concerns about the cost of photocopying hand records – many of which are not taken. Neil Strutton moved that for a trial period members will sign up before each session to say that they want a hand record and the required hand records will be printed during the session. Seconded: John Gralton. Carried.

6. Membership Update:

TBC has welcomed the following new members: Chris Gilbert, Normand McLaurin and Brian Gamble. Membership currently stands at approximately 870.

7. AGM:

The committee discussed the issue raised by Bill Heath: the difficulty of recruiting new volunteers and his suggestions for solving this problem. The issue of some volunteers carrying large and unsustainable workloads was also discussed. In particular there is an urgent need to find people to assist Margaret Prentice (providore and congress kitchen convenor) and Janet Lovell (webmaster and congress convenor). Margaret will send emails requesting helpers for smaller periods of times and for specific tasks in an attempt to decrease her overall load at congresses. Geoff will discuss with Janet possible breakdowns of her role as congress convenor so that some tasks can be passed on to other volunteers willing to assist. Succession planning for key roles such as these is being addressed in the rewriting of the strategic plan.

The inappropriate use of mobile phones was also raised at the AGM. This matter has been addressed in the weekly notices.

The issue raised about the TBC Christmas Party will be addressed at a future meeting.

8. Strategic Plan:

The committee members who are updating each of the five goals will email the latest versions to the secretary so the complete document can be circulated to the committee before discussion takes place at the next meeting.

9. Fixed Asset Management:

To allow consideration of matters relating to this, the plans of the club house and its position on the leased land will need to be obtained from the Brisbane City Council. John Gralton will follow this up with the BCC.

10. Mentoring:

The mentoring project has been well received with a number of beginner players taking advantage of this opportunity. It will be suggested to these players who may not yet have regular partners that after their mentoring sessions they play with the stand-by volunteer to get further practice, mentioning to the standby player that they are still novice players.

11. Bridge Laws Workshops:

Thirty two members are taking advantage of the bridge laws workshop which is currently up to workshop seven. It is hoped that as a result there may be members who will in the future give consideration to sitting the Director's accreditation exam.

12. Friday Afternoon New Session:

There has been much positive feedback to the suggestion of a new Friday afternoon session. Sharon Clifford is confident that the dealing can be resourced. Sandra Mulcahy has volunteered to be a stand-by director initially. Lena Darlington has offered to take on the scoring role initially. The session will begin from Friday 14th July.

13. Al-fresco Area Refurbishment:

The gardens around the out- door seating area need improvement. Margaret Prentice and Lena Darlington have offered to work on this area. Margaret moved that a budget of up to two hundred dollars be made available to purchase shrubs for this area. Seconded: John Gralton. Carried.

14. Seeding of Players for Red Point Competitions:

Kim Ellaway (QBA) has provided a number of suggestions and recommendations. A TBC policy for seeding (using these guidelines) will be determined for future competitions.

15. Security:

Additional security measures for the club house need to be considered. John Gralton has offered to investigate options and source quotes for consideration at the next meeting.

16. Newsletter Format:

Geoff reported that there has been positive feedback about the new format of the one page newsheet. This has replaced the commercially printed newsletter. The newsheet is being issued more frequently and covers the most recent events with photos from those events. Emailing the newsheet with only a small number needing to be printed has markedly reduced costs. This new format will be continued.

17. Nationwide Pairs:

Toowong will introduce Nationwide Pairs. It is planned to hold this every second Saturday beginning as soon as possible. Geoff will make the necessary inquiries to initiate this and also discuss this with Saturday's director. Sharon will make the arrangements regarding the deal files.

18. QBA Representatives:

The next QBA meeting will be held on Thursday June 29th. Margaret Prentice and Neil Strutton are continuing as delegates. Geoff Saxby, Sharon Clifford and Sandra Mulcahy are willing to be nominated as delegates.

