

Bunbury Bridge Club Incorporated

# Annual General Meeting Minutes

Meeting Held: 29<sup>th</sup> August 2020

Location: BBC Clubrooms

## 1. ATTENDANCE AND OPENING

### PRESENT

26 Members as per attached attendance register

### APOLOGIES

19 Members, as listed in the attached Apologies Register, submitted an apology prior to the meeting

The meeting was opened at 10:32am by Andy Males (President)

## 2. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the previous AGM held on 7<sup>th</sup> September 2019 were circulated prior to the meeting.

Stella Dixon moved that these minutes be held as a true record of that meeting. Seconded by Judy Clarke. Majority in favour as revealed in a show of hands.

## 3. PRESIDENTS REPORT

Andy Males read from his prepared report. The full text of the report is attached to these minutes.

Moved for acceptance by Gareth Braid, Seconded Bob McCartney.

## 4. TREASURERS REPORT

Club Treasurer Elizabeth Norton presented the Financial Report for 2019/20. Elizabeth reported that the figures are mainly lower due to the COVID shutdown. Also, expenditure on capital improvements to the clubrooms have reduced savings to \$54,271.34 in Term Deposits and \$24,007.95 in the Cash account (as at 30<sup>th</sup> June 2020).

- Fred Clarke asked about the Hot Water System item, which was reported to have been due to a tree lopping contractor who damaged the neighbour's property, and after attempting to recoup the money from the contractor, the Club resolved the issue at our cost. Colin Bell added that the committee had exhausted recovery options, including insurance claims.
- Lola Levingston asked about the variance in BAWA charges – which are due to BAWA delaying charging the club the normal affiliation fees due to the COVID-19 situation. The club has not yet received an invoice for this amount. It would normally be approximately \$1800 as it was in 2019.

Andy Males read the Auditors report letter (attached).

Marianne Viebke moved that the meeting accept the Treasurers report. Seconded by Fred Clarke. Carried.

## 5. APPOINTMENT OF AUDITOR

Elizabeth Norton requested that we appoint Lyndon Edwards as our auditor for the 2020/21 financial year.

A question arose as to whether the position should be referred to as "Honorary" auditor. Brian Wade asked, "Does he submit an invoice?" to clarify the position. Elizabeth reported that Lyndon does not submit an invoice to the club.

Marianne Viebke moved that we re-appoint Lyndon Edwards for another year. Motion seconded by John Ferguson. Carried.

**Annual General Meeting Minutes – 29<sup>th</sup> August 2020****6. MEMBER FEES**

The committee presented an unchanged member fee structure.

Full Year Membership	\$50	(payable immediately)
Half Year Membership	\$25	(applies from 1 Jan 2021)
Associate Membership	\$20	(payable immediately)
Members' Table Fees	\$5	
Visitor Table Fees	\$7	(green & red point events)
Joining Fee (New Members)	\$0	

Fred Clarke moved that accept this fee structure. Seconded by Colin Saunders. Carried.

**7. APPOINTMENTS TO APPEALS AND FACILITATORS PANELS**

Due to Murray Webber and Kate Boston being no longer available for the panels, an updated list of recommended panel members was proposed to the meeting.

**APPEALS PANEL**

- Brian Wade
- Peter Morgan
- Jim Offer
- Esther Saunders

**FACILITATORS PANEL**

- Jan Morgan
- Jim Offer
- Patrick Smith
- Esther Saunders

Marianne Viebke moved that the members be appointed as proposed.

John Ferguson queried whether Marianne, as Bridge Coordinator, should automatically be included as part of the appeals panel. Marianne replied that she would be happy to be part of the panel but did not believe it needed to be extended to more than four members. Brian Wade explained/clarified the requirements of membership – a clear understanding of the rules of Bridge – but that did not necessarily need include the Bridge Coordinator.

Colin Bell seconded Marianne's motion. Carried.

