

# Minutes for Central Coast Bridge Club      25 January 2022

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## Call to Order

A meeting of Central Coast Bridge Club was held on 25 January 2022 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, Graham Williamson, and Rod Shellshear, John Redfearn, Norm Berger, Kerrie Ransom, Colin Kleinig and Phil Thomas. Dawn Thomas also attended. Note that Norm left the meeting at 10:15 for another engagement.

## Apologies

None

## Objectives

1. Approve 2021 AGM Minutes
2. Vote on membership applications
3. Receive reports from Treasurer, Tournament Secretary, Chief Director, Masterpoint Secretary, and COVID Coordinator
4. Update action list
5. Decide next steps in Brooks complaint.
6. Decide next steps in Heyting complaint
7. Decide re purchase of new AC unit for office
8. Decide re proposed scoring policy
9. Decide whether to change table top size
10. Receive and vote on quotes obtained by Building and Maintenance Subcommittee
11. Receive and vote on consulting fee proposal from Marketing Subcommittee
12. Update committee re status of ING signatories
13. Update committee re status of deed encumbrance
14. Decide whether to change Monday and Thursday afternoon start times
15. Decide whether to provide Pianola Plus for all members

## 1. Call to order

Louise called the meeting to order at 9:30 a.m.

## 2. Approval of Minutes of Previous meeting/Business arising

Steph moved and Jill seconded that the minutes from the 2021 AGM be approved; the motion carried unanimously.

## 3. Correspondence

### Incoming

19 Nov email from Gary Heyting re mask requirement (held over from December meeting)

21 Nov email from Gary Heyting re mask requirement, first aid, marketing (held over from December meeting)

11 Dec email from Gary Heyting re 2-year membership for learners, alternate membership status, Real Bridge cost, Pianola Plus, and newsletter (held over from December meeting)  
11 Dec email from Gary Heyting re red/gold point events (held over from December meeting)  
18 Dec email from Alan Brooks in response to complaint  
19 Dec email from John McIlrath re membership renewal  
19 Dec email from Dorothy Berzins re change in alternate membership status  
20 Dec email from June Thompson re referring to associate members as alternate members and tendering her resignation  
20 Dec email from Roy Cotton re constitution changes and date of SGM  
17 Jan email from Roy Cotton re changes in membership status  
18 Jan email from Jan Buchanan-Medina re supervised sessions et al  
23 Jan email from Jan Buchanan-Medina re Brooks complaint

### **Outgoing**

18 Dec email advising A Brooks of the complaints and his right to reply  
19 Dec email to Dorothy Berzins re change in alternate membership status  
19 Dec email to John McIlrath re membership renewal  
20 Dec email to Roy cotton re constitution changes and date of SGM  
9 Jan email transmitting proposed constitution changes to solicitor

## **4. Business arising from Correspondence**

The Heyting and Brooks matters were deferred to later in the meeting  
Steph to reply to Jan Buchanan-Medina that she and John will discuss Jan's suggestions  
Louise has drafted reply to Roy Cotton  
In response to Gary's email re mask clarification and enforcement, Kerrie to advise membership that masks must be worn unless player is putting something in his/her mouth.  
Steph to reply to Gary re: other matters

## **5. Membership applications**

Steph moved and David seconded that Cheryl Sharples and Yvonne Zammit be approved as home club members. The motion carried unanimously Steph moved and Jill seconded that the following alternate member applications be approved:

Nola Daly  
Wendy Everitt  
Sue Kenny  
Ray Moeser  
Georgina Tearne  
Sandy Whalley  
Helen White  
Elsie Yardley

The motion carried unanimously.

The committee deferred action on Virginia Dressler's application as she completed a home club member application but paid alternate member fees.

