

Minutes for Central Coast Bridge Club

14 December 2021

Call to Order

A meeting of Central Coast Bridge Club was held on 14 December 2021 at the Central Coast Bridge Club. It began at 9:31 a.m.. Louise Lewis presided, and Steph Mathews served as secretary.

Attendees

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

Apologies

None

Objectives

1. Approve minutes of previous meeting
2. Review and respond as necessary to correspondence
3. Finalize revised membership application forms
4. Update re action items
5. Receive and review reports from Treasurer, Tournament Secretary, Chief Director, and Masterpoints Secretary
6. Review and revise COVID requirements as necessary
7. Receive update re trophy events, Christmas Party and club championships
8. Evaluate and decide re continuation of morning sessions
9. Receive information from Chief Director re scoring
10. Decide who is eligible for club trophies
11. Designate acting Treasurer if necessary
12. Decide whether to replace side gate
13. Decide whether to remove large table tops
14. Update re air conditioners
15. Update from Building and maintenance subcommittee
16. Update from Marketing subcommittee
17. Update re status of deed encumbrance

1. Call to order

Louise called the meeting to order at 9:31 a.m.

2. Approval of Minutes of Previous meeting/Business arising

Steph moved and Norm seconded that the minutes from the meeting on 9 November 2021 be approved; the motion carried with 10 votes in favour and one abstention.

3. Correspondence

Incoming

Complaints from Shan Lawson and Berenice Air regarding Alan Brooks
30 November email from Barry Foster re Associate Membership

9 December email from Gary Heyting re club's mask policy
19 November email from Gary Heyting re mask policy
20 November email from Gary Heyting to David Purkiss re marketing
11 December email from Gary Heyting re Gold and red point events
11 December email from Gary Heyting re various issues in the 19 October minutes

Outgoing

19 November email from Kerrie Ransom to Gary H. re mask policy
20 November email from David Purkiss to Gary H. re marketing
30 November email from Louise to Barry Foster re Associate Membership

4. Business arising from Correspondence

Re Alan Brooks complaint: the Recorder has attempted mediation to no avail; Alan Brooks is unapologetic. The committee decided to proceed with formal complaint procedures. Steph to notify Alan.

Re correspondence from Gary Heyting: Given the full agenda, Gary's emails will be considered at the next committee meeting in January; Steph to advise.

5. Membership application forms

Steph asked the committee to make a decision on the amended membership application forms presented at the last meeting. The Home Club Member application was approved; decision on the Alternate Member application form deferred until later in the meeting. See Motions below.

6. Action Items Update

ING: David has requested confirmation that signatories changed; awaiting reply.

Procedural manual for changeover: Search for volunteer continues

Fair Trading request for financial reports: Requested reports acquired; Steph to print for minute book and forward electronically to Fair Trading.

Fly screens: Rod has investigated; magnetic netting only real option for our doors; committee deferred decision until flies become a significant problem.

Letter to solicitor re constitutional changes: drafted; in progress.

Outreach: in progress

Club administrator: in progress; Louise waiting to hear from Colin Speller; Gil Clark suggested as another possibility.

7. Treasurer's Report

David presented the Profit and Loss Statement for November 2021, which reflects a \$4,776.31 profit; David noted the internet income (\$5,480) is inflated because it has accumulated over several months. David also presented the Comparative Analysis of Financial Statements for 2019-20, 2020-21 and 8 months of 2021-22 reflecting a \$34,982 profit to date this financial year with the caveat that \$30,000 of that has come from government COVID grants.

8. Tournament Secretary's Report.

Norm noted that the Hi-Lo Pairs, the last trophy event for the year, will be held this Thursday. He also reported that the program for 2022 is ready to go after one final check. He anticipates it will be printed before Christmas.

9. Chief Director's Report

John reported that he will approach John McIlrath about presenting a lesson on team scoring for our directors. He also reported that Marilyn Scott did a good job as convenor for the Almost Summer Teams Congress. The winners were Phil Gue, Margaret Walters, Peter Chan and Anthony Burke; second place was the Zhang team (Michael Chen, William Zhang, Xiao Yang, and Robert Wang); in third were Dennis Raymond, Alec Gillespie, Heath Henn and Ernie Newman.

10. Masterpoint Secretary's report

Colin advised that the green points are up-to-date; red point awards are still in progress.

11. COVID UPDATE

Kerrie reported that NSW Health has eased restrictions from 15 December 2021. As of tomorrow, there are no density limits, face masks are not required, QR check-in is not required, and a COVID Safety Plan is optional. Kerrie recommends that CCBC encourage, but not require, face masks; require evidence of double vaccination; keep sanitizer on every table; keep plastic on the lower half of bridgemates to protect bridgemates; reduce cleaning schedule to twice per week (Monday and Thursday); no longer quarantine boards; retain a paper copy of results to permit contact tracing if necessary; keep sign indicating double vax required and to stay home if unwell; keep current ventilation protocol in place; maintain CO2 monitoring; and encourage physical distancing. These recommendations are based on research showing that the spread of the virus is almost exclusively by aerosol. See Motions below.

