

TOWNSVILLE BRIDGE CLUB INC

ANNUAL GENERAL MEETING

Held at the clubhouse Wellington St Aitkenvale on Monday 23rd September 2024
MEETING COMMENCED AT 10.30 AM

Present

Wilfred Tapiolas, Ken Davies, Trevor Hunt, Sam Bishop,, Jeff Stephens, Adarina Bawden, Peter Elliott, Geoff Allen, Pat Allen, Ken Manders, Jan Manders, Delma Johnson, Audrey Ledbrook, Ched Twyman, John Tredrea, Ann Smith, Albert Beric, Bill Pickering, Dusk Care, Jan Woollett, Phil Rains, Beth Whebell, Heather Colbert, John Gregory, Fay Blower, John Tredrea, Anthony Wilson, Trudy Low , Dusk Care.

Apologies

Gloria MacDonald, Lesleigh Rooney, Lyn Davies, Mary Overall, Phil Rains, Reg Burton, Luthile Arlett, Devan Mitchell, Helen Tapiolas, Albert Beric Elinor Murray, Di Garside, Joyce McArthur, Peter Housden, Lyn Worley, Betty Hobdell, Jana Zrno, Lyn Gadsby .

Proxies

Gloria MacDonald to Wilfred Tapiolas

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

Motion That the minutes of the previous meeting held on Monday 11th September 2023 be accepted

Moved by Ken Davies and Seconded John Treadrea Motion Carried

BUSINESS ARISING

Nil

PRESIDENTS REPORT

Wilfred Tapiolas presented his report to the meeting which was accepted with acclamation

Motion That the Presidents report be accepted

Moved by Wilfred Tapiolas and seconded by Phil Rains that the Presidents report be accepted .

TREASURERS REPORT

Ken Davies presented his report on the Club's finances

Motion The Treasurers Report be accepted

Moved by Ken Davies and Seconded John Treadrea Motion Carried

AUDITORS REPORT

Motion The Auditors Report be accepted

Moved Ken Davies and Seconded Fay Blower Motion Carried

APPOINTMENT OF AUDITOR

Motion That Darrigan Accounting be appointed as auditors for the next financial year

Moved Ken Davies sand Seconded John Treadrea Motion Carried

3.

ELECTION OF MANAGEMENT COMMITTEE

The President declared all offices vacant and invited John Treadrea to act as returning officer in the conduct of the election.

ELECTION OF MANAGEMENT COMMITTEE

The following positions were elected unopposed

President Wilfred Tapiolas

Vice President Peter Elliott

Treasurer Ken Davies

Secretary Trevor Hunt

Committee Albert Beric, Devan Mitchell, Audrey Ledbrook, Mary Overall.

John Tredrea declared the Management Committee duly elected

Additional Committee members to be co-opted by the Committee as required.

APPOINTMENT OF ZONAL AND QBA DELEGATES

Motion The endorsement of John Tredrea as zonal secretary and appointment of a zonal delegate be left to the Management Committee be confirmed.

Moved by John Tredrea seconded Trevor Hunt Carried

Motion The endorsement of Rosemary Glastonbury as the Clubs QBA Delegate be confirmed.

Moved Devan Mitchell Seconded Judy Hunt Carried

GENERAL BUSINESS

In accordance with Club Rules the following Notices of Motion were posted on the Club Notice Board 14 days prior to the AGM

Grievance Procedure:

That the resolution adopted at the AGM 9 September 2017, outlined in black below, be amended to include the changes, outlined in red below:

The procedures outlined to be adopted by the Club’s Management Committee when dealing with reported inappropriate behaviour.

