

## CENTRAL COAST BRIDGE CLUB

COMMITTEE MEETING at 9.00am Tuesday 14/5/19

### MINUTES

**Present:** Jean Moran, Helen Eaton, Gary Barwick, Austin Driscoll, Rhonda Nix, Pam Townsend, Marianna Xerri, Toni Gorman.

**Apologies:** Sally Clarke, Colin Kleinig, Garrie Watt,

**Meeting Opened** by Jean Moran (President) at 10.06am

Jean welcomed the new committee and briefly outlined her vision for the year as one which continued the work of the previous committee, focused on improving our building, and involved as many members as possible to “spread the load”. She thanked the previous committee for its work, mentioning John for his tremendous contribution, the contribution of Dawn Thomas as purchasing officer and assistant to the treasurer and the work of the sub-committees. The Building and Maintenance Sub-Committee and the Marketing and Promotion Sub-Committee had provided summative reports and copies of these had been emailed to all members of the current committee for their information. Their findings, Jean said, would prove valuable in our planning.

**Minutes** of committee meetings of 9/4/19 were available and circulated prior to meeting.

Moved Austin, seconded Toni that the minutes of be accepted

#### **Business Arising from Minutes:**

None

#### **Correspondence: - Tabled 15 minutes prior to meeting-**

**In:** TBIB - Insurance Invoice \$2052  
Norm Berger - Invoice \$5460  
Sally Clarke - Resignation as Vice President and Committee member of 2018/19 Committee.

**Out:** Welcome letter to new member -Allan Roser, Jackie Wilson, Mary McLoud, Deb Tatham, Cathy Russell, Jurate Laisve,

#### **Reports**

**Treasurer - Helen**

Helen thanked Phil and Dawn for the handover and commented that a great job had been done.  
Current Balance in Cheque Account \$28 236  
Recommend transferring \$60 000 from the low interest ING account to a fixed term account for 6 months  
Table statistics for April are attached \_ Average for month 13.25 tables  
\_ Congress 47 on Saturday and 55 on Sunday

**Tournament Secretary - Gary**

Upcoming events - Premises Anniversary Pair (Date to be advised)  
Interclub Teams - 28/5/19  
Results- Teams of Three - a great day enjoyed by all participants  
Tuesday May Pairs - Austin Driscoll & Robin Dunlop (NS)  
and John Swain & Bob Marvin (EW)

The reports were accepted. (Attached in Minutes Folder)

**Motion: that we transfer \$60 000 from the ING Working Account into a higher interest fixed deposit for 6 months.**

Moved Helen, seconded Pam

Vote: Unanimous

**Resolution:** Motion carried in the affirmative.

The Treasurer was asked to prepare a budget for the committee's consideration at the next meeting.

### **New Members**

Tony Giles, nominated by Toni Gorman and seconded Gary Barwick

Accepted.

### **General Business:**

Toni: A sample of folders for the committee was shown . Toni said she'd have them available prior to the next meeting. Jean asked all committee members to familiarise themselves with the Constitution, our By Laws and the law re Conflict of Interest

Jean: Responsibilities of committee members

- to control and manage the affairs of the CCBC in the best interest of the club
- to have a working knowledge of accounting and ensure that our financials have proper controls
- decisions at committee are by majority - you must hold the majority decision when discussing with members
- members' confidentiality must be respected
- prepare for meetings by familiarising yourself with reports and topics to be discussed
- any topics raised by members for consideration by the committee are to be in writing
- committee communication is through the secretary.

### **Sub- Committees**

- Ombudsman (replacing Recorder Position)
  - offensive behaviour at table or within club rooms, suspicion of cheating,
  - all reports in writing, including evidence
  - inform all concerned, and giving the accused a right of reply.
  - refer serious matters and 'repeat' offenders to CCBC committee
- Repairs and Maintenance - Chair Garrie Watt, Ron Moran and Lee Gorman
  - utilising the Building Report commissioned in February 2019 to draw up a list of repair and prioritise
  - establish a pool of skilled members to assist
  - provide costings and get quotes
  - maintenance schedule
  - hold regular meeting and present a report at committee meetings
  -
- The need for a maintenance programme to extend the life of the building was discussed. As the present site has many advantages it was agreed that the focus of this committee would be on maintenance and repair and not on looking for a new site.

