

# Minutes for Central Coast Bridge Club

## 20 Oct 2020

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### Call to Order

A meeting of Central Coast Bridge Club was held on 20 October 2020 at the Central Coast Bridge Club. It began at 10:06 a.m.; Louise Lewis presided, and Steph Mathews served 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. Agree on a strategic plan for CCBC
2. Decide on the type and frequency of newsletter
3. Determine best collection for table fees
4. Determine status of title and deeds
5. Decide on next steps for fire safety
6. Decide on complaint procedure
7. Decide fate of nonstackable black chairs

## 2. Approval of minutes from previous meeting

Steph moved that the minutes from the 22 September 2020 meeting be approved; Norm seconded, and the motion carried unanimously.

## 3. Incoming Correspondence

- 25 September email from John McIlrath re CCBC Summer Online Congress
- 28 September emails between John McIlrath and Pauline Gumby re same
- 28 September email from Nola Daly re sessions
- 1 October letter from Council re proposed development on Tuggerah Parade
- 2 October email from Ron Klinger re bridge column
- 3 October email from Ronnie Ng re GNOT, SOP and Country Teams
- 4 October email from Pauline Gumby re State Novice and Restricted Teams
- 12 October email from Ron Klinger re bridge column
- 12 October email from Rotary Club re Entrance Annual Community Raffle
- 14 October email from Pat Catanach re bridge sessions
- 16 October email from BRIDGEPAIRS
- 17 October email from Shan Lawson re possibility of visitor passes

## Outgoing Correspondence

- 2 October email from Kerrie to Nola re sessions
- 7 October email from John to Pauline Gumby re State Novice and Restricted Teams
- 17 October email to Pat Catanach re bridge sessions

#### 4. Matters arising from correspondence

The committee discussed possibility of visitor passes and determined that, given our current COVID safety plan, we are restricted to members only bridge. The committee deferred a decision re participating in The Entrance Community Raffle.

#### 5. New Members

Steph moved and John seconded that the following two applications for membership be approved:

Gloria Smith (associate membership)

Janet Wood (associate membership)

The motion carried unanimously.

#### 6. Treasurer's Report

Phil presented the profit and loss statement for April through September 2020 (attached). Phil and David indicated that it is important to note that many expenses are annual expenses (\$8,985) and some are one-offs (\$3,175). The annual expenses include ABF capitation fee (\$3,476), auditor's fees (\$1,496), Council rates (\$1,995), insurance \$1,534), and legal expenses (\$484). One-off costs include COVID expenses (\$1,920) and repairs and maintenance (\$1,255). In addition, while the report includes expenses for a 6-month period, it includes income only for part of September (i.e., table fee income of \$670 from the date of re-opening of bridge on the 14<sup>th</sup> of September through the 30<sup>th</sup> of September). David and Phil working on a budget for the club, which should be completed by late November.

#### 7. Tournament Secretary's Report

Norm reported his decision not to run the GNOT qualifiers, country pairs or state open teams given our current COVID restrictions and the difficulty accommodating all of our players in an online competition. He has allocated the red point and trophy events for the remainder of the year and will give them to Shan to post on the website. A copy of the schedule of events is attached to these minutes. A summer pairs online congress has been organized by John McIlrath and is set for 6 December; this will replace our Summer Teams usually scheduled for this time of year given the COVID situation..

#### 8. Chief Director's Report

John McIlrath presented a revision session for directors, which was well-received.

#### 9. Action Plan Update

Steph presented the Action Items and the committee updated status of items. Most action items have been completed or will be addressed during this meeting.

#### General Business

**10. COVID update.** Kerrie reported that all is going well, and we have had no complaints. She recently reviewed the legal requirements, which have not changed, so we will carry on with our current plan with modifications. Kerrie also reported that many members have asked if the club could supply tea, coffee, and biscuits. As each item will have to be individually packaged for COVID safety reasons, the cost for one cup of tea or coffee and a biscuit will amount to \$0.74 each.

As we have many biscuits not individually packaged, Kerrie and Dawn Thomas have agreed to gown up in PPE, individually wrap biscuits for the members, and Dawn will purchase the necessary supplies for tea and coffee.

**11. Strategic Plan.** Louise and David presented the framework for a strategic plan for the club going forward. The basics of the plan are adapted from the ABF website long-term plan. With an eye toward our demographics (average age of 72 years nationwide) and competing forums (online bridge, social bridge, etc.), David advised of the importance of a long-term strategy to keep the club and bridge viable into the future. Louise presented a strategy for developing long- and short-term plans that include input from committee members and input from club members. The following committee members agreed to serve on a subcommittee with Louise related to plan development: John, David, Norm, Steph, Jill, and Kerrie. At least two club members will be invited to join this subcommittee.

