

# Minutes for Central Coast Bridge Club      20 September 2022

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## Call to Order

A meeting of Central Coast Bridge Club was held on 20 September 2022 at the Central Coast Bridge Club. It began at 12:00; Louise Lewis presided and Steph Mathews served as secretary.

## Attendees

Voting members in attendance included Graham Williamson, David Purkiss, Rod Shellshear, John Redfearn; Norm Berger, Jill Wildey, Colin Kleinig, Phil Thomas, and Kerrie Ransom

## Apologies

None

## Objectives

1. Approve minutes from meeting on 9 August 2022
2. Approve minutes from meeting on 2 September 2022
3. Address any business arising from referenced minutes
4. Receive update on incoming and outgoing correspondence since 9 August 2022 meeting
5. Address any business arising from correspondence
6. Decide whether to approve application(s) for membership
7. Receive update on Action List items
8. Receive reports from Masterpoint Secretary, Treasurer, Tournament Secretary and Chief Director
9. Decide whether to make any changes to morning sessions
10. Receive update re transferring BOS to laptop
11. Decide whether to revisit number of committee members specified in constitution
12. Decide on next steps re constitution changes
13. Decide whether to approve proposal re supervised sessions
14. Decide whether to approve John's suggestions re future events
15. Decide how to proceed with charity day
16. Receive update from Building Subcommittee
17. Receive update from Marketing Subcommittee

## 1. Call to order

Louise called the meeting to order at 12:00.

## 2. Approval of Minutes of Previous meeting

Steph moved and Norm seconded that the committee approve the minutes of the 9 August 2022 meeting; the motion carried with seven votes in favour and three abstentions. Steph moved and Jill seconded that the minutes of the 2 September meeting be approved; motion carried with nine votes in favour and one abstention.

## 3. Business arising from the minutes

None.

## 4. Correspondence

### Incoming

22 August email from Marly Swanson-Wood re Council's request for Traffic Management Plan  
 25 August email from David Purkiss re motion to approve expenditure for Traffic Management Plan  
 28 August email from Christine Macnicol re excellent Novice & Restricted Congress  
 29 August email from NSWBA regarding NSW Online Pairs League  
 29 August email from Marilyn Scott to NSWBA with Congress report  
 30 August email from ABF re masterpoint recovery  
 Notice from Council re excessive water usage  
 2 September email from Marilyn Scott to ABF re press release for Congress  
 2 September email from Marilyn Scott to committee re Congress report and P & L Statement  
 4 September email from NSWBA transmitting invoice for Country Teams  
 5 September email from Nic Coffill transmitting discharge of mortgage  
 6 September email from NSWBA re masterpoints for GNOTs  
 6 September email to members re Notice of AGM  
 6 September email from Craig Stanford transmitting invoice for replacing water heater  
 6 September letters to members without email re notice of AGM  
 6 September email to Wendy Britten welcoming her to the club  
 8 September email from ABF re AWOP results  
 8 September email from Lindsay Thitchener re lessons gift certificate  
 9 September email from Fabric Architecture transmitting invoice  
 9 September email from Fabric Architecture re Council's request for Services Location  
 9 September email from David Purkis re motion to approve expenditure for Survey and mapping of underground utilities  
 13 September email from ABF re Australia Wide Restricted Pairs  
 13 September email from Zoho re welcome  
 15 September email from Long Jetty Market re procedures for stall  
 15 September email from Coast Community News re advertising for lessons  
 16 September email from Warran Lazer re Under 100 MPs Championship  
 16 September email from Jan Buchanan-Medina re contact for training for new sign  
 17 September email from NSWBA re upcoming survey  
 20 September email from Fair Trading re new regulation and model constitution

### Outgoing

30 August email to ABFre recovering masterpoints for Vic Pietraszkiewicz  
 1 September email to Marly Swanson-Wood re copying club on correspondence  
 5 September email to John McIlrath re directing upcoming events  
 6 September letters to members without email re notice of AGM  
 6 September email to Wendy Britten welcoming her to the club  
 9 September email to Lindsay Thitchener re lessons gift certificate  
 Email from David Purkiss to Coast Community News re advertising for lessons  
 11 September email to Long Jetty markets re possibility of running a stall

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

Per the 5 September email from Nic Coffill the Josie Ryan mortgage has been discharged. Results of title search filed with correspondence from Coffill.

Rod to follow up on letter from Council re excessive water usage.

Steph recommended that all correspondence related to the building upgrade be maintained in a folder in the filing cabinet for easy access; the committee agreed.

## **6. Membership applications**

Steph moved and Phil seconded that Carol Patton's application for home club membership approved; the motion carried unanimously.

## **7. Action items update**

Steph did not have the Action Items available to present.

