

Minutes for Central Coast Bridge Club 10 February 2023

Call to Order

A meeting of Central Coast Bridge Club was held on 10 February 2023 at the Central Coast Bridge Club. It began at 1:05 p.m.; Louise Lewis presided, and Steph Mathews served as secretary.

Attendees

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

Apologies

Graham Steel (for first part of meeting due to a prior engagement)

Objectives

1. Approve minutes of 13 January 2023 meeting
2. Deal with any business arising from the minutes
3. Receive update on correspondence
4. Deal with any business arising from correspondence
5. Receive action list update
6. Receive reports from MP Secretary, Treasurer, Tournament Secretary, Chief Director, COVID Coordinator, and BUS
7. Receive update on status of constitution
8. Discuss New Era Contract
9. Receive update from John re Girl Guides
10. Receive update on Matthew Thompson lessons#
11. Receive information from Colin re defibrillator
12. Discuss committee members' attendance
13. Decide whether to resume payment of directors
14. Decide how to determine directors' pay

1. Call to order

Louise called the meeting to order at 1:05 p.m.

2. Approval of Minutes of Previous meeting

Steph moved and Matt seconded that the committee approve the minutes of the 13 January 2023 meeting; the motion carried with nine (9) votes in favour and one abstention.

3. Business arising from the minutes

None

4. Correspondence

Incoming

Various correspondence between BUS, Council and architects regarding flood issues and possible solutions

12 January email from Coasties Magazine re advertising

16 January email from NSWBA re State Mixed Pairs Competition
18 January email from Central Coast News re advertising
19 January email from Central Coast News re advertising
24 January letter from Coast Shelter thanking us for our donation.
25 January email from Ronnie Ng re NSWBA strategy review update
27 January email from Nic Coffill re meeting and requesting summary of changes to constitution
1 February email from MY ABF re Club Admin section
5 February email from Ronne Ng re ABF's online survey re online bridge
8 February email from Rod (directed to Louise) re New Era Contract
8 February emails from Louise in response to Rod email re New Era (2)
9 February email from Steph to Committee in response to Rod's email re New Era
10 February email from Shan Lawson to Committee in response to Rod's email re New Era

Outgoing

4 January email from John to Coasties Magazine re advertising
19 January email from John to Central Coast News re advertising
27 January email to Nic Coffill transmitting final draft of constitution and appointment time

5. Business arising from Correspondence

Steph to complete ABF survey re online bridge
Steph forwarded State Mixed Pairs info to Matt
Steph contacted Marilyn re MY ABF
Steph to follow up with NSWBA re proceeds from sale of NSWBA premises and capitation fees after new body is formed
Norm expects to hear from Council within a week or two re flood management issues

6. Membership applications

None this month.

7. Action items update

Procedural manual – about 10% complete
Finalize bylaws – 85% complete
Set up parking for people with disabilities – 5% complete
Follow up with Marland re smoke detector and evacuation plan – ongoing
Arrange sign training for Jill and Steph– 0% complete
Contact Marlyn Scott re MY ABF – done
Stay in touch with ABF re loan application – ongoing
Follow up with Fair Trading re financial reporting requirements – 50% complete
Complete ABR forms – in progress
Coordinate with Shan to promote upcoming events on website – ongoing

Investigate switching from Milan to Bush for Website platform – in progress; Shan has spoken with John McIlrath re same and reported to Steph; Steph to ask Shan to put that report in writing for the committee

Find out when website contract with Milan expires – Phil reported he has no idea about any contract; Steph to ask Shan to find out terms and renewal date

Finalize constitution as approved by committee – done

Submit constitution to solicitors for final review – done and meeting complete; awaiting opinion letter from Nic Coffill

Provide Shan with new COVID policy for website – done

Meet with Jenny and Dorothy re BUS reporting documents – done

Draft life member approval procedure for bylaws in progress

Ask Supervised session players re their interest in playing with an experienced player once per month – done

Determine how many Tuesday morning players play in other sessions – not done yet

Cut down large tables to 1 square meter – 10% done

Provide Shan with lesson topics to post on Website – not done yet

8. Masterpoints Secretary's Report

Colin reported that Masterpoints are up to date.

9. Treasurer's Report

Phil reported he has been working closely with David Purkiss and the BUS re budgeting. Phil reported that our trading loss is about \$2,000-\$5,000 to date, but that actual loss is \$30,000 because we have spent \$25,000 on the building upgrade that is not reflected in the trading figures. While the January profit and loss statement shows a profit of \$3,555.84, it includes recent membership fee payments, the majority of which will be paid out to the ABF and NSWBA.

Norm also advised that the loan application submitted to ABF stated that the club would increase table fees to \$8.00 effective 1 April 2023. See Motions below.

10. Tournament Secretary's Report

Matt reported that the Individual Championship was a successful day, but added that late cancellations created problems. He suggested that the membership should be advised via the newsletter that 2 days' notice would be greatly appreciated if a player is withdrawing from an event he or she has entered. Steph to notify Shan re same. Colin asked that players be reminded of etiquette so that every player can enjoy the day.

Matt also advised that the Mixed Pairs competition is the next major event coming up and Steph has put the March and April events on the calendar on the website.

