

# Minutes for Central Coast Bridge Club

## 12 April 2022

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### Call to Order

A meeting of Central Coast Bridge Club was held on 12 April 2022 at the Central Coast Bridge Club. It began at 9:30 a.m.; Louise Lewis presided; David Purkiss presided when Louise had to leave; and Steph Mathews served as secretary.

### Attendees

Voting members in attendance included Norm Berger, Kerrie Ransom, Jill Wildey, Rod Shellshear, Graham Williamson, David Purkis.

### Apologies

Colin Kleinig, John Redfearn, Phil Thomas

### Guests

Marley Swason Wood of Fabric Architecture and Peter Fitzgerald

### Objectives

1. Approve minutes of previous meeting
2. Receive building proposal from Marley Swanson-Wood
3. Receive update re relevant correspondence
4. Update status of action items
5. Decide whether to approve membership applications
6. Receive reports from Treasurer, Tournament Secretary, Chief Director, Masterpoint Secretary, and COVID Coordinator
7. Decide whether to host an additional social day of bridge
8. Receive update re work on garden and decide whether to purchase gate
9. Receive marketing subcommittee update
10. Decide whether to adopt a capital expenditure form
11. Receive update on deed encumbrance
12. Receive information re Shan's access to committee emails
13. Discuss communication within committee and to membership
14. Decide whether to provide off-record time for discussion
15. Receive update re dealing machine status

### 1. Call to order

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

### 2. Building Proposal

Marley Swanson-Wood of Fabric Architecture presented a 3-phase proposal for building improvements. Louise requested a team of 4-5 members for a change management strategy, which will be revisited at the next meeting. See Motions below.

### 3. Approval of Minutes of Previous meeting

Steph moved and Norm seconded that the minutes from the 8 March 2022 meeting be approved; the motion carried unopposed with two abstentions..

#### 4. Business arising from the minutes

None.

#### 5. Correspondence

##### Incoming

Steph reported on various emails received from other clubs re upcoming events

##### Outgoing

9 Mar email to Gary Heyting re outcome of Norm Berger's complaint

11 April email to members re upcoming events at other clubs

#### 6. Business arising from Correspondence

Norm to post brochures for upcoming events at other clubs

#### 7. Action items update

**Deed encumbrance** resolution is ongoing. David in contact with solicitors re same  
**ING signatories** is in progress.

**Procedural manual** for handover; Steph will head this effort and seek volunteers to help with same.

**Incorporate COVID Coordinator into bylaws** – in progress.

**Change sign in front re session times**; Norm has tried to contact sign writer; in progress.

**Buddy system for new players** is in progress; John to coordinate with Vicki Clark.

**Jan Buchanan-Medina's recommendations for supervised play**; Steph to reply.

**Disabled parking**; Peter Fitzgerald deemed contacting council as a waste of time; see motions below.

**Contact Cath Morrison re on-line play partner**; in progress

**Prepare newsletter article re upcoming events**; in progress

**Notify Gary H. of committee decision** – done.

See motions below.

#### 8. Membership applications

Steph moved and Jill seconded that Jennifer O'Donoghue and Bella Beinart's applications for home-club membership be approved; the motion carried unopposed.

Norm moved and David seconded that Peter Hall and Sue Morriss's applications for alternate membership be approved; the motion carried unopposed.

#### 9. Treasurer's Report

David presented a comparative analysis of financial statements for 2019/20, 2020/21, & 2021/22 and the 2021/22 Budget, which reflected a \$40,865 net profit for the 2021-22 financial year (noting that \$30,000 is included from COVID grants obtained).

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

Norm reported that the Country Teams qualifier has been completed. He expressed concern that three (3) redpoint events (February pairs, March Pairs, and April Pairs) were not completed because there were not five tables. Norm expressed further concern that the ANZAC day pairs (another redpoint event) may not attract sufficient tables to run the event for red points.

Further, the GNOT qualifier is coming up on 25 May, which presents a unique opportunity to earn gold points.

Norm also expressed concern about the number of experienced players participating in supervised play. A lengthy discussion ensued, reflecting concerns for maintaining the status quo and for seeking alternatives. The committee offered several suggestions including requiring experienced players to sit in the same direction and meeting with players over 100 MPs to solicit their input. Further discussion was deferred until the next meeting when John could be present and participate.

## **11. Masterpoint Secretary Report**

Colin was absent but submitted the following report in writing: Capitation figures are all done; we ad 179 full members and with 19 cancellations done before the end of March will now have 160 full members. Also currently have 38 alternate members.

