

MINUTES FOR CENTRAL COAST BRIDGE CLUB on 12 JULY 2023

Call to Order

A meeting of CCBC Committee was held on 12th July 2023 at the Central Coast Bridge Club commencing 9.30am. David Purkiss presided, Kerrie Ransom serves as Secretary.

Attendees

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

Apologies:

None

Objectives

1. Approve Minutes of meeting 21 June 2023
2. Approve Minutes of meeting 5 July 2023
3. Deal with Business arising from Minutes.
4. Update on correspondence incoming and outgoing
5. Attend to business arising from correspondence.
6. Approve any membership applications.
7. Update Action List
8. Receive reports from Treasurer, Masterpoints Secretary, Tournament Secretary, Building Sub Committee
9. Review complaint and appeal relating to Louise Lewis
10. Review and discuss Discipline Review Panel
11. Discuss supervised sessions on Monday afternoons.
12. Review CCBC Budget Profit & Loss Statements 2023-2024
13. Review summary of Table Fee Income and Average Weekly Table Numbers from April 2022-June 2023

Approve Minutes of committee meeting held on 21 June 2023

Norm Berger moved, and Rod Shellshear seconded that the committee approve the minutes of 21 June 2023.

Motion carried unanimously.

Approve Minutes of committee meeting held on 5 July, 2023

Jan Buchanan-Medina moved, and Norm Berger seconded that the committee approve the minutes of 5 July 2023.

Motion carried unanimously.

Business Arising From the Minutes

None

Correspondence

Incoming

- (1) Letter from Carly Payne Pest Control Service, 27 June 2023 - inspection due
- (2) Invoice from Shelly's Cleaning Service 27 June
- (3) Letter from Peter Johnman re trial split sessions Monday afternoons 28 June 2023
- (4) Annual Fire Safety Statement 29 June
- (5) Resignation letter from Jan Buchanan-Medina as Secretary CCBC, 30 June 2023
- (6) Letter from Gary Heyting requesting appeal, 30 June 2023
- (7) Letter from Louise Lewis requesting appeal, 1 July 2023
- (8) Invoice from Alan Bustany for Open Teams Championship, 2 July 2023
- (9) Letter from NSWBA dated 3 July 2023 re increase in Capitation and Masterpoints fees from \$16.10 to \$20 per player from 1 April 2024.
- (10) Letter from NSWBA re restructure of NSWBA.
- (11) Lodgement of Finances Document from NSW Fair Trading, 4 July 2023.
- (12) Letter from Louise Lewis - complaint about appeal process, 6 July
- (13) Letter from Stephanie Mathews - complaint about CCBC Committee DRP process, July 7
- (14) Thread of emails relating to nominees for DRP during 6-11 July 2023 (17 nominees, 6 saying no, 1 enquiry).
- (15) Letter from Gary Heyting dated 10 July 2023 requesting all documents relating to his complaint and appeal and designating Stephanie Mathews to speak on his behalf at SGM.
- (16) Email from Louise Lewis re appeal dated 10 July @ 10.38am
- (17) Email from Louise Lewis re appeal dated 10 July @ 10.41am
- (18) Email from Louise Lewis re appeal dated 10 July @ 4.38pm
- (19) Email from Pam Jones - thanking us for get-well card.
- (20) Letter from NSWBA dated 11 July 2023 re transition update.
- (21) Email from Shan Lawson requesting reinstatement onto Pianola.

Outgoing

- (1) Email to Shan Lawson declining Pianola request due to resignation
- (2) David Purkiss letter to Peter Johnman re trial Monday pm split sessions

Business Arising from Correspondence

1. Pest service is booked for 18 July 2023
2. Discuss Monday split sessions.
3. Discuss Louise Lewis appeal.
4. Discuss Discipline Review Panel
5. Discuss Gary Heyting request.
6. Increase in fees from ABF for Capitation and Masterpoint Fees to increase from \$16.10 to \$20 per player from 1st April 2024 - to be considered in regard to setting CCBC membership fees for 2024.

Membership Applications

Nil

Action Items Update

1. Procedural manual - delayed
2. Final bylaws including life members - NB to finalize.
3. Follow-up with Marland re smoke detectors and evacuation plan - RS to finalize.
4. Arrange sign training - JBM to attend.
5. ABF loan - DP to follow-up.
6. ABR forms for Office Bearer changes - DP (in progress)
7. Investigate switching Milan to Altosoft website platform – deferred.
8. Determine Milan contract expiry - MH to contact Milan.
9. Provide LR with topic for lessons to upload to website - JBM to liaise with John Redfearn
10. Info re free games March to April - see DP attachment.
11. Income and expenses report from Real Bridge - N/A as Real Bridge sessions discontinued.
12. Purchase get-well and sympathy cards – completed by JW.
13. Ideas for Tuesday afternoon bridge - delayed
14. New Era and Grenke agreements - DP and RS to attend to.
15. Divide supervised bridge sessions Monday and Thursday afternoons – completed.