19. Charity Day:

This year the club's annual charity day will be held on Tuesday September 5th. Sandra Mulcahy moved that the 2017 TBC charity day supports the McIntyre Centre - Riding for the Disabled. Seconded: Margaret Prentice. Carried.

20. August Beginners' Lessons:

Sue Eix has agreed to conduct another series of beginners' lessons starting in August. Once it is known exactly what times and dates suit Sue, the classes will be advertised. There is currently a list of approximately a dozen people who have indicated that they are interested in joining the next series of classes.

21. Emergency Repairs Procedures:

Procedures should be in place for times when emergency repairs are needed. A call first needs to be made to the president, vice president or a committee member to authorize contact with the relevant company. Geoff will inform directors of this.

22. Parking:

There have been some problems with customers of Urban Climb using the TBC carpark. Geoff will speak with the Urban Climb manager.

23. General Business:

- Diane Swan reported that a new contract has been negotiated for the photocopier lease. The overall photocopying costs for the club could be reduced by 150 dollars per month and a new machine would be supplied with this five year contract. Diane moved that we accept the new contract to replace the current photocopier with an updated model. Seconded: Sandra Mulcahy. Carried.
- Lena reported for Sue Eix that the QBA has given approval for all the congress dates that had been submitted.

- Geoff reported that sales of the entertainment books are continuing. Over one hundred dollars has been made from those sales so far.

24. Items for Future Meetings:

- Sister/Satellite Bridge Clubs.

25. Meeting Closed at 6.00 pm. Next meeting 10th July 2017 at 3pm.

TOOWONG BRIDGE CLUB INC.



Management

Committee Meeting 8th May 2017 Minutes

The meeting was opened by the President Geoff Saxby at 3 pm.

26. Attendance/Apologies:

Attendance: Geoff Saxby, John Gralton, Anne Griffin, Chris Garvey, Margaret Prentice, Neil Strutton, Karen Sweep, Sharon Clifford, Sheena Daly, Diane Swan..
Apologies: Lena Darlington

27. Minutes of the previous meeting 10 April 2017:

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 10 April 2017. Seconded: Anne Griffin. Carried.

28. Business arising from the minutes of the previous meeting 10 April 2017:

None.

29. Correspondence:

Incoming correspondence: email from Barbara O'Connor expressing her concern about the seeding process for competitions, particularly the second session of the recent Wednesday afternoon competition.

Moved by Anne Griffin and seconded by Diane Swan that Geoff will write to the Kim Ellaway to ascertain QBA policy on seeding for competitions and will inform Barbara that this is the step being taken by the committee. She will subsequently be informed of the outcome.

30. Treasurer's Report:

At present the financial files are with the auditor. Diane will circulate the April figures when the material is returned to her, probably at the end of the week.

31. Membership Update:

TBC has welcomed the following new members: Julie Webster, Nicola O'Brien, Graham White, John Hull, Gay Hull, Rose Hoffmann, John Blurton, Halina Blurton, Margaret Dickerson, Treena Wigan, Sarah Henry, Bob Mercer. Our membership stands at 864, including home club and associate members.

32. AGM progress:

A decision was made that we should aim to have AGM papers ready to send to the printer by the end of next week.

33. Honoraria:

Moved by John Gralton and seconded by Sharon Clifford that Helen Clayton should be allocated an honorarium of \$300 for her role as Stand-by coordinator. Margaret will contact Lee Rogers to seek his opinion about processing this amendment to the honorarium schedule.

34. Revision of By-Laws:

Anne Griffin presented the remaining sections of the revised by-laws – on discipline and ethics. The Committee commented positively on the changes made by Sue Eix and Anne.

Motion: that these remaining sections of revised TBC by-laws be confirmed. Moved: John Gralton Seconded: Diane Swan

The revised by-laws will now be uploaded to the TBC website so members can view them prior to their presentation for approval at the AGM. Some hard copies will be available.

