

MINUTES FOR CENTRAL COAST BRIDGE CLUB ON 21ST JUNE 2023

Call to Order

A meeting of the Central Coast Bridge Club Committee was held on 21st June 2023 at the Central Coast Bridge Club commencing at 9.30am: David Purkiss presided, Jan Buchanan-Medina served as Secretary.

Attendees

Voting members in attendance included David Purkiss (DP), Norm Berger (NB), Jan Buchanan-Medina (JBM), Rod Shellshear (RS), Matt Raj Mal (MRM), Jill Wildey (JW), Kerrie Ransom (KR), Graham Williamson (GW), Michael Hilton (MH) & Lawrie Ransom (LR) & Colin Kleinig (CK).

Apologies:

None

Objectives

1. Approve minutes of AGM held on 6th May, 2023
2. Approve minutes of meeting on 31st May, 2023.
3. Deal with business arising from minutes.
4. Update on correspondence: incoming and outgoing.
5. Attend to any business arising from correspondence.
6. Approve any membership applications.
7. Update Action list
8. Receive reports from Masterpoints Secretary, Treasurer, Tournament Secretary/Organiser and Building Upgrade Sub-committee.
9. Review responses from Gary Heyting, Louise Lewis and Shan Lawson re disciplinary action relating to unacceptable behaviour.
10. Determine disciplinary action resulting from unacceptable behaviour.
11. Agree on process for determining Tournament Entry Fees.
12. Establish Marketing Sub Committee
13. Review passwords for CCBC and Committee members.
14. Discuss time slots for Friday bridge and intermediate lessons.
15. Organise cleaning of the clubroom carpet.

Approve Minutes of AGM held on 6th May 2023

Graham Williamson moved, and Matt Raj Mal seconded that the committee approve the AGM minutes of the 6th May 2023. Motion carried unanimously (Kerrie Ransom and Lawrie Ransom were not present at the meeting, therefore abstained from voting).

Approve Minutes of committee meeting held on 31st May 2023

Kerrie Ransom moved, and Michael Hilton seconded that the committee approve the minutes of 31st May meeting.

Motion carried unanimously.

Business Arising from the Minutes

None

Correspondence

Incoming:

- (1) Letter from Central Coast Council – Annual Fire Safety Statement Due Notice dated 1 May 2023
- (2) Terry Newnham re his Masterpoints total
- (3) Northrop Flooding Advice dated 8th June 2023
- (4) Letter from NSW Fair Trading dated 20 April 2023 requesting lodgement of Form A12-T2 for financial years ended 31.3.2017, 31.3.2018, 31.3.2019, 31.3.2020, 31.3.2021 and 31.3.2022.
- (5) Email from Shan Lawson dated 6th June 2023 in response to breach of NSWBA Rules and Regulations including a formal resignation from the CCBC.
- (6) Email from Louise Lewis dated 8th June 2023 in response to breach of CCBC Code of Conduct
- (7) Letter from Stephanie Mathews dated 15 June 2023 re complaint: Norm Berger against Louise Lewis.
- (8) Letter from Stephanie Mathews dated 15 June 2023 re complaint: Matt Raj Mal against Gary Heyting
- (9) Letter from Stephanie Mathews dated 15 June 2023 re complaint: Allan Raward against Shan Lawson
- (10) Ian Lisle to John Redfearn - Director exam
- (11) Flick Pest control requesting date for treatment.

Outgoing:

- (1) Masterpoints Secretary response to Terry Newnham
- (2) Welcome letters updated and sent to new members.
- (3) John Redfearn to Ian Lisle requesting Director exam.
- (4) Flick Pest Control notifying date to be advised

