

Minutes for Central Coast Bridge Club

8 Sept 2020

Call to Order

A meeting of Central Coast Bridge Club was held on 8 September 2020 at the Central Coast Bridge Club. It began at 3:33 pm and was presided over by Louise Lewis with Steph Mathews as secretary.

Attendees

Voting members in attendance included Kerrie Ransom, Colin Kleinig, Rod Shellshear, Norm Berger, Phil Thomas, John Redfearn, David Purkiss, Jill Wildey, and Graham Williamson

Objectives

1. To update committee on correspondence and delegate responsibility for any necessary follow up.
2. To report on and update status of items on action plan and add any necessary items.
3. To determine responsibility for updating CCBC website.
4. To specify complaint procedure.
5. To specify requirements and delegate responsibility for outdoor cleanup.
6. To determine parameters of reward sessions.
7. To discuss candidates for recorder position.
8. To review COVID Checklist and assigned responsibilities.
9. To update committee on status of COVID Safety Plan.

Approval of minutes from previous meeting

Steph moved that the minutes from the 25 August meeting be approved with the following corrections: the addition of the meeting objectives, deletion of the phrase "that cannot be finalized during a meeting" from Kerrie Ransom's motion re Out of Session matters; and the correction of a typographical error in John's motion re seeking legal advice; Kerrie seconded, and the motion carried unanimously.

Business arising from minutes

Steph Mathews left the room so the committee could discuss the Heyting matter. It was decided that Mr. Heyting's time to appeal this committee's decision was to run from, 6 September, the date Louise advised Mr. Heyting of this committee's decision regarding his settlement proposal.

Incoming Correspondence

- 22 Aug 2020 email from Gary Barwick re handover and resignation from club
- 22 Aug 2020 email from Sally Clarke resigning from the club
- 22 Aug 2020 email from Garry Clarke resigning from the club
- 23 Aug 2020 email from Shan Lawson congratulating Louise and the new committee
- 24 Aug 2020 email from Ellen Williams resigning from the club
- 24 Aug 2020 email from Margaret Regan requesting no contact
- 26 Aug 2020 email from Bob Cormack congratulating the new committee
- 31 Aug 2020 email from Ronnie forwarding email from Clubs NSW re COVID and licensed clubs
- 31 Aug 2020 email from Gil Elliot and Vicki Clark re interest in playing when the club opens
- 31 Aug 2020 email from Pam Jones congratulating the new committee

- 1 Sept 2020 email from Jean Moran declining to serve as a director
- 1 Sept 2020 email from Margaret Regan declining to serve as a director
- 1 Sept email from Graham Williams stating he has not completed the director's course
- 3 Sept email from Roy Cotton re his willingness to consider directing at the club
- 3 Sept email from Gary Heyting re his willingness to direct
- 3 Sept email from Steph Mathews re her willingness to direct
- 4 Sept email from NSWBA re COVID Update
- 8 Sept 2020 email from Alan Bustany re Swiss Online Pairs and CCLCBC on-line Congress

Outgoing Correspondence

- 26 Aug 2020 email from Louise to Bob Cormack
- 1 Sept 2020 email from John to potential directors requesting expressions of interest in directing
- 6 Sept 2020 email from Louise to Gary Heyting re committee decision re proposal
- 7 Sept 2020 email from Steph to Pam Jones thanking her for her support

Tournament Secretary's Report

Norm reported that there are 14 redpoint events, the club championships, and several trophy events that remain unplayed this year. He will allocate the redpoint events and present them at the next meeting and defer any decision regarding club championships until we receive further advice from the government.

Treasurer's Report

Phil reported that he is in the process of changing over signatories on the accounts.

Action Plan Update

Steph presented the Action Items and the committee updated status of items. Colin Kleinig is considering accepting the Masterpoints Secretary position, but needs to talk with Peter Cloughessy before deciding. Jill Wildey advised that Colin Speller has declined to accept the Club Administrator position. Rod Shellshear advised that the screen cost is \$440 for three screens, and that they will soon be ready to pick up. The committee authorized Steph to approach Shan Lawson about serving as club administrator.

General Business

CCBC Website. Norm presented the need to have someone in charge of the website to ensure information there is up-to-date and complete. John stated he had spoken to Shan and that she was willing to take on that responsibility.

Complaint procedure. John proposed a motion that any member's complaint against another member must be in writing and signed by the complainant. Louise suggested that the Committee investigate and adopt a complaint procedure, including a complaint form. Steph agreed to investigate alternatives and present them at the next meeting.

Outdoor cleanup. John agreed to organize the cleanup of the outdoor area.

Reward sessions. John proposed reward sessions during the last week of October and last week of November wherein all members who played three times during the month in a particular section would be eligible for a drawing for a bottle of wine. Two bottles would be on offer each session during the last weeks of October and November, and an individual would be eligible to win only one bottle of wine per week.

Recorder. Louise reported that Peter Johnman has offered his services as recorder.

