

# Minutes for Central Coast Bridge Club

## 19 October 2021

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### Call to Order

A meeting of Central Coast Bridge Club was held on 19 October 2021 at the Central Coast Bridge Club. It began at 9:30 a.m.. Louise Lewis presided, and Steph Mathews served as secretary.

### Attendees

Voting members in attendance included David Purkiss, Jill Wildey, Colin Kleinig, Graham Williamson, and Rod Shellshear, Phil Thomas, John Redfearn, Norm Berger, and Kerrie Ransom. Dawn Thomas was also present. (Note: Phil and Dawn needed to leave before the meeting's conclusion due to a prior appointment.)

### Apologies

None

### Objectives

1. Approve minutes of previous meetings
2. Decide whether to approve membership applications
3. Hear and approve reports.
4. Decide what we need to do to adapt to changes in COVID requirements
5. Decide if eased COVID restrictions dictate change in our opening plans
6. Decide what if any additional changes to propose to the constitution (3(3)(b), 11, 46, and tidy up)
7. Decide whether to offer 2-year memberships to John's learners
8. Decide how to handle memberships for people who join late in the year.
9. Address fee payment issue (Norm)
10. Decide whether to allow members to attend and observe committee meetings.
11. Clarify roles of Tournament Director and Chief Director

### 1. Call to order

Louise called the meeting to order.

### 2. Approval of Minutes

Steph moved that the minutes of the 18 May 2021 meeting be approved; Jill Wildey seconded, and the motion carried with 10 in favour, 1 abstention.

Steph moved that the minutes of the 12 October 2021 meeting be approved; Norm Berger seconded, and the motion carried unopposed.

Steph moved that the minutes of the 15 October 2021 meeting be approved; Jill Wildey seconded and the motion carried with 9 in favour, 2 abstentions.

### 3. Business arising from the minutes

None.

#### 4. Correspondence and business arising

Email from Mary McFadden; discussion deferred until later in the meeting.

#### 5. Membership applications

John moved and Steph seconded that the applications from **Susan Woodbury** and **Keith Woodbury** be approved for membership; the motion carried unopposed.

Steph reminded the committee of one pending application for social membership from Yvonne Zammit. The chair asked that discussion be deferred until later in the meeting.

#### 6. Treasurer's Report

David Purkiss presented the profit and loss statements for July – September 2021. While the club broke even in April – June 2021, July through September reports reflect a profit of \$24,742, largely due to grants from NSW Government. Accordingly, the government grants helped offset losses incurred throughout the COVID epidemic, but that funding is now finished. David moved that the Treasurer's Report be approved; Colin seconded, and the motion carried unopposed.

#### 7. Tournament Secretary's Report

Norm reported that we have 10 remaining red-point events for the year, 7 club championships, and **8 trophy events. Given the limited time remaining in the year, the remaining club championship** events will be canceled, and he will try to fit in the remaining events before the end of the year. The Christmas Party date has been changed to Friday 3 December due to a conflict with the on-line Almost Summer Teams. Norm has reached out to the other local clubs for cooperation in developing next year's calendar of events, but received no responses. The committee discussed whether to post the full year of events only on the website or to publish a book as in the past; the committee favored a booklet, even if it would not be completed until February 2022. In the interim, members can be advised via website, email, and announcements. Steph to contact members re any phone number changes for directory.

#### 8. Chief Director's Report.

John had nothing to report.

#### 9. Masterpoint Secretary's Report

Colin reported that John McIlrath has been reporting any MPs earned on Real Bridge; he will report September's when ABF MP Center technical problems are fixed. Colin also reported that CCBC is among the top 10% of clubs in NSW and the top 15% of ABF affiliated clubs with respect to number of members.