Business Arising from Correspondence**Incoming**

- (1) Central Coast Council – Annual Fire Safety Statement Due Notice dated 1 May 2023 – given the urgency of this matter, Rod Shellshear to follow up with our existing Fire Inspector, Garry Marland, to complete and lodge the Annual Fire Safety Statement by the 30th June 2023
- (2) Northrop Flooding Advice dated 8th June 2023 – to be considered under Building Upgrade Sub Committee report.
- (3) Letter from NSW Fair Trading dated 20 April 2023 requesting lodgement of Form A12-T2 for financial years ended 31.3.2017, 31.3.2018, 31.3.2019, 31.3.2020, 31.3.2021 and 31.3.2022 – David reported that he had lodged outstanding Forms A12-T2 from 31.3.2017 to 31.3.2022 together with 31.3.2023. The lodgement fees including late fees totalled \$614.
- (4) Email from Shan Lawson dated 6th June 2023 in response to breach of NSWBA Rules and Regulations to be considered under General Business
- (5) Email from Louise Lewis dated 8th June 2023 in response to breach of CCBC Code of Conduct to be considered under General Business
- (6) Letter from Stephanie Mathews dated 15 June 2023 re complaint by Norm Berger against Louise Lewis to be considered under General Business
- (7) Letter from Stephanie Mathews dated 15 June 2023 re complaint by Matt Raj Mal against Gary Heyting to be considered under General Business
- (8) Letter from Stephanie Mathews dated 15 June 2023 re complaint by Allan Raward against Shan Lawson to be considered under General Business

Outgoing

1. Jill sent two get well cards to Nancy Asquith and Wendy Alford.
2. David sent a thank-you card to Jan Lawson.
3. Flick notified that best times would be either Tuesday or Saturday mornings
4. The cleaning contract has successfully been awarded to: Shelley's Cleaning Service.

Membership Applications:

Ian Leigh proposed by Norm and seconded by Lawrie.

Action Items Update

The outstanding list of 21 “Action Items” from 31st May 2023 was discussed with progress made on the following items: -

1. Annual Fire Safety Statement – Rod to organise qualified Fire Inspector to lodge by the 30th June 2023 followed by the installation of smoke detectors in the kitchen and the creation of an Evacuation Plan.
2. NSW Fair Trading: letter dated 20 April 2023 requesting lodgement of Form A12-T2 for financial years ended 31.3.2017, 31.3.2018, 31.3.2019, 31.3.2020, 31.3.2021 and 31.3.2022 – please refer to comment under Business Arising from Correspondence Item (3). David handed records to the Secretary for filing.
3. Australian Business Register (ABR) – Change of Particulars – David has lodged the form appointing himself, Norm Berger, Jan Buchanan-Medina, and Rod Shellshear as Office Bearers and removing Louise Lewis, Stephanie Mathews, and Phil Thomas as Office Bearers. No lodgement fee was payable.
4. Investigate benefits of changing website platforms from Milan to Altosoft – discussed under Item 7 under General Business.
5. Topics for Upcoming Wednesday and Friday Lessons to be posted on Website – John Redfearn to provide this information.
6. Advise Members to give 2 days’ notice if cancelling out of an event – Jan has sent email to members.
7. Provide details of \$3,500 in free games from 1 April 2022 to 31 March 2023 – Rod & Dawn Thomas. Dawn to supply details on the four different categories of free games.
8. Provide income and expense report for Real Bridge Sessions – not now required as the Tuesday Real Bridge Session has been discontinued.
9. TryBooking – David attempting to have password access updated and to then transfer the balance of funds from this account to the CCBC Working Account.
10. Update of CCBC Website – Matt and Lawrie to identify training options including seeking assistance from Gary Barwick, the general bridge community etc.

Reports

Masterpoints Secretary

Colin confirmed that all Masterpoint records are up to date and presented a summary of monthly table numbers from February to May 2023 as follows: February: 188.5, April: 197.5, May: 209 – David offered to provide an Excel spreadsheet format allowing for easy entry of table numbers. CK confirmed that he would be away overseas from 15th July to 8th August and will update the Masterpoint records when he returns.

Treasurer's Report

Rod presented the Profit & Loss Statement for April and May 2023 and noted a net trading loss of \$1,271. This figure was misleading given it included 3 “one-off” expenses totalling \$8,112 that relate to a 12-month period: ABF Capitation Fees: \$2,770, Accountancy Fees: \$2,200; Insurance of Property: \$3,142. If these expenses are allocated over 12 months, an adjustment of \$6,760 is required converting the trading loss into a net profit of \$5,489 (before depreciation). If a depreciation charge of \$1,333 is included as an expense, the net profit reduces to \$4,156 or around \$2,000 a month. April and May table fees totalled \$13,698 or \$6,850 a month and income from lessons totalled \$1,846 or \$923 a month. Overall, a very positive trading performance.