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

Colin had nothing new to report.

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

Phil presented the Profit and Loss statement for August .2022 and for April-August 2022. While the August P&L reflects a profit; the April-August P&L reflects a loss of \$2,178.12. Phil also advised that the investment funds at Westpac (two \$50,000 funds) come due on 22 September and we need to decide how long to reinvest them. David advised 6 months to insure availability for upgrade; Phil to follow up with Westpac. Phil also provided the year end financial report, which will be presented at the AGM.

Phil also advised that Dawn will no longer be available to serve as purchasing officer, so a new one needs to be appointed.

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

Norm expressed disappointment in the level of participation in club events as we need a minimum of five tables for championship, trophy and red point events. He also advised that numbers are gradually increasing for Monday and Thursday mornings.

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

John reported that all is going well. Steph advised that given Shan's new job, John may need to find a replacement for her for the Tuesday session; John to follow up.

## **GENERAL BUSINESS**

### **12. Morning Sessions**

This item was carried over from last month's agenda. John recommended that we offer morning tea on Thursday morning as well as Monday. Phil to clarify cost before committee sorts it out at the next meeting. For this week Steph offered to make something available for both mornings as we have supplies available at the club.

### **13. Transferring BOS to laptop**

Carried over from previous meeting, Steph advised that Shan had attempted to upload the program but had difficulty. Shan is in contact with provider.

### **14. Constitution/Committee numbers**

In light of the new Fair Trading Model Constitution, Norm agreed to defer this discussion until Steph and Louise had a chance to review the new requirements..

### **15. Constitution status**

Louise advised that once the committee has finalized the constitution, the next step, as previously agreed, is to send it to the solicitors for final approval. Once that is completed, the membership will be advised of the proposed changes. Given the work yet to be completed, Louise advised that we should anticipate holding the SGM in March 2023.

### **16. Proposal for Monday and Thursday afternoons**

Graham presented his suggestion for seating at supervised sessions and other committee members reported feedback on those sessions. The committee agreed to defer any decisions until the next meeting.

### **17. Ideas for future events**

John recommended reaching out to people who no longer play at the club to come to a welcome back event, to include lunch, bridge and a welcome back packet. See Motions below.

John suggested a weekend of "simple bridge" open to the community to increase interest and possibly membership. See Motions below.

### **18. Charity Day**

In relation to Charity Day John asked that the club purchase two \$50 gift cards for Coast Shelter and pay the cost (\$320) for Norm and Margaret to attend a fund-raiser for Coast Shelter. See Motions below.

### **19. Building Subcommittee Implementation Plan Update**

David advised that we should soon have the Traffic Impact Assessment report and that Council has advised that the sign needs to be full contained within the development.

David also advised that the ABF has offered a \$100,000 loan with very good terms and that the committee needs to advise ABF of our intentions within the next week; Louise to follow up with ABF. David recommended that the remaining \$100,000 be financed by member debentures. In order to mitigate risks of increasing costs David also recommended pursuing grants and Go Fund Me options. David has been in contact with John Asquith and recommend John as a source of information regarding possible grant funds. Louise advised that she has confirmed that the club is allowed to use a Go Fund Me platform that is specifically for non-profit organizations; Louise to share that information with the Building Subcommittee. David also recommended that the committee explore ways to recognize donors; an honour board was one idea.

Regarding fire safety, David is still waiting for Marland to install the smoke detectors in the kitchen and provide the evacuation plan and muster point signs. Someone will need to follow up with Marland.

## **20. Marketing Subcommittee update**

Flyer distribution to the 25 target markets has not been completed yet as Kevin Dougall has been unwell. David reported that the feedback form the subcommittee designed for telephone inquiries is not being used; John advised that he asks the same questions when people appear for the first lesson.

David also advised that our contract with Brook Simmons has expired and the committee needs to decide whether to renew it. He also suggested that Shan, Matt and John could provide useful insights into marketing strategies.

## **Motions**

John moved and Steph seconded that we send a letter to people who have stopped playing at the club inviting them to a welcome back event; the motion carried with six votes in favor, four opposed and one abstention.

John moved and Colin seconded that the club host a weekend of "simple bridge" the last weekend of February 2023; the motion carried with eight votes in favour and none opposed.

John moved and Jill seconded that that the club purchase two \$50 gift cards for Coast Shelter and pay the cost (\$320) for Norm and Margaret to attend a fund-raiser for Coast Shelter; the motion carried with eleven votes in favour and none opposed

## **Meeting Closure**

The meeting objectives were met, and Louise adjourned the meeting at 1:27 p.m.

## **Next Meeting**

Scheduling deferred until new committee is elected.

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Stephanie Mathews, Secretary

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Louise Lewis, President