

## MINUTES FOR CCBC on 9th AUGUST 2023

### Call to Order

### Attendees

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

### Apologies

Colin Kleinig (CK)

### Objectives

1. Approve Minutes of meeting 12 July 2023
2. Approve Minutes of DRP Hearing for Louise Lewis Appeal on 18 July 2023
3. Approve Minutes of SGM for Gary Heyting Appeal on 27 July 2023
4. Deal with Business arising from Minutes.
5. Update on Incoming and Outgoing Correspondence
6. Attend to Business arising from Correspondence.
7. Approve any membership applications.
8. Receive reports from Treasurer, Masterpoints Secretary, Tournament Secretary, Building Sub-Committee and Marketing Sub-Committee (including update from Brooke Simmons)
9. Discuss Monday afternoon supervised session and outcome of trial of split session.
10. Review Summary of Table Fee Income and Average Weekly Table Numbers from April 2022 to June 2023
11. Review CCBC Budget Profit & Loss Statements 2023-2024
12. Disciplining of Members - Reassess outcomes of DRP and SGM
13. Establish a "Disciplining of Members Sub- Committee"
14. Establish a "Training and Learning Sub- Committee"
15. Congress Management - decide on Congress decision making process, including ongoing support to Marilyn Scott (Convenor), including fees and pricing.
16. Director's adding hand records results to webpage and Pianola – see TS report.
17. Discuss bridge table etiquette.
18. Discuss emails to membership.

### Approve Minutes of Committee Meeting 12 July 2023

Proposed: GW, seconded: JW. Motion carried unanimously.

### Approve Minutes of DRP Hearing for Louise Lewis 18 July 2023

Proposed: RS, seconded NB. Motion carried unanimously.

### Approve Minutes of SGM for Gary Heyting Appeal 27 July 2023

Proposed GW, seconded RS. Motion carried unanimously.

### Business Arising from Minutes

2. MRM to contact NSWBA to inform them of the suspension from CCBC of Shan Lawson and Gary Heyting.
3. CK to contact Stephanie Mathews, Shan Lawson, and Jan Lawson to confirm that Club keys had been returned.

### Correspondence

**Incoming:**

1. Emails dated 10 July 2023 (2) from Gary Heyting requesting that Stephanie Mathews speak on his behalf at the Special General Meeting and requesting copies of witness statements.
2. Email dated 11 July 2023 from NSWBA re transition.
3. Email dated 3 July 2023 from Louise Lewis questioning DRP selection process.
4. Email dated 14 July 2023 from Shan Lawson requesting refund of membership fee.
5. Emails dated 11 July 2023 (3), 15 July 2023, 16 July 2023 (3) from Louise Lewis questioning the DRP process and levelling various accusations at the CCBC Secretary re attempting to influence the DRP selection process.
6. Email dated 13 July 2023 from Central Coast News re booking confirmation for print ad - \$880.
7. Email on 14 July 2023 from Berenice Air re selection and integrity of DRP.
8. Email on 18 July 2023 from Flick Anticimex inspection report.
9. Email dated 24 July 2023 invoice from Shelley's Cleaning Services
10. Email dated 24 July 2023 from Stephanie Mathews re SGM
11. Email dated 26 July 2023 including invoice from State Mixed Pairs Finals NSWBA
12. Email dated 27 July 2023 from Lee Edwards re: building services.
13. Email dated 27 July 2023 re: teacher and coach conference for Real Bridge
14. Email dated 3 August 2023 from Central Coast News re advertisement including an invoice for \$880.
15. Tax Invoice from NSWBA for Mixed Pairs: \$140.70
16. Email dated 28 July 2023 from Australian Bridge Magazine re advertising cost of \$200.
17. Email dated 5 August 2023 from Marilyn Scott – Novice & Restricted Congress Report
18. Annual Rate Notice - \$3,175.72
19. Email from Margaret Regan re C.C. Leagues Club Congress

