

Bridge in the City Inc.

Minutes of meeting of Friday 5 December 2025 11:00 am to 12:15 pm

At Clarence Gardens Bowling Club

Present.

David Anderson (President), Cynthia Brinkman (member), Graham Stucley (member), Glenn Trenwith (Treasurer), Carmel Thompson (Vice President), Stuart Tuck (member), Jackie Watkins (member)

Apologies.

None.

Prior minutes.

Minutes of last committee meeting agreed by show of hands as true and correct.

President Report.

The following issues were addressed under this heading.

Interim Secretary.

Appointment of an interim Secretary which we need for legal reasons (the secretary is also the Public Officer). This was discussed. David proposed that Graham be the acting Secretary until an appointment at the AGM. Seconded Jacki with all voting in favour.

Potential new Committee Member.

Carmel had some discussion with Ingrid Hebenstreit who may be interested in taking minutes and doing Secretary function. Committee agreed that Ingrid be approached by Carmel and Glenn to take minutes at January meeting so she gets a chance to see the Committee in operation. (Proposed David, seconded Cynthia, fully passed, **Action Carmel / Glenn**)

Review of BBQ – especially cost.

Need to keep check on costs of social events. Noted kept as separate ledger item under Social heading. Social balances: 1/1/25 \$857; 2/12/25 \$365. Social balance includes all net proceeds from Quiz night and fund raising targeted to Social less catering for Bridge events. Last Pizza event cost \$300 – a bit high and pizza left over. Some further discussion on the issue.

Conclusions: Ledger well in place and seems to be effective; Need to watch for over catering; careful checks on ordering are paying off (potential overcharges on orders recognized and corrected before payment).

2026 Subscription and table fees.

Some discussion on the concepts embodied in setting these. Specifically our club has a policy of low fees and low cost of service delivery. There was some discussion related. Potential set points for annual subscriptions and fees are cost plus a small safety amount and what others are charging less a small amount. Both are relevant. Further we want sufficient financial cushion to be able to handle substantial disruption- e.g. as has happened to Bridge in the City (BIC) in past years with need to relocate. Further we are likely to have an expense of \$5000/year in future for a manager – an expense that has not been incurred in past 3 years.

It was agreed to set annual subs at \$40 full and \$10 associate with table fees at \$8/session for members and associates and \$10/session for non-members. Further, the Director at each session will have the option to charge non-members \$8/session for one offs. David will advise

members. David advised that subscriptions are determined (ratified) at the AGM and the Committee has the authority to set table fees. **Action David**

AGM

This is set for 15 February 2026. The annual report will be presented. Prior to AGM, Bronwyn Vale will check and review the Annual Report and review accounting processes. **Action David /**

Glenn

Nominations timing discussed and agreed to close the Monday before the AGM to allow time for circulations. To be publicised. **Action David**

Food stuff for AGM. (Lunch is to be provided and free bridge session in afternoon). Social committee to organise: maximum \$400 for lunch cater for 60 attendees (last year was 58).

Stuart is liaison with Social Committee. **Action Stuart**

Boxing Day

26/12/25 Bridge is on. To be publicised. **Action David**

Australia Day

26/1/26 Bridge is on. Dress up is on and sausage sizzle organised by Social Committee including wash up. **Action Stuart / Social Committee.**

Treasurer Report.

Glenn emailed the following pre meeting and presented during the meeting.

Clarence Gardens Bridge Centre Financial Activity
November 2025

Current working Account balance as at 1 December 2025. - \$9112

Which includes Member prepayments of around \$3,000

Term Deposits totalling \$22,500 (approx.)

Financial Activity November 2025:

Table Fees (Net of expenses) \$2,720

Less Expenses:

Tea, Coffee, Biscuits etc. \$285

Venue Hire \$800

Website Management \$316

Pizza Day for Members (taken from Social Funds) \$332

SABF Representative Report.

No report.

Social Committee Report.

Covered in other sections.

Other Business

Progress the position of manager and consider back ups to support this

A list of Managers likely tasks had been circulated. David has reviewed the draft and made some suggestions – copy attached. He felt that the list gave a good description of the requirements. He would appreciate assistance with the Newsletter in particular to receive articles for inclusion.

The Newsletter comes out after the last game of the month so that monthly winners can be included. Time sensitive submissions could be made just prior to that time and non-time sensitive submissions could be included in subsequent newsletters.