## 6. Action Items Update

**Deed encumbrance.** David to follow up with solicitor.

**ING.** Sally Clarke apparently still on account; Phil to follow up with Sally re signing off.

**Procedural manual.** Still working to identify someone from club to work on this.

**Fair Trading.** Steph has acquired and forward the requested financial reports.

**Constitution changes.** Louise has sent letter to solicitors re proposed changes.

**Follow up on people who have not returned to play.** John and Louise working on information to provide those who are making calls.

## 7. Treasurer's Report

David presented the treasurer's report. Dawn Thomas prepared the Profit and Loss Statement for December 2021. David updated the Actual/Budget comparative analysis. We are operating well within budget and figures reflect a profit for December 2021. David reminded the committee that we received substantial grants in 2021 that helped us financially through the COVID shut down. David will prepare a new budget in the next few weeks.

## 8. Tournament Secretary's Report.

Norm advised that the printer produced the program in the wrong font (too small). He has advised the printer who apologized and agreed to give us a discount next year. Upcoming events include the Individual Championship in February and the Mixed Pairs Championship in March. He also reminded directors that they must have 2 full tables to award green points. Norm suggested that Louise might send an email to home club members about playing on Monday and Thursday mornings to see if we can get the numbers up on those days; Louise agreed. Norm also advised that the previous committee reduced the number of tables required for a club championship to 3; he recommends a minimum of 5 tables. See Motions below. Finally, he recommended setting the MP limit for the Black Swan at fewer than 10 MPs, with the proviso that the director may increase the MP limit if we have fewer than 5 tables sign up to play. See Motions below.

## 9. Chief Director's Report

John advised that the Super Congress will be held on-line due to COVID restrictions. The dealing machine is being repaired again. John recommends that directors push system card requirement. Steph advised John that Matt Raj Mal has downloaded the latest version of compscore and that she has printed the manual at Matt's request. Matt to make the manual available for all directors.

## 10. Masterpoint Secretary's report

Colin advised that the green points are up-to-date except for a two lots of red points and the last 10 days of green points.

## **11. COVID UPDATE**

Kerrie reported that there have been no real changes recently. Masks are mandatory; maximum ventilation is mandatory; QR is optional. Roy Cotton's exemption to the mask requirement was accepted. Kerrie asked that if players have complaints about enforcement of the mask requirement they should tell the director of the day and not contact Kerrie.

## **GENERAL BUSINESS**

### **12. Brooks complaint**

Steph advised the committee that she sent the required notice to Alan and read his response to the committee. The committee asked that Steph contact players who have been identified as witnesses to the incident and request their statements be returned within 7 days of the request.

### **13. Heyting complaint.**

As the Recorder had no luck resolving this matter, Norm ask that it be referred to the Committee. The committee reviewed the documents submitted. Steph asked for the opportunity to meet with Norm and Gary to try to resolve the matter without official proceedings, and the committee agreed.

### **14. Office air conditioner**

As the office air conditioner is not working, Steph contacted Riverside Air who examined the unit and concluded that, given its age, it was not worth trying to repair and parts may not even be available. Steph acquired a quote for a new unit (\$1720), which includes decommissioning, removal and disposal of the old unit and the supply and installation of a 2.5 KW DaikinDTXG25 model. See motions below. Steph to contact Riverside Air for installation date.

### **15. Scoring**

Carried over from last meeting, the committee discussed a proposed protocol for changing scores to insure consistency and awareness. See Motions below.

### **16. Table tops**

The committee deferred further discussion of changing table top size.

### **17. Building and Maintenance Subcommittee seeks approval for 3 quotes**

David reported that with respect to the overall upgrade, the architects have returned plans. Before proceeding further, they have asked us to approve expenditure for Lindsey Perry, an access consultant, to review the plans to insure disabled access complies with the law and for Arlah Consultancy (quantity surveyor) to cost out the plans. They also requested an additional expenditure to ensure compliance with the National Construction Code, work to be done by Credwell Building and Construction Consultants. David explained that these steps will facilitate smoother council approval as well as ensuring access for people with disabilities, a firm cost proposal, and

construction code compliance. The cost for Lindsey Perry is \$1650; the cost for Arlah Consultancy is \$825; and the cost for Credwell is \$1485. See Motions below.