**Outgoing:**

1. Email dated 11 July 2023 to Stephanie Mathews re DRP following query.
2. Email dated 13 July 2023 to Stephanie Mathews re Grenke printer contract and exit strategy.
3. Email dated 14 July 2023 to members who volunteered for DRP, however were not selected.
4. Email dated 14 July 2023 to 3 DRP participants and 2 reserves with copy of Code of Conduct and explanation of DRP process.
5. Emails to Louise Lewis answering DRP questions.
6. Emails dated 19 July 2023 to DRP panel and reserves thanking them for their participation.
7. Emails to Gary Heyting re SGM and witness statements and confirming that a representative was not permitted under the CCBC 2017 Constitution.
8. Pianola email to all members - Newsletter
9. Pianola email to all members - SGM on 27 July 2023
10. Pianola email to all members - 26 July 2023 re death of Diana Mutch
11. Letter to Shirley Ross following her member resignation due to declining health.
12. Letter to Grenke Sydney - re Printer contract and lease exit plan
13. Email dated 6 August 2023 to Margaret Regan re CC Leagues Club Congress
14. Thankyou card sent to Jenny and John Macpherson re ham for Christmas in July
15. Sympathy card sent to Peter Mutch following death of Diana.

**Business Arising from Correspondence**

1. Request by Shan Lawson for reimbursement of pro rata membership fees - denied by Committee, as she had formally resigned.
2. Flick Pest Report received - noted minor defects: ant capping rusting and incomplete, and south facing internal window ledges show evidence of mould & rot.

### **Membership Applications**

Maree Kelly and Brian Kelly - membership applications received. Proposed acceptance MRM, seconded GW. Unanimous approval.

### **Action Items Update**

1. Procedural manual delayed.
2. Final by-laws including life members - NB to finalize after locating relevant computer files.
3. Follow-up with Garry Marland re smoke detectors and evacuation plan - RS has contacted and been assured by Garry Marland that he will attend to outstanding matters within a week.
4. Arrange sign training - JBM awaiting call back from Justin Hale of SignSite.
5. ABF loan - DP managing.
6. ABR forms for office bearer changes - DP (in progress).
7. Investigating switching Milan to Altosoft website platform - deferred.
8. Determine Milan contract expiry - MH to notify.
9. Provide lesson topics for website - JBM to liaise with John Redfearn and report back.
10. Tuesday afternoon bridge - 4 tables last week.
11. New Era and Grenke printer agreements - DP has requested payout figures.
12. Monday afternoon sessions - see general business.
13. Establish Teaching and Learning Sub-Committee - see general business.
14. Establish Disciplining of Members Sub-Committee - see general business.
15. Review table fees - see general business.
16. Review Profit & Loss statements - see general business.

### **Masterpoints Secretary Report**

Nil - CK on holidays.

### **Treasurer's Report**

#### **Profit & Loss Statement: July 2023 & YTD April to July 2023 (4 Months)**

##### **JULY 2023**

- (1) Table Fees: \$6,198
- (2) Table Fees from the Novice & Restricted Congress: \$6,120
- (3) Income from Lessons: \$368.
- (4) Total Income: \$12,806
- (5) Total expenses: \$8,161 - please note that no advertising and marketing costs have been incurred.
- (6) Congress Expenses: \$4,078
- (7) Net Profit: \$4,645 (\$12,806 - \$8,161) - 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.
- (8) Adjusted Net Profit (before depreciation): \$3,969 (\$4,645 - \$676)
- (9) Adjusted Net Profit (after depreciation of \$667 a month): \$3,302 (\$3,969 - \$667).
- (10) Overall, a very positive trading performance.

##### **YTD APRIL TO JULY 2023 (4 MONTHS)**

- (1) Table Fees: \$27,532
- (2) Table Fees from the Novice & Restricted Congress: \$6,120
- (3) Income from Lessons: \$2,128.
- (4) Total Income: \$37,615
- (5) Total expenses: \$28,993 – please note that no advertising and marketing costs have been incurred.

- (6) Net Profit (before depreciation): \$8,622 (\$37,615 - \$28,993) - 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 \$5,408 is required (8 Months), increasing the net profit to \$14,030 (before depreciation): \$8,622 + \$5,408 = \$14,030.
- (7) If a depreciation charge of \$676 a month or \$2,667 for 4 months is included as an expense, the net profit reduces to \$11,363 (\$14,030 - \$2,667).
- (8) Overall, a very positive trading performance.

### **Tournament Secretary Report**

TBA

### **Building Sub-Committee Report**

DP discussed BSC makeup - DP, Peter Johnman, RS, Peter Fitzgerald and Jenny Walmsley.

As the DA has now been finalised, the Committee agreed that this Sub Committee is no longer required with key stakeholders reporting directly to the Committee as needed going forward (Damien Furey, Builder etc).