**8. ELECTION OF MANAGEMENT COMMITTEE**

During the nomination period, we received one nominator for each office bearer position, and two nominations for ordinary management committee members. (See attached). As per 12.1(a) and 12.1(c) respectively of the club's rules, these people are declared elected.

There remain two ordinary committee positions. The chair opened the meeting to nominations from the floor. Stella Dixon nominated herself, which John Ferguson seconded. With no other nominations received, Stella is elected unopposed. This results in the following Management Committee composition:

<b><u>Position</u></b>	<b><u>Member Nominated &amp; Elected</u></b>
President	Andy Males
Vice President	Patrick Smith
Treasurer	Elizabeth Norton
Secretary	Gareth Braid
Bridge Co-ordinator	Marianne Viebke
Committee Members	Colin Bell
	Bob McCartney
	Stella Dixon
	[vacant]

The vacant position may be filled by the committee as per rule 13.1(c) of the constitution.

**9. NEW BUSINESS****9.1. Special Resolution – Absentee Voting**

Brian spoke of the benefits to limiting the availability of absentee voting to items other than special resolutions. Brian's rationale was based around three arguments

- Once you have one (or more) absentee voter, whatever motion is put forward to the meeting cannot be amended. Even though an amendment may have a lot of merit, and support in the room, but because the absentee voter has not been privy to that amendment, or additional information, they have already decided.
- Because the special resolutions are of major significance, it is much better to have people in the room hear all the arguments for and against in an open forum– where an absentee voter cannot participate in that.
- Full scenario with absentee votes all members should receive all information, including arguments for and against. This is a large task, and we are all volunteers, which is excessive to do properly.

Brian also mentioned that the constitution allows for members to participate electronically which could allow members to vote on items as an attendee of the meeting.

Brian was asked about proxy voting, he replied that the constitution does not have provision for proxy voting. Margie Mullen asked about how this may affect timing of voting on important issues – referring to periods where greater numbers of members may be unavailable (e.g. winter). Jennifer Alamdar added to this regarding ensuring meetings are available when members who are working are available to attend. Brian replied that scheduling of these meetings would be up to the committee of the time. Andy Males reported that the committee would always try to ensure as many people would be able to attend as possible.

Fred Clarke spoke in favour of the motion, stating that the club is run all by volunteers and we need to keep it simple, if it gets too hard, we could end up with nobody doing the job.

Peter Morgan spoke against the motion, specifically in respect to his belief that the effect of being undemocratic – “that if you pay you fees, you should have the right to vote” – and urged members present to vote against the motion. Gareth Braid also spoke against the motion, noting that as the timing of the meetings is up to the committee, these could be scheduled by a future committee to attempt to engineer a particular result. Also mentioned that the current recommendation is for Associations to use absentee provisions to allow clubs to operate without large gatherings during COVID-19 times.

The club had received 3 absentee ballots for this item in the lead up to the meeting. The votes received were two in favour of the amendment, and one against.

Andy called for the vote by show of hands. The results were:

	In attendance	Absentee	<b>Total</b>
In Favour	19	2	21
Against	6	1	7
Abstain	1	-	

The result being exactly 75% of the voting members being in favour of the motion, the motion has succeeded.

**10. OTHER BUSINESS****10.1. Solar Panels (John Ferguson)**

John recommended the club install Photovoltaic solar panels, not just for the financial benefits for the club but also for the environmental/social benefits by the club ‘doing the right thing’.

Colin Saunders stated that:

- Due to the tree on the northern aspect of the club, that the return would be limited.
- The electrical system was mentioned as problematic, and that the clubrooms need re-wiring, but due to the asbestos in the area this would be expensive (and in Colins opinion not worth it).

Andy Males reported that the committee will investigate this in the coming year.

**10.2. Recognition of Murray Webber and Kate Boston (Jock Mullen)**

Jock suggested the club should mark the departure of Murray Webber and Kate Boston.

