

CENTRAL COAST BRIDGE CLUB
COMMITTEE MEETING on Tuesday 5th March at 10.00am

Minutes

Present: John Redfearn, Norm Berger, Sally Clarke, Austin Driscoll, Kevin Dougall, David Purkiss, Kerrie Ransom, Rod Shellshear, and Toni Gorman

Apologies: Jodie Gudaitis, Phil Thomas

Meeting Opened by John Redfearn (President) at 10.00am.

Minutes of committee meeting for 22/1/19 were available and had been circulated by email
There being no corrections to minutes they were accepted.

Moved Sally seconded Kevin

Business Arising from Minutes:

Complaint by Pauline Caust. - the complaint is still being dealt with by the recorder at NSWBA.

Membership Structure - Toni relayed her notes on the phone conversation with Warren Robinson (at his request following several emails), and whilst there were common components to the conversation relayed by Norm on the same matter, it was agreed that Warren be approached again and asked to give a written response.

Correspondence: - Tabled 30 minutes prior to meeting-

In:

Lee Gorman - resign as Congress Convenor

NSWBA - invitation to Championship Events

NSWBA - Review Congress Licence Fee (copy to MPS)

AED - Tax invoice for Heartsine Defibrillator

Warren Robinson to Toni Gorman - legal advice re Membership fees

Warren Robinson to Norm Berger - clarification of question re Motion 28/7/17

Warren Robinson to Norm Berger

Alan Bustany and Mathew McManus -emails re results of Mixed Pairs

Jean Moran - re lunch at Mixed Pairs

John McIlrath - accept invitation to run Directors' Courses

Shan Lawson - re Seniors Festival

Jan Medina-Buchanan examples of Flyer

Jodie Gudaitis re agenda for next meeting

Flick - Service Inspection Report

Peter Fitzgerald - Fwd works order for Building Inspection Report

Beveridge Williams Incorporating Trehy Ingold Neate - Acceptance of Fee Proposal Form

George Finikiotis - NSWBA Congress Complaint Protocol - new Protocol

Trey - Invoice Product Maintenance Report

Central Coast Council re Hand Car Wash Facility proposed development at 326 The Entrance rd Long Jetty

NSWBA - Congress License Fee Procedure

Sally Clarke - Statutory Declaration- no payment to be claimed between 14/8/13 and 27th Sept 2017

Helen Eaton - Statutory Declaration - no payment to be claimed for direction for the period to 27/9/2017

Lee Gorman - re spraying weeds and maintenance of south side of building grounds.

RL Spring Cleaning - Invoice for general clean

Central Coast Survey Manager/Registered Land Surveyor - Invoice \$2800

ABDA - Re Seminar 27and 28th July

Accounting For Good - response x 2

Marketing Sub-Committee - Dissatisfaction with Toni Gorman

Marketing Sub-Committee - Response to Lee Gorman's Letter

Kerrie Ransom - Response to Lee Gorman's letter

Out:

Committee Response to Jodie Gudaitis re letter dated 15/1/19

John Redfearn to Warren Robinson - re Membership Fees

Toni Gorman to Warren Robinson - at direction of Committee, re advice on Membership Fee Structure

Norm Berger to Warren Robinson - request for advice on legality of Motion of 28/7/17

Toni Gorman - Response to Jean Moran

John Redfearn - Invitation to John McIlrath to run Directors Courses

Toni Gorman - response to Shan Lawson and Jan Buchanan Medina

Toni Gorman - response to Jodie Gudaitis

Toni Gorman - Response to George Finikiotis

Helen Eaton - Application for membership of ABDA

Toni Gorman - Response Gary Heyting

Toni Gorman - Accounting For Good re Invoice advice

Reports - hard copy of written reports are attached to minutes in Minute Folder

Treasurer's Report,

- comprising Profit and Loss Statements from April 2018 to February 2019, General Ledger for February 2019, and Reconciliation Report as of 28/2/19, was tabled.

Internal Audit (from 1st October 2018- 31/12/2019 Sally

- Conducted by Sally Clarke and Jean Moran
 - Accounts received were found in excellent order
 - Several large withdrawals were taken from daily money bags with little or no reference as to the reason
- Recommendations
 1. Petty Cash System be implemented
 2. Only monies up to and including \$100 be authorised for petty cash payments
 - receipt is compulsory unless the item is very small and accompanied by a detailed, dated and signed docket
 3. Expenses over \$100 that are supported by an invoice and/or receipt to be paid by countersigned cheque or passed to the Treasurer for direct debit payment
- Jean Moran is happy to design an Excel spreadsheet to assist treasurers with their summaries of table sheets. Jean has also offered to assist with banking if the Treasurer requires an assistant.
- Suggest that a date stamp be purchased and the method of payment be recorded on invoices.

Motion

that Sally's report be accepted and the recommendations implemented.

