

MINUTES FOR CENTRAL COAST BRIDGE CLUB ON 31 MAY 2023

Call to Order

A meeting of the Central Coast Bridge Club Committee was held on 31st May 2023 at the Central Coast Bridge Club commencing at 9.30am: David Purkiss presided, and Kerrie Ransom served as Secretary (Jan Buchanan-Medina was temporarily unable to take notes).

Attendees

Voting members in attendance included David Purkiss (DP), Norm Berger (NB), Jan Buchanan-Medina (JBM), Rod Shellshear (RS), Matt Raj Mal (MRM), Jill Wildey (JW), Kerrie Ransom (KR), Graham Williamson (GW), Michael Hilton (MH) & Lawrie Ransom (LR).

Apologies:

Colin Kleinig (CK)

Objectives

As per draft

1. Approve minutes of Committee meetings on 14 April 2023 and 12 May 2023
2. Deal with any business arising from the minutes.
3. Receive update on correspondence – incoming and outgoing.
4. Attend to any business arising from correspondence.
5. Decide whether to approve membership applications.
6. Update Action List including allocation of responsibilities.
7. Receive reports from Masterpoints Secretary, Treasurer, Tournament Secretary/Organizer and Building Upgrade Sub Committee
8. Consider Complaint by Matt Raj Mal against Gary Heyting
9. Consider breach of NSWBA Rules by Shan Lawson re Unauthorised Withdrawal from Event.
10. Consider Complaint by Norm Berger against Louise Lewis.
11. Consider comparative cost/benefit analysis for New Era and Grenki agreements and decide if the CCBC should attempt to exit these 2 agreements.
12. Decide if the Thursday afternoon session should be permanently divided into 2 sections based on Masterpoints (<30: > 30) and if the Monday afternoon session should be divided into 2 sections based on Masterpoints (<30: > 30) on a trial basis during June 2023
13. Consider email Etiquette Policy
14. Initial discussion of Tournament Entry Fees - to be determined based on a review of session costs and after feedback with the Treasurer and President.
15. Decide whether to re-establish a Marketing Sub Committee.
16. Consider changing passwords for access to the CCBC gmail address.

Approve Minutes of Previous 2 Meetings:

Rod Shellshear moved and Norm Berger seconded that the committee approve the minutes of the 14th April 2023 and the 12th May 2023 meetings: The motion carried unanimously.

Business Arising from the Minutes

None

Correspondence

Incoming

- (1) Sale of Cookbooks - cheque for \$75 from Miriam Officer, past Secretary Maitland Bridge Club. Handed to John Redfearn as proceeds from sale of cookbooks and to be added to Charity Account.
- (2) Jan Lawson - resignation letter from cleaning, purchasing manager, catering for congresses and other duties at CCBC.
- (3) Shan Lawson - letter of resignation from CCBC duties.
- (4) Recorder: Lawrie Ransom – email referring the complaint from Matt Raj Mal against Gary Heyting (dated 19 March 2023) to the Committee for its consideration.
- (5) Recorder: Lawrie Ransom – email referring the complaint from Norm Berger against Louise Lewis (dated 17 May 2023) to the Committee for its consideration.
- (6) Recorder: Lawrie Ransom – emailed report from John Redfearn re Shan Lawson’s unauthorised withdrawal from the CCBC Red Point event on Saturday, 13 May 2023
- (7) Louise Lewis – email response dated 28 May 2023 re complaint lodged by Norm Berger on 17 May 2023.
- (8) Peter Johnman - email regarding the responsibilities of scrutineers supervising the vote count at the AGM and their duty to maintain confidentiality.

Outgoing

Thank you letter to Miriam Officer.

Business Arising from Correspondence

Item (2) Above: Jan Lawson - to receive a thank you card from the CCBC recognising her significant and long-term contribution to the CCBC operations including cleaning, purchasing manager, catering for congresses etc. Jill Wildey to organise.

In terms of reallocating Jan’s responsibilities, the committee agreed as follows: -

- (1) The cleaning contract be initially offered to CCBC members and if no interest shown by members, outsourced to a cleaning contractor – Secretary to send email to membership re paid opportunity to assume CCBC cleaning duties.
- (2) Dawn Thomas has accepted the role of Purchasing Officer
- (3) Dawn Thomas has agreed to supervise catering for the Novice/Restricted Congress on the 8th and 9th July 2023.
- (4) Dawn Thomas to contact Matt re catering for the all day GNOT tournament on 7th June 2023

Item (4) Above: Recorder: Lawrie Ransom - email relating to the complaint from Matt Raj Mal against Gary Heyting to be considered under General Business

Item (5) Above: Recorder: Lawrie Ransom- email relating to the complaint from Norm Berger against Louise Lewis to be considered under General Business

Item (6) Above: Recorder: Lawrie Ransom – email from the presiding Director, John Redfearn, relating to Shan Lawson’s unauthorised withdrawal from the CCBC Red Point event on Saturday, 13 May 2023 to be considered under General Business

Item (7) Above: Louise Lewis – email response to complaint from Norm Berger to be considered under General Business.