Andy replied that the club did have a hastily arranged event last Monday, 24<sup>th</sup> August, which Murray attended (but Kate was unable to attend). At this event Jim Offer spoke on behalf of the club, and a small gift was presented to Murray, with some flowers to follow when Murray and Kate are settled.



## Annual General Meeting Minutes – 29<sup>th</sup> August 2020

### 10.3. Airconditioning (Andy Males)

Andy said as some other maintenance and improvement items have been dealt with by the committee, that he believes that the previously proposed air-conditioning improvements are the remaining 'big item', and queried what the members present felt about it, whether there was a general positive thoughts in regards to whether the committee should proceed further.

- Jock Mullen mentioned that there was previously some consideration whether we could get some funds – perhaps from LotteryWest to contribute towards the cost.
- Patrick Smith reported that by using the current units differently, they can be more effective – particularly by turning the air conditioners on earlier, so that the room is already conditioned prior to the sessions rather than blowing a lot of cold/warm air onto players. Patrick reported he is happy with things as they are.
- Anne-Louise Dubrawski supported Patrick's statement, reporting that she believed it more comfortable of late.
- Brian Wade mentioned that the cost of air conditioner – up to \$25k – is now a significant portion of the current \$55k in the kitty. Marianne Viebke reported that the current quote is just under \$20k.
- John Ferguson was particularly interested in the fact that newer air conditioners are more efficient than the existing ones. This could work together with solar panels to reduce our carbon footprint.
- Andy Cayley reported that the issue he noticed playing at various bridge clubs across Australia is that irrespective of the air conditioning, or set point of any club, the temperature was always either too hot or too cold irrespective of different players and different clubs.
- Fred Clarke remarked, in agreement, that various members appear to have different thermostats – and it is hard to get agreement.
- Andy Males reported that the suggested units have a 7-day program, where the units can be programmed to activate prior to club sessions.
- Colin Bell reported that the newer units do not blow directly across people below them but have provide a more general warming and cooling.
- Jennifer Alamdar asked about the guards that were installed on the air conditioning units which are no longer present. Andy Males and Jock Mullen confirmed this worked OK in the warm weather, but when set to warm the room it was not working correctly as it was taking the warmed air back into the intake.

Andy Males concluded that it seemed to be some way away from agreement about this topic among those present

### 11. CLUB PERSON OF THE YEAR

Andy Males announced that Marianne Viebke is awarded the Club Person of the Year.

### 12. MEETING CLOSURE

Meeting closed at 11:58am.

#### SIGNED

ANDY MALES, PRESIDENT

GARETH BRAID, SECRETARY

**BUNBURY BRIDGE CLUB INC.  
2020 Annual General meeting**

**ATTENDANCE REGISTER**

Please list your name below to confirm your attendance at the 2020 AGM  
held on Saturday 29<sup>th</sup> August 2020

STELLA DIXON	Andy Conkey
FRED CLARKE	Bob McCartney
GARETH BRAID	BRIAN WADE
LIZ NORTON	LOLA LEVINGSTON
ANDY MALES	Colin Saunders
PATRICK SMITH	John Ferguson
JUNE KIGGERT	Jennifer Alandam
MARIANNE VIEBKÉ	Joek Muller
GWILLIAN DISNEY	Margie Muller
Judy Clarke	MONICA & JIM OFFER
PETER MORGAN	Jay Newman
JENNIFER BRENNAN	Colin Bell
Anne-Louise Dubrawski	

**BUNBURY BRIDGE CLUB INC.  
2020 Annual General Meeting**

## APOLOGIES

The club has received apologies for the AGM prior to the meeting from the following members

Jane Moulden	Diana Enders
Sue Cornwell	Brendan Gaynor
Murray Webber	Kate Boston
Christine Hollingsworth	Colleen Skipsey
Melanie Levi	Bev Hotchin
BEV HOPLEY	KAY ROSE
JO GROZOUSKI	JOY GIBSON
LURLINE ANDERSON	KERRY FRAZER
GRAEME BOWMAN	MARGARET WEATHERALL
DOUG SMITH	