Anne Griffin was thanked for her role in the revision of the by-laws. Margaret will also write to Sue Eix to thank her for her hard work on the by-laws.

35. Chairs

John Gralton reported that the new chairs for the training room are to be delivered shortly. John will then take the grey chairs from the training room to the local charity organisation. The red chairs in the main room will be monitored for damage. Current repair arrangements will continue for the present but this arrangement will be monitored.

36. Strategic Plan

The strategic plan was discussed and further suggestions made eg the walk in arrangements to be added as goal 1.4 and new session times to be added as 1.5. All parties will send their revisions/updates to other committee members for comment. Geoff will collate the Strategic Plan document for next month's meeting.

37. Rookie/Novice development/Mentoring:

Diane presented an update on the mentoring arrangements. At present there are approximately 10 mentees and 4 mentors. More mentors are needed. A decision was made that mentors should not have to pay table sessions while mentoring for their 3 sessions. Prospective mentors will be informed.

38. Bridge Laws Workshop:

New laws are about to be released. They should be fully implemented by clubs before 30/9/17. It was resolved that TBC would buy directors books through the QBA at approximately \$20 per copy. Soft covered books will be given free to all TBC directors. Other members will be asked if they would like to buy the law book for \$20. Sharon Clifford will organise this process as well as the purchase and distribution of these books.

39. New session:

The committee discussed the possibility of running another session on Friday afternoon. It was decided that Monday afternoon would be very difficult because of supervised play at

that time and the car park issues.

John Galton moved that the Management Committee assess the feasibility of adding an additional play session on Friday afternoon, similar to Wednesday's afternoon session.

Seconded by Diane Swan.

Geoff will ascertain interest in a new Friday afternoon session through his weekly announcements.

40. TBIB sponsorship:

There has been no further progress to report on this initiative.

41. Al Fresco area refurbishment:

John Galton and Margaret will look at the gardens around the al fresco area to see what work needs doing. They will then communicate with the groundsman, Darren Hird, about implementing improvements.

42. Grace McDonald Competition:

Prizes will be presented as normal for the open section in the ratio 5:2:1. Prizes will also be offered for novices under 100 and under 50 masterpoints if there are at least 4 pairs per section.

43. Entertainment books:

Five books have been sold so far. TBC earns \$15 for every book sold. The proceeds will go towards the prizes for the Grace McDonald competition.

44. General Business:

- John Galton reported on the security lights. Two security lights are not working but tubes have now been ordered. Security lights have been set for winter.
- John also commented on the excellent Sunshine Coast Bridge Club newsletter – *Bridge Matters*. Some articles might be useful for our newsletter. The newsletter is available on the Sunshine Coast Bridge Club website.
- As this was the last meeting of the outgoing committee, Anne Griffin and Sheena Daly were thanked for their contribution to the committee over the last year or years.

45. Items for Future Meetings:

- Nationwide Pairs
- Strategic Plan approval
- Proposed Friday AFT session

46. Meeting Closed at 5.30 pm. Next meeting 19th June 2017 (after the AGM) at 3pm.

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 10th April 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.05 pm.

47. Attendance/Apologies:

Attendance: Geoff Saxby, John Gralton, Anne Griffin, Lena Darlington, Chris Garvey, Margaret Prentice, Neil Strutton, Karen Sweep.

Apologies: Sharon Clifford, Sheena Daly, Diane Swan.

48. Minutes of the previous meeting 13th March 2017:

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 13th March 2017. Seconded: Anne Griffin. Carried.

49. Business arising from the minutes of the previous meeting 13th March 2017:

None.

50. Correspondence:

There was no inwards or outwards correspondence to bring to the committee.

51. Treasurer's Report:

The Treasurer's Report was circulated before the meeting.

52. Membership Update:

TBC has welcomed the following new members: Jo Neary, Eugene Pereira, Elaine Fergusson, John Simmons, Beth Gutteridge, Rob Hoare, Liz Herring, Marg Adams and Jackie Mulligan. Membership currently stands at approximately 850. This includes 688 home members.