Item (8) Above: Peter Johnman – this email was discussed by the Committee which noted that the Recorder had dealt with part of the issue and would also follow-up with Peter to finalise.

Membership Applications:

Home Club Member: Neil John McKay

Alternate Member: Janice Crane

Norm moved and Rod seconded these membership applications with the motion carried unanimously.

Action Items Update

The outstanding list of 21 "Action Items" from 14 April 2023 were discussed & responsibility allocated as follows: -

1. Procedural Manual – at this early stage, the committee was unable to allocate this significant responsibility. To ensure that the CCBC does not re-invent the wheel, Matt agreed to make inquiries of, and to seek assistance from, 2 to 3 large Sydney bridge clubs who may have completed this task.
2. Finalise Bylaws – Norm.
3. Disabled parking on driveway – completed.
4. Follow up with Garry Marland re smoke detectors and evacuation plan – David - given the continuing poor level of service from Garry Marland, it was decided to seek an alternative Fire Safety Inspector service.
5. Arrange Sign training – Jan to provide training to Kerrie.
6. Stay in touch with ABF re loan for upgrade – David.
7. Follow up with Department of Fair Trading re financial report requirements – David.
8. Complete Australian Business Register (ABR) forms to include new Office Bearers – David.
9. Investigate changing web platform – Matt, Michael, Kerrie and Lawrie to assume this responsibility.
10. Draft life member approval process for Bylaws – Norm.
11. Find out when the website contract with Milan expires - Michael and Kerrie.
12. Ask Shan to summarise Website options including differences between Milan's platform & Peter Bush's Website platform (including software for Compscore) and to report back to committee – Matt.
13. Ask Shan about best way to communicate in respect to information to post on website – done:
14. Provide Shan with topics for upcoming Wednesday and Friday intermediate lessons to be posted on website – please note that emailed instruction needs all relevant details (start time, cost, what's included, eligibility, etc) – Matt, Kerrie and Lawrie.
15. Advise members to give minimum 2 days' notice if cancelling out of an event – Jan to include in email circular to all members.
16. Follow up with Nic Coffill, Aubrey Brown Partners re opinion letter re constitution – completed.
17. Provide documents for Westpac term deposits of \$50,000 – completed.
18. Provide details of \$658 in free games from April 2022 to February 2023 – Rod & Dawn Thomas.
19. Provide income and expense report for Real Bridge Sessions – David.
20. Purchase get-well and sympathy cards – Jill – completed.
21. Ideas for improving Tuesday afternoon bridge table numbers – all 11 committee members.

Report from Masterpoints Secretary

Colin Kleinig emailed a report to the Committee confirming that all Masterpoint records were up to date.

Report from Treasurer

No report received.

Report from Tournament Secretary/Organizer

Matt provided a brief update that everything was going well although he is still attempting to attract additional teams for the GNOT Teams gold point all day event on Wednesday, 7th June 2023

Report from Building Upgrade Sub Committee

No report received.

General Business:

1. Complaint by Matt Raj Mal Against Gary Heyting dated 19 March 2023

Prior to any discussion, Matt Raj Mal (the Complainant) left the room.

The Committee referred to the Report from the Recorder: Gary Heyting was interviewed in the presence of Stephanie Mathews, followed by interviews of other members present on 19 March 2023 and then made the decision that referral to the Committee was warranted.

The Committee discussed the Recorder's Report including feedback from other members present on the 19th March 2023 together with documentation relating to similar complaints against Gary Heyting from both members and Directors during the last 4 years. The committee decided an incident had occurred and that sanctions were warranted.

Motion: Norm Berger proposed that Gary Heyting be sanctioned as he breached the CCBC Code of Conduct and acted in a manner prejudicial to the interests of the Association. Seconded by Jan Buchanan-Medina. Voting - Matt Raj Mal absent, Lawrie Ransom abstained, 8 in favour, nil against. Matt Raj Mal returned to the meeting.

Due process to follow – Secretary to send letter to Gary Heyting giving him 14 days to respond as per constitutional procedure. The Committee would then determine the extent of any disciplinary action.

2. Breach of NSWBA Rules by Shan Lawson during Tournament Play – Unauthorised Withdrawal from Red Point Event on Saturday, 13 May 2023

The committee discussed Shan Lawson's unauthorised withdrawal from the CCBC Red Point event on Saturday, 13 May 2023 and reviewed the Disciplinary Powers of the NSWBA including Rule 3.3 (b) & (c) as follows: -

Rule 3.3. b. – any behaviour in the course of a tournament which the Director or the Tournament Committee shall rule offensive.

Rule 3.3. c. - any unauthorised withdrawal from a tournament being a withdrawal for a period of any one deal or longer not approved in advance by the Director or the Tournament Committee or ratified thereafter by either of them in the case of accident or emergency.

The Committee reviewed the report from the presiding Director (John Redfearn) and then discussed the NSWBA Rules relating to Tournament Play and their application to Shan Lawson's decision to leave the Clubhouse during a Red Point event on the 13th May 2023 without the permission of the presiding Director.