**Motion:** That the Building Sub-Committee be disbanded. Proposed GW, seconded RS, unanimous approval.

DP presented a summary of key points from a discussion with Architect Damien Furey and Zac L’Estrange from Buterin L’Estrange Builders together with associated recommendations. Discussion followed in respect to: -

- (1) the fee proposal from Fabric Architecture Studio for the preparation of construction documentation and
- (2) the Early Contractor Involvement (ECI) of Buterin L’Estrange to prepare detailed costings at no cost and based on the working construction drawings.

Motions proposed:

1. **Motion 1:** That CCBC accept the fee proposal from Damien Furey (Fabric Architecture Studio) of \$21,008 (including GST) for the preparation of construction documentation for Stages 1, 2, and 3 of the building upgrade project, subject to the fee proposal being amended to recognize the three different stages. Proposed MH, seconded JBM, unanimous approval.
2. **Motion 2:** That CCBC accept the Early Contractor Involvement (ECI) of Buterin L’Estrange to prepare a detailed construction cost budget for Stages 1, 2, and 3 at no cost and in conjunction with Damien Furey when preparing the construction documentation. Proposed KR, seconded NB, unanimous approval.

### **Marketing Sub-Committee Report**

The Committee comprises DP, John Redfearn, JBM, CK and Kevin Dougall with assistance from Brooke Simmons, Pursuit Communications. The marketing team is looking at various marketing initiatives including common messaging content for advertising on the website, Facebook page, and digital sign, advertising on the radio and in Central Coast PRINT publications, a photography session, various public relations activities (including the building upgrade) and contacting 26 high traffic retiree sites with all these initiatives being combined into a Marketing Plan. Brooke Simmons to prepare a fee proposal for assisting with developing & implementing the agreed Marketing Plan

### **General Business**

1. **Monday Afternoon Supervised Sessions**: discussion was held on the pros and cons of split sessions, limiting the number of Masterpoints, and the survey by Peter Johnman. **Motion**: The Monday afternoon session be combined effective Monday, 24<sup>th</sup> August for a trial period of 2 months and only open to players with fewer than 400 MP's. Members with Masterpoints exceeding 400 to be encouraged to attend "Open" sessions on Monday and Thursday mornings and Tuesday, Wednesday, Friday and Saturday afternoons. Proposed NB, seconded RS, 8 in favour, GW against, LR abstained.
2. **Disciplinary Appeals via Disciplinary Review Panel (DRP) and the Special General Meeting (SGM)** - discussion was held following the recent member disciplinary appeals against suspensions via the Disciplinary Review Panel (DRP) and the Special General Meeting (SGM). The Committee agreed that the DRP process was problematic and defective in several key areas and that changes to the current Constitution are required to ensure a fair and equitable process for disciplining members and hearing appeals. A Discipline Review Sub-Committee was formed to achieve this objective. Members include LR (chairperson), KR, NB, RS, and Allan Raward.
3. **Teaching and Learning Sub-Committee – Establishment** – the Committee discussed and agreed on the need for a Teaching and Learning Sub-Committee. Members to include John Redfearn, NB (chairperson), Brian Richardson, MRM, Annette Houtman and CK
4. **Weekly Table Fees & Numbers from April 2022 to June 2023 (Average)** - a summary of weekly table fees and table numbers from April 2022 to June 2023 was presented by DP and discussed including the progressive increase in average weekly table numbers from the low 40's post Covid to around 53 during the 6 months from January to June 2023 - see attached.
5. **Budget Profit & Loss Statement for the 12 months from April 2023 to March 2024 (including assumptions and explanatory notes)** - was presented by DP. Discussion followed, acceptance proposed by LR, seconded by JW, with unanimous approval.
6. **Congress Management** – the 2023 AGM Congress report from Marilyn Scott was presented and discussed. Super congresses and regular congresses were differentiated. Discussion around funding, volunteer time and table fee pricing occurred with a more detailed review to occur at the next Committee meeting.
7. **John Redfearn - Proposed Game Day for Thursday 24 August** – the Committee discussed this suggestion. **Motion**: That Game Day on 24 August not to proceed. Proposed RS, seconded JW. 9 in favour, MRM abstained. Future proposals need to be presented to the Committee for approval prior to advertising.
8. **Table Etiquette** - discussion deferred until next Committee meeting.

**Meeting Closed**: 12.40pm

**Next Meeting**

Wednesday 6 September 2023 at 9.30am.

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Kerrie Ransom  
Secretary

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David Purkiss  
President