**12. Newsletter.** Louise reported on comments received from committee members about a newsletter. After discussion the committee agreed that the newsletter should be published monthly and include important information from the minutes and other bridge-related information. The newsletter will be approved and publicized by the secretary. All committee members have agreed to contribute information for publication in the newsletter.

**13. Table money collection.** Phil and David are currently evaluating several electronic table fee collection options and hope to finalize their recommendation by Christmas. Both requested that we publicize on the website a reminder that the club accepts only notes, gold coins, and vouchers for table fee payment.

**14. Building and maintenance subcommittee.** The previous subcommittee included Rod, David, Peter Fitzgerald and Garry Clarke. The previous committee implemented several recommendations from the earlier subcommittee, but there remain a few issues to be addressed (e.g., parking). The new subcommittee will include Rod, David, and Peter Fitzgerald, with David and Peter seeking another member from the general club membership.

**15. Title deeds.** There were several emails back and forth between the previous committee members regarding Josie Ryan's name as an encumbrance on the deed, though all mortgages have been paid in full. The documents are in the attorneys' hands at present, and they will facilitate the necessary paperwork to remove Josie's name as a mortgagor and leave the title deed unencumbered.

**16. Fire and Safety Inspection.** David reported that the previous committee had an inspection completed on 24 June by MFire Workplace Fire Safety that found what purported to be 16 violations that the club would need to address to be in compliance with the NSW Fair Trading Laws. Thereafter Marland Fire Technology conducted an inspection on 29 June, which found the club to be in compliance with applicable requirements. The Fire Safety Statement resulting from Marland's inspection is displayed on the notice board and presumably is the one sent to the Council on 7 July 2020.

Several concerns have arisen as a result of these two conflicting inspection reports. The MFire inspection addressed requirements for a workplace that do not appear to apply to the club. Nonetheless, given the demographics of our membership, David and Rod have consulted with Gary Marland regarding the MFire report to determine which items the club should address in the interest of the safety of our members and our duty of care (e.g., emergency procedures, fire exit lighting, access to exit doors, etc). That consultation is ongoing, and a report from Gary Marland is anticipated in the near future.

**17. Complaint procedure.** Steph reported on her review of the current draft complaint procedure, current description of the ombudsman and recorder duties, and the NSWBA complaint procedure. The committee discussed and preliminarily approved the notion of a complaint form with questions from the NSWBA Congress complaint procedure and adapting our process to be one that promotes cohesion and reconciliation rather than punishment. This of course also recognizes that there will be circumstances that require disciplinary action.

**18. Disposal of 12 black nonstackable chairs.** Rod requested and the committee granted authority to dispose of those chairs.

**19. Attracting existing and new members.** This matter was deferred to the next meeting due to time constraints.

## Motions

Kerrie moved and John seconded that the club provide individually wrapped items for tea, coffee, and biscuits at the cost of a gold coin. The motion carried with 10 votes in favor and one opposed.

Steph moved and Jill seconded that the committee approve the draft strategic plan that Louise presented today; the motion carried unanimously.

Steph moved and Rod seconded that the committee agree to a process in which the committee would finalize the plan; committee members would adopt an area of interest and pursue development of plan details; committee members would liaise with Louise about change management strategy; and the committee would communicate with the membership about the plan as it develops. The motion carried unanimously.

Phil moved and Steph seconded that the minutes and any attachments should be posted on the notice board once approved by the committee. The motion carried unanimously

## Meeting Closure

The meeting objectives were met, and the meeting closed at 12:20 pm

## Next Meeting

17 November 2020 at 10:00 a.m.




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Secretary – Steph Mathews




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President – Louise Lewis

## TROPHY EVENTS

Wednesday 28 October	Selangor Plate
Wednesday 4 November	Life Members Pairs
Wednesday 11 November	Charity Day

Wednesday 18 November      President's Cup

## **OTHER RED POINT EVENTS**

Tuesday 10 November      Early November Pairs

Thursday 12 November      Novice Pairs (Charity Day 2) **Not** supervised

Saturday 28 November      Late November Pairs

Friday 4 December      Early December Pairs

Wednesday 9 December      December Pairs

## **BLACK SWAN PAIRS**

Trophy event run over two (2) weeks; the best pair over the two weeks are the winners.

Only eligible to pairs where each player has fewer than 25 masterpoints as at 30 September 2020.

Thursday 26 November

Thursday 3 December

**Entries close Monday 23 November.**

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VIEWED

**11 / 09 / 2020**

19:46:51 UTC

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

**11 / 09 / 2020**

19:47:42 UTC

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**11 / 09 / 2020**

19:47:42 UTC

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