

Minutes for Central Coast Bridge Club

16 Feb 2021

Call to Order

A meeting of Central Coast Bridge Club was held on 16 February 2021 at the Central Coast Bridge Club. It began at 4:32 p.m. Louise Lewis presided, and Steph Mathews served as secretary.

Attendees

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

Objectives

1. Decide if and how to proceed with life membership nomination
2. Agree on next steps re wish lists
3. Record transition plan for bilbys
4. Agree on subcommittee for constitution review
5. Agree on next steps re budget
6. Agree on membership renewal follow up

2. Approval of minutes from previous meeting/business arising

Steph moved that the minutes of the 19 January 2021 meeting be approved; Jill seconded, and the motion carried unanimously.

3. Correspondence

Incoming

9 Feb 2021 em from Margaret Regan in response to email from Norm
10 Feb 2021 letter from Shan Lawson and Annette Houtman

Commented [LL1]: Not sure what em means

Commented [C2R1]:

4. Business arising from correspondence

Norm has agreed to respond to Margaret Regan's email and acknowledged that he should have used his personal email account to reach out to her. The committee deferred discussion of the Lawson/Houtman letter to later in this meeting.

4a. Membership

Colin brought two membership applications to the committee's attention: David Cumming (social) and Paula Threlto (full). Colin K moved and Rod S seconded that we approve the membership applications; the motion carried unanimously.

5. Treasurer's Report

Phil reported that he and Dawn had been to Westpac to correct a bank error on the investment account which incorrectly attract 0.2% interest rather 0.3% as agreed with the bank. Phil presented the P & L report for January 2021. Phil also reported that he is looking into recurring expenses by the club to determine their necessity. Louise reminded the committee that the club has had to pay

for IT assistance as a result of the conditions left by the previous committee. Louise also asked Phil why the printing, stationery and postage expenses were so high and she requested a breakdown of those expenses so the committee could determine if they might be reduced in the future. David recommended a year to date breakdown of those expenses, which Phil agreed to provide.

Phil reminded the committee that the gold coin payment system for tea, coffee, and biscuits remained in effect, but revenue from that source was declining. He asked that directors remind players that payment is still required. The committee discussed the propriety and necessity of continuing to require payment after the table fee increase.

6. Tournament Secretary's Report

Norm reported that upcoming events are being posted on the website. He anticipates that within 10 days, all or most of the upcoming redpoint and championship events for the year will be on the website.

Norm also reported that he has approached BWBC regarding an annual challenge between our two clubs. He offered that our club would purchase the event trophy and use our RP event this year for the event. Peter Hume is to take the proposal to the BWBC Committee and report back to Norm on the committee's decision. The annual Toronto competition is scheduled for October this year.

7. Chief Director's Report

John is planning a meeting for our club directors with either John McIlrath or Ian Lisle. Roy Cotton and Matt Raj Mal are to alternate Saturdays. The committee acknowledged that, as Chief Director, John had discretion to assign directors to sessions.

7a. Mini Congress

John reported that entries continue to come in for the mini-congress and that one entry needed to be deleted at the request of the players. A team from the Blue Mountains needs a pair; Louise and Graham volunteered.

A discussion ensued regarding congress entry fees and pre-congress budgeting to be presented to the David for planning purposes. John reported that he and Steph had developed a budget based on anticipated entries and current entry fees and offered to provide that to David. Those matters deferred for a later and more thorough discussion.

8. Masterpoint Secretary report

Colin reported that the masterpoints are up-to-date to 13 February 2021 with the exception of one redpoint event. He also reported that the club is ranked 17th out of 159 in NSW with respect to member numbers.

General Business

9. COVID update. Kerrie reported that we are now subject to the two square metre rule, rather than 4 square metres. Social distancing of 1 ½ metres still applies, but masks are no longer mandatory. Our inter-session cleaning requirements remain the same. Presently John is organizing the post-lesson cleaning; Graham Williamson and Jan Lawson are cleaning between sessions on Mondays and Thursdays. The kitchen must remain closed as we have no way of monitoring the number of people in the kitchen or their proximity to one another. QR or concierge check-in are still required to permit contact tracing in the event of an infection/exposure. It is no

longer mandatory to check temperatures of entrants. Given current requirements, the club could permit visitors (i.e., non-members) provided those visitors have not been in high risk areas.

