

Minutes for Central Coast Bridge Club 30 September 2022

Call to Order

A meeting of Central Coast Bridge Club was held on 30 September 2022 at the Central Coast Bridge Club. It began at 3:04 pm; Louise Lewis presided and Steph Mathews served as secretary.

Attendees

Voting members in attendance included Norm Berger, Matt Raj Mal, John Redfearn, Rod Shellshear, Graham Steel, Phil Thomas, Jill Wildey, and Graham Williamson

Apologies

Colin Kleinig

Objectives

1. Approve the minutes of the previous meeting and deal with any business arising
2. Introduce new members to the meeting protocol approved by the committee
3. Update the Action Item list
4. Decide on appointments for vacant positions
5. Distribute revised constitution to new members and discuss project
6. Discuss status of subcommittees

1. Call to order

Louise called the meeting to order at 3:04 p.m.

2. Approval of Minutes of Previous meeting

Steph moved and Norm seconded that the committee approve the minutes of the 20 September 2022 meeting; the motion carried with seven votes in favour and two abstentions.

3. Business arising from the minutes

None.

4. Meeting protocol

Copies of the meeting protocol were distributed; approval by the new committee deferred until the next meeting.

5. Action List Update

Mortgage on property deed has been discharged.

Procedural manual is in progress

Bylaws need to be revised.

Disabled parking on driveway Rod has signs; Jill recommended he research requirements for parking space size requirements before putting up the signs; Rod to do so.

Follow up with Marland re smoke detectors, evacuation and muster point sign – Rod to follow up

Arrange for training on sign operation and IT support Steph has the trainer details; Jill agreed to undergo training; Steph to follow up with Shan, Jill and trainer to schedule training date

Contact Marilyn re my ABF – in process

Send email to learners re Monday morning session in process; Steph to prepare list of recent trainees to Marilyn Scott for additional follow up.

Contact ABF re loan – advise of DA status -Louise has completed this task; should continue to maintain contact

6. Transition of positions: The following individuals agreed to assume responsibility for the roles listed below:

Purchasing Officer – Jan Lawson

Newsletter – Shan Lawson

Club Administrator and IT – Shan Lawson

Tournament Secretary – Matt Raj Maal

Chief Director – John Redfearn

Website Manager – Shan Lawson

Facebook Manager – Shan Lawson

Bridge Librarian – Keven and Angela Dougal

Marketing – John Redfearn, Kevin Dougall and Norm Berger

Maintenance Officer – Rod Shellshear

Trophies, prizes, and honour boards – Graham Williamson

Recorder - Mary McFadden

A few roles still need to be confirmed:

Gardener – Louise to follow up with Carolyn Dickinson to see if she wants to continue

COVID Coordinator – Steph to confirm Colin will continue in this role

Masterpoint Secretary – Steph to confirm Colin will continue in this role

7. Revised constitution

Steph provided a copy of the revised constitution to the new committee members (Matt Raj Mal and Graham Steel), and Louise advised committee of status of revision process. Need to review new model constitution from Fair Trading, incorporate any necessary changes, submit to solicitors for review before dissemination to membership..If membership approves changes, we need to register constitution with Fair Trading with explanation for departures from Model Constitution.

Meeting Closure

The meeting objectives were met, and Louise adjourned the meeting at 4:01 p.m.

Next Meeting

Friday 14 October 14 at 3:00 p.m.

Stephanie Mathews, Secretary

Louise Lewis, President