Prior discussion within the Committee has concluded that the Club operates best with a dedicated Manager. David left the meeting to allow discussion of this. The Committee confirmed that their view is that a dedicated Manager is the best approach and that David is the best choice. With his stepping down from the President position there would be a clear separation of Committee and management. The Committee resolved to offer David the Managers role at \$100/week and asked Graham to offer this to David. **Action Graham.**

Both David and the Committee also see great benefit and safety in having backups for manager tasks and longer term planning for Club operation without David. This should be an item for the next Meeting along with discussion and agreement of how the manager role would work in specifics. **Action All**

Signage / advertising

Graham presented some information on possible signage in the streets around the club. In particular there are 3 locations where street signs pointing to Clarence Gardens Bridge Centre would be useful. These are to be costed. **Action Cynthia.**

As has been previously flagged, there is room for Bridge signage to the left of the East Club House fascia. This is to the left of the large lettering "Clarence Gardens" followed by "Bowling Club" in different colour and font. Currently there is no signage that alerts people to the presence of Bridge if approaching from the East. Perhaps the word "Bridge" or "Bridge Club" could appear to the left of the "Clarence Gardens" sign. This idea could be refined and discussed with the Bowling Club.

Also of note / interest is that the Bowling Club has installed a larger sign on private land at the corner of Chamberlain Av and Winston Av. Estimate (very approximate) \$1000 for sign and unknown ongoing rental. Perhaps we would be interested in similar signage in the future? Advertising should lead to increased demand for Bridge. Hence we should consider our ability and timing for expansion of session size, possibility and nature of teaching and number of days of operation.

Diary Dates

It is necessary to book good close venues well in advance to be assured of their availability. Accordingly, Stuart has booked the Maid of Auckland for Christmas in July for 26/7/26 and Christmas lunch for 6/12/26. Dates to go into Bridge Calendar and be publicised in Newsletter in due course. **Action Stuart / David**

Actions table

not reviewed due to lack of time at Committee meeting so not updated. Intention is to drop out completed items from Table.

Next meeting Friday 9/1/26 11am

GS draft issued 7/12/25

GS final issued 16/12/25 change: see Australia day / Boxing day and meeting action items added to actions list.

Actions table

Meeting date	Action	By	Status
26/9/25	Carmel had some suggested changes and will write these up and email to David for inclusion in the minutes	Carmel	Done - item closed
26/9/25	Glen to report net financial impact of Quiz night at next meeting	Glenn	Done - item closed
26/9/25	final check OK of Bridge signs with Bowling Club President or Secretary by Stuart T	Stuart	Done - item closed
26/9/25	need gif or jpg of Club website background colour for background on sign	David / Graham	Done - item closed
26/9/25	Purchase main bridge sign	Graham	Done - item closed
26/9/25	Purchase Bridge phone and SIM	Graham	Done - item closed
26/9/25	A4 signage to be updated accordingly when new phone number known	Carmel / Graham	To be done 5/11/25
31/10/25	Glenn will provide monthly cash flow and related items for inclusion in this and future meeting minutes. Future monthly cash flows and balance sheets will be provided prior to meeting by email to Committee members.	Glenn	Done - ongoing now – item closed
31/10/25	Close off reconciliation is required by Mitcham council for the grants made for the Bridge sign and for the quiz night. Glenn and Graham to collect paperwork and Glenn to organise its submission to council.	Glenn / Graham	
31/10/25	David suggested a ceiling / budget limit of \$400 for the AGM lunch.	Stuart	Noted – item closed
31/10/25	Carmel will organise notice of AGM to publicise.	Carmel	
31/10/25	Graham will circulate an email to Committee members about possible signage at and near the Club following the investigations done for the main sign (now installed). This could be used as background for discussion and action at a future meeting.	Graham	Presented at Dec meeting – item closed
5/12/25	Committee agreed that Ingrid be approached by Carmel and Glenn to take minutes at January meeting so she gets a chance to see the Committee in operation.	Carmel / Glenn	

5/12/25	It was agreed to set annual subs at \$40 full and \$10 associate with table fees at \$8/session for members and associates and \$10/session for non-members. Further, the Director at each session will have the option to charge non-members \$8/session for one offs. David will advise members. David advised that subscriptions are determined (ratified) at the AGM and the Committee has the authority to set table fees.	David	
5/12/25	AGM is set for 15 February 2026. The annual report will be presented. Prior to AGM, Bronwyn Vale will check and review the Annual Report and review accounting processes.	David / Glenn	
5/12/25	Food stuff for AGM. (Lunch is to be provided and free bridge session in afternoon). Social committee to organise: maximum \$400 for lunch cater for 60 attendees (last year was 58). Stuart is liaison with Social Committee	Stuart / Social Committee	
5/12/25	26/12/25 Boxing Day. Bridge is on. To be publicised.	David	
5/12/25	26/1/25 Australia Day. Bridge is on. Dress up is on and sausage sizzle organised by Social Committee including wash up	Stuart / Social Committee	
5/12/25	The Committee resolved to offer David the Managers role at \$100/week and asked Graham to offer this to David	Graham	
5/12/25	There are 3 locations where street signs pointing to Clarence Gardens Bridge Centre would be useful. These are to be costed	Cynthia	
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5/12/25	Both David and the Committee also see great benefit and safety in having backups for manager tasks and longer term planning for Club operation without David. This should be an item for the next Meeting along with discussion and agreement of how the manager role would work in specifics.	All Management Committee members	
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