53. 2018 Calendar Dates for Congresses:

Sue Eix and Janet Lovell attended the meeting and outlined the difficulties in finding dates for some of the congresses, taking into account the requirements of the QBA. Geoff Saxby will speak with Kim Ellaway to see if the preferred Sunday that has been available to TBC in the past can be allocated for a congress. He will ask for 4th Feb for the Novice Pairs. The preferred date for the IMP Pairs is 11th March, and failing that, 4th March. If neither date is available 29th July will be nominated for this event.

54. Chair Replacement:

John Gralton reported that sixteen repaired chairs have been returned at a cost of \$46 per chair. The supplier can continue to make repairs to chairs as they are needed. Anne Griffin moved that the existing red chairs be kept and be repaired as needed. Seconded: Neil Strutton. Anne Griffin moved that 20 In-Style Sapphire chairs be purchased for the training room provided that the price does not vary greatly from the quote that was provided for buying in bulk. Seconded: Chris Garvey. The red chairs in the training room will be used in the main building. The old chairs in that room will be disposed of.

55. IT Software/Hardware issues:

Geoff reported that the post implementation review has been completed. Memory has been upgraded, cables changed, and the network has been reconfigured. As a result speed has improved markedly. The total bill for this was \$1100. This extra cost still kept the total for the IT upgrade under the original budgeted amount of \$6000.

56. Strategic Planning (Updates):

Margaret Prentice reported that the education sub-committee has met and updated Goal 3. It will be circulated. Geoff has updated goals 4 and 5 and circulated the latest versions. Margaret and Sharon Clifford will work on goal 2 and Geoff will update goal 1. These updates will be circulated for all committee members to review.

57. Entertainment Books Fundraising:

Geoff reported that the Entertainment Books have arrived and that this fundraising campaign has been advertised in the announcements.

58. Rookie/Novice Development:

This initiative has been advertised, asking for volunteers to mentor and those who wish to be mentored. Diane Swan will link people who sign up for this. It is hoped this will be ready to start next month.

59. Nationwide Pairs:

This will be followed up at the next meeting.

60. Bridge Laws Workshop:

Geoff reported that this program has been advertised. One topic will be offered per week for discussion through Pianola.

61. Wednesday Bridge Sessions Progress:

Anne Griffin reported that both directors are working well to coordinate the timing of the sessions to minimize disruption. There is still some noise when players arrive and leave. Continuing cooperation between the directors and the players in each session is essential.

62. Newsletters: Geoff reported that the next newsletter will be coming out shortly. It will be sent by email with a smaller number of copies printed.**63. TBIB Sponsorship:** Geoff reported that he met with Steve Weil of TBIB to discuss sponsorship. TBIB has offered to be a sponsor of one of our upcoming events. If a congress is named as a TBIB sponsored event then then TBC will receive 20% of any new business and renewals with the exception of travel insurance. They have also offered to sponsor a page in our program books.**64. Wednesday Evening Car Parks (Soccer Club):** There has been some difficulty with parking on Wednesday evening when the lessons were being run. The sloped part of the carpark was cordoned off for the exclusive use of the TBC, with the soccer club using the rest. Now that the lessons have finished there should be no further problems.

65. AGM: Margaret reported that considerable costs were saved last year by emailing all the AGM papers for members who have supplied their email addresses. The same will be done this year. Thought needs to be given to the makeup of next year's committee. Nomination forms are now available. All nominations are to be in by April 30.

66. Shade Screen: John Gralton reported that the fascia was being pulled away where the shade sail was connected to the building. He contacted the company who installed it and it has been repaired satisfactorily.

