

Minutes for Central Coast Bridge Club

16 March 2021

Call to Order

A meeting of Central Coast Bridge Club was held on 16 March 2021 at the Central Coast Bridge Club. It began at 4:30 p.m. Louise Lewis presided, and Steph Mathews served as secretary.

Attendees

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

Apologies

Norm Berger and John Redfearn.

Objectives

1. Decide whether to purchase electronic sign
2. Update committee re trolley
3. Update committee re meeting with solicitors
4. Decide on Facebook strategy
5. Decide how to proceed with life membership nomination
6. Decide on fire and safety upgrades
7. Decide whether to offer refresher course for returning players
8. Decide on flooring change
9. Discuss options re interior change

1. Call to order

Louise called the meeting to order and advised the committee that there will be much work to do after 31 March.

2. Approval of minutes from previous meeting/business arising

Steph moved that the minutes of the 16 February 2021 meeting be approved; Rod seconded, and the motion carried unanimously.

3. Correspondence

Incoming

- 14 Feb em from Ronnie Ng re survey of clubs
- 28 Feb em from NSWBA re invoice (Steph forwarded to Phil)
- 2 Mar em from CCLCBC re BBO balance to central coast clubs
- 4 Mar em from NSWBA re MY ABF
- 7 Mar em from Jan Buchanan-Medina re nature of supervision and points/percentage
- 7 Mar em from Jan Buchanan-Medina re proposal for profit sharing of story sales
- 8 Mar em from John Duncan re timing of Monday and Thursday afternoon sessions
- 9 Mar em from Marianna Xerrie re supervised sessions
- 9 Mar em from Jean Moran re Club ING account details on her ING feed
- 15 Mar em from Sue Eastman re our possible repair of potholes in car park

Em from NSW office of Fair Trading re club's failure to file Annual summary of financial affairs for years ending 2017, 2017, 2019

Outgoing

12 Mar em responding to Ronnie's request

8 Mar em to John Duncan explaining why Monday and Thursday afternoon session times cannot change

4. Business arising from correspondence

Phil to complete necessary forms to transfer access to ING account from previous committee to current committee. Kerry and Jill suggested a procedural manual be developed to ensure password and control of all accounts are immediately transferred when a new committee takes over.

The committee discussed the liability risks if the club were to fill the potholes in the car park. As it is a council carpark, the committee agreed we should request council perform the task.

Steph to follow up re Fair Trading matter.

4a. Membership

Steph moved the approval of the social membership applications of Julieanne Perceval and Carol Godfrey; David seconded; none opposed.

5. Action List Update

Steph updated the committee on the status of items on the action list, most of which have been completed or are in progress.

6. Treasurer's Report

Phil presented the Profit and Loss statement for February, the general ledger detail regarding stationary, printing, and postage for April 2020 to February 2021, with an itemized breakdown of those costs. He also reported on a problem that arose during one session with the EFTPOS system. He requested that John specify to all directors the importance of ensuring that the person collecting the money be familiar with the EFTPOS machine, that the morning sessions finish on time on Mondays and Thursdays for COVID cleaning. Phil moved that his report be accepted; Colin seconded; the motion carried unanimously.

7. Tournament Secretary's Report

Deferred as Norm was not in attendance.

8. Chief Director's Report

Deferred as John was not in attendance

9. Masterpoint Secretary's Report

Colin reported that he still has some fine tuning to do and that Peter Cloughessy will be in the assist. Steph and Colin to work together to insure that only paid members are on the ABF list as of 31 March.

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.

9. 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

10. COVID update. Kerrie reported that we continue to operate under the 2 square metre rule and that things are going reasonably well. Kerrie stressed the importance of insuring that all who enter the club are entered electronically on the computer at the front of the club or via the QR code. Kerrie will mentor Colin to use the concierge check in on the computer to register learners. To permit mid-session cleaning, Kerrie also advised that the morning sessions should finish by around 12:30 on Mondays and Thursdays and that Matt plans to make available a drawer in the main room for information for directors.

11. Building and Maintenance Sub-committee update. Peter Fitzgerald and David Purkiss presented the committee with four options for the purchase of an electronic sign. The advantages of an electronic sign are many including increased exposure and awareness of our location and place of business to 1,000's of daily passing motorists; the sign is interactive and allows for community engagement; and messaging can emphasize the benefits of playing bridge, can promote upcoming lessons and events and is easily managed and changed with fresh content. After the subcommittee's review of various options, they recommended the club purchase a single-sided 2*1 metre sign (Gold Wire LED Screen) with a total cost within the range of \$11,000 to \$13,000. The vendor, SignSite, will secure council approval. As the electronic sign approval and installation process will take several months, the Treasurer will provide a purchase price payment plan by the next committee meeting.

Peter also advised that the previous Building and Maintenance Sub-committee commissioned reports from two companies to guide in their planning. Beveridge Williams provided an outline regarding building and planning and surveyed the property. Tyrrells Property Inspections inspected the building, finding the building was fundamentally sound and fit for purpose. Peter suggested several things for the committee to consider with respect to building improvements: a larger, functional kitchen, a large functional work space, and improved interior ambiance. An extension at the front or the rear of the building could provide a quiet space for lessons together with office and storage space. With the current office space freed up, the kitchen could be expanded into the current office space.

