

**REDLAND BRIDGE CLUB INC**  
**Management Committee Meeting Minutes**  
**Tuesday 14<sup>th</sup> MAY 2024**

**Welcome:** At 1.30pm Nigel Cleminson declared a quorum to be present and the meeting was duly constituted. Nigel thanked all for their attendance. He declared that the Redlands Bridge club is solvent. He has determined that there are no conflicts of interest in any item on today's agenda.

**Present:** Nigel Cleminson, Michael Souter, Colin Gorton, Max Latimer, Carradine Lucas, Avra Bowler, Tom France

**Apologies:** Jane Whelan

**1. MINUTES OF PREVIOUS MEETING HELD 9<sup>th</sup> April 2024**

The minutes were tabled and accepted as a correct record of proceedings.

Moved: Nigel Cleminson. CARRIED

**Business Arising from Minutes of Previous Meeting:**

- a. Organising the bank signatories is now becoming urgent. Discussion under Gen General Business 10(a)
- b. Given the resignations from the committee, the form defining roles needs to be updated. Discussion under General Business 10(c)

**2. CORRESPONDENCE:**

The correspondence list from the 8<sup>th</sup> April to 14<sup>th</sup> May was tabled.

Motion that inwards and outwards correspondence be accepted was moved by Nigel Cleminson, seconded by Max Latimer and CARRIED.

**Business Arising from Correspondence:**

- (a) Significant problem with self-reporting as NFP organisation to the ATO. This will require regular attention, effort and reporting. It was deemed the people who should be involved with this due to their positions would be Jane and Colin. JANE and COLIN
- (b) Reminder from OFT about updating grievance procedure and remuneration disclosure requirements. This will be examined and handled by Nigel and Jane. NIGEL and JANE
- (c) Re the possible attendance of a representative at the QBA zoom meeting on modifying grievance procedure. Avra has volunteered.

- (d) Martin Wu requested his son be welcome to participate in the Congress. Discussion followed and decision was Nigel would call Martin to discuss this. NIGEL

**3. TREASURER'S REPORT:** Colin

The Treasurer's report was tabled. This report will be emailed to committee in future as well.

Colin to provide list of invoices. COLIN

Colin Gorton moved that the report be accepted, seconded by Carradine Lucas and CARRIED.

**4. DIRECTORS REPORT:** Nigel

- (a) Jane has accepted to be a director. Tom is now working to become a director. We now have enough directors.
- (b) Val Roland was approached to direct in paid director roles. She may be available but cannot commit long term, only short term.
- (c) Nigel directed the Doris Kerr competition as paid director.
- (d) Michael to do the Director's roster. MICHAEL

**5. DEALERS & MASTERPOINT SECRETARY'S REPORT:** Carradine

- (a) Red Points awards for the President's Pairs and the Doris Kerr Memorial Pairs and April's green points have been uploaded to the ABF MPC.
- (b) Thank you to our dealers Jenny Boxer, Pauline Curtis, Gary Jenkins and Irene Mullan.

**6. EDUCATION REPORT:** Nigel

- a) Lessons are proceeding according to schedule with one lesson to go. Robina will assist with the first supervised play, as there is a possibility of three tables.

**7. WORKPLACE HEALTH AND SAFETY:** Tom

We will need to look at fire drills and maybe have a refresher on using the resuscitation equipment. TOM

## **8. MAINTAINENCE: Max**

- (a) The gutters have been replaced around the whole building due to damage by trees and rusting. Gutter guard has all been replaced with an improved product. Metal downpipe on North/West corner is holed and is to be replaced. Possibly using PVC rather than metal.
- (b) Leaves and trees are a serious problem. Council approval to remove some of the trees is being sought. A working bee will be needed for this plus the clearing of the central garden. MAX

## **9. NEW MEMBERS: Robina**

- Nil

## **10. GENERAL BUSINESS:**

- (a) Arrangement of signing authorities (President, Vice-President, Secretary & Treasurer) and debit card (Max Latimer) is scheduled for Thursday 16<sup>th</sup>May.
- (b) Arrangement of documents and annual fee for the OFT, which include minutes, AGM report, audited financials and fee needs to be done. Jane will attend to this. JANE
- (c) Updating responsibility table:
  - (1) Due to the resignation of Robina, no action required as she has agreed to continue with her previous role as TRUMPIT editor and Membership coordinator.
  - (2) Due to Di Elliot's resignation, we are to clarify what she intends to contribute to her previous duties. Avra will discuss with her. AVRA
- (d) Amended wording for grievance procedure. This will be discussed later after receiving update from QBA.
- (e) Arranging ATO form as NFP entity in the light of the requirement for a MygovID. Colin to attend to this as per 2(a) COLIN
- (f) Club Raffles: It was decided that there would not be any regular organised raffles.

(g) Current partnership arrangements for Wednesday PM sessions will continue. Tom and Michael are available if required. Anyone without a partner must arrive by 6.30pm.

**Next meeting:** Tuesday, 11 June 2024, at 1.30pm.

**Close:** There being no further business, the meeting was closed at 3.05 pm

Confirmed: \_\_\_\_\_

Date: \_\_\_\_\_