

Minutes for Central Coast Bridge Club

14 June 2022

Call to Order

A meeting of Central Coast Bridge Club was held on 14 June 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 Colin Kleinig, Kerrie Ransom, David Purkiss, Rod Shellshear

Apologies

Norm Berger, John Redfearn, Phil Thomas, Graham Williamson, Jill Wildey

Objectives

1. Approve minutes from 10 May 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 on next steps on building upgrade
9. Review information on upgrade funding options
10. Review survey results from Monday and Thursday
11. Receive marketing subcommittee update
12. Receive update re requirements for fire safety inspection including evacuation plan
13. Decide whether to have off record time at end of meetings

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 David seconded that the committee approve the minutes of the 10 May 2022 meeting; the motion carried with none opposed and one abstention.

3. Business arising from the minutes

Steph reported that Peter Fitzgerald is not interested in serving as Recorder, but Mary McFadden has agreed to take on that role. Steph to contact Mary to confirm and provide Mary with a copy of the Recorder's Duties and the Complaint Resolution Process.

4. Correspondence

Incoming

15 May 2022 email from Roy cotton re supervised players at an open session
16 May 2022 (9:54 a.m.) email from Roy Cotton re status of his membership
23 May 2022 email from Coast Shelter re upcoming events
25 May 2022 email from Ian Bonnar re Honour Board quote
1 June 2022 mail from Jan Buchanan-Medina re late finishes on Monday afternoons
9 June email from Roy Cotton transmitting his application for membership

Outgoing

16 May 2022 (9:22 a.m.) email to Roy Cotton re status of his membership
16 May 2022 (10:03 a.m.) email to Roy Cotton re status of his membership
27 May 2022 email from Norm to Ian Bonnar advising him to proceed
29 May 2022 (3:50 p.m.) email to Treasurer re Roy Cotton's membership
9 June 2022 email to Roy Cotton re refund of his payment and receipt of his application

5. Business arising from Correspondence

Steph to put Coast Shelter events on next meeting's agenda
Steph to reply to Jan re Monday afternoons
Steph to ring Coast Shelter re RSVP dates
Steph and Loui to reply to Roy Cotton's email re supervised players

6. Membership applications

Steph moved and Colin seconded that the following applications for home club membership be approved: Mike Rowland, Robert Brooks, and Dallas Endrulat; the motion carried unopposed. Steph presented Roy Cotton's application for alternate membership and the committee heard reports of his behaviour at the club on 14 May 2022. After discussion, Kerrie moved and Colin seconded that the committee reject Roy's application with the opportunity to appeal in writing within 10 days or resubmit his application in 3 months; the motion carried unopposed. Steph to advise applicants of the committee's decision and to specifically advise Roy that if he plays as visitor he must comply with the Club's Code of Conduct.

The committee also discussed the practice of accepting payment when applicants submit their applications. As the Constitution requires payment within 28 days after notice of acceptance, Steph to revise application to reflect a refund of any payment received if the application is rejected. (See Clause 3(3)(b))

7. Action items update

Deed encumbrance David is now listed as the Trustee and has signed and lodged the declaration of mortgage release

Procedural manual In progress.

Incorporate COVID Coordinator into bylaws – Steph needs to retype the bylaws as no electronic copy is on the computer.

Jan Buchanan-Medina's recommendations for supervised play; Steph to reply and incorporate response to Jan's most recent email re Monday afternoon

Disabled parking in progress

Prepare newsletter article re upcoming events; Done

Follow up with Council re potholes; ongoing

Fire Safety Inspection 75% done; David to contact Gary Marland re need for evacuation plan and designated fire warden

Free EFTPOS service Dawn following up; David will check in with her

Email promoting Tuesday night bridge done

Contact Shan re posting Tuesday night results done

Revise constitution amendments to reflect changes in alternate members' rights in progress

Notify alternate members of changes done

Ask Shan to transfer everything from old computer to laptop in office Done

8. Tournament Secretary's Report

Norm submitted his report by email. Two trophy events done so far this year and the winners were John Redfearn and Norm Berger. GNOT qualifier done on 25 May; a good day directed by Peter Hume from BWBC who did an excellent job and only charged \$100. Club Restricted teams postponed until later in the year; open teams championship is set for Wednesday 29 June, and Norm encourages all committee members to participate. Norm also advised that he continually receives complaints about the big tables and would like them returned to normal size.

9. Masterpoint Secretary's Report

Colin reported that the MPs are up to date except for the GNOTs, which won't be available until after the GNOT final.

10. Treasurer's Report

David presented a comparison of actual to budget figures for the 2022-23 fiscal year, prorating annual and quarterly costs on a monthly basis. David noted that table numbers have increased more than anticipated in the budget, and many expenses were lower than expected, resulting in a positive variance of net operating profit of \$2,160.

11. Chief Director's Report

No report as John was absent.

12. COVID Update

Colin reported that we have had several members test positive for COVID since the last meeting. Steph to advise members that if they test positive they must isolate for 7 days after which they may

return if symptom free. No negative test is needed; PCR tests will pick up virus fragments even if no longer contagious.

GENERAL BUSINESS

13. Building upgrade

Louise advised that the information session was professionally done and that many attendees reported to her that it was helpful.

Next steps in the process are to agree on the wording of the special resolution and give members 21 days' notice of the meeting. The constitution provides that if sent by post notice is deemed served when it would have been delivered in the ordinary course of post. The post office advised Steph to allow 7-10 days for delivery of local post; accordingly, any notice by post must be sent out at least 31 days before the meeting or sent by express mail. David and Steph to work on wording of the resolution. Continued promotion of the project should continue in the club with photos displayed on the screen during sessions. A list of members must be prepared for the meeting to collect signatures and a ballot with yes or no on the resolution. Louise has confirmed Peter Johnman will serve as scrutineer. Louise to speak with Peter Johnman re requirements for special general meeting; Steph to review constitution re same.

14. Funding options for the upgrade.

Rod reported that Dorothy Rosewell had collected information on various funding options. David to follow up with Dorothy; Steph to thank Dorothy for her input and let her know we look into it; also to ask Dorothy if she would be interested in managing it if we opt for some sort of crowd funding..

15. Survey results

Louise has collated most of the results of the survey of Monday and Thursday afternoon players, but results are still coming in. deferred to next meeting.

16. Marketing Subcommittee Update

David presented a summary of the subcommittee's progress on various tasks and recommendations from Pursuit Communications re upgrading the website. It may be that the recommended upgrades will require a different platform than we currently have. David to investigate further; Steph to provide Shan with a copy of Pursuit Communication's recommendations for her input on feasibility. The digital sign has been installed and is operating, but no one has yet been trained on changing the message. Louise advised we need to plan how we use the sign with regard to intended audience, what information should be posted , and when information should be posted . Rod to approach Jan Buchanan-Medina re her willingness to assume the task of putting information on the sign; the committee agreed that Shan should also be trained . Louise to speak with Shan.

17. Evacuation Plan

Steph advised that the pest inspector told her that we need to have an evacuation plan posted.
David to follow up with Gary Marland re same.

18. Off-record time at end of meetings.

Kerrie withdrew this item from the agenda.

Meeting Closure

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

Next Meeting

Tuesday, 12 July at 9:30 a.m.

Stephanie Mathews, Secretary

Louise Lewis, President