



The Canberra Bridge Club Inc.

President Stephen Fischer
Secretary Pam Crichton
Treasurer Andrew Kettle
Manager Val Holbrook/Lesley Gunson

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MINUTES

Monday 3 December 2012 at 5.30pm

Attendance:

Stephen Fischer (President), Peter Giles (Vice President), Ruth Gallagher (A/g Secretary), Pam Crichton, Di Hawke, Ann Pettigrew, Sebastian Yuen, Tony Marker, Neil Garvey and Val Holbrook (Manager).

Apologies: Andrew Kettle, Jodi Tutty, Niek Van Vucht, Lesley Gunson

1. PREVIOUS MINUTES

MOTION: That the Minutes of 12 November 2012 be accepted as a true record of the meeting. **MOVED** Peter Giles **SECONDED** Sebastian Yuen
CARRIED

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

2.1 Val provided an update on the airconditioning system and problems. The two air conditioning package units have been replaced as agreed by the Committee in November. However, additional problems have since emerged. The compressor in one of the units had been replaced at a cost of \$675 but now the second unit was requiring repair at an estimated cost of \$1200. Given the problems experienced by players with the system failures in very hot weather the Committee agreed that the Manager should proceed with getting quotes and having the work done as soon as possible. It was noted that the ongoing problems were a consequence of not having the system regularly serviced and as agreed at the November Committee meeting it was important to have a contract for regular service and this should be implemented.

The Committee asked that an electrician be called to check the system as agreed at the November meeting.

There was also discussion about the warranty and whether it was still valid. The records were unclear as to the who undertook the installation and records of service including the warranty. The Manager was asked to check. The Manager came back to the Committee later to advise that the warranty had been for five years starting in August 2007 and that the original installation had been undertaken by Northrup. The warranty was no longer valid.

2.2 The calendar booklet has been printed at a cost of \$2134. It was decided to go with the original printer quote. Neil sought a quote from the printer in Garran and the

quoted amount was less. However, he required changes to the format which would have taken additional time. Given the time constraints the decision was made to go with the same printer as last year. As agreed at the November meeting, in 2013 separate quotes will be obtained and more time will be allowed should formatting and other changes be required by the selected printer.

2.3 The following relates to the 5 Action Items from the previous meeting.

1. Stephen has spoken with Stephen Mendick about requirements for the first aid kit and important medical equipment which should be kept at the Club but Stephen Mendick had not yet got back to him with details. There was further discussion about the usefulness of getting a wheelchair for use by the Club as well as asking members to notify the Club of preexisting medical conditions. Once the first aid facilities had been sorted out the Committee agreed that it would be important to inform members.
2. A letter has been sent to Jim Murray thanking him for his donation of a painting.
3. Peter circulated a list of house keeping tasks for members to comment on and suggest ways to manage. He was talking with Val about how these tasks might be managed. They will talk to individuals who might be able to take on this work.
4. Sebastian has not yet had much opportunity to look at the CBC By-laws with a view to possible revision. He would be doing this in the next in the next couple of months. Niek, Stephen and Jodi would be involved.
5. Sebastian has looked at the Strategic Plan and made some general comments on what he thought of progress to date. He said a number of the big items had been done and others such as better marketing of the Club were being developed. He said the opportunity existed for getting some quick wins through implementing some of the little things. This would include looking at whether participation in nationwide events was possible and similar items. He was asked to put together a list of these items and circulate it to the Committee. He said he would do this in the next couple of weeks.

2.4 Neil said that he had looked at what the Yacht Club had done to provide a first aid course for its staff as well as other providers of such courses. He had circulated an email with relevant links. The Yacht Club had used World Life Saving to organise the course providers. He noted that it cost money and in the Yacht Club's case, \$140 per person. Stephen asked whether we should be training people at the Club in first aid. It was agreed that he would check with the ABF to see what is the requirement for Clubs and have something for the next meeting. It was also agreed that it would be useful to have a list of Club members who were trained in first aid procedures. Along with the Incident-injury Procedures' Guidelines and a register of special medical conditions this may be all that is required. This will be part of the next meeting's considerations.

3. MANAGERS REPORT

3.1 The Managers provided a written report to the Committee prior to the meeting. Val highlighted several issues.

- She said the Alan Woods rating system which had recently been introduced at

the Club and appeared as an additional column in the results sheets had raised a number of questions from members. Stephen said he would summarise information on the system he had obtained from the ABF website about the system. This could then be circulated in the weekly newsletter.

