

**ARANA CONTRACT BRIDGE CLUB INC**  
**ABN: 55 570 474 362**  
**ANNUAL GENERAL MEETING for 2024**  
**Wednesday, 14 February 2024**  
**Arana Contract Bridge Club, Ferny Grove Parklands**

**MINUTES**

**1. Opening**

Robert Van Beest took the chair and opened the meeting 9:02 am. He welcomed all those attending the AGM of the Club for 2024 year.

**2. Present**

Seventy-nine (79) members had signed the attendance register, and five members had lodged proxies.

**3. Apologies**

Apologies had been received from Sunil Mukherjee, Richard Grills and Robyn Grills.

**4. Confirmation of the minutes of the 2023 AGM**

Robert tabled the minutes of the 2023 AGM and asked the meeting to receive them as a true and proper record of that meeting. Jim Webster moved, seconded by Dawn Benes, that the minutes of that meeting be accepted as a true and proper record of the meeting. The meeting resolved in favour of the motion.

**5. Business arising**

There was no business arising from those minutes.

**6. Confirmation of the minutes of the Special General held on 14 February 2024**

Robert tabled the minutes of the Special General Meeting held on 14 February 2023 and asked the meeting to receive them as a true and proper record of that meeting. Jim Webster moved, seconded by Cherylyn Rigney, that the minutes of that meeting be accepted as a true and proper record of the meeting. The meeting resolved in favour of the motion.

**7. Business arising**

Simon Wood advised the meeting that the new rules has been registered on April 2023 and they were effective from that date.

**8. President's Report**

8.1 Robert presented his report for the year. He advised the meeting the Club had 270 members, a 7% increase over last year. The Club membership

had declined over the COVID period, but we are recovering. He said a number of members had passed away during the year and asked everyone to think of them.

- 8.2 Operating expenses generally had increased during the year and the Club had a deficit of about \$6,000 for the 2023 year. The Treasurer will discuss this in her Report. The Committee has decided not to increase table fees this year as the Club is in a sound financial position. The Committee is considering other ways to fund operations.
- 8.3 The lease from the Brisbane City Council expired about two years ago and negotiations are on-going with Council for a new lease. The term of the new lease will be for 4 years only.
- 8.4 Robert discussed the funding from retirement villages. The Keperra Retirement Sanctuary approached us and would donate \$500 if we arranged for a group of members to visit the community. Warren Applegate, and formerly Dawn Benes, conduct bridge classes at the Albany Creek Library. Warren developed a contact with AVEO and they proposed that if we could organise groups to attend information sessions at various AVEO communities, they would make donations to the Club and the Club could offer lessons at the AVEO Communities. There have been three visits to AVEO and the Club has received \$1,500. Robert offered thanks to Warren and others who have achieved this.
- 8.5. The Teams Event on Sunday 10 February was successful. There were 32 tables, and the Club made a profit of about \$1500. TBIB also provided sponsorship of \$1200. Robert thanked all those who assisted with organising the event.
- 8.6 This year we intend to apply for a grant to replace the chairs and carry out internal building maintenance. It is much the same cost to purchase new chairs as it is to repair/refurbish the existing chairs.
- 8.7 Robert said he had been the Club President for 8 years. He still enjoys leading the Club and has nominated again for President but this will be his last year. It is time for someone else to take on the role.
- 8.8 Finally Robert thanked the members of the Committee and all other members who have volunteered their time and services to the Club and have made it a happy and friendly place to enjoy playing bridge.
- 8.9 He asked for questions from the floor, there were none.

## **9. Treasurer's Report**

- 9.1 Sue Norton presented the financial accounts for the year ended 31 December 2023. The Accounts record a deficit of \$6,706 for the year.
- 9.2 The Club's accounts had been reviewed by J P O'Connor Pty Ltd<sup>1</sup>. In his opinion, the accounts give a true and fair view of the Club's financial position for the purposes of the *Associations Incorporation Act 1999*.
- 9.3 She thanked all members who volunteered their time and assisted with the affairs and business of the Club.

