

Minutes for Central Coast Bridge Club

10 May 2022

Call to Order

A meeting of Central Coast Bridge Club was held on 10 May 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 Norm Berger, John Redfearn, Jill Wildey, Rod Shellshear, Graham Williamson, David Purkiss.

Apologies

Colin Kleinig, Kerrie Ransom , Phil Thomas

Objectives

1. Approve minutes from 12 April 2022 meeting and decide re any business arising
2. Receive update on correspondence and decide re any business arising
3. Decide whether to approve membership applications
4. Review status of action items
5. Receive reports from Tournament Secretary, Masterpoint Secretary, Chief Director and Treasurer
6. Receive COVID update and decide on any necessary changes
7. Decide whether changes are necessary re alternate membership
8. Decide entitlements for membership categories to be included in constitution changes
9. Decide what, if any action to take re experienced players at supervised sessions
10. Decide whether to set aside time for off record discussion at end of meetings
11. Decide on communication strategy for building upgrade
12. Receive marketing subcommittee update
13. Receive update on ING and deed encumbrance
14. Receive report re dealing machine and computer
15. Receive update on status of electronic sign

1. Call to order

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

2. Approval of Minutes of Previous meeting

Steph moved and Jill seconded that the committee approve the minutes of the 12 April 2022 meeting; the motion carried with none opposed and one abstention.

3. Business arising from the minutes

None.

4. Correspondence

Incoming

8 April 2022 email from Zero Fees Processing re no cost EFTPOS service
 12 April 2022 email from Lawrie Ransom resigning as recorder
 25 April 2022 email from Jodie Gudaitus re Anzac Day Pairs
 3 May 2022 email from Marilyn Scott re budget and brochure for Novice and Restricted Congress
 4 May 2022 letter from Council re Annual Fire Statement Due notice
 Marilyn Scott submitted a budget for upcoming congresses.

5. Business arising from Correspondence

Note that the Lawrie Ransom email was sent to committee members' private email addresses rather than to the club email.
 David to manage fire safety inspection and report.
 David to follow up on Zero Fees Processing.
 Steph to reply to Jodie's email
 Louise to secure quote from Oasis Printing for having vouchers printed off-site
 Suggestions for new recorder include Mary McFadden and Peter Fitzgerald; Jill to follow up with Mary; John to contact Peter.
 Marilyn Scott to be commended for her excellent work on the congress budget.

6. Membership applications

Steph moved and Jill seconded that the following applications for home club membership be approved: Sue Allen, Nola Daly, Jo Henry, Richard McCarthy, Christine Passafaro, and Penny Rains; the motion carried unopposed.

7. Action items update

Deed encumbrance The signed change of trustee document has been lodged with the Land Titles Office; expected to take 4-6 weeks to process
ING signatories Completed; the signatories have been changed.
Procedural manual In progress; Steph collected necessary information
Incorporate COVID Coordinator into bylaws – Steph needs to retype the bylaws as no electronic copy is on the computer.
Change sign in front re session times; Norm has contacted 9 sign writers; some didn't respond at all, those who did were not interested in such a small job. Norm to continue to find others; Louise to contact acquaintance with signage business.
Jan Buchanan-Medina's recommendations for supervised play; Steph to reply.
Disabled parking Steph to arrange for designated spaces to be marked on our driveway
Contact Cath Morrison re on-line play partner; done
Prepare newsletter article re upcoming events; Norm's portion to complete; Louise's in progress
Liaise with Carolyn Dickinson re garden budget; David has completed this
Follow up with Council re potholes; in progress; referred to the maintenance team; Jill has also contacted council

8. Tournament Secretary's Report

Norm reported that we had 5 tables last Saturday, so that session was converted to a red point event. So far 4 teams have entered for the GNOTs. One team from CCBC participated in the interclub teams event at BWBC (Roy, Sue, Marilyn, and Matt)..

9. Masterpoint Secretary's Report

No report; Colin absent.