Masterpoint Secretary Report

Colin reported that everything was up to date. Sarah Yang has left, and Shirley Ross has left due to ill health. Colin reported on the loss of members during the last 3 years.

Treasurer's Report.

Rod presented the Profit & Loss Statement for April to June 2023 and noted the following: -

- (1) Table Fees: \$7,553
- (2) Income from Lessons: \$464.
- (3) Total Income: \$8,345
- (4) Total expenses: \$4,106 - please note that no advertising & marketing costs have been incurred.
- (5) Net Profit: \$4,238 (\$8,345-\$4,106) - this figure is misleading given it excluded a one twelfth share of 3 "one-off" expenses totaling \$8,112 that relate to a 12-month period: ABF Capitation Fees: \$2,770, Accountancy Fees; \$2,200; Insurance of Property: \$3,142. If these expenses are allocated over 12 months, an adjustment of \$676 is required.
- (6) Adjusted Net Profit (before depreciation): \$3,562 (\$4,238-\$676)
- (7) Adjusted Net Profit (after depreciation of \$667 a month): \$2,895 (\$3,562 - \$667).
- (8) Overall, a very positive trading performance.

YEAR TO DATE APRIL TO JUNE 2023 (3 MONTHS)

- (1) Table Fees: \$21,182
- (2) Income from Lessons: \$1,848.
- (3) Total Income: \$24,485
- (4) Total expenses: \$20,422 – please note that no advertising and marketing costs have been incurred.

- (5) Net Profit (before depreciation): \$4,063 (\$24,485 - \$20,422) - this figure is misleading given it includes 3 "one-off" expenses totaling \$8,112 that relate to a 12-month period: ABF Capitation Fees: \$2,770, Accountancy Fees; \$2,200; Insurance of Property: \$3,142. If these expenses are allocated over 12 months, an adjustment of \$6,084 is required (9 Months), increasing the net profit to \$10,147 before depreciation (\$4,063 + \$6,084) .
- (6) If a depreciation charge of \$676 a month or \$2,000 for 3 months is included as an expense, the net profit reduces to \$8,147.
- (7) Overall, a very positive trading performance.

Tournament Secretary Report

MJM stated that everything was going well.

The Event for Tuesday 11 July 2023 to be rescheduled due to insufficient table numbers,

Building Subcommittee Report

DP advised that the Development Application for the Building Upgrade (Stages 1, 2 and 3) has been approved by the Central Coast Council.

Damien Furey (Architect) to provide an updated quote for construction documentation, pricing, tender selection components of Stage 1 of the Building Upgrade.

DP to speak to Damien Furey re attending a committee meeting to discuss the tender and contractor selection process.

Marketing Subcommittee Report

The Marketing Committee to meet with Brooke Simmons from Pursuit Communications to develop a marketing plan incorporating a number of key initiatives (website, Facebook and digital sign interaction, advertising via local radio, CC print publications and 26 high traffic retiree sites, public relations activities etc.). An annual budget of \$9,000 for 2023-2024 remains in place. A Marketing Subcommittee meeting to be scheduled for Tuesday, 1st August 2023.

General Business

1. Louise Lewis appeal.

Appeal process was explained by DP with LR preparing a presentation for the DRP on behalf of the Committee.

2. Discipline Review Panel – Random Selection.

Colin Kleinig absented himself from the room due to a perceived conflict of interest.

DP and LR explained the process of random selection.

The Disciplinary Review Panel (3) and Reserves (2) were randomly selected by an independent CCBC member as follows: -

DRP Members: 1 Kevin Carson, 2: Peter Fitzgerald, 3: Chrissie Flanigan.

DRP Reserves: 1: Peter Greening, 2: Gillian Aldridge.

The Secretary was instructed to inform the Disciplinary Review Panel members and reserves of their selection. Unsuccessful candidates to be notified by email.

3. Items 11, 12, and 13 of the objectives to be carried forward to the next meeting due to time constraints,

Meeting Closure

The Committee meeting closed at 12.30pm.

Next Meeting

Wednesday 9 August 2023 at 10.00am.

Kerrie Ransom
Secretary

David Purkiss
President