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<sup>1</sup> Jason O'Connor is a member of the Institute of Chartered Accountants

- 9.4 The loss for the year is principally explained by the fact that expenses on improvements - the door to the disabled toilet, and equipment, a new printer/ photocopier – for which grant funding was received in the 2022 year was not expended till the 2023 year. There was a timing mismatch.
- 9.5 The Club received donations from Keperra Sanctuary and AVEO totalling \$2000. The Club did not apply for any grants in the 2023 year.
- 9.6 Major expenditures for the year were for enhancements to the ventilation/ air conditioning system of \$12,757, roof maintenance of \$5,995, installation of an automatic door to the disability toilet of \$7,166 and a new photocopier/printer. The door and copier were funded from grants received in the 2022 year.
- 9.7 Other expenditures were catering for the Christmas Party of \$2,391, and Quantity Surveyor fees.
- 9.8 Sue advised the meeting section 70B of the *Associations Incorporation Act* requires disclosure of any material interest of a member of the committee in any matter considered by the committee. She advised the meeting no member of the Committee had disclosed any such interest.
- 9.9 Sue advised the meeting section 70D of the *Associations Incorporation Act* requires disclosure of any remuneration paid to a member of the committee, or relative of a member. She advised the meeting no remuneration had been paid to any member of the committee, or a relative of a member.
- 9.10 She thanked members for entrusting her with the management of the Club's financial affairs.
- 9.11 She then moved that her Report be accepted. Jim Taylor seconded the motion. The meeting voted unanimously to receive the report, there were no abstentions or votes against.

## **10. Appointment of Auditor**

- 10.1 Sue Norton advised that under amendments to the *Associations Incorporation Act* which came into effect from 1 July 2023 the Club is now classified as a medium incorporated association and the MC is required to have the financial statements examined by an auditor, accountant or approved person who states the associations financial records show the association has adequate bookkeeping processes in place to correctly record and explain transactions to enable a true and fair financial statement to be prepared [the Act refers to this as a verification statement].
- 10.2 Sue was advised by J P O'Connor that as the workload to prepare a verification statement is less than that required for the preparation of an audit report, and the fee to prepare a verification statement would be \$550 a year. The fees for an audit report may be as much as \$3000. J P O'Connor was asked to provide a quote to prepare verification statements in respect of the Club's financial affairs for the next three years. The Committee considers the provision of a verification statement as required by law is thorough and sufficient. The quote was for \$550 for each of the next three years. This is a considerable saving. It is to be noted that

J P O'Connor is a chartered accountant who specialises in not-for-profit organisations.

- 10.3 Sue moved that the meeting accept the tender of \$550 for each of the next three years provided by J P O'Connor. Patricia Lye seconded the motion. The Motion was carried by majority. Five members voted against the motion. There were no abstentions.

## **11. Motion on Notice**

- 11.1 Simon Wood advised the meeting that Owen Marks had given notice of the following motion:

*That the Committee be censured for breach of the provisions of the Constitution, specifically;*

*14. Prohibition on the use of information on register of members*

*1. A member of the Club must not-*

*(a) use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purposes of advertising for political, religious, charitable, or commercial purposes; ...*

- 11.2 Simon W called on Owen to move the motion to the meeting. Judy Greenwood seconded the motion.
- 11.3 Owen then spoke to the motion. He said the rule had been a part of the rules for a long time. The Committee was endorsing the commercial activities of AVEO by actively sending emails advertising AVEO. He questioned AVEO's business practices. Simon W raised a point of order that this had no relevance to the motion. The chair ruled in favour of the point of order. As there appeared to be disagreement with the ruling the point was put to the meeting which voted in favour of the Chair's ruling. Owen said the MC had sent emails endorsing AVEO. He drew a distinction between the nature of the advertising of AVEO which he described as being active, and the advertising of other Club sponsor's as being passive. Owen called on members of the MC to apologise to members.
- 11.4 Simon W spoke against the motion. Robert had provided background as to how the relationship has come about. Three visits have been arranged to AVEO and the Club received \$1500 in sponsorship. No member information at all was disclosed to AVEO. AVEO gathered information from those who attended by asking them to complete a form. This was voluntary. The Club has derived substantial sponsorship from the arrangement with AVEO. He said that the Club had also received \$500 from Keperra Retirement Sanctuary for a similar arrangement. Simon said the motion should not be supported.
- 11.5 Simon asked for any other speakers for or against. There were none. He asked for questions. There was question about the fact AVEO had contacted members. SW said that members who attended the AVEO sites had been given a personal details form to complete. Completion was voluntary. The Club had not provided personal information for any