Given COVID restrictions, we are unable to provide any food that is not individually packaged unless a designated person serves that food. Louise reported that she and Rod had been investigating the cost of a tea trolley, which would permit us to have a designated individual serve tea and food items at the table. Louise reported that, after reviewing available items, the trolley she thought most suitable was \$250. The committee discussed using a tea/cake server on a trial basis and/or for special events.

10. Life membership nomination. Prior to the meeting, Steph provided the committee with a copy of Shan and Annette's nomination of Glen Campbell for life membership. Steph presented the nomination to the committee. The committee acknowledged that the club has no specific criteria for life membership nor a specific procedure for handling such nominations. Several members discussed their thoughts on what life membership means to them and other organizations' policies regarding life membership. After some discussion, the committee determined that this was a very important matter that merited our considered attention; each member agreed to compile their thoughts on life membership in general and the nomination in particular. Steph to thank Shan and Annette for the nomination and advise them that the committee is still considering the matter.

11. Wish list summary and next steps. Louise presented a written summary of the items club members placed on their wish lists. Among other things several members expressed an interest in consistent start times for afternoon sessions and additional opportunities for supervised play. Louise developed a survey for Monday and Thursday afternoon players seeking their preferences for the time and day of an additional session, which will be run concurrently with existing open sessions.

12. Scaffolding approach to help Bilbys' transition to sessions. John reported that the lessons continue for 5 weeks after which the class participants will practice play during regular class time for several weeks, culminating in a competition. After that, it is hoped that the learners can transition to a supervised play session.

13. Constitution review. David reported that the previous committee's constitution review subcommittee included no individuals with legal experience or professional expertise in drafting legislation, legal documents or constitutions. He recommended that we commence our review of the constitution by employing attorneys with such experience to review the constitution and provide recommendations.

14. Income and expense budget. David presented comparative income and expense budgets for 2019-20, 2020-21 and 2021-22. Based on available data and informed projections, the club has a break-even trading position after the table fee increase.

15. Membership renewals follow-up. Steph reported that she has updated Pianola with respect to members who have paid on site (i.e., documented in receipt book) and the latest report from Dawn re direct deposits (current as of 20 January 2021). Steph, David and Colin to follow up on membership renewals with initial email follow ups followed up with phone calls as needed.

16. Fire and Safety Update. David reported that he received the report from Gary Marland regarding what changes he recommends. Rod has agreed to get quotes for the necessary improvements and has already ordered necessary hardware for some.

17. Deed encumbrance update. The process is continuing with ongoing discussions between Aubrey Brown attorneys and the Land Titles Office.

18. Building and maintenance subcommittee. David reported that the outdoor sign has been researched. The hand dryers have been purchased, and Rod will investigate what is necessary for installation. Rod has reviewed Tyrell's maintenance report done previously and will compare what the previous committee completed with what was recommended.

19. Marketing subcommittee. David reported that Kerrie Ransom, David, Peter Fitzgerald, and Kevin Dougall comprise this subcommittee. They have reviewed the 19 recommendations made in 2018; Kevin has reviewed research and made additional recommendations to the subcommittee. The subcommittee has 52 potential recommendations, but presently plans to focus on 6.

As a consultant to the marketing subcommittee Louise has begun to research a Facebook strategy. She presented information about FB groups and FB pages; after discussion, the committee agreed that a FB page was preferable to a group. The committee discussed the differences in what a FB page could provide as compared with our website and authorized Louise to seek a quote from Pursuit Communications for setting up and monitoring a FB page for the club.

Motions

John moved and Norm seconded that the club discontinue the practice of charging for tea, coffee, and biscuits; the motion carried with 8 in favour, 1 opposed, and 1 abstention.

Norm moved and Graham seconded that we allow visitors to play at the club provided they have not been in a red or orange zone within the 14 days preceding their visit to the club; the motion carried unanimously.

Rod moved and David seconded that the club purchase a tea trolley for the purpose of serving tea and food to members; the motion carried unanimously.

David moved and John seconded that the process of constitution review be commenced by Louise and David meeting with attorneys at Aubrey Brown regarding same; the motion carried unanimously.

Meeting Closure

The meeting objectives were met, and the meeting closed at 6:43 p.m.

Next Meeting

Tuesday, 16 March 2021 at 430 p.m.

Secretary – Steph Mathews

President – Louise Lewis