

Minutes for Central Coast Bridge Club

15 Dec 2020

Call to Order

A meeting of Central Coast Bridge Club was held on 15 December 2020 at the Central Coast Bridge Club. It began at 10:01 am. Louise Lewis presided, and Steph Mathews served as secretary.

Attendees

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

Apologies

Colin Kleinig; Norm Berger participated by telephone in the discussion and vote re budget and table fees

Objectives

1. Approve minutes from 17 Nov meeting
2. Approve budget
3. Discuss/approve table fees for 2021
4. Update committee re Fire and Safety issues
5. Update committee re Building and Maintenance
6. Discuss/approve Bridge for Brains
7. Discuss/Approve complaint procedure
8. Discuss/Approve recorder duties statement

1. Welcome and internal communication

Louise noted the importance of communication between committee meetings. The committee members agreed that for any out of session decisions, members should "Reply All"; Steph will collate votes and advise the movant and President of the decision. Committee members also agreed to check their emails at least once per day so that urgent matters can be dealt with quickly. Steph to follow up with Colin re his "no content" emails.

2. Approval of minutes from previous meeting

Steph moved that the minutes of the 17 November 2020 meeting be approved; Rod seconded, and the motion carried unanimously.

3. Incoming Correspondence

Thank-you card from Virginia Dressler
24 November email from TBIB to club confirming Trivia Nights are covered by the ABF Public Liability Policy
3 Dec email from Pauline gumby approving mini-congress
12 Dec email from Jan Buchanan Medina re courtesy at the table

Outgoing Correspondence

17 Nov email from Louise to TBIB regarding committee endorsement of Trivia night and COVID safety plan

3 Dec email from John and Louise to Pauline Gumby seeking approval for mini-congress

4. Business arising from correspondence

The committee referred Jan Buchanan Medina's email to the Recorder

5. Membership application

Steph moved and Phil Thomas seconded that Anne Swaine's application for membership be approved; the motion carried unanimously.

6. Treasurer's Report

Phil moved that the the profit and loss statement for November 2020 (attached) be accepted; David seconded, and the motion carried unanimously.

7. Tournament Secretary's Report

Norm reported that he is in the process of drafting a new program, which will include morning sessions on Monday and Thursday. The Committee discussed related issues including start times for afternoon sessions and require COVID clean between morning and afternoon sessions. Graham agreed to oversee the cleaning between morning and afternoon sessions.

8. Chief Director's Report

John reported that players often attempt to "direct" at the table rather than calling the director. After discussion the committee recommended that pre-session announcements include a reminder to call the director when issues arise and perhaps a reminder on the screen at the beginning of the session and a newsletter article.

John is in the process of planning a directors' meeting.

John also asked that players be reminded to approach the director re room temperature matters rather than acting on their own. The committee recommended inclusion of this reminder in the announcements and the newsletter.

John also reported that the Mini Congress is now on the NSWBA calendar. John is the convenor and Steph will assist as needed. Matthew McManus has agreed to direct, and Steph and John will finalize the brochure.

9. Masterpoint Secretary report

Deferred until the next meeting as Colin was absent.

General Business

10. COVID update. Kerrie reported that the biggest recent changes concern conditions of entry. At present, temperature checks and health questions are no longer required. In addition, the library may now be opened, provided patrons sanitize their hands before touching any books. Hand

sanitizer will be placed in the library for use. Kerrie recommended that we continue to display the conditions of entry, which include health and travel concerns at the entry table. Finally, we are now required to maintain a digital record of all who enter. Accordingly, Kerrie recommended that we require use of the Services NSW QR code for entry. For those who are unable to use it, we must maintain a digital record of all attendees and their contact details each day that can be electronically transmitted to NSW Health within 4 hours of their request for same.

11. Action plan update. As only Kerrie and Louise developed questions for their interest areas, Louise suggested that committee members instead review their individual interest area(s) and provide Steph or Louise with the top three items on their wish lists for those areas prior to the next meeting.

12. Recorder appointment. Louise reported that Peter Johnman has agreed to step down as recorder as he is not regularly at the club. Lawrie Ransom has agreed to accept the position. Kerrie Johnman will give Lawrie her record book and she and Peter have agreed to help Lawrie in any way they can.

13. Recorder duties. Steph presented a revised description of the Recorder's Duties for review and approval.

14. Budget. The Treasurer, with the assistance of committee members, presented the balance sheets for the past 20 years to provide a perspective for the budget discussion, and the data and assumptions for the proposed budget (attached). Based on past expenses, anticipated income, and expected expenses, a net loss of \$27,800 is predicted for 2021-22. A \$2 increase in table fees will bring us to a break even point. The last table fee increase was 13 years ago, in 2007. While the proposed budget includes payment for directors, David noted that no directors have been paid for their services since the club reopened.

15. Fire and Safety. David is still waiting on a report from Gary Marland regarding recommended changes to improve the fire-related safety of the club. Gary is in the hospital, so his report has understandably been delayed.

16. Deed encumbrance. David has reviewed several years of club minutes and determined that Josie Ryan served as trustee for 10 debenture holders and that the club repaid those debts over a 3-year period. He has conveyed that information to the attorneys who will proceed with removing the encumbrance.

17. Building and maintenance subcommittee. Sue Eastman has agreed to serve on the subcommittee, which now includes Sue, Peter Fitzgerald, David Purkiss, and Rod Shellshear. They are currently looking into signage for the front of the club.

18. Congress. Discussion deferred due to time constraints.

19. Marketing Subcommittee plan. Discussion deferred due to time constraints

20. Bridge for Brains. Bridge for Brains has been calendared for Wednesday and Thursday afternoon, 3 and 4 February 2021. Ron Klinger will prepare the hands for this event.

21. Complaint Procedure. Steph sought the committee's approval for the complaint procedure and form presented at the last meeting. A copy of each is attached.

Motions

Steph moved and Kerrie seconded that the first week of January we reinstate Monday and Thursday morning sessions with a start time of 9:30; the afternoon sessions on those days will begin at 1:30; Tuesday, Wednesday and Saturday afternoon start times will remain 1:00; and Friday morning start time will remain 9:30. The motion carried unanimously.

Steph moved and John seconded that we remove the requirement for online booking immediately; the motion carried unanimously.

Kerrie moved and Steph seconded that we eliminate compulsory temperature checks and health questions on entry; the motion carried unanimously.

Steph moved and John seconded that the committee adopt the revised statement of Recorder's Duties (attached); the motion carried unanimously.

Steph moved and Phil seconded that the committee adopt the revised CCBC Guidelines on Handling Complaints and Complaint Form (attached); the motion carried unanimously.

Phil moved and Steph seconded that effective 1 February 2021, table fees for members increase from \$5 to \$7; visitor fees increase from \$7 to \$10; and that the cost of a sheet of 10 prepaid game vouchers increase to \$63; the motion carried unanimously.

Meeting Closure

The meeting objectives were met, and the meeting closed at 12:15 pm

Next Meeting

19 January at 10:00 a.m.

Secretary – Steph Mathews

President – Louise Lewis