Motion: Norm Berger proposed that Shan Lawson be sanctioned as she had breached the NSWBA Rules pertaining to Tournament Play and acted in a manner prejudicial to the interests of the Association. Seconded by Jan Buchanan-Medina. Unanimous vote with 10 in favour, none against.

Due process to follow - letter to be sent to Shan Lawson giving her 14 days to respond as per constitutional procedure. The Committee would then determine the extent of any disciplinary action.

Matt to speak to John Redfearn re roles and responsibilities of Director.

Matt to remind the Session Director (John Redfearn) of the CCBC resolution requiring a minimum of 5 tables for a Red Point Event.

4. Complaint by Norm Berger Against Louise Lewis dated 17 May 2023

Prior to any discussion, Norm Berger (the Complainant) left the room.

The Complaint was provided to the Recorder (LR) who sent a copy to Louise Lewis confirming that it would be referred to the Committee. The Committee reviewed the Complaint, an email from Louise Lewis dated 28 May 2023 and decided that an incident had occurred and that sanctions were warranted.

Motion: Jan Buchanan-Medina proposed that Louise Lewis be sanctioned as she breached the CCBC Code of Conduct and acted in a manner prejudicial to the interests of the Association. Seconded by Jill Wildey. Voting – Norm Berger absent, Lawrie Ransom abstained, 8 in favour, nil against.

Due process to follow - letter to be sent to Louise Lewis giving her 14 days to respond as per constitutional procedure. The Committee would then determine the extent of any disciplinary action. Norm Berger returned to the meeting.

5. New Era Photocopy Contract & Grenki Hire of equipment Agreement

David and Rod presented a comparative cost/benefit analysis of the New Era photocopy contract and the Grenki hire of equipment agreement (option 1) with outright ownership of the 2 equivalent printers (option 2) as follows: -

- (1) **Option 1: New Era Photocopying/Grenki Hire of Printers (5-year term)** – this option cost \$15,756 for the 5-year period from January 2018 to January 2023 compared to an estimated \$15,373 for the new 5-year contract from 2023 to 2028 i.e. around the same cost.
- (2) **Option 2: CCBC Outright Ownership of 2 Equivalent Printers** – this option would have cost around \$6,000 for the 5-year period from January 2018 to January 2023 compared to around \$15,000 for Option 1 above i.e. a cost saving of around \$9,000 or \$1,800 per annum over a 5 year term.

Both of the above options include 1) the cost of cartridges, paper and drums and the cost of 2 printers at around \$3,200 and 2) assume 24,000 copies per annum or 120,000 during a 5-year period including 86,000 black & white copies and 34,000 colour copies i.e. based on the actual usage during the 5 years.

It was agreed that David and Rod would approach both New Era and Grenki to discuss a possible exit strategy from these contracts given that the recently executed agreements are costing the CCBC an additional \$1,800 per annum when compared to the option of outright ownership. On the basis that the CCBC has over \$200,000 in cash funds, the decision to hire rather than purchase 2 printers was based on misinformation.

Jill Wildey proposed that “an exit strategy” be investigated and that David and Rod report back to the committee. Seconded by Lawrie Ransom with the motion carried unanimously.

6. Supervised Bridge Sessions on Thursday and Monday Afternoons

- (1) **Thursday Afternoons** – the trial of 2 Sections during May based on Masterpoints (<30: >30) – Norm presented a report from sessions director (John Redfearn) showing increased attendance and very high satisfaction with dividing the session according to masterpoints - discussion followed.
- (2) **Monday Afternoons** – Norm mentioned declining table numbers for Monday afternoon sessions and proposed a similar one-month trial dividing this session based on Masterpoints (<30: >30).

Norm proposed that Thursday Supervised sessions remain permanently split based on Masterpoint's. and a trial of 2 sections based on Masterpoint's be adopted for Monday afternoon sessions. Graham seconded with 9 in favour and 1 against.

7. Email Etiquette Policy

Discussion was deferred until the next committee meeting.

8. Tournament Entry Fees

The process for determining Tournament Entry Fees was discussed - based on a review of session costs including director fees, catering costs, prizes, room hire, masterpoints etc. Given that these decisions affected CCBC profitability, David suggested that he and Rod be consulted before finalising the quantum of Tournament Entry Fees. Further discussions to occur at the next Committee meeting.

9. Marketing Sub Committee

Given the critical importance of retaining existing members and attracting new members, it was agreed to re-establish the marketing sub-committee. Suggested members include David, Matt, Peter Fitzgerald, Jan and Brian Richardson. It was agreed to seek further "expressions of interest" from the general membership. Further discussions to occur at the next Committee meeting.

10. Change of Passwords

In progress with Mike Hilton including changing the password to the CCBC gmail address.

11. CCBC Website

Mike Hilton and Lawrie Ransom to look at the process for updating the CCBC website.

Meeting Closure

The committee meeting concluded at 12.05pm

Next Meeting

Wednesday, 21 June 2023 at 9.30 am.

Jan Buchanan-Medina, Secretary

David Purkiss, President