

# Minutes for Central Coast Bridge Club

## 18 May 2021

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### Call to Order

A meeting of Central Coast Bridge Club was held on 18 May 2021 at the Central Coast Bridge Club. It began at 9:28 a.m.. Louise Lewis presided, and Steph Mathews and Kerrie Ransom served as secretary.

### Attendees

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

### Apologies

Norm Berger

### Objectives

1. Approve minutes from 20 April meeting
2. Decide how to respond to issue raised in correspondence
3. Decide whether to adopt the Building and Maintenance Sub-committee's recommendations.
4. Decide on new membership applications.
5. Decide how to deal with non-compliance with COVID restrictions.
6. Decide whether to host David Beauchamp
7. Decide next steps in the review of the constitution
8. Decide whether to require cashless membership/table fee payment

### 1. Call to order

Louise called the meeting to order and announced that Steph had to leave during the meeting and that Kerrie would take minutes thereafter.

### 2. Approval of minutes from previous meeting/business arising

Steph moved that the minutes of the 20 April 2021 meeting be approved; Phil seconded, and the motion carried unanimously.

### 3. Correspondence

#### Incoming

11 May 2021 letter from Sandy Whalley suggesting a Tradies Corner on the notice board, divided into 2 sections: recommended and "let you down".

5 May 2021 email from Annette Houtman re committee's lack of response to her and Shan's nomination of Glen Campbell for life membership

13 May 2021 em from Lawrie Ransom re some directors' noncompliance with mask requirements

29 April 2021 letter from Council re Annual Fire Safety Statement Due Notice

Revisit to 7 March 2021 email from Jan Buchanan Medina re supervised sessions

## Outgoing

8 May 2021 em to Annette Houtman apologizing for not keeping her better informed and explaining the committee's process and decision-making with regard to the nomination

### 4. Business arising from Correspondence

Regarding Sandy's letter, Norm reminded the committee that we decided early on that the notice board would be open to members to post what they want, subject to committee approval. The committee discussed that it did not want the notice board to turn into a "name and shame" site, so the notion of a 2-section tradies posting would not be acceptable. That said, given our previous decision re the notice board, Sandy could post what she liked, provided she signed her name to the post.

Regarding Jan's email, John noted that it is impossible to weight the point scores of individual players in supervised sessions. Steph advised that she will trial a 2 section game on Monday afternoons – one for open players and one for supervised players. As points are awarded differently in supervised/open play that may help alleviate some concerns.

### 5. Action List Update

Steph advised that she has not completed her tasks at present, but they are in progress. Phil advised that the ING documents are in progress; David advised that the skills assessment survey is 80% complete and that the deed encumbrance, still in the solicitors' hands, is in progress.

### 6. Building and Maintenance Subcommittee Recommendations

Peter Fitzgerald and David Purkiss addressed the committee on behalf of the subcommittee, presenting a report from their meeting with Fabric Architecture Studio regarding possible extension options (attached). Their recommendation is to engage an Architect for concept and design development for an upgrade to the building comprising substantially more bridge playing space, an extension to the front to align with existing shopfronts, an enhanced façade and entry statement, easier disabled access via the front and back entries, training room, office, modern kitchen, enlarged female and male amenities, centralized storage area, new carpet and interior furnishings. The anticipated cost for the concept and design development is \$6,000. Phil and Kerrie endorsed the option of additional male and female amenities, and Louise and John recommended additional storage for boards.

### 7. Membership Applications

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

Merle Campbell  
Judy Dind  
Maria Fitzgerald  
Leonie Grimshaw  
Michael Hilton

Marcela Hrnair  
Janine Jones  
Geoff Koelma  
Michelle Komarnycky  
Kathleen Mourad  
Robyn Norberry  
Maria Sweeney

In addition to the above applicants for home club membership, Yvonne Zammit applied for an alternate membership, which the committee declined at this time given the vote to defer additional alternate/social memberships until after the AGM.

## **8. Treasurer's Report**

Phil presented the Profit and Loss Statement for April (attached). The \$6,000 profit is an excellent result; however, it is not a true reflection of the CCBC's operating performance for April 2021 given it does not include an appropriate percentage of "fixed costs" that are incurred during other months (ABF and NSWBA Capitation and Affiliation Fees, council rates, property insurance, power, etc. Phil also was pleased to report that most transactions last month were cashless. He advised that the books are presently with the accountant and that the property will be revalued to reflect current value. Phil moved that his report be accepted; Colin seconded, and the motion carried unanimously.