#### 10. COVID Update

Kerrie reported that the rules have changed again since our last meeting. Now the 4 square metre rule applies, so we may have a maximum of 17 tables and there is no longer a need to split into two groups of 20 players. Kerrie has prepared a new COVID Plan to reflect regulatory change. She

advises that we ask people to come early so we have time to check vaccination records and that directors have 2 COVID monitors for each session. Kerrie also purchased a CO2 monitor with an alarm set for 800 ppm and recommended we advise the membership that the monitor will be operating to ensure adequate ventilation and a safe environment. In response to members' concerns about difficulty reading Bridge Mates, the covers have been modified so that the buttons are covered, but the screen is not. No other changes to report; Kerrie prepared a Director Information Sheet for John to provide to directors.

## GENERAL BUSINESS

### 11. Review of reopening plans

In light of the easing of density restrictions, the committee discussed how to modify the schedule of sessions. David presented information regarding the number of members who played on-line during the shut down and those who did not and the table numbers for on-line sessions and pre-shut down face-to-face sessions. The overall goal of the committee is to bring members back to the club for face-to-face bridge while providing some on-line sessions. John moved that all afternoon face-to-face sessions start at 1:30, Colin seconded, and the motion carried with 7 in favor and 3 opposed. Steph moved that the new schedule be in effect beginning Monday 25 October; David seconded, and the motion carried with 9 in favor and one opposed. Kerrie reminded us we need someone to clean between morning and afternoon sessions; Graham agreed to perform that task. Following the vote, the session schedule for face-to-face bridge will commence on Monday 24 October:

Monday morning	9:30	open
Monday afternoon	1:30	supervised
Tuesday afternoon	1:30	open
Wednesday afternoon	1:30	open
Thursday morning	9:30	open
Thursday afternoon	1:30	supervised
Friday morning	9:30	open

In addition, we will host the following Real Bridge sessions commencing Tuesday 26 October:

Tuesday evening	7:00
Thursday afternoon	1:00
Saturday afternoon	1:00

**Please see out of session motions in the Motions section for further discussion and changes to session schedule.**

### 12. Constitution 3(3)(b) clarification.

Norm reminded the committee that under the constitution payment of membership fees is not due on application, but within 28 days after the secretary notifies the applicant that the committee approved the application. Given the current practice of accepting payment at the time of application, Steph proposed an amendment to the constitution. See Motion 4 below for resolution.

### 13. Constitution – Disciplinary procedures and tidy up

Steph presented a revision of the constitutional clause pertaining to discipline of members. The revisions to the Disciplining of Members clause state the Association's goal of restoring harmony rather than punishment and that disciplinary procedures are a last resort; specifically authorize the committee to refer a complaint to the Recorder; specifies the clause that governs service of notices; permits the alleged offender to present his/her case in person or electronically to the committee; clarifies the suspension authority of the committee; and requires the secretary's notice of suspension or expulsion to specify the date and manner by which a member's intent to appeal must be lodged. See Motion 2 below for specific revised language.

Steph proposed a revision of the constitutional provision pertaining to the Right of Appeal to specify the manner in which a notice of appeal may be lodged with the secretary and clarify that the appeal is decided by a simple majority of votes cast by members present at the meeting, rather than members of the association. See Motion 2 below for specific revised language.

Steph asked that the committee members consulting with counsel inquire about the deletion of clause 10 (Resolution of disputes) as it appears inapplicable to our organization given the complaint procedure and constitutional provisions governing discipline of members and appeal rights.

#### **14. Constitution – Service of notices**

Steph proposed a revision of the Service of Notices provision that allows service via email and specifies that a notice sent by post is deemed served 3 business days after the date sent. See Motion 3 for committee decision.

#### **15. Two-year membership for John's learners**

The committee decided that John's learners from this year who were approved at or after the 19 May 2021 meeting will be considered paid through 31 January 2023. The committee deferred until the next meeting discussion about whether to make this practice continuous. See Motion 7 below.

#### **16. Exception to clause 8(2)(b) for people who join late in the year**

As this clause basically requires an applicant to pay a full year's membership regardless of when he or she joins the club, the committee discussed the date on which an applicant could join the club and receive membership benefits for the balance of the year and the coming year. The committee decided that anyone who applies for membership, pays the membership fee, and is accepted for membership after 30 September of any year shall be entitled to membership benefits through the next financial year. See Motions 5 and 6 below. Steph to draft revised language for constitution.