- Chief Director - Sally Clarke
  - organise directors for each session of play
  - organise training/skill development, including seminars
  - recommend to committee an Assistant Chief Director and train
  - organise and train new directors
  - prepare manual for directors
  - ensure table cards and movement cards are in good repair
- House Committee - Chair Rhonda Nix with Marianna Xerri
  - maintain kitchen supplies and emptying, cleaning appliances , prepare a manual of procedures
  - identify a Purchasing Officer
  - Annual Stocktake
  - Catering and promoting events (see Marketing Report from last year) , including suggested menus and costings. Review each event and provide recommendations
- Responsibilities.
  - Chief Director - Sally Clarke
  - Assistant Treasurer/Membership Secretary - Austin Driscoll
  - Tournament Secretary/Compscore 2 - Gary Barwick
  - Master Point Secretary Peter Cloughessy
  - Teaching Director - John Redfearn
  - Website - Garry Barwick to hand over to Jan Clarke within 2 months
  - Deal Master - Pam to set up and train Marianna to replace her.
  - Prize Officer - Pam Townsend
  - Ombudsman - Kerry Johnman
  - House Director - Rhonda assisted by Marianna
  - Maintenance and Repairs - Garrie Watt
  - Key Register - Colin Kleinig
  - Office Manager - Marianna Xerri
  - Health/Wellbeing - Colin Kleinig
  - Library - Eris Brown

Jean: As the coffee machine was introduced as a trial last year (subject to use by members and cleaning by users) I conducted a survey to gauge its use. 84 members responded and of these 11 had used it and over half of these did so less than once a week. Given the low demand it was decided that the machine would be returned. (Survey results attached in Minutes Folder)

A discussion of the washroom paper and hand wash dispensers followed and it was decided to upgrade both. (proposal attached in Minutes Folder)

Proposed dates for future committee meetings are:

4/6/19; 16/7/19; 20/8/19; 17/9/19; 15/10/19; 12/11/19; 10/12/19; 14/1/20; 11/2/20; 10/3/20; 14/4/20.

Shirley Beasley will be contacted to discuss her art which she kindly left on display at the club prior to moving away from the area.

**Motion: that the motion of 5/3/2019** *‘that the CCBC pay for the dealing boards at \$10 per set’*. **be rescinded.**

Moved Rhonda, seconded Pam

Vote: 5 in favour, 2 against, 1 abstention

**Resolution:** Motion carried in the affirmative.

Toni: It was agreed at the last meeting that, whilst generally, a relaxed procedure works well, on those rare occasions when the formality hinders the performance of the meeting Formal Meeting Procedures will be implemented by the chair . A copy of the handbook has been sent to Jean and I'll print one off and place it in the office.

The drafting of a Conflict of Interest Policy was also discussed but due to the constraints of time was not worked on - in the mean time the printout from NSW and Commonwealth Law will be our reference.

In order to facilitate the efficient use of Committee meeting time it is essential that any reports are submitted to me by 4.00pm the Saturday prior to the meeting, in good time for me to distribute them within the 48 hour period.

Decisions at committee meetings can be made by ‘decisions’ or by motions, both will probably be voted on. A Motion is a formal and binding agreement between the management and the membership and is recorded for all time - even if rescinded. A decision generally lasts for the life of the committee. Deciding which process will be used for each issue is a matter of “our best judgement”. Special Resolutions are clearly defined in the Constitution.

Jean : Vote of thanks to Pam, Lee & Toni for assisting me in the working bee on 5th May

### **Any Other Business:**

Pam: future newsletter - to be discussed. Hazel Cranny has offered to wash tablecloth

Recipe Books: John was able to answer queries on the booklets. They are still selling and are sometimes given out as mementos with prizes. The club has been reimbursed for the original printing cost (Helen commented that the larger print run was no more expensive than a smaller one). Neuro Research (Bridge for Brains) has had between \$6000 and \$7000 forwarded to them.

The books and merchandise from Paul Lavings will continue to be available in a side ‘shop’

### **Actions from Meeting**

Progress reports from sub-committees and members with specific responsibilities

Helen - proposed budget

Austin- membership updated and check MPs

Toni - Folders and Booklets

Letters of thanks to Dawn and Hazel

### **Business Flagged for Next Meeting**

Toni - Resolutions

**Meeting Closed at:** 11.05

**Chair:**

**Minutes:**