Moved Toni, seconded Austin

Vote: Unanimous

Resolution; Motion passed in the affirmative

New Members

David Snow - approved by email

that the acceptance of David Snow's Nomination be noted in the minutes, moved, Sally seconded Austin

Items from Correspondence

John Redfearn is now the Congress Convenor, assisted by Stephanie Mathews.

Unfinished Business:

Norm's Invoice

- Norm has submitted a new invoice for payment for Directing in the period 14th August 2013 to 27th July 2017. He said this invoice was calculated on an estimated basis as he had been informed by the treasurer (Phil) that there was no need to go through all the financial records for this period.

- He presented to the committee a copy of accounting advice he had received from Crowe Consulting (in CCBC Correspondence) which supported the claim.
- Toni had, at John's request, sought advice on an earlier invoice from a Sydney based firm "Accounting For Good" (this firm provides advice for Not for Profit Organisations). She presented this and at the conclusion of the ensuing discussion Toni stated that she was of the opinion that Norm had questioned her neutrality and integrity when seeking this advice. She concluded, 'The Secretary is insulted.'
- John asked Norm to leave the meeting while the members considered the matter:
 - the fact that advice from the two sources, Crowe Consulting and Accounting for Good, differed
 - results of a snapshot check of the period 14/8/13 to 31/12/14 of payment for directors showed a significant number of payments had been made to Norm Berger for directing during this period
 - financial management duties of the committee members.
- This invoice was not accepted for payment, and it was agreed that Norm could resubmit an invoice at a later meeting. The following motion was then discussed and put:

Motion:

whereas Norm Berger has sought payment for outstanding directors fees of \$7320 for the period 14/8/2013 to 27/7/2017 the committee agrees as follows:

- a. the treasurer and vice president will audit the club's financial records for the period to accurately quantify the outstanding amount,
- b. the treasurer will seek independent legal advice as to the legitimacy of Norm's claim for directors fees and the rights of the committee to authorise payment of said retrospective fees,
- c. if the claim for director's fees is verified as legitimate and Norm Berger renders an invoice for the agreed sum, the CCBC will promptly pay the invoice.

Moved David, seconded Rod

Vote: 8 in favour none against

Resolution; Motion carried in the affirmative.

Motion:

that Table Money be paid in gold coin or notes (excluding \$50 note).

Moved Norm, seconded David.

Vote: 8 in favour 1 abstention

Resolution: Motion carried in the affirmative

Payment for dealing boards was raised by Norm. In his presentation Norm gave examples of other clubs. Most, if not all clubs, pay for this task and varying amounts applied .

Motion: that the CCBC pay for the dealing boards at \$10 per set.

Moved Norm, seconded David

Vote: Unanimous

Resolution: Motion carried in the affirmative.

Norm raised the motions of 27/7/17 which had been moved by him in his absence. Warren Robinson advised him that as the next committee meeting approved the previous minutes it would be difficult to have them changed. Norm advised Warren that he was not interested in doing that he only wanted advice on how the committee should act in future. Warren's advice was that a committee member must be present at the committee meeting to move a motion, except if a motion is moved prior to an AGM or SGM.

Motion:

that we accept the recommendation of the Chief Director and accredited and trainee directors in respect to the quantum and payment of directors' fees as follows:

1. \$50 per session if playing, with no additional payment for free games.
2. \$65 per session if not playing
3. \$100 per session for Championship Events and be qualified to direct such event and be non playing
4. non accredited directors receive the same amount, except for item 3.
5. \$50 for supervised sessions

Moved Kerrie, seconded David

Sally spoke against the motion and asked to make an amendment to item 3 of the motion, that trainee directors receive a proportional payment. John spoke against the amendment. Kerrie didn't accept the amendment and the motion, without amendment, was put.

Vote: 8 in favour, 1 abstention.

Resolution: Motion carried in the affirmative

Paragraph deleted- Moved Norm Seconded David - Vote 7 to 4 carried. TG 5/3/19

The design of the CCBC Identification Cards was discussed. Sally circulated two samples for the committees consideration. The following decisions were made:

- the card with the given name larger than the surname was chosen
- the cards would be printed front and back (at 41cents per card)- more cost effective than using our toner
- cards would be given to members at time of renewal
- two sets of different colours would be printed, one colour given out one year and a different one the next to facilitate recognition of paid up members

Toni briefly spoke to a handout comprising extracts from The Australian Government's Commission for Charities and Not For Profits, and the NSW Act, both on the issue of Conflict of Interest, she noted that a motion on this matter, notice of which had been given, was next on the agenda. She also spoke in favour of this motion but suggested that, as a policy generally takes time, in the interim the committee be guided by these papers. The committee agreed.

Motion:

that Warren Robinson be approached to provide advice and assistance with the development of a "Conflicts of Interest Policy"

Moved Kevin, seconded David

Vote: Unanimous

Resolution: Motion carried in the affirmative

Next Meeting: 9th April 2019

Meeting Closed: 11.46am