#### **17. Fee payment**

The committee discussed what fees to charge alternate members given the previous vote to limit rights of alternate members. See Motion 1 below for decision on this issue. Steph to advise Yvonne Zammit of the committee decision and ask if Yvonne wishes to proceed with her application.

#### **18. Observers at committee meetings**

As the previous committee had banned observers at committee meetings, the committee discussed the circumstances under which observers would be allowed and who would be allowed to observe.

Ultimately the committee decided that home club members would be allowed to observe committee meetings unless personal or sensitive information was being discussed. See Motions 8 and 9 below.

## 19. Tournament Director vs. Chief Director

Norm clarified that John's correct title is Tournament Director to maintain consistence with ABF and other organizations. Duties and additional discussion of this matter deferred until the next meeting

## 20. Title deed

David reported that the attorney has advised that Josie's will did not refer to her role as trustee for the debenture holders. Accordingly, the solicitor will draft a deed of retirement of Josie's role and appoint a new trustee for the limited purpose of removing the encumbrance on the deed. The committee decided to request that David Purkiss be appointed the new trustee with the objective of having the encumbrance on the title deed removed as soon as possible. See Motion 10 below.

## 21. Building and maintenance subcommittee update

David reported that Fabric Architecture Studio will soon be presenting its third renovation option to the subcommittee for review. He also reported that while Marland Fire Technology provided a quote in March for the fire safety upgrade, the work has not yet been completed. David has been in contact with Marland who has promised to complete the work as soon as possible.

## Motions

**Motion 1. Norm moved and John seconded that there no longer be a category known as "social members" and that members categorized as "alternate members" pay an annual fee of \$10.00, pay member's rate of table fees, and have the following rights (as decided at the 15 October 2021 meeting). The motion carried unopposed.**

*Alternate members may*

- a) participate in club championship events, but may not be designated as the winner of any such event and*
- b) participate in any club-sponsored NSWBA qualifying event, but may not represent the club in any events at the regional, state, or national level except as allowed by the specific competition's rules.*

*Alternate members may not*

- a) vote at an AGM or SGM,*
- b) hold a position on the committee as an ordinary member or office bearer, or*
- c) nominate other home club or life members for positions on the committee.*

**Motion 2. Steph moved and Colin seconded that the committee approve the following revised language for the constitutional provisions governing Disciplining of Members and Right of Appeal; the motion carried unopposed.**

### *11. Disciplining of members*

*The goal of the Association is to provide and maintain an environment where people can enjoy a game of bridge. To emphasize the importance of this goal, the club should promote fair play and good sportsmanship. There will be circumstances when a player's disruptive behaviour will interfere with other members' enjoyment. As a director's role is to restore equity rather than penalize an offender, the goal of this complaint procedure is to restore harmony rather than punish offenders. In accordance with this goal, promotion of fair play and informal resolution of complaints is a priority. However, should this not be successful, the following complaint handling and/or disciplinary procedures are available.*

- 1) A complaint must be made in writing to the committee by any person that a member of the association:
 
  - a) has refused or neglected to comply with a provision or provisions of this constitution, or*
  - b) has wilfully acted in a manner prejudicial to the interests of the association.**
- 2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.*
- 3) The committee may refer the complaint to the Recorder if the committee considers the complaint to warrant some resolution but finds it insufficient to justify disciplinary action by the committee.*
- 4) If the committee decides to deal with the complaint, the time and manner of service of any notices is governed by clause 46 of this Constitution.*
- 5) If the committee decides to deal with the complaint, the committee:
 