Rod confirmed that the cost of consulting fees associated with securing Central Coast Council development application approval for the building upgrade did not form part of trading activities and were treated as long term assets on the balance sheet - namely “Building Improvements – in progress”.

Tournament Secretary's Report

Matt suggested that Christmas in July (Thursday 20th July all day) should be promoted immediately with the aim of achieving twenty tables. Kerrie and Jill to discuss the catering requirements and recommend a budget, at which time we can start the promotion and include the cost to members. Matt suggested the catering should include seasonal favorite's - turkey and ham. To ensure that the after-lunch entertainment is included in the decision-making process, Annette Houtman to be copied into all "Christmas in July" communications. The member cost is \$20 and includes table fees, Xmas lunch, morning and afternoon tea, drinks and entertainment.

Report from Building Upgrade Sub Committee

David provided an update on progress with the Central Coast Council Development Application (DA) process including the receipt of the Northrop Flooding Advice proposing 2 options to meet the 1 in 100-year flood risk together with recommendations from our Architects, Fabric Architecture Studio as follows: -

Flood Mitigation Measures required to Finalize the Development Application (DA)

Northrop: Flooding Advice dated 8.6.2023 - proposed the following 2 flood mitigation measures on Page 5:

Option 1: Raising the building entry level (at the Foyer only) and providing waterproofing along the street frontage to a minimum level of 6.2m AHD (80mm higher than the current proposed floor level of 6.12m AHD).

Option 2: Automatic rising flood gates may also be considered which would provide a higher level of protection from water ingress up to the flood planning level.

Fabric Architecture Studio – Emailed advice from Tim Griffiths dated 13.6.2023.

The council's engineers have reviewed the flood report and will support either mitigation measure if we can ensure that it is achievable in the design. Option 2 is a more expensive option.

We believe we can incorporate Option 1 into the design by ramping up the foyer level by 80mm to the required level of 6.2m AHD with a small landing and back to the proposed building floor level of 6.12m AHD. This design change is minor in nature (8 centimeter's or 3.15 inches) and will be easily achievable in construction and cost. We will also ensure the street frontage is waterproof, which can be achieved through detail design in the next phase.

MOTIONS:

- (1) Resolved to adopt Option 1 above as proposed by Northrop: Raising the building entry level (at the Foyer only) and providing waterproofing along the street frontage to a minimum level of 6.2m AHD (80mm higher than the current proposed floor level).
- (2) Resolved to advise Fabric Architecture Studio that the Central Coast Bridge Club committee have approved Flood Mitigation Measure: Option 1 and to instruct them to inform the Central Coast Council of this decision so that they can proceed to finalizing the Development Application (DA).

Motions (1) & (2): Proposed by Grahame Williamson and seconded by Rod Shellshear with the motions carrying unanimously.

The committee also agreed that the general membership would be advised of the approval of the Development Application as soon as it is formally granted by the Central Coast Council.

General Business:

Disciplinary Matters

The committee confirmed its commitment to ensuring that members complied with the CCBC Code of Conduct and to sanction breaches of the Code. Unacceptable behaviour that is allowed to go unchecked becomes the standard.

1. Complaint by Matt Raj Mal (Session Director) Against Gary Heyting dated 19 March 2023

Prior to any discussion, Matt Raj Mal (the Complainant) and Lawrie Ransom (Recorder) left the room.

The committee discussed the complaint, the report from the Recorder, an email from Stephanie Mathews together with CCBC documentation relating to 5 other incidents involving Gary during the last 4 years. These incidents involving alleged breaches of the CCBC Code of Conduct and wilfully acting in a manner prejudicial to the interests of the Association had either been referred to the Recorder or the Committee as follows: - (1) 4.7.2019: Pam Townsend, Committee Member; (2) 20.2.2020: Nola Daly, Committee Member; (3) 3.3.2020: Margaret Regan, Session Director; (4) 16.12.2021: Norm Berger, Director; (5) 5.2.2022: Louise Lewis, President on behalf of Committee.