#### **18. Building and maintenance update on implementation**

.David reported that the sign will be installed on 26 January. Training on inputting information will be provided, and the committee will need to decide who should attend the training. The fire exit signs have been installed on all the doors, and we still need to post the notice re evacuation assembly point. David also reported that he is still waiting for a reply from Marland re the fire safety inspection certificate

#### **19. Marketing Subcommittee update**

David reported that the subcommittee met with Brooke Simmons from Pursuit Communications last Thursday and she submitted a fee proposal for marketing services (\$3,895 + GST) for a period of 6 months. See Motions below.

This subcommittee has also been working on partner arranging. John and Kerrie identified several members to contact re this matter, some of whom have returned to play and some have not. Kerrie has a team of four volunteers who are contacting these members by phone with a series of specific questions in an effort to guide plans for partner. arranging system. That team will meet with Kerrie and David on Tuesday to report their findings. Reconnecting with former members has been deferred until April.

#### **20. ING Paperwork**

David's follow up revealed that Sally Clarke is still listed as a signatory on the account. Phil to follow up with Sally to have her name removed..

#### **21. Deed encumbrance**

This matter is still with the solicitors. David will follow up.

#### **22. Monday and Thursday start times**

Graham suggested changing the start time for the afternoon session to 1:00; after discussion, the committee decided to leave the start times as they are (1:30).

#### **23. Update session times on notice board on the front of the club**

The committee agreed and nominated Norm to contact the signwriter who does our honour boards to make the necessary corrections..

#### **24. Font size in program**

Graham noted that the print in the program is smaller than in last year's program. Norm has already followed up with the printer who agreed to give us a discount next year. Norm reminded the committee that the printer turned the job around in one week at Christmas time. .

## 25. Pianola Plus for all members

Graham asked the committee to consider investing in Pianola Plus for all members. Pianola Plus is of benefit to players who analyze the hands after the session. As very few people even request hand records, the committee decided not to make the investment at this time as it would not be cost effective.

## Motions

Norm moved and Steph seconded that the club require a minimum of 5 tables for a club championship event; the motion carried unanimously.

Norm moved and John seconded that players in the Black Swan competition must have fewer than 10 masterpoints allowing that the director of the event may increase that MP limit if fewer than 5 tables enter the competition; the motion carried unanimously.

Steph moved and Colin seconded that the club purchase the new air conditioner for the office as provided in the quote from Riverside Air; the motion carried unanimously.

John moved and Steph seconded that the following protocol for changing scores be adopted;

1. Any change of score must go through the director.
2. All four players must agree to the change.
3. For championship and trophy events there will be a period of 24 hours during which a score can be changed.
4. For green and red point events a more lenient approach will be adopted. However, if the Masterpoint Secretary has completed the masterpointing for that event, then scores cannot be changed.
5. Directors need to stress at the start of a session that it is up to East/West to check the score.
6. Directors need to check anomalies before scoring up.

David moved and Kerrie seconded that the committee accept the three additional fee proposals from consultants Lindsey Perry, Arlah Consultancy, and Credwell for a total of \$3,960; the motion carried unanimously. The basis for this motion is discussed in item 17 above.

David moved and Colin seconded that the committee accept the fee proposal from Pursuit Communications to provide marketing support services for a period of 6 months focusing on advertising and promotional activities at a cost of \$3,895 +GST; the motion carried unanimously.

## Meeting Closure

The meeting objectives were met, and Louise adjourned the meeting at 11:40 a.m.

## Next Meeting

Tuesday, 8 February 2022 at 9:30 a.m.

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Stephanie Mathews, Secretary

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Louise Lewis, President

## **OUT OF SESSION MOTION**

Steph sought approval of the 14 December 2021 minutes via email; the motion carried with 10 votes in favour and 1 abstention.

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Sterphanie Mathews, Secretary

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Louise Lewis, President