  - a) must cause notice of the complaint to be served on the member concerned, and*
  - b) must give the member at least 14 days from the time notice is served within which to make submissions in writing to the committee in connection with the complaint or to request an opportunity to present his or her case to the committee at a face-to-face or electronic meeting. If the member asks to front the committee the secretary shall call a meeting of the committee as soon as practicable for that purpose,*
  - c) must take into consideration any submissions made by the member in connection with the complaint**
- 6) The committee may, by resolution, expel the member from the association or suspend the member from participating in any or all of the Association's activities if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.*
- 7) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action, and of the member's right of appeal under clause 12 including the date and manner by which the member's intent to appeal must be lodged with the secretary.*
- 8) The expulsion or suspension does not take effect:
 
  - a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or*
  - b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12, whichever is later.**

## 12. *Right of appeal of disciplined member*

- 1) *A member may appeal to the Association in special general meeting against a resolution of the committee under clause 11 within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect. Such notice of appeal must be lodged with the secretary by personal delivery to a committee member or by email to the Association's email address.*
- 2) *The notice of appeal may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for purposes of that appeal.*
- 3) *On receipt of a notice from a member under subclause(1), the secretary must notify the committee, which must convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.*
- 4) *At a general meeting of the association convened under subclause (3):*
  - a) *no business other than the question of the appeal is to be transacted, and*
  - b) *the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and*
  - c) *the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.*
- 5) *The appeal is to be determined by a simple majority of votes cast by members present at the special general meeting.*

**Motion 3. Steph moved and Kerry seconded that the Service of Notices clause (currently 46) of the constitution be amended to allow service by email and to specify that a notice sent by post is deemed served 3 business days after the date sent. The motion carried unopposed.**

**Motion 4. Steph moved and Col seconded that the following revision of clause 3(3)(b) (Nomination for membership) be adopted. The motion carried unopposed.**

*b) If the committee approved the nomination, and the nominee has not already paid, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.*

**Motion 5. John moved and Graham seconded that anyone who applies for membership, pays the membership fee, and is accepted for membership after 30 June of any year shall be entitled to membership benefits through the next financial year. The motion failed, with 2 in favour and 9 opposed.**

**Motion 6. David moved and Steph seconded that anyone who applies for membership, pays the membership fee, and is accepted for membership after 30 September of any year shall be entitled to membership benefits through the next financial year. The motion carried unopposed.**

**Motion 7. Colin moved and John seconded that John's learners from this year who were approved at or after the 19 May 2021 meeting will be considered paid through 31 January 2023. The motion carried unopposed.**

**Motion 8. John moved and Norm seconded that observers be allowed at committee meetings;**

the motion failed with 5 in favour and 5 opposed, with the President casting the tie-breaking vote in opposition.

**Motion 9.** David moved and Kerry seconded that home club members be allowed to observe committee meetings unless personal or sensitive issues are being discussed; the motion carried with 9 in favour and 1 opposed.

**Motion 10.** David moved and Steph seconded that David Purkiss be appointed the new trustee for debenture holders with the objective of having the encumbrance on the title deed removed as soon as possible. The motion carried unopposed.

**Out of Session Motion 1 (25 October).** Norm moved that we rescind the motion passed in Item 11 above regarding session schedules; the motion carried unopposed.

**Out of Session Motion 2 (25 October).** Norm moved that Tuesday and Wednesday afternoon sessions commence at 1:00 p.m., resulting in the following session schedule; the motion carried unopposed. Note, Tuesday evening session was rescheduled to 6:30 p.m. at the director's request, and Thursday afternoon Real Bridge rescheduled to 1:30 to allow interested players time to play both Thursday morning at the club and Thursday afternoon on line.

Monday morning	9:30	open
Monday afternoon	1:30	supervised
Tuesday afternoon	1:00	open
Wednesday afternoon	1:00	open
Thursday morning	9:30	open
Thursday afternoon	1:30	supervised
Friday morning	9:30	open

In addition, we will host the following Real Bridge sessions commencing Tuesday 26 October:

Tuesday evening	6:30
Thursday afternoon	1:30
Saturday afternoon	1:00

## Meeting Closure

The meeting objectives were met, and the meeting closed at 11:50 a.m.

## Next Meeting

Tuesday, 09 November 2021 at 9:30 a.m.

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Stephanie Mathews, Secretary

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Louise Lewis, President