67. General Business:

- Margaret reported that June Trudgian asked if she should continue supplying flowers, even though the cost is close to \$1000 a year. It was decided that her contribution in sourcing, providing and arranging the flowers was appreciated by the members and the committee would be happy for her to continue with this.
- John reported that he has been told that some of the outside lights are not working. He has reset the timer for winter hours. A check will be made to see if repairs are required and action will be taken as needed.

68. Items for Future Meetings:

- Nationwide Pairs;
- Discussion of the feasibility of another afternoon session similar to the current Wednesday afternoon session.

69. Meeting Closed at 5.20 pm. Next meeting 8th May 2017 at 3pm.

TOOWONG BRIDGE CLUB INC.



Management Committee Meeting 13th March 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

70. Attendance/Apologies:

Attendance: Geoff Saxby, John Gralton , Anne Griffin, Diane Swan, Lena Darlington, Sharon Clifford, Sheena Daley, Chris Garvey, Karen Sweep.

Apologies: Neil Strutton, Margaret Prentice.

71. Minutes of the previous meeting 13th February 2017:

Anne Griffin moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 13th February 2016. Seconded: Karen Sweep. Carried.

72. Business arising from the minutes of the previous meeting 13th February 2017:

None.

73. Correspondence:

Inwards:

An invitation from the Mt Cootha Electorate Office to attend a Grants Application Workshop;

Outwards:

An acceptance from the club president to attend the Grants Application Workshop;

A letter from the treasurer to Joan Butts reminding her of our agreement and an overdue invoice for pre-dealt boards.

John Gralton moved that the incoming correspondence be received and the outgoing correspondence be endorsed. Seconded: Anne Griffin.

74. Treasurer's Report:

The Treasurer's Report was circulated. Diane Swan moved that the report as circulated be adopted. Seconded: Anne Griffin. Carried.

75. Membership Update:

TBC has welcomed the following new members: Tony Boddice, Chris Farr, Shelley Farr and Jennifer Hay. Because the membership secretary has been away recently there may be further applications for membership that have not been processed. Membership currently stands at

approximately 880.

76. 2018 Calendar:

Sue Eix outlined the difficulties with the timing of congresses early in the year to satisfy QBA requirements and guidelines. It was decided that despite these restraints on timing the total number of congresses held at TBC should not be decreased and also that congresses should not be combined. Sue will continue to work on this with Janet Lovell to find appropriate dates for our congresses. The committee thanked Sue for the work she has done and continues to do on this important matter.

77. Sinking Fund Forecast Review:

Diane Swan has contacted Solutions in Engineering to ask them to quote to update the Sinking Fund Forecast Review.

78. Replacement/repair of chairs:

Sixteen chairs have been taken to be repaired. Six have so far been repaired. New chairs will need to be purchased. The availability of grants to fund this major outlay will be investigated. John Gralton will obtain information about timelines for applying for the Gambling Community Benefit Fund and Geoff Saxby will investigate Council Funding. In the meantime John and Diane (with possible assistance from Margaret Prentice) will canvas what's available to obtain information about prices and specifications of chairs that may satisfy our requirements.

79. IT infrastructure / software issues

The committee noted with regret the resignation of Head Scorer Bernice Shaw. Geoff acknowledged the generous contribution that Bernice has given in her role over the past months. Further investigation of the club's IT infrastructure needs to be done to determine if improvements can be made to overcome software issues that occur from time to time. Peter Busch has said that this is not something that he does. Steve Tollis would not be available till the end of July. Bernice was able to recommend someone. John Gralton moved that Geoff Saxby approach Computer All to review our IT infrastructure and interconnection issues. Seconded: Anne Griffin.

80. Strategic Planning

Geoff outlined a number of important considerations:

For the plan to be truly strategic and not just operational it should have at least a three to five year focus;

There needs to be measures on objectives that can be used to determine success and these need to be checked to ensure they are reasonable measures;

Objectives need to be checked to ensure they are strategic not operational;

The 'Use of Technology' goal needs to be reconsidered so that it may become an item that includes some objectives that are currently not included e.g. Infrastructure improvements;

There is no goal in the current plan that addresses obtaining funding from grants.