- Val commented that there would be no Managers at the Club on Boxing Day or for most of the time during the Summer Festival in January. The Committee noted this and felt that this could be managed. Peter Giles said he could come in to check. Otherwise the Directors could keep things operating.
- Val reported on two suggestions received during the month. The Committee considered the suggestions.

1) Margaret Parr –suggested that the Christmas raffle tickets should be priced at \$5 per ticket and \$10 for 3 tickets.

Committee's response: There was concern that some members might not be able to afford the additional cost and that the approach would not increase the amount of money raised. The cost of Christmas raffle tickets will be reconsidered next year.

2) Kay Smith – suggested that to encourage players to pay their membership on time that a discount be given for payment on time and if players have not renewed by 31 December that they be charged the visitors' fee.

Committee's response: The Committee noted that the Club's Bylaws require members to pay their annual membership by the end of January. After that time they will be required to pay visitors' rates until they renew their membership. The Committee felt this was enough incentive to encourage members to renew memberships in a timely manner.

4. TREASURER'S REPORT

4.1 No report due to absence of Treasurer.

5. SUB COMMITTEES

The Committee appointed Chairs to the respective subcommittees and these are listed below under the relevant headings. Committee members also nominated which subcommittees they wished to assist with and this is also noted below.

Under the Club's Bylaws a recorder is also required to be appointed.

MOTION: That Peter Grant be appointed Recorder for the Canberra Bridge Club.

Moved: Peter Giles Seconded: Sebastian Yuen

The issue of whether there was a need to appoint an Appeals Committee was raised. This has not been done previously and appeals had generally been dealt with by the Chief Director in consultation with others, as required. As such it was agreed not to appoint an Appeals Committee. Nor was it considered necessary to nominate a Youth coordinator as BFACT had a position currently filled by John Yoon. CBC had no wish to duplicate this work. While not nominating anyone to look after the library from the Committee it was agreed that a noncommittee member should be found who can maintain the library.

5.1 Membership and Promotion

Jodi Tutty is the Chair of this subcommittee.

5.11 Nothing to report

5.2 Tournament & Calendar

Niek Van Vucht is the Chair of this subcommittee with support from Stephen Fischer and Sebastian Yuen.

5.21 The Club will be closed on Tuesday and Thursday nights of both weeks during the Summer Festival of Bridge in January. Val noted that the

Managers have bridge commitments during that period and will not be in the Office over much of the period.

5.3 Employment & Contracts

Peter Giles is the Chair of this subcommittee.

5.31 Nothing to report

5.4 House

Neil Garvey is the Chair of the House subcommittee with support from Tony Marker.

5.41 Neil reported that following the discovery of evidence of rodent infestation in parts of the building he had undertaken rodent control including laying baits in the ceiling. This had been at a cost of \$39

5.42 Neil said that he had taken actions to maintain odour control in the men's urinal

5.43 Neil said that he wished to develop a program for upgrading the upper room in 2013. Val noted that it was important to improve the appearance have this room as it was where the classes were held and it was the first point of contact for new players with CBC. Stephen noted the financial constraints for the Club in undertaking discretionary expenditure on building improvements and that \$10,000 was available each year under the 5 year maintenance plan for work. It was important to consider this in the context of other planned commitments. Neil noted that many of the things which could be done did not involve any significant expenditure. He also considered that the storage arrangements for the furniture kept in the upper room needed to be looked at. Stephen asked Neil if he could come back with a more specific list of items in the new year.

5.44 A working bee to clean out the storage area underneath the building will be considered at the next Committee meeting in February. Once this is cleared out it might provide an additional area for storing some items currently kept in the upper room.

5.45 Neil said that many of the tables used in the upper room had lost their feet stops. The result was that they were damaging the carpets. He said that new stops needed to be purchased and installed.

5.5 Congress and Social

Peter Giles is the Chair of this subcommittee with assistance from Di Hawke and Rowan Bergin.

5.51 Peter said that the Christmas parties were going well. Friday night was the disappointment with not a large number signing up. This was the first year where a meal was being served prior to the bridge play. He suggested that next year the Committee needed to revisit the format.

5.52 The Committee expressed their thanks, by acclamation, to Peter for all his work in organising the Christmas parties and other functions during the year as well as his other administrative support.