member to AVEO. Sue Norton added there was tick box on the form if you did not want to be contacted. There was another question concerning the AVEO forms left at the Club house. A speaker from AVEO came to the clubhouse and the completed forms were entered in a raffle draw. If you completed the form once again the non-contact tick box could be marked

- 11.6 There were no other questions. Simon re-read the motion. He asked for those in favour of the motion to raise their hands. There were 6 votes for the motion. He asked for those abstaining to raise their hands. There were 4 abstentions. He asked for those voting against the motion to raise their hands. The motions was declared as NOT CARRIED by a majority.

## **12. Motion on Notice**

- 12.1 Simon Wood advised the meeting the Management Committee had received a nomination to confer Honorary Life Membership on Sue Norton for her meritorious service to the Club. Simon put the motion:

*That this meeting confirms the recommendation of the Managment Committee that Honorary Life Membership be granted to Sue Norton for her meritorious service to this Club.*

- 12.2 Simon called on Robert Van Beest to move the motion and Bruce Hansen to second it.

- 12.3 Robert spoke in favour of the motion and said Sue had provided years if service to the Club as its treasurer, and as a director and teacher.

- 12.4 Simon asked whether there were any other speakers for or against the motion or any questions. There were none.

- 12.5 He reread the motion and asked for votes against the motion, there were 2. He asked whether there any abstentions. There were none.

- 12.6 The motion was declared to be carried by a majority of members present.

## **13. Election of Office Bearers:**

- 13.1 All members of the present committee stood down.

- 13.2 Nominations for the various positions on the committee had closed on 31 January 2022. The nominations received are:

<b>Position</b>	<b>Nominee</b>	<b>Proposer</b>	<b>Seconders</b>
President	Robert Van Beest Bruce Hansen	Jim Webster Dawn Benes	Val Cran Berrice Good
Vice President	Bruce Hansen	Anna Green	Linda Neil
Secretary	Simon Wood	Warren Applegate	Marcia Applegate
Treasurer	Sue Norton Joan Mackay	Robert Van Beest Dawn Benes	Richard McLaughlan Jeff Borg
Committee Members	Anna Green Patricia Lye Joan Mackay Linda Neil	Bruce Hansen Liane Morris Anna Green Peter Neil	Cyntia Sharp Bruce Hansen Marianne McPherson John Murphy

- 13.3 Simon Wood advised the meeting that Bruce Hansen wished to withdraw his nomination for the office of President and thus Robert was the sole nominee and was elected to the position.
- 13.4 As Bruce Hansen was the sole nominee for the position of Vice-President, he was declared to be elected to that position.
- 13.5 As Simon Wood was the sole nominee for the position of Secretary, he was declared to be elected to that position.
- 13.6 As there were two nominees for the position of Treasurer, ballot papers were distributed. Tony Agar acted as the returning officer. Eighty-six (86) votes were returned; 51 votes were cast in favour of Sue Norton and 35 in favour of Joan Mackay. Sue Norton was declared elected to the position of Treasurer.
- 13.7 As there were four nominations for the three positions of Committee Members, ballot papers were distributed. Tony Agar acted as the returning officer. The ballot result was: Anna Green 66 votes, Patricia Lye 72 votes, Joan Mackay 73 votes and Linda Neil 55 votes. Anna Green, Patricia Lye and Joan Mackay were declared elected to the positions of Committee members.
- 13.8 Robert thanked Linda for her contribution to the retiring committee and said he regretted to see her go. He said the incoming committee was committed to serve the Club.

#### **14. Questions from the floor**

There were no questions from the meeting.

#### **15. Close**

The meeting was closed at 10:05 am.