## **2019/20 Bunbury Bridge Club President's Report**

### **Andy Males 29<sup>th</sup> August 2020**

Firstly, I would like to thank the bridge committee members, Patrick Smith, Liz Norton, Gareth Braid, Marianne Viebke, Colin Bell, Bob McCartney, Andy Caley and Tony Albertsen for their voluntary work for your wonderful Bridge Club. Andy Caley joined the committee this year and his help in guiding us through the clubhouse extension ballot was much appreciated.

The members having decided not to extend the clubhouse meant the committee became active on clubhouse improvements. Due to the work of Colin, Marianne and Liz the clubhouse has had new windows installed, internal painting and refurbishment of the toilets which has been a great success.

Then came Covid 19. On the positive side it did help enable the refurbishments to be done. On down side we had to stop all play and lessons. Financially we were and still are strong enough for this not to affect us significantly.

Thank you to our Directors, Esther and Colin, Colin Bell, Brian Wade, Dennis Evans, John Ferguson and our Bridge Coordinator Marianne we all appreciate your time and efforts.

We are lucky to have Monica and Jim still looking after the kitchen and our card deals, Norm and Linda Hoskin, Minetta, Ann-Louise, Kerry, Jan, Neil, Brian and Colleen helping out every week and well done to Brendan for continuing to manage our Tuesday night play.

Following Covid 19, there is a bit of a "recovery" required, I am confident that we will rebuild the Bunbury bridge club community with everybody's help.

BUNBURY BRIDGE CLUB INC.  
FOR YEAR ENDED 30<sup>TH</sup> JUNE 2020

CASH BOOK SUMMARY

Opening Bal. 1/7/19	13,762.11
Add Receipts	40,017.50
Transfer from T. Deposit	<u>25,000.00</u>
	78,779.61
Less Payments	<u>54,771.66</u>
Closing Bal. 30/6/20	24,007.95

RECONCILIATION AS AT 30/6/20

Cash Book Balance	24,007.95
Add Unpresented Cheques	
4550	1,650.00
4551	60.00
4554	<u>4,268.00</u>
	5,978.00
Bank Statement Balance	29,985.95

TERM DEPOSITS

Opening Balance 1/7/19	
Capital Expenditure a/c	35,237.08
Bunbury Bridge Club a/c	41,218.98
John Bennett Memorial	<u>1,348.00</u>
	77,804.06

ADD

Interest	<u>1,467.28</u>
	79,271.34

LESS

Transfer to Cheque account	<u>25,000.00</u>
Closing Balance 30/6/20	54,271.34
<u>Made up of:</u>	
Capital Expenditure	35,875.89
Bridge Club	17,047.45
John Bennett Memorial	<u>1,348.00</u>
	54,271.34



## STATEMENT OF INCOME FOR YEAR ENDED 30<sup>TH</sup> JUNE 2020

INCOME	2019/2020	2018/19
1 Monday Bridge	7,624.00	10,614.00
2 Tuesday Bridge	3,713.00	6,585.00
3 Wednesday Bridge	5,105.00	6,537.00
4 Thursday Bridge	440.00	390.00
5 Friday Bridge	6,788.00	8,817.00
6 Saturday Bridge	4,743.00	5,461.00
7 Sunday Bridge	480.00	885.00
8 Other Bridge Events		<u>115.00</u>
	28,893.00	39,404.00
8 Subscriptions	6,220.00	6,360.00
9 Sponsors Club Members	110.00	-20.00
10 Bridge Books & Lessons	1,360.00	1,355.00
10 Bridge Books	770.00	
11 Congress Takings	900.00	7,849.00
12 Sale of Window Frames	220.00	
13 Bunbury Council Driveway	900.00	
14 Other	13.50	-100.00
15 Fund Raising/ Charity	631.00	674.90
16 Transfer from T. Deposit	25,000.00	
<hr/> TOTAL	65,017.50	55,522.90