Currently there are five goals. Geoff will review goals 4 and 5. Margaret Prentice (with her experience as past president) will be asked to review goal 2 and Sharon Clifford has offered to assist Margaret. The education subcommittee will review goal 3, the Education Goal.

Updates will be emailed to the committee members for feedback (with careful attention to Version control being exercised).

81. Air conditioning update:

Diane reported that a serviceman came to review the air-conditioning unit. He reported that it is working well and does not expect that replacement will be needed in short term. A key to the air-conditioning cage has been placed in the key cupboard to allow access at any time.

82. Entertainment Books:

The fundraising project to sell Entertainment Books will begin shortly, Geoff reported.

83. Rookie/Novice development initiatives (mentoring, congresses):

The mentoring program which ran successful in the past will be re-instigated. Diane will contact people who were willing to be involved previously to establish a group of mentors and then email through Pianola those members who are rookies and novices to advertise the program.

84. Nationwide Pairs:

Sharon Clifford reported that this event can be held any time in the week leading up to a given date, every second week. An appropriate session needs to be found for TBC to include this in our program. This will be followed up at the next meeting.

85. Bridge Laws Workshop:

Geoff will introduce an online program to allow members to gain more information about the laws of bridge. It will cater for those who:

- a) Are interested in knowing more about the Laws of Bridge;
- b) Are interested in becoming a director;
- c) Are interested in sitting the club directors' exam.

This will also operate through Pianola.

86. Wednesday Bridge Sessions:

Anne Griffin reported that there have been some issues with the noise of the arrival of afternoon players disrupting the play of morning players on Wednesdays. She will speak to the morning director to ensure that the timing of the lunch break of the Wednesday morning session coincides with the arrival of afternoon players.

87. General Business:

- Geoff will meet with Sandra Mulcahy (marketing ABF) and a representative of TBIB regarding marketing opportunities for TBC.
- There have been some problems with soccer players taking up all available car parks on a Wednesday evening when the parks are needed for people coming for lessons. This will be an ongoing problem now that the soccer season has started. Negotiations with the soccer club are needed to ensure a satisfactory solution for both clubs.

88. Items for Future Meetings: None.**89. Meeting Closed at 5.20 pm. Next meeting 10th April 2017 at 3pm.**

TOOWONG BRIDGE CLUB INC.



Management

Committee Meeting 13th February 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

90. Attendance/Apologies:

Attendance: Geoff Saxby, Anne Griffin, Diane Swan, Lena Darlington, Margaret Prentice, Sharon Clifford, Sheena Daley, Chris Garvey, Karen Sweep.

Apologies: John Gralton.

91. Minutes of the previous meeting 12th December 2016:

Anne Griffin moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 12th December 2016. Seconded: Margaret Prentice. Carried.

92. Business arising from the minutes of the previous meeting 12th December 2016:

None.

93. Correspondence:

Inwards:

A thank you from Barbara Kent for her thank you Christmas voucher;

A card from the Women's House to thank the club for its generosity with our Christmas appeal.

Chris Garvey moved that the incoming correspondence be received. Seconded: Anne Griffin.

94. Treasurer's Report:

The Treasurer's Report was circulated. Diane Swan moved that the report as circulated be adopted. Seconded: Anne Griffin. Carried.

Diane reported that the club is in a strong financial situation and that consideration should be given to adding funds to the sinking fund. She moved that Solutions in Engineering be asked to quote to review the current Sinking Fund Forecast. Seconded: Sharon Clifford. Carried.

95. Membership Update:

TBC has welcomed the following new members: Leon Taylor, Dominique Treloar, Sue Ramsay, Wayne Golding, Helen Haase, Beryl Mulherin, Sally Millis, Vicky London, Deborah Nilsson, Bill Szumidlo, Helen Blair, Tony Marsland, Peter Sanders, Rajiv Kapadia, Anne O'Meara, Karen Hay. Membership currently stands at approximately 880.