GENERAL BUSINESS

12. Trophy events

Norm reported that the club currently has 23 red point events and that 6 of those are trophy events. The committee discussed whether alternate members and/or visitors should be permitted to win trophy events. See Motions below.

13. Christmas Party

Norm reported that the Christmas party was a big success at a relatively low cost but advised that food preparation and service was too much work for Dawn, Margaret and Helen to do again. Norm recommended that the committee consider hiring a caterer next year and ask members to pay a portion of the cost. The committee issued a huge Thank You to Margaret, Dawn, and Helen for the fantastic job they did!

14. Club Championship events

Historically the club has hired outside directors for these events. Norm has contacted several directors regarding the availability for our events next year but has had no success. While in-house and/or playing directors are an option, the committee recommended that Norm contact John McIlrath regarding his availability before making any other decisions.

15. Morning sessions

While attendance at morning sessions continues to be low, the committee decided to defer any schedule changes until January.

16. Scoring

John advised that we need to keep a “director’s book” in which to record calls and questions regarding calls. He also asked that the committee adopt a protocol for changing scores defining the time within which scores may be changed, the circumstances under which a score may be changed, and stating that only the director of the day may change a score. Directors should emphasize to players that east west must check the scores in the bridgemates and directors should check for anomalies during each session. The committee agreed to give thought to these issues for resolution at our next meeting.

17. Advertising

John advised that the Chronicle was running a special for a ¼ page ad for \$270 and that we might want to take advantage of that to advertise upcoming beginners’ lessons. David suggested that he take that suggestion to the marketing committee and report back at the January meeting.

18. Trophy eligibility

Addressed in item 12 above.

19. Treasurer Designate

Given Phil’s recent health issues and David and Dawn taking on additional responsibilities, the committee discussed how to proceed with respect to the Treasurer’s role. Steph to send Dawn an invitation to attend committee meetings. See Motions below.

20. Side gate

Colin reported that Carolyn recommended we purchase a new side gate and lock to permit access to the south side of the building as she could not open the lock. Rod advised he will bring in a new lock for now and the gate may change as renovations progress.

21. Tabletops

Colin reported comments from players that some like the big tables and some like the small tables; can we find a solution that will make everybody happy? This discussion deferred until decisions are made regarding renovations. In the interim directors may be able to accommodate preferences by renumbering tables as needed.

22. Air conditioners

Colin recognized that the inside units have been thoroughly cleaned recently and asked whether the outside pump units need any maintenance; on Rod's recommendation the committee decided no action was necessary at this time.

23. Training program

Louise presented an outline of the proposed training program that she and John have been working on. It includes lessons for beginners, novices, and intermediate players. The cost of the units for students is geared to recoup the cost to the club with any remainder to go to Coast Shelter.

24. Building and Maintenance Subcommittee

David presented the implementation plan as at 9 December 2021. The subcommittee will review the latest changes to the clubhouse upgrade plans and should be ready to present a proposal to the committee by late January. If approved, then they may be presented to the membership for approval. The LED sign should be installed in January. Finally, much of the Fire Safety upgrade has been completed with new signage, emergency lighting, new extinguisher and fire blanket. The evacuation plan is in progress and should be completed soon. The Fire Safety certificate is out of date, so a new inspection and certificate will be required.

25. Marketing Subcommittee

David presented the implementation plan as at 9 December 2021. A team of volunteers has been ringing members who have not returned to the clubhouse and identifying members who require partners. A new call initiative will begin in January once the training calendar has been finalized. The subcommittee also recommends a website upgrade and social media strategy to promote the club and ongoing activities and events. The subcommittee recommends that oversight of marketing efforts is needed and has requested a proposal from a marketing consultant.

26. Deed encumbrance

David reported that the deed of appointment of trustee has been started but the attorney needs some additional details from Josie's family to complete it. David anticipates the matter will be concluded by the end of February.

Motions

Steph moved and Kerrie seconded that the committee commence formal complaint proceedings regarding the complaints against Alan Brooks; the motion carried unanimously.

Steph moved and Jill seconded that the revised Home Member Application form be approved; the motion carried unanimously.

Steph moved and David seconded that the committee adopt Kerrie's recommendations re COVID, effective immediately; the motion carried unanimously.

Norm moved and Steph seconded that visitors and alternate members are not eligible to win trophy events at CCBC; the motion carried with 9 votes in favour and 2 opposed.

Steph moved and Norm seconded that the revised Alternate Member application be approved with a change reflecting the committee decision regarding trophy events; the motion carried unanimously.

Steph moved and Jill seconded that the committee find that a casual vacancy has been created due to Phil's illness and that David Purkiss and Dawn Thomas jointly take over the Treasurer's responsibilities until Phil has sufficiently recovered to resume his duties; the motion carried with 10 in favour and one abstention.

Meeting Closure

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

Next Meeting

Tuesday, 18 January 2022 at 9:30 a.m.

Stephanie Mathews, Secretary

Louise Lewis, President