COVID Checklist. Remaining items to be completed include

Final setup of club room by Covid sub-committee on Friday, September 11 following Director training

- Upload Covid Safety Plan on website (Steph to talk with Shan about completing.)
- Upload Member Information sheet on website (Steph to talk with Shan re completion.)
- Recommend on website to use QR reader for contactless entry (Louise or Shan to complete)
- Recommend on website to download Covid App (NSW Health requirement) (Louise or Shan to complete)
- Advise opening date, sessions, cost of session, session times, booking in process(if needed) on web and email/mail once confirmed by Chief Director (Steph to talk with Shan re completion.)
- Advise on website – Do not come to the club if you are unwell, if you have any Covid or flu like symptoms. Please follow NSW health guidelines re hotspots, wellness, etc.: (i.e., you must not return to the club if you have flu-like symptoms, if you have had close contact with someone with flu symptoms in the last 14 days, you have returned or had close contact with someone who has returned from a hit spot within the last 14 days, or you are a close contact of a COVID positive person). Steph to talk with Shan re completion.
- Email or mail all of above (not Covid Safety Plan) to all members prior to opening (Steph to complete)
- Directors to train Covid Monitor before session (John and Norm to complete)
- Covid Cleaner (Shan) to be advised of starting date, session times, lesson days and times, and given key (Steph to complete)
- Tidy up exterior grounds of club need tidying (John to organize)

COVID Update. Kerrie thanked the sub committee (Jill, Rod, Norm) for their work. Kerrie reported that the COVID Safety Plan was completed (government template and Member Information) and presented copies for the committee to review. Discussion regarding regular deliveries, and it was agreed that the purchasing officer would contact regular suppliers to leave deliveries in the foyer and invoice electronically to ensure contactless deliveries and payments. With that and the completion of items in the checklist, the club will be ready to open on 14 September.

Club administrator. Steph to contact Shan re her interest in that position.

Motions

Moved by Steph and seconded by John that Shan Lawson be appointed to manage the website. The motion carried with 10 votes in favor and none opposed.

Moved by John and seconded by Phil that Peter Johnman be appointed as Recorder. The motion carried with 10 votes in favor and none opposed.

Moved by Kerrie and seconded by John that the COVID Safety Plan and Member Information be approved subject to one change concerning contactless deliveries. The motion carried with 10 votes in favor and none opposed.

Out of Session - Moved by David Purkiss and seconded by John Redfearn that the Heyting complaint matter is finalised as agreed (see below).

Meeting Closure

The meeting objectives were met, and the meeting closed at 5:23 pm

Next Meeting

22 September at 3:00 pm



Secretary – Steph Mathews 10 / 02 / 2020



Secretary – David Purkiss 10 / 03 / 2020



President 10 / 02 / 2020

David Purkiss moves and John Redfearn seconds a motion that the committee make the following findings: -

1. **28th July 2020**: the previous committee suspended Gary Heyting from all CCBC activities for three months based on a complaint from Margaret Regan;
2. **28th July 2020**: the notice of suspension sent to Mr. Heyting by the previous committee did not include notice of his right to appeal as required by the CCBC Constitution 11(5);
3. **12th August 2020**: Mr. Heyting was finally notified of his right to appeal by the previous committee being the last day of his time to appeal;
4. **12th August 2020**: Mr. Heyting notified the previous committee of his intent to appeal;
5. **12th August 2020 to 8th September 2020**: neither the previous committee nor the current committee called a general meeting as required by the CCBC Constitution (12)(3)
6. **30th August 2020**: in an attempt to resolve the Appeal through negotiation, Mr Heyting lodged a settlement proposal;
7. **6th September, 2020**: the current committee advised Mr. Heyting that it had voted to reject his settlement proposal whilst confirming that it had no legal jurisdiction outside the club premises i.e. that Gary Heyting's suspension relates to club activities at the Central Coast Bridge Club in accordance with advice of the previous committee dated 28 July,2020 and does not include online activities;
8. **9th September 2020**: the current committee advised Gary Heyting that his right to appeal their decision to reject his settlement proposal commenced on 6th September, 2020;
9. **9th September 2020**: in the interest of promoting harmony in the club and allowing the current committee to get on with other business, Mr. Heyting agreed to accept the 3 month suspension from all bridge-related activities carried out at the CCBC premises commencing on the date that face to face bridge commences at the CCBC

Given the above points, the current Committee and Gary Heyting consider this matter to be resolved.

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SENT

10 / 02 / 2020

07:34:35 UTC

Sent for signature to Steph Mathews (stephanie.mathews@y7mail.com) and David Purkiss (david.purkiss@fortunity.com.au) from loui.lewis7@gmail.com
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VIEWED

10 / 02 / 2020

07:47:54 UTC

Viewed by David Purkiss (david.purkiss@fortunity.com.au)
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VIEWED

10 / 02 / 2020

09:20:15 UTC

Viewed by Steph Mathews (stephanie.mathews@y7mail.com)
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SIGNED

10 / 02 / 2020

09:21:07 UTC

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SIGNED

10 / 03 / 2020

00:14:55 UTC

Signed by David Purkiss (david.purkiss@fortunity.com.au)
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COMPLETED

10 / 03 / 2020

00:14:55 UTC

The document has been completed.