## **12. COVID Update**

In Collin's absence, Kerrie reported that there are no new rules re COVID but that case numbers are expected to increase. She reminded the committee that the double vaccination requirement to play remains in effect and that all members should be notified of any positive cases at the club with a reminder to monitor for symptoms.

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

John was absent but submitted the following report in writing: The Bridgemates have all been serviced; Directors must be advised to ensure all Bridgemates are off at the end of the session otherwise it can muck up the process for the next session; the directors' meeting with John McIlrath went well.

## **14. Additional social day**

The club currently has 12-15 tables on a Monday and Thursday afternoon and about 12 new learners coming into the system. The committee discussed the possibility of another "social" day in the context of the Tournament Secretary's concern re experienced players playing during supervised play. The matter was deferred until the next meeting when John can attend and provide input.

## **GENERAL BUSINESS**

### **15. Garden**

Steph presented a letter from Carolyn Dickinson reporting progress on the garden and requesting a timber or colourbond gate on the south side of the club to improve appearances from the footpath. David agreed to liaise with Carolyn re same.

### **16. Carpark potholes**

David has previously emailed council re same and will follow up.

Louise left the meeting at this time due to prior commitments.

### **17. Marketing Subcommittee Update**

Rod reported that the sign should be connected by next Sunday. The committee will need to decide who will be trained and responsible for maintaining content. David reported that the subcommittee has met with Brook Simmons of Pursuit Communications re advertising strategies, including newspaper ads for upcoming lessons. They are looking at radio advertising. Kerrie is to ring former members re possibility of their return. David is working on a marketing budget for the upcoming year.

### **18. Capital Expenditure Approval Form**

David presented a form for committee approval of capital expenditures over \$500.00 (attached hereto). See Motions below.

### **19. Title Deed Encumbrance**

David reported that he has signed the trust deed. Hamish, as Josie's executor, needs to sign. Once sign it needs to be lodged after which other forms need to be completed. Solicitors estimate 3 more months.

### **20. Feedback from solicitors re constitution**

We have received a markup and some advice from solicitors, but require additional advice re certain provisions. David to follow up with solicitors.

### **21. Explanation on how Shan had access to committee emails and how rectified.**

Steph advised that as our club Administrator Shan has access to anything on the club computer, including G-Mail. She reminded the committee that our policy when we took office was to be an open committee and not restrict access to information. That aside, the emails at issue were sent

from a private email account to private email accounts. Witnesses disagreed about whether Shan had access to or a copy of those specific emails. David suggested that it would be in the best interest of the club to move on from the event.

## **22. Communication within committee and to membership**

Kerrie reported her observation that some committee members never replied to out of session motions and expressed concern that some were not regularly checking their emails. This served as a reminder to all committee members of the importance of regularly checking their emails and led to a discussion of the need for out of session motions. See Motions below.

With regard to communication to membership, Kerrie noted that several members have reported they are not receiving club emails (e.g., Judith Thompson; Jill Wildey). Steph to refer the matter to Shan.

## **23. Off-record time at end of meeting.**

Committee members expressed differing views re this matter and agreed to defer the matter to the next meeting when all committee members could be present.

## **24. Dealing Machine**

Rod reported re his solutions to various problems with the dealing machine and that he had negotiated a refund of \$176 previously charged for service. Rod agreed to continue to service the machine and reported that John was happy with the machine.

## **Motions**

David moved and Kerrie seconded to approve Fabric Architecture Studio's concept design for the building upgrade comprising a 3-stage approach to construction subject to acceptable costings, finance, and approval by the membership; the membership approval process to proceed with an appropriate communication/change management process followed by a vote at a special general meeting; the motion carried unopposed.

Steph moved and Jill seconded that the committee designate parking spaces for people with disabilities on the club's driveway with appropriate signage and space demarcation to allow ingress and egress; the motion carried unopposed.

David moved and Rod seconded approval of the Capital Expenditure Approval Form for all expenditures over \$500.00; the motion carried unopposed.

Steph moved and Jill seconded that out of session procedure be reserved for motions that don't require debate and that are time sensitive; the motion carried unopposed..

## **Meeting Closure**

The meeting objectives were met, and David adjourned the meeting at 12:05 p.m.

## **Next Meeting**

Tuesday, 10 May 202 at 9:30 a.m.

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Stephanie Mathews, Secretary

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Louise Lewis, President