## STATEMENT OF PAYMENTS FOR YEAR ENDED 30<sup>TH</sup> JUNE 2020

<b>PAYMENTS.</b>	<b>2019/20</b>	<b>2018/19</b>
1 ABF Master Points	3,550.34	3,389.11
2 Accounting Audit	400.00	400.00
3 Website	300.00	300.00
4 BAWA	135.09	1,808.66
5 Congress Expenses	900.00	5,739.36
6 Bridge Supplies	1,152.80	3,320.69
7 Cleaner	6,359.85	8,052.00
8 Fund Raising	400.00	620.00
9 Equipment/Fittings	508.00	889.00
10 Electricity	2,031.48	1,807.85
11 Food & Consumables	3,342.00	3,525.00
12 Insurance	2,304.35	2,245.00
13 Lawn Mowing	800.00	780.00
14 Office Supplies	943.04	2,527.26
15 Rates & Taxes	5,207.14	3,128.96
16 Repairs & Maintenance	2,522.51	2,163.54
17 Security	506.00	782.50
18 Lesson Books	854.95	1,096.25
19 Phone & Internet	1,079.88	1,080.48
20 Window renewal	9,655.70	
21 Christmas Party	2,471.00	1,314.25
22 Drive Way	2,117.28	
23 Replace H/W Next door	1,650.00	
24 Sound System	1,312.25	240.00
25 Building Painting	4,268.00	
<b>TOTAL</b>	<b>54,771.66</b>	<b>45,209.91</b>

335 Wellesley Rd

WELLESLEY WA 6233

20 July 2020

The Committee

Bunbury Bridge Club Inc

PO Box 1098

BUNBURY WA 6231

Dear Committee

I have conducted an audit of the financial records of the Bunbury Bridge Club for the financial year ending June 30<sup>th</sup> 2020 from Print outs of the monthly statements as well as supporting documents and the bank statements.

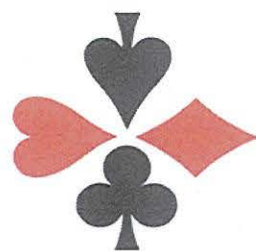
I find that the Annual Statement of Income and Payments truly reflects the transactions shown in the source documents.

Yours faithfully



Lyndon Edwards

Hon. Auditor



# BUNBURY BRIDGE CLUB

Incorporated

POSTAL: Hon. Secretary,  
P.O. Box 1098,  
BUNBURY, W.A. 6231.  
PHONE: (08) 9791 3177.

## Management Committee Nomination Form

Nominations Close: 5pm, Wednesday 26<sup>th</sup> August 2020

OFFICE	NOMINEE	NOMINATOR	SIGN, ACCEPTANCE
<b>PRESIDENT:</b> (1 vacancy)	A. Males	G. BRAID	[Signature]
<b>VICE PRESIDENT:</b> (1 vacancy)	PATRICK SMITH	L. LEVINGSTON	[Signature]
<b>TREASURER:</b> (1 vacancy)	E. NORTON	G. BRAID	[Signature]
<b>SECRETARY:</b> (1 vacancy)	G. BRAID	A. Males	[Signature]

OFFICE	NOMINEE	NOMINATOR	SIGN, ACCEPTANCE
<b>BRIDGE CO-ORDINATOR:</b> (1 vacancy)	M. VIEBKE	E. NORTON	[Signature]
<b>COMMITTEE MEMBERS:</b> (At least 4 vacancies)			
	Colin Bell	E. Norton	[Signature]
	Bob McCartney	Carol H	[Signature]

**Please note:** Nominations must be made in writing by either completing this form or by letter to the Secretary.