

# Minutes for Central Coast Bridge Club 14 October 2022

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## Call to Order

A meeting of Central Coast Bridge Club was held on 14 October 2022 at the Central Coast Bridge Club. It began at 3:02 p.m.; Louise Lewis presided, and Steph Mathews served as secretary.

## Attendees

Voting members in attendance included Jill Wildey, John Redfearn, Matt Raj Mal, Graham Steel, Graham Williamson, Rod Shellshear, Norm Berger, Phil Thomas, and Colin Kleinig

## Apologies

None

## Objectives

1. Approve minutes from previous meeting
2. Decide on Building Upgrade Subcommittee delegation and membership
3. Receive update on status of bylaws
4. Receive update on status of constitution and next steps
5. Decide whether to make any change re Saturday bridge
6. Decide whether to name trophies/events after individuals
7. Receive update re dealing machine
8. Decide when/how to notify membership of delegated tasks
9. Receive update on recent publicity

## 1. Call to order

Louise called the meeting to order at 3:02 p.m.

## 2. Approval of Minutes of Previous meeting

Steph moved and Norm seconded that the committee approve the minutes of the 30 September 2022 meeting; the motion carried unanimously.

## 3. Business arising from the minutes

As the draft revised constitution was provided to the new committee members at the 30 September meeting, Louise asked if either had any questions or comments; there were none. Steph and Louise agreed to review the draft revision with the new model constitution from Fair Trading to determine if other changes are necessary or desirable and report back to the committee. After the committee agrees on any additional changes, Louise and Steph to submit the document to the solicitors for a final check. Once that is done, the information will be disseminated to the membership in accordance with the change management strategy. The committee agreed to aim for an SGM on Saturday 15 April 2023.

## **4. Correspondence**

### **Incoming**

12 Oct email from David Purkiss re updating ABR Registration details  
13 Oct email from Fair Trading re financial reports due  
30 Sept email from Marly Swanson Wood re documents submitted to Dept Planning and Central Coast Council in response to RFI 02

### **Outgoing**

30 September email to Carol Patton welcoming her to the club

## **5. Business arising from Correspondence**

Steph forwarded Fair Trading request to Phil who advised we shouldn't have to fill out the form as our assets and income aren't sufficient. Steph to follow up with Fair Trading.

Re documents submitted in response to RFI 02, Louise has placed them in a folder on the office computer.

Steph to follow up with ABR update.

## **6. Membership applications**

Steph moved and Colin seconded that the following applications for home club membership approved: Don Paton, Lyn Paton and Liz Stephenson; the motion carried unanimously.

## **7. Action items update**

Procedural manual: in progress  
Incorporate COVID Coordinator into bylaws: done  
Revise bylaws as needed: in progress (Norm, Matt, Steph)  
Disabled parking in driveway: in progress  
Training for sign: Steph and Jill need to arrange; consult with Shan  
Contact Marilyn Scott re My ABF: in progress  
Follow up with recent learners re play: done (Marilyn Scott)  
Advise ABF of DA Status re loan offer: done  
Confirm Carolyn Dickinson wants to continue as gardener in chief: done  
Confirm Eris wants to continue as librarian for non-bridge books: done  
Confirm Colin wants to continue as COVID Coordinator, key master, first aid manager, and MP secretary: done  
Provide Graham Williamson with list of remaining events for maintaining prize list: done  
Provide Norm with Recorder duties: done

## **8. Masterpoints Secretary's Report**

Colin reported that Masterpoints are up to date.

## **9. Treasurer's Report**

Phil presented the profit and loss statement for September 2022 and for April through September 2022. He reported there is presently \$56,000 in the working account and that \$17,000 has already been spent on upgrade-related expenses out of the \$20,000 currently budgeted for the project. The committee questioned the \$1,045 expense for Repair and Maintenance reflected in the September P & L; Phil to investigate and report back to committee.

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

Matt advised that he has completed a draft calendar for 2023 and has confirmed that the club can offer 23 Red Point events in 2023.

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

John advised that he and Matt are working on a wall planner to show all upcoming events.

## **12. COVID update**

Colin advised there was nothing new to report.

## **13. Building Upgrade Subcommittee**

Louise distributed the following documents for the committee to review: Delegation of Authority to the Building Upgrade Subcommittee (BUS), BUS Report form; BUS Risk Assessment Form; BUS Construction Risk Register, and BUS Decision Log and advised the BUS Communication Log would be similar to the Decision Log and is forthcoming.

Louise advised that the constitution requires that a committee member chair any subcommittee. Steph, Norm and Louise proposed the following members for the BUS: Norm Berger, David Purkiss, Peter Johnman, and Jenny Walmsley. Phil proposed that Rod be included on the BUS.

See Motions below for make-up of committee and approval of documents.

Louise to inform the other members of the BUS committee that they have been selected. Norm to organize the first BUS meeting

## **GENERAL BUSINESS**

## **14. Bylaws**

Norm, Matt, and Steph are working on revisions and will report back to committee. Norm to provide copy of COVID Coordinator description to Colin for his review.

## **15. Saturday bridge**

Norm wanted to ensure that players who stay for a drink on Saturday afternoon put \$2 per drink in the honesty box if they consume drinks that the club paid for.

## **16. Member-named trophies**

The committee discussed naming events and/or trophies after individuals. See Motions below.

## **17. Dealing machine and laptop**

As Graham Williamson was aware of the quote Rod received for an HP laptop replacement for the existing laptop, he generously offered to purchase and donate the HP to the club. Following Shan's successful clean up of the existing laptop, Graham advised that his offer to purchase an HP or equivalent laptop remained should the need arise in the future. Rod also advised that the dealing machine is under warranty until April 2023.

## **18. Publishing list of members who have assumed various tasks**

Rod suggested the membership should be advised of who has assumed responsibility for various tasks around the club; Steph advised that would be published when the list is complete.

## **19. Telegraph article**

Steph advised that the Telegraph had an article about the club's proposed upgrade.

## **20. October ABF Newsletter**

Steph advised that the ABF newsletter included a positive article about the Novice and Restricted Congress (kudos to Marilyn Scott!) and an article by Matt Raj Mal.

## **Motions**

Graham Steel moved and Colin seconded that 5 people serve on the BUS; the motion carried with 7 votes in favour and 3 opposed (Matt had left the meeting and did not vote).

Louise moved and Steph seconded that Norm chair the BUS and that David Purkiss, Peter Johnman, Jenny Walmsley, and Rod Shellshear serve on the BUS; the motion carried with 10 votes in favour and none opposed.

Phil moved and Norm seconded that the committee approved the following documents related to the BUS: Delegation of Authority to the Building Upgrade Subcommittee (BUS), BUS Report form; BUS Risk Assessment Form; BUS Construction Risk Register, and BUS Decision Log and BUS Communication Log (as prepared by Louise). The motion carried with 10 votes in favour and none opposed.

John moved and Steph seconded that Josie Ryan and Helen Eaton's names be removed from trophies for the Club Swiss Pairs and the Hi-Lo competitions; the motion carried with 10 votes in favour and none opposed.

## **Meeting Closure**

The meeting objectives were met, and Louise adjourned the meeting at 4:35 p.m.

## **Next Meeting**

3:00 p.m. 11 November 2022

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Stephanie Mathews, Secretary

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Louise Lewis, President