

Minutes for Central Coast Bridge Club 12 May 2023

Call to Order

A meeting of Central Coast Bridge Club committee was held on 12 May 2023 at the Central Coast Bridge Club. It began at 3:00p.m.; David Purkiss presided, and Jan Buchanan Medina served as secretary.

Attendees

Voting members in attendance included Norm Berger, Rod Shellshear, Matt Raj Mal, Colin Kleinig, Jill Wildey, Mike Hilton and Graham Williamson

Apologies

Kerrie and Lawrie Ransom

Objectives

1. Approve minutes of the previous meeting on 14th April 2023
2. Deal with any business arising from the minutes.
3. Receive update on correspondence.
4. Deal with any business arising from correspondence.
5. Decide whether to approve membership applications.
6. Receive action list update.
7. Allocate roles and responsibilities to committee and general members.
8. Establish Building Upgrade Sub-committee and appoint members.
9. Appoint Social Welfare Representative to maintain contact with sick or absent members.
10. Arrange outstanding Bio's to be completed - short summary of background, skill sets, experience etc to be provided by Colin Kleinig and Graham Williamson.
11. Establish policy re Pets in CCBC Clubhouse.
12. Clarify the definition of the "Appeals Committee" as per the new Constitution.
13. Directors to ensure the timely attendance of members at Bridge sessions.
14. Establish a Marketing Sub-committee - to drive and expand membership and publicize club events through social media, set promotional parameters for the CCBC website and develop strategy to increase traffic to the website through Facebook and vice versa.
15. Develop Email Etiquette Policy
16. General Business – arrange IT handover & allocate Director responsibility for 9 bridge sessions.
17. Agree on monthly committee meeting dates and times.

1. Call to order

David called the meeting to order at 3:00 p.m.

2. Approve Minutes of Previous Meeting on 14th April 2023

The committee agreed on the following approach to the content of these minutes: "Meeting minutes are the official record of what decisions were made, who was in attendance and all other consequential events that occurred during the committee meeting. Minutes usually need not be a verbatim account of every commentary in the committee meeting". Based on feedback from committee members attending the meeting on 14th April 2023, the committee agreed that the minutes would be amended to only include discussion points of consequence – the following 3 items were amended: - 1) Item 9: Treasurer's Report; 2) Item 13: BUS Report and Business Arising; 3) Item 15: Maintenance. It was agreed that Jan would make the necessary changes and provide the amended minutes for approval at the next committee meeting.

3. Business arising from the minutes

Refer above comments.

4. Correspondence

Incoming

No correspondence received or passed on at this point – Jan to check with John Redfearn re access to the CCBC Post Office Box.

5. Business arising from Correspondence

No correspondence received.

6. Membership applications

No membership applications to approve.

7. Action items update

Deferred until the next committee meeting at which point all roles and responsibilities would have been allocated i.e. committee members can assess their individual workloads.

8. Roles and Responsibilities to Committee and General Members

The following roles were allocated: -

Website Manager: Kerrie Ransom
 Club Administrator & IT: Michael Hilton
 Tournament Organiser/Secretary: Matt Raj Mal
 Recorder: Lawrie Ransom
 Congress Convenor: Marilyn Scott
 Newsletter & Electronic Sign Messaging: Kerrie Ransom & Jan Buchanan-Medina
 Purchasing Manager: Jan Lawson
 Maintenance Officer: Rod Shellshear
 Masterpoint Secretary: Colin Kleinig
 Gardener: Carolyn Dickinson
 Bridge Librarians: Angela and Kevin Dougall
 Trophies, Prizes & Honour Boards: Graham Williamson

Responsibilities requiring further consideration include members of the Marketing Sub-Committee and the Facebook Manager (Jill and Jan to discuss maximizing the benefits of Facebook).

9. Building Upgrade Sub-committee and Progress Update

It was agreed to appoint the following 2 committee members (David Purkiss & Rod Shellshear) and 3 club members (Peter Johnman, Jenny Walmsley and Peter Fitzgerald) to the Building Upgrade Sub-committee. David Purkiss to chair meetings. David moved a vote of thanks for the efforts of Norm Berger as chairman since the September 2022 AGM.

David confirmed that Damien Furey of Fabric Architecture Studio had instructed Northrop to complete the Flood Assessment Report at a cost of \$5,500 including GST i.e. as required by the Central Coast Council Engineering Department

10. Social Welfare Representative

The committee decided to appoint a Social Welfare representative to maintain contact with members experiencing ill health, family problems or who have been absent from the CCBC. Jill Wildey willingly accepted this position.

11. Outstanding Bio's from Committee members

It was agreed that Colin Kleinig and Graham Williamson would provide a summary of their backgrounds, skill sets, experience etc.

12. Establish Policy re Pets in CCBC Clubhouse

After considerable discussion about various issues associated with pets being allowed in the Clubhouse, Norm moved a motion to exclude pets from the CCBC Clubhouse. Jill seconded the motion which carried with 8 votes for and 1 abstention.

13. Define "Appeals Committee" as per the New Constitution

Deferred until next meeting.

14. Timely Attendance at Bridge sessions

Only members who arrive before the scheduled start of bridge sessions can participate in the event – the presiding Director to ensure that attendees are not disadvantaged by the late arrival of members.

15. Marketing Sub-Committee

The need to establish a marketing sub-committee was discussed and approved - key responsibilities to include driving and expanding membership, publicizing club events through social media, setting promotional parameters for website, and develop strategy to increase traffic to the website through Facebook and vice versa. The composition of this marketing sub-committee to be discussed at the next committee meeting.

16. Email Etiquette Policy

David to provide a draft email etiquette policy at the next committee meeting.

17. General Business

IT handover – to occur on Saturday afternoon at 4.30pm and to be attended by Jan, David and Mike.

Allocation of Directing Duties at 9 Bridge Sessions

Monday Morning: Norm and Matt

Monday Afternoon: Matt, Norm, John and Peter Johnman

Tuesday Afternoon: Norm
Tuesday Evening Real Bridge: Shan
Wednesday Afternoon: Norm
Thursday Morning: Matt
Thursday Afternoon; John
Friday Morning: John
Saturday Afternoon: John

18. **Monthly Committee Meeting Dates and Times.**

It was agreed that committee meetings would occur on the second Wednesday of each month and commence at 10.00am

Meeting Closure

The meeting objectives were met and David adjourned the meeting at 4.15 p.m.

Next Meeting

Wednesday, 31st May at 10.00am followed by a further meeting on Wednesday, 14th June 2023.

Jan Buchanan- Medina, Secretary

David Purkiss, President