96. Effectiveness of solar panels (compare electricity bills):

Diane Swan reported that she has compared electricity bills to review the performance of the solar panels. In December there was a forty percent reduction in power use from the previous year. This decrease was not continued for the month of January. She believes that this is a function of the remarkably hot weather that month. Increased temperatures combined with an increase in table numbers for that month resulted in higher power usage than the previous month. Also the panels are not expected to perform at optimal levels at very high temperatures. It is expected that the savings will be evident again in coming months.

97. Replacement/Repair of chairs:

Geoff Saxby reported that sixteen chairs were taken to the manufacturer for repair or replacement. We are waiting to hear back from the manufacturer. It was agreed that the committee would investigate a large scale replacement of chairs (grant funding would be sought to fund this large expenditure).

98. Hardware/Software issues (audit):

Geoff has written to Peter Busch. He replied that undertaking hardware/software audits is not the sort of work does. Geoff has now contacted Steve Tollis who has done work on our networks in the past to see if he can perform an audit.

99. Shade sail:

Geoff reported that the shade sail over the outdoor eating area has been installed and paid for.

100. Excess water usage:

There has been some increased water usage. No leakage has been found.

101. Future initiatives (and responsibilities):

- **Strategic Planning:**

Geoff said that it is time for the club to update its strategic plan, with a clear five year plan focus. Lena will send out the current plan and Geoff will send his suggestions of items for consideration. At this stage there is no need for a meeting. The committee members can use email to provide comments and feedback.

- **Audit of air conditioning unit:**

The failure of the air-conditioning unit on a Saturday recently shows that an audit of the current systems needs to be carried out to ensure that our systems are sustainable for our needs. Another key is needed to be held in the club's premises to allow access at all times to the air-conditioning facility. The system is currently being serviced regularly. A back-up plan to address emergencies similar to last Saturday when our prime air-conditioning contractor is unavailable was agreed and will be published on the office notice board.

- **Entertainment books:**

Geoff reported that the Entertainment Books Company has been in touch. The books will be offered for sale later in the year.

- **Foster 'rookie' (<10MPs) development (mentoring, specific events, club trophy etc.):**

Geoff said that while much is being done, more can always be done. The mentoring program initiated last year was successful. This program will be re-instigated. Diane will again coordinate this for players with fewer than 50 master points. Geoff will email members to ask for people willing to act as mentors and for novices who would like to avail themselves of this opportunity. A competition for rookies will run in conjunction with novice competitions with a trophy for rookies.

- **Intermediate (<400MPs) (events, club trophy, etc.):**

An intermediate section will also run in conjunction with open competitions where suitable numbers of competitors are present.

- **Nationwide Wide Pairs at TBC:**

The club will consider participating in the regular Nationwide Pairs Competition. More information is needed. Sharon Clifford will investigate this for the next meeting.

- **Partner finding through extended use of Pianola:**

This will be reviewed for future initiatives.

- **Bridge Laws Workshops:**

Geoff has offered to run a bridge laws course. This will cater for members who:

- a) Are interested in knowing more about the Laws of Bridge;
- b) Are interested in becoming a director;
- c) Are interested in sitting the club directors' exam.

102. Allocation of Spontaneous red point sessions for 2017:

Sue Eix has submitted a proposal for the allocation of spontaneous red point sessions. The committee thanked Sue for the work she has done on this. The proposed program has been accepted.

103. General Business:

- Laurie Skeate will be away for a scheduled red point session. The scheduled competition will go ahead and a replacement director will be found. The replacement director will be advised that there is a competition on that day.
- John Roberts has been invited to present the next education workshop on 29th April. The topic has not been confirmed.

104. Items for Future Meetings: None.

105. Meeting Closed at 5.00 pm. Next meeting 13th March 2017 at 3pm.