## **9. Tournament Secretary's Report**

Norm submitted a written report via email (attached). The report expressed concern about the poor turnout for club championship events. David added that it is important we recognize that we are in a transition period after COVID-19 lockdown restrictions. Follow-up action required: find the motion in the minutes requiring a minimum of 5 tables for a red point event and research whether we can/must have a minimum number of tables for a red point event. John offered to discuss promotion ideas for red point events. John moved that Norm's report be accepted; Graham seconded, and the motion carried unanimously.

## **10. Chief Director's Report**

In addition to items reported below, John advised that the Novice and Restricted Congress is scheduled for 21 and 22 August, and we will be hosting the State Novice and Restricted Teams 18-19 September.

## **11. Masterpoint Secretary's Report**

Colin reported that we currently have 173 home club members and 30 alternate members. Our club is ranked 13/151 in NSW with respect to member numbers. Colin moved his report be accepted; Rod seconded, and the motion carried unanimously.

## **12. COVID Update and dealing with noncompliance**

Kerrie reminded the committee of the importance of monitoring and ensuring compliance with COVID requirements. Each director is required to name a monitor for his/her session. A list of trained monitors is in the COVID folder in the office. It is the director's responsibility to ensure the monitor is aware of requirements, and the chief director's responsibility to ensure each director is aware of requirements. To ensure effective communication of requirements it is important to clarify

that Kerrie informs the Chief Director of COVID requirements; the chief director should then inform directors of the requirements; each director should inform his/her COVID monitor of the requirements currently in place.

It is particularly important that directors (whether directing or just playing) comply with current requirements. In addition, COVID monitors are responsible for reminding players about current requirements and correcting instances of noncompliance.

## GENERAL BUSINESS

**13. Boxes and card storage.** John suggested we ask a member to store off site cards not in use. Rod volunteered to store them.

**14. David Beauchamp visit.** John plans to ask David Beauchamp to present a Thursday morning and afternoon lesson. He recommends we charge only the \$7 table fees and the club pick up the remainder of David's fee.

**15. Directors' seminar.** John reported that John McIlrath will conduct a Directors' seminar on 22 May. Only club members are coming at this stage (8 attending).

**16. Constitutional review.** The committee agreed to review the constitution at a recent meeting. See Coalition of Sponsors notes. Louise presented a draft FAQ, which was discussed. Additions are required and the FAQ will be posted on the notice board and then finalized. The committee to offer feedback on the life membership requirements and terminology. John will ask John McIlrath for input about requirements at his club. Louise to summarise points and put out to the committee. When approved, it will be submitted to the membership for comment.

**17. Cashless payments.** David and Phil presented a summary of justifications for cashless payments (attached). David moved that we continue to accept cash for the payment of table and membership fees until 30 June 2021, from which time only credit/debit card and prepaid coupons will be accepted; if members forget and continue to pay with cash, the Director will gently remind them and request credit/debit or prepaid coupons going forward; Graham seconded; motion carried unanimously.

**18. Marketing Subcommittee Update.** David presented a marketing implementation plan (attached "Implementation Plan as at 30 March 2021"). David moved the report be accepted; John seconded; motion carried unanimously

**19. Lot 14 Elsiemer Street.** Graham reported that this vacant block of land located directly behind the CCBC Clubhouse has been listed for sale by the Central Coast Council (as part of its asset disposal program) and is therefore "off the table" as a potential additional parking option for members.

## Motions

Phil moved that the committee accept Fabric Architecture Studio's Client Architect Agreement and Quotation for Stages A.1: Concept Design and A.2: Design Development for a total cost of \$5,940 (including GST) in respect to the proposed upgrade of the CCBC Clubhouse; Steph seconded, and the motion carried unanimously

Kerrie moved to include a condition in Fabric Architecture Studio's Client Architect Agreement confirming that the Central Coast Bridge Club can withdraw from its contractual obligations at the

conclusion of any Stage described in the contract; Steph seconded, and the motion carried unanimously.

### **Meeting Closure**

The meeting objectives were met, and the meeting closed at 11:55 a.m.

### **Next Meeting**

Tuesday, 16 June 2021, 9:30 a.m..

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Stephanie Mathews, Secretary

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Louise Lewis, President