Bunbury Bridge Club Inc
Management Committee Meeting

10th August Meeting 2026

Minutes

1. **Members present:** Norm Hoskin, Colin Saunders, Joan Gribble, Gwen Clarke, Brian Wade, Maria Denton, Steve Mellett, Fiona Owen, Colleen Skipsey

2. **Apologies:** Mike Van Wyk

3. **Minutes of Previous Meeting**

   The minutes of the previous meeting were tabled and moved for acceptance by Gwen Clarke and seconded by Maria Denton.

4. **Business Arising from Previous Minutes**

   4.1 Cordless Vacuum Cleaner

   A Dyson cordless vacuum cleaner has been purchased.

   Action: Joan Gribble to organise with Mike Van Wyk an update of the Maintenance Expenditure and New Equipment Register.

   4.2 Side Doors

   The protective sheeting for the side doors remains on hold.

   4.3 Risk Management Plan

   The Plan was tabled and discussed (see Attachment 1). Follow up on the Plan will be carried out as required and within budget constraints. The hot water system requires attention. (Note: Kevin Simpson will test the water temperature of the system with his infrared water gun as a first measure).

   Action: Joan Gribble to draft an Emergency Evacuation Plan.

4.4 Auditor Contact

Lyndon Edwards has agreed to review the financial records for the AGM.

4.5 Marketing

Joanne Saunders has taken on the role of Marketing Coordinator for the Club and has chosen to focus on Youth Bridge. Facebook and Eventbrite accounts have been set up for Youth Bridge. Joanne has attempted to obtain assistance through the marketing link on the ABF website. To date, Joanne has not had a response.

Action: Joan Gribble to contact David Fryda to seek assistance with ideas using different forms of online advertising.

In the meantime, Colleen Skipsey has offered her assistance to Joanne to advertise Youth Bridge on Instagram and Tiktok.

Joanne tabled a document listing the multiple organisations she has contacted about an upcoming Youth Bridge Event. The Course will be a series of lessons commencing on the 29th September, 2026 and will be free for youth participants. The lessons will be taught by Esther Saunders. Any adults who might participate will be required to pay Esther's nominated fee.

Esther has decided that adults who attend any of her teaching lessons in the future will have to pay for her services and also the book she has complied. The Committee agreed that Esther could use the Clubrooms as a venue for her lessons but suggested that the most convenient and correct way to collect lesson fees would be through her own ABN.

When Mike Van Wyk returns, and if he does confirm that he will conduct the Beginners Lessons in February 2027, the fee matter will be raised with him in relation to these lessons.

Joanne was thanked for the amount of work she has already undertaken on behalf of the Club.

4.6 Handicap Prize and Recognition

Norm Hoskin reported that he had emailed Brian Hanson informing him of the Committee's decision not to proceed any further with organising separate sessions for members with less than 50-100 Masterpoints.

There have been further emails exchanged on matter.

Action: Norm Hoskin to send a letter to Brian Hanson stating that the current Committee has closed off on his suggestions.

5. Correspondence Report

The Correspondence Report was tabled (see Attachment 2) and moved for acceptance by Gwen Clarke and seconded by Steve Mellett.

6. Treasurer's Report

The Treasurer's Report was tabled (see Attachment 3).

Financial forecasting - see Item 8.1.

The transfer of the Club's accounts from the ANZ to Bendigo Bunbury has been finalised.

The Treasurer will proceed to deposit $40,000 at 5.10% interest for 12 months with the Bendigo.

The debit card for the purchase of kitchen supplies is now available for Di Taylor's use. The debit card is for a separate account. Kitchen supply expenditure will be monitored through a bank statement and accompanying receipts.

The expenditure for June has been within forecast.The cash at hand for July was $11,219,29 and the term deposit $43,710.19 ($55,198.48 in total).

The Report was moved for acceptance by Gwen Clarke and seconded by Maria Denton.

7. Bridge Coordinator's Report

A Bridge Coordinator Report was not tabled due as activities have been routine.

However, Brian Wade mentioned that the July player attendance was slightly down particularly for the Saturday sessions.

Colin Saunders was thanked for his considerable efforts in directing and supervising the Tuesday evening sessions in the absence of Mike Van Wyk. Also, Brian Wade and Steve Mellett were thanked for their input these sessions.

8. Other Business

8.1 Financial Forecast 2026-2027

The financial forecast prepared by the Treasurer was tabled. The Treasurer informed the Committee that there were no unforeseen problems for the coming financial year.

8.2 Schedule of Fees 2027

Brian Wade mentioned that income from table fees was dependent on maintaining at least an average of 27 players over the week. Norm Hoskin also reiterated that costs associated with maintaining the upkeep of the building and providing up-to-date equipment were increasing.

Based on the possibility that there could be a shortfall in table fees income, Norm Hoskin proposed, and seconded by Colleen Skipsey, that the table fees for members be raised to $7.

The motion was carried.

In addition, a motion moved by Norm Hoskin, and seconded by Steve Mellett, was that the youth members also pay table fees of $7.

The motion was carried.

To manage the change of table fee increases, another set of different coloured plastic tokens will be required. The current blue tokens will be held in reserve for any future rise in table fees.

Action: Gwen Clarke to organise with Dean Mainstone the purchase of 500 new tokens at a cost of $200.

The change to the $7 table fee will commence on the 1st January 2027.

Note: Visitor table fees were not mentioned at the meeting.

8.3 Capital Works and Maintenance Plan Review - 2027

8.3.1 Quote for Outdoor Cladding

Norm Hoskin tabled a quote provided by Small Home Building Works totalling $25,750 for cladding to outside walls of the

Clubrooms. The work could be carried in two stages - $12,750 for the Balgore Way side wall and the other two for $13,500. The cladding is a product that is placed over existing asbestos walls and does not involved removal of the asbestos.

The quote is to indicate to the next Committee the level of expenditure to be considered if such work was included in the future Capital Works and Maintenance Plan.

8.4 Printers (Brian Wade)

Steve Mellett has purchased cylinders from Ink Station for the laser printer purchased last year. The use of Ink Station was to offset the high cost of purchasing those specifically designed for the printer model.

The old printer was used while investigating the cost of cylinders and now will remain set up as a backup printer.

9. Items Tabled at the Meeting

9.1 Carmel Forest is moving from Bunbury and is unable to continue as administrator for the WhatsApp Partner Desk Bunbury Bridge Club. Di Taylor has agreed to take over as Administrator for the WhatsApp group.

9.2 Gwen Clarke raised the matter about how long the Club needed to keep paper records. Currently, there is no storage space for more recent files. The Committee agreed that five years was an adequate time to retain Club records.

Action: Joan Gribble to archive records into boxes.

9.3 Joanne Saunders offered to sand and paint the wrought iron entrance gates. Joanne was given approval to undertake the work.

Notes

The advertising sign is now up on the Bunbury Machinery Fence - thank you Colin and Joanne.

M**atters on Hold**

- Tournament Committee to be reviewed after AGM.
- Microwave Mounting (Norm Hoskin)

- Internal Gutter (Colin Saunders) - to be completed weather permitting.
- Sound System to be monitored.
- Geographe Cup to be engraved (Norm Hoskin).
- Protective sheeting for side doors.

Matters near Completion

- Honour Boards are ready for mounting - positioning to be decided upon at the next Committee meeting.