Louise suggested that an architect could provide recommendations for building improvements and advised that such a report could cost between \$5,000 and \$10,000. Further discussion was deferred to a later meeting

12. Trolley. Rod reported that the trolley has been purchased and is awaiting assembly. Louise suggested we contact the surf shop about the possibility of taking pre-orders and delivering orders to the club with the trolley. This would provide high quality coffee and cakes for our players and may benefit the surf shop by increasing its customer base. Louise and Kerrie agreed to talk to the shop about possibilities.

13. Update re consultation with solicitors re constitution. The solicitor's recommendation was to develop dot points re any constitutional changes and put those out to the players who come to the club for consultation before finalizing any proposed changes. The committee discussed a variety of items to consider. The solicitor will provide the club with constitutions from similar organizations for our review

14. Update re Facebook strategy. Louise has contacted the president of Pursuit Communications for a quote and recommendations regarding a club Facebook page. The cost to develop a page for us is approximately \$900 plus GST; if Pursuit Communications managed the page for us the cost would be \$4,500 for 6 months. Louise's recommendation is that we contract with Pursuit to develop the page, and that we manage it ourselves. Louise offered to find a volunteer to maintain the page.

15. Life membership. Louise asked the members to present their thoughts on the meaning of life membership and what should be required of a nominee.

Steph stated she has never been a member of any other club and had no experience with the concept of life membership and would listen to the others' input.

John provided his thoughts to Louise, which she shared with the committee. He views life membership as a thank you from the club for efforts an individual has made for the club. Longevity is important – contribution to the club over a significant period of time (e.g., 15 years). The work done must be for the benefit of the club and contain some element of sacrifice. The work should be voluntary. Finally, the character of the nominee is important (i.e., there should be no history of suspension, complaints, or disciplinary action)

Kerrie agreed with John's thoughts, and considered length of time and nature of contribution of the club to be important considerations. Kerrie added that some clubs have a point system to determine eligibility for life membership.

Jill noted that longevity, nature of contribution, and participation were important. She added that in reviewing other clubs' policies, these were common threads. Jill added that a member's contribution could also be in the form of sponsorship.

David suggested longevity of membership was an important consideration and recommended a minimum of 20 years. A life member should volunteer to assist the club and have a high standard of bridge etiquette and friendliness to all. A life member should be a frequent player who helps beginners and advocates for the club. He or she should regularly attend club events and support other members.

Phil noted that in his experience life membership required longevity of membership ranging from 10 to 30 years at various clubs. A nominee should also provide service to the club.

Louise will compile the list of relevant factors to share with the committee at the next meeting for further discussion with respect to the present nomination. Steph to notify Shan and Annette of the status of their recommendation.

16. Fire and Safety Update. Marland Fire Technology has provided a quote (No. 9937) of \$1100 to make the necessary improvements.

17. Refresher Course for returning players. Kerrie reported that of the people she contacted re renewing membership, 9 of the 19 who will be returning to play requested a refresher course. John has already organized and set up the course.

18. Membership renewal follow up. Kerrie contacted 39 home club members who had not yet renewed. Of those, 19 have now renewed; 3 did not answer after several call backs; 1 of 3 returned

messages Kerrie left. Overall respondents were very polite and appreciative of the call. Reasons for cancellation included lost interest in bridge (2), waiting for vaccine (1), pursuing other interests (3), returned to full time work (2), poor health (3), moved to other clubs(3). Additionally 9 respondents stated that they need a partner and 5 asked how we are addressing COVID. The committee briefly discussed options for partner finding, agreed it is important, and it will be on the agenda for the next meeting.

19. Westpac. Phil reported a number of problems he has had with Westpac and the advantages and disadvantages of switching our accounts to Greater Bank, which provides regional service. Phil to move one \$50,000 investment to Greater immediately to secure a better interest rate. He recommended that we move all of our accounts to Greater Bank over time. The drawback is that Greater could not provide tap and go facilities; however, CCBC could still continue to use the current Westpac service.

20. Flooring. Colin noted several flooring options including carpet, vinyl planks, and cyprus flooring (which apparently is under the current carpet and vinyl). Given the late hour, further discussion deferred to next meeting.

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

Colin moved and Graham seconded that the committee accept the Building and Maintenance Subcommittee's recommendation to purchase a 2*1 metre Gold Wire LED Screen sign as described in option 4 of the sub-committee's report (attached) with a total cost within the range of \$11,000 to \$13,000. The motion carried with 7 votes in favour and 1 abstention.

Steph moved and Jill seconded that we pay Pursuit Communications to set up a Facebook page for the club; the motion carried with none opposed.

Rod moved and Phil seconded that the committee accept the quote (No. 9937) from Marland Fire to do the work necessary for fire and safety compliance; the motion carried with none opposed.

David moved and Kerrie seconded that the Building and Maintenance Sub-committee visit with an architect/interior design firm with a view toward commencing the process of reviewing options associated with upgrading/extending/redesigning the CCBC Clubhouse; the motion carried with none opposed.

Meeting Closure

The meeting objectives were met, and the meeting closed at 7:45 p.m.

Next Meeting

Tuesday, 20 April 2021, time TBA.

Stephanie Mathews, Secretary

Louise Lewis, President

OUT OF SESSION MOTION

On 4 April 2021, via email, Rod moved and David seconded that new social memberships of Central Coast Bridge Club be suspended until the week following the 2021 AGM; the motion carried with 9 votes via email in favour and none opposed.

Stephanie Mathews, Secretary

Louise Lewis, President