During this 4-year period, the committee noted that Gary Heyting had been warned on several occasions that a continuation of incidents would result in disciplinary action and that he had to change his behaviour including implementing suitable behaviour improvement strategies. The committee noted that notwithstanding these regular warnings, a 3-month suspension from all CCBC activities on 28th July 2020 & several commitments by Gary to change his behaviour, incidents continued to occur. The committee also discussed the disciplinary action taken by the committee against Alan Brooks on 8th February 2022 which comprised a suspension of 6 months from all CCBC activities. This committee emphasised the importance of protecting the session Director's from unacceptable behaviour.

Based on the above review process, the Committee: -

1. Confirmed that Gary had wilfully acted in a manner prejudicial to the interest of the Association.
2. Confirmed that Gary had breached the CCBC's Code of Conduct including Clause 1: Conduct, Clause 2: Behaviour and Clause 6: Compliance with NSWBA and ABF Rules.
3. Resolved to suspend Gary from all Central Coast Bridge Club activities for a period of twelve (12) months commencing from 7 days of the receipt of this notice, or until the expiration of the period within which he is entitled to appeal against the resolution, and the date the appeal process is finalised.

Motion: Proposed by Grahame Williamson and seconded by Mike Hilton with the motion carrying unanimously.

4. Resolved to give Gary notice that any further proven complaints against him after serving his 12-month suspension would result in permanent expulsion from the club.

Motion: Proposed by Grahame Williamson and seconded by Mike Hilton with the motion carrying unanimously.

Notwithstanding the above decision, the committee noted that Clause 12 of the Constitution (at the date of the incident on the 16 March 2023) provided a "Right of Appeal of Disciplined Member" as follows: -

- 1) A member may appeal to the association in general meeting against a resolution of the committee under Clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect i.e. Gary has until Saturday, 1st July 2023 to lodge an appeal.

The committee also noted that this appeal process to a general meeting provided both the committee and the member with an opportunity to state their respective cases orally or in writing or both with the appeal determined by a simple majority of votes cast by members of the Association.

The committee instructed the Secretary to write to Gary Heyting notifying him of the above decisions including the matters considered, the sanctions imposed and his right of appeal to a general meeting by Saturday, 1st July 2023.

Matt Raj Mal (the Complainant) and Lawrie Ransom (Recorder) returned to the meeting.

2. Complaint by Norm Berger Against Louise Lewis dated 17 May 2023

Prior to any discussion, Norm Berger (the Complainant) and Lawrie Ransom (Recorder) left the room.

The committee discussed the complaint, emails from Louise dated 28th May 2023 & 8th June 2023, an email from Stephanie Mathews together with CCBC documentation relating to a breach of the CCBC Code of Conduct occurring outside the CCBC Clubhouse on Saturday, 5 February 2022: at the committee meeting on the 8th February 2022, Louise Lewis described an altercation between Gary Heyting and a community member regarding passage through the driveway on Saturday, 5th February 2022. The presiding committee considered this incident to be contrary to the Code of Conduct (Clauses 1 & 2) & issued a warning to Gary Heyting that if such behaviour was repeated, the committee reserved the right to take further action.

Based on the above review process, the Committee: -

- (1) Confirmed that the facts alleged in the complaint against Louise had been proven.
- (2) Confirmed that Louise wilfully acted in a manner prejudicial to the interest of the Association.
- (3) Confirmed that Louise had breached the CCBC's Code of Conduct as follows: - Clause 1: Conduct including treating everyone with courtesy & refraining from using derogatory language and Clause 2: Behaviour including being respectful of other members and club officials.
- (4) Resolved to suspend Louise from all Central Coast Bridge Club activities for a period of six (6) months commencing from 7 (seven) days of the receipt of this notice, or until the expiration of the period within which she is entitled to appeal against the resolution, and the date the appeal process is finalised.

Motion: Proposed by Grahame Williamson and seconded by Jan Buchanan-Medina with the motion carrying unanimously.

Notwithstanding the above decision, the committee noted that Clause 2.37 of the Constitution provides for a "Right of Appeal of Disciplined Member" as follows: - A member may appeal to have any disciplinary