<p>Inappropriate behaviour</p>	<p>Is defined as any behaviour that:</p> <p><i>Falls to comply with</i></p> <ul style="list-style-type: none"> • the Rules of the Townsville Bridge Club; • Playing Rules of the Townsville Bridge Club; • Associated QBA Rules and Regulations that apply to specific events; <p><i>OR</i></p> <ul style="list-style-type: none"> • Is considered injurious or prejudicial to the character or interests of the Townsville Bridge Club or any of its members; • Brings the game of Bridge and/or the Townsville Bridge Club in disrepute.
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<p>A. Oral Report</p>	<ul style="list-style-type: none"> • Will be treated as an informal piece of information and may or may not be acted upon by the Management Committee who will have total discretion to decide as to what action will be taken;
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<p>B. <u>Written Report</u></p>	<ul style="list-style-type: none">• This must be submitted to the Secretary, Townsville Bridge Club. Email is acceptable;• The written complaint must be made within seven (7) days of the date on which the alleged breach is said to have occurred;• The Management Committee of the Townsville Bridge Club will observe the principals of natural justice which require that the person who is the focus of the complaint to have the right to be informed of:<ul style="list-style-type: none">▪ The existence of the complaint;▪ The fact that an investigation has been authorised;▪ The particulars of the complaint that will be considered;▪ The form that the investigation will take;▪ That they have a right to present a case dealing with the complaint either in writing or by person to the appointed investigator/s; and
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- That they have the right to seek advice and to be represented at any hearing that they appear before.
- The Club's Management Committee will decide whether an investigation of the complaint is required and shall make its decision within seven (7) days of receipt of the complaint.
- On the receipt of a written complaint, if the Club decides an investigation is necessary, it shall at the time it notifies both parties of the dispute, refer the matter to a "Complaints Officer" and notify the parties accordingly.
- The Complaints Officer is to act independent of the Club and on a "Without Prejudice" basis. The Officer's role is to remain impartial and to attempt to resolve the dispute informally. He or she must not be conflicted or biased and must report back to the Management Committee within seven (7) days unless the parties agree otherwise.
- If the parties can resolve the dispute in this manner, the Management Committee will be advised accordingly.
- If the dispute cannot be so resolved, the Complaints Officer is to advise the Management Committee but shall not give any report as all discussions on this point remain "confidential". The Complaints Officer will play no further role in the investigation.

- **Before hearing the matter, the Management Committee must advise both parties to the dispute of the provisions of Model Rule 12A of the *Associations Incorporations Act*. The Management Committee Secretary must forward a copy of that Rule to each party.**
- **If a party elects to go to mediation or elects independent representation provided under Rule 12E, that party must advise the other party and the Management Committee within seven (7) days.**
- **If mediation is unsuccessful or not completed within the twenty-eight (28) days provided in Rule 12D(i) the Management Committee may then proceed with the hearing.**
- **In conducting a hearing, the Management Committee will appoint a Special Sub-committee consisting of not less than three (3) persons who may or may not be members of the Club and are impartial.**
- **If the complaint is to be investigated, the Management Committee will decide how the investigation will be dealt with, who shall**

conduct the investigation and whether or not it will hold a hearing or will consider the matter on the basis of written submissions only.

- **Any Committee appointed will have to decide the matter and will seek the views of the parties identified as central to the complaint in making its discretion.**
- **Any person who is the subject of the complaint is to be invited to respond to the complaint in writing before any such investigation.**
- **The Committee conducting the investigation will seek information and may allow comment from all persons who have knowledge of the incident under investigation. The Committee should then consider the evidence that has been offered and reach a decision as to whether the complaint is substantiated.**
- **If the Committee investigating the matter decides the complaint is substantiated, they shall report their findings and a recommended penalty to the Club's Management Committee. The Management Committee will advise the person the subject of the complaint in writing as to the decision.**

- **Both parties to the dispute** should be advised in writing that they may appeal the decision to the Management Committee. A timeframe of fourteen (14) days to lodge an appeal will be allowed, after which **the matter will be at an end.**
- At any hearing, if the person who is the subject of the complaint disputes facts, witnesses may give evidence on matters relevant to the facts of the complaint.
- The Management Committee should use its best endeavours to deal with complaints within twenty-eight (28) days from the date of receipt **of the complaint unless otherwise agreed by all parties.** Exceeding this timeframe will not invalidate any proceedings or decision.

Moved Peter Elliott seconded by Ann Smith Carried

Subscription Fees 2024/25

That the 2024/2025 Subscription fees, based on the resolution from the 2023 AGM, are adopted as follows:

- \$73.00 Home Members made up as follows:
 - \$26.40 TBC Subscription
 - \$23.30 ABF Levy
 - \$23.30 QBA Levy
 - \$73.00 Total Membership Fee
- \$26.00 Away Members made up as follows:
 - \$26.00 TBC Subscription

Moved Ken Davies and seconded John Tredea Carried

The Meeting closed at 12.00pm

Wilfred Tapiolas

President