10. Treasurer's Report

David presented a proposed budget for 2022-23 with comparative actual and budget figures for previous years. The 2022-23 budget predicted a net operating profit of \$5,376 and a net cash surplus of \$13,778 after adding back the non-cash depreciation expense of \$8,400. See motions below.

11. Chief Director's Report

John had nothing new to report. Louise asked John to ask all directors to promote Tuesday night's on-line bridge; Steph to send email to members encouraging them to participate; Norm to follow up with Shan to ensure Tuesday night results get posted on the website.

12. COVID Update

No changes in COVID requirements.

GENERAL BUSINESS

13 & 14. Alternate members and membership categories in Constitution.

The committee revised alternate members' eligibility for certain club events. See motions below. Steph to revise alternate member application form accordingly; notify current alternate members of the changes; and ask Shan to post notice of same on the website. Norm to include in conditions of entry for upcoming events

15. Experienced players at supervised play

After a lengthy discussion, the committee decided not to make any changes.

16. Off record time at the end of meetings

As Kerrie raised this matter; discussion deferred until Kerrie is in attendance.

17. Communication strategy, risk assessment and feasibility report for building upgrade

Louise presented a draft and is in the process of finalizing this document. The committee discussed the last Saturday in June as a possible date for the special general meeting. David to contact Marly

Swanson Wood regarding her availability for an information session for the members; John to arrange catering for same. As part of this upgrade approval process, David made several motions; see Motions below for details.

18. Marketing Subcommittee Update

Deferred to the next meeting.

19. Title deed and ING update.

The signed change of trustee document has been lodged with the Land Titles Office; expected to take 4-6 weeks to process. The signatories change on the ING account is complete and the account balance of around \$10,000 has been transferred to the Westpac cheque account and the ING account closed.

20. Dealing machine and computer

Rod reported that things are going well with the dealing machine; however, the computer that houses the BOS (dealing machine) software has been acting up. Steph reported that Shan suggested moving everything from that computer to the laptop in the back office; Steph to follow up with Shan re same.

21. Sign

Rod reported that an electrician needs to check the connection behind the sign; Rod is in contact with sign vendor re same.

Motions

Steph moved and Rod seconded that the committee approve the budget for 2022-23; the motion carried unanimously.

John moved and Steph seconded that only home club members may win club championships, but anyone may play in such events and that alternate members may win trophy events other than club championships; the motion carried unopposed.

Steph moved and John seconded that alternate members may participate in any club-sponsored NSWBA qualifying event and may represent the club at the regional, state or national level; the motion carried unanimously.

David moved and Steph seconded that the committee accept the Quantity Surveyor's (Ryan Scott) costing estimate of \$399,487 (including GST) for Stage 1 of the building upgrade project; the motion carried unanimously.

David moved and John seconded to finance the balance of the construction cost of \$200,000 for Stage 1 by way of an interest only bank loan or member mortgage debenture loan for 3 years (i.e., total Stage 1 construction cost of \$400,000 less CCBC's cash contribution of \$200,000); the motion carried unanimously.

David moved and Rod seconded to confirm that the decision to proceed with the construction of Stage 1 of the building upgrade project at a cost of \$400,000 and securing an interest only bank loan or member mortgage debenture loan of \$200,000 for 3 years are both subject to approval by a majority of members at a special general meeting; the motion carried unanimously.

David moved and Steph seconded to instruct Fabric Architecture Studio to proceed with lodging the Development Application with the Central Coast Council at a cost of around \$5,000 for development contributions, fees, and charges associated with obtaining development consent; the motion carried unanimously.

David moved and John seconded to confirm that any decision to proceed with the construction of the building in accordance with an approved Development Consent (which allows for a 5 % design change) from Central Coast Council is subject to approval by a majority of members present at a special general meeting; the motion carried unanimously.

John moved and Norm seconded that the special general meeting to vote on the building upgrade be held on the last Saturday in June; the motion carried unanimously.

Meeting Closure

The meeting objectives were met, and Louise adjourned the meeting at 12:25 p.m.

Next Meeting

Tuesday, 14 June at 9:30 a.m.

Stephanie Mathews, Secretary

Louise Lewis, President