5.53 A Trivia night is to be held on Saturday 9 February 2013. Jodi Tutty will be organising and Stephen will follow up with Jodi to get things started.

5.6 BFACT Representative.

Stephen Fischer is the BFACT representative.

5.61 Stephen said that after the January 2013 GNP final future GNPs have been cancelled. The ABF had taken this decision because it had been running at a loss. Stephen asked whether CBC wished to raise any concerns with this decision as a number of smaller clubs including in the ACT were concerned by the decision and were going to contact the ABF to see if they could get the decision reversed. BFACT was neutral. The Committee agreed that it was not an issue for the Club and previously had trouble even getting pairs to compete in the regional final.

5.62 Stephen said that BFACT were planning to bring expert bridge players to the ACT and regional Southern NSW to conduct bridge classes. David Beachamp was one player being considered. BFACT will liaise with other CBC and other Clubs in the region to organise a program and dates.

5.63 The ABF will be running Train the Trainer classes conducted by Joan Butts, the ABF's Teaching Coordinator, in the region. The courses will be for those interested in conducting bridge classes at their respective Clubs. Stephen will follow up when these will occur and ascertain interest from CBC members.

5.64 A question was asked about what BFACT was charged for use of a room at CBC. The view was that this was half the price of the standard room rental. This would be checked and confirmed.

5.7 Finance

5.71 Nothing to report

6. CORRESPONDENCE

In: Email from Ella Beer (30/11/2012) re possible purchase of ergonomic chairs. See *Attachment 1*

Out:

6.1 In relation to the letter from Ella Beer the Committee discussed the proposal. The Committee was uncertain about the expense of purchasing such an item and noted that ergonomic chair requirements can vary from one person to another so the benefit of purchasing a particular type was not clear. The Committee discussed other options including the possibility of introducing a shorter playing session providing it met the ABF requirements for number of boards played. This could be run concurrently with another daytime session and might include breaks. The Tournament sub-committee was asked to look at this. The Committee agreed to leave the matter open and explore some of the options including trialling a shorter session. It also suggested talking with specialists in mobility. Tony Marker was asked to do this and report back.

7. OTHER BUSINESS

7.1 A question was asked about the status of the purchase and reupholstering of chairs in the lower room which was to be an ongoing project. Neil was to check the current status..

7.2 Sebastian asked about the donation of the 120 mugs and whether a thank you note was required. The donor wished to remain anonymous but had been thanked by Peter Giles.

7.3 Neil asked whether the evaporative airconditioner in the upper room had been serviced as they were the big cause of Legionaire's disease in buildings. He was advised that it had been recently serviced when the other system was being serviced.

8. NEXT MEETING

Monday 11 February 2013 at 5.30pm in the Clubrooms.

Meeting closed at 7.24pm.

ACTION ITEMS and Members responsible

Action Item 1: Report on discussions with Stephen Mendick about First Aid kit and important medical equipment which should be kept at Club including wheel chair and defibrillator. (Stephen).

Action Item 2: Put together list of items from the Strategic Plan which could be implemented quickly and circulate to Committee. (Sebastian)

Action Item 3: Check with ABF regarding first aid requirements at bridge clubs. (Stephen)

Action Item 4: Develop a list of things which could be done to improve the upper room. (Neil)

Action Item 5: Talk with specialists in mobility about requirements and usefulness of ergonomic chairs and report to Committee. (Tony)

ATTACHMENT 1

From: Ella Beer [mailto:ellabeer@yahoo.com.au]
Sent: Friday, 30 November 2012 10:50 AM
To: Canberra Bridge Club
Subject: Request for the Committee to consider

Dear CBC Committee

I would like to ask you to consider the purchase of special chairs for people with disabilities.

Yesterday I inquired about Barb Silverstone's health, as she has not been to the Club for a long time. I was told that she was unable to sit for long periods in the chairs at the club. This gave me the idea that the Club might purchase a special ergonomic chair for people such as Barb. I know that these are expensive, but many of our members who have these physical problems are long-standing members of the Club, and it would be good if we could do something for them to help them return to the bridge table.

It is possible that a grant might be available to assist with the purchase and of course advice would have to be sought from a physio or occupational therapist (or other expert) to determine what features such a chair required. Ideally, we could build up a small collection of special seating so that we could help several people.

Thank you in advance for giving consideration to my request.

Ella Beer