Matt advised that Peter Hume is not available to direct on 8 March; Norm stressed the importance of having an outside director for championship events. Matt to seek another director.

11. Chief Director's Report

John reported everything is going well.

12. COVID update

No new developments to report.

13. BUS Report and business arising

Norm reported that the council has requested a flood study and commensurate structural changes to accommodate flood risk. The architect has proposed modifying the front entrance to accommodate flood risk, which would be the least expensive option. It would involve moving the front door back and adding a security door and step at the front. BUS is waiting to hear back from council re that proposal.

The other issue council raised relates to the drainage easement and piped drainage system, which is located under the existing building and proposed extension. Council said they would require the drainage easement (and therefore the piped drainage system) to be structurally bridged, which would likely require a bearer and joist construction over the area of the easement or a possible light construction for access. Norm stated council was revisiting that requirement.

Norm hopes to hear back from council before the next committee meeting re the proposed modifications and the drainage issue.

GENERAL BUSINESS

14. Constitution

Louise reported that she submitted the final approved version of the constitution to our solicitor along with a list of changes since the last legal review. Steph and Louise met with Nic Coffill to discuss the changes and timeline for member approval. Nic to provide an opinion letter within a week or two. Nic advised we could begin informing the membership of the proposed changes even before receiving his letter, informing members that we are awaiting the final statement from him that the document complies with applicable law and the necessary next steps if the membership approves the changes. Louise to follow up with Nic re status of his letter.

Louise recommended an SGM dedicated to the revised constitution to be held in March, which would enable the committee to address any problems before the May AGM if it is not approved.

Graham Steel arrived at this point in the meeting and participated in the remainder of the meeting.

After discussion of the date, time and format of the SGM, the committee agreed to a face to face meeting on Thursday 23 March 2023 at 4:15 p.m. See motions below.

15. New Era Contract

Rod expressed his concern about the signing of the New Era Contract (the lease and service agreement for the club's printers) without committee approval. (Steph and Phil signed the contract.) See emails listed under correspondence re same. After lengthy discussion, Graham Steel asked the committee to endorse any contract we have with New Era, and the majority agreed. See motions below.

16. Girl Guides

John reported that the Girl Guides have agreed to voluntarily distribute leaflets re upcoming lessons and suggested we make a donation to show our appreciation. John volunteered to ring the Guides to see what they might like. Once that is determined he suggested we invite them for tea to receive the gift and invite the local paper to cover it.

17. Matthew Thompson

John reported that Matthew's first lesson was well attended and was very very good. The cost to the club was \$75. With the committee's approval, John would like to invite Matthew to do four (4) additional lessons throughout the year. Phil advised that he asked Matthew to send his bill directly to Phil; Jill reminded Phil that club-related correspondence should at least be cc'd to the club.

18. Defibrillator

Colin reviewed protocol if someone collapses at the club, demonstrated use of the defibrillator, and answered questions.

19. Committee members' attendance

Norm had asked this item to be on the agenda, but withdrew it. Although the agenda item was withdrawn, Steph stressed the importance of committee members supporting the club by playing in our Super Congress. Louise asked for show of hands for who was playing in the congress, and eight (8) committee members raised their hands.

20. Payment of directors

Louise reminded the committee that the committee had previously passed a motion to pay directors and that directors were paid until the COVID crisis. During COVID, directors volunteered to work without pay; though the crisis is over, directors are still not paid. Now the building upgrade is putting pressure on the club, and the directors are again bearing part of that cost. Norm reminded the committee that the club couldn't continue to run at a loss as it would affect the availability of the ABF loan; Matt suggested one or two free games in lieu of payment. Steph, John and Norm advised that they are willing to direct without pay for the time being for the benefit of the club. Ultimately the committee decided to revisit the issue at a later date. See Motions below.

21. Method to determine how much to pay directors

This item rendered moot by decision on item 20.

Motions

Phil moved and Graham Williamson seconded that table fees be increased to \$8 effective 1 March 2023; the motion lapsed for want of a second.

Norm moved and Graham seconded that table fees be increased to \$8 effective 1 April 2023 and that the membership be advised in advance of the reasons for the increase; the motion carried with eight (8) votes in favour and two (2) opposed

Phil moved and John seconded that the cost of 10 game vouchers be increased to \$72 effective 1 April 2023 and that no \$63 voucher sheets be sold after 24 March 2023; the motion carried unanimously.

Steph moved and John seconded that a Special General Meeting for the approval of the revised constitution be held at 4:15 p.m. on Thursday, 23 March 2023; the motion carried unanimously,

Graham Steel moved and Steph seconded that the committee endorse any contract the club has with New Era Printing; the motion carried with eight (8) votes in favor.

Graham Williamson moved and Phil seconded that the club not pay directors until the matter is reviewed in two years (i.e., 10 February 2025); the motion carried with six (6) votes in favour and five (5) opposed; Louise casting a second and deciding vote.

Meeting Closure

The meeting objectives were met, and Louise adjourned the meeting at 2:57 p.m.

Next Meeting

10 March 2023 at 3:00 p.m.

Stephanie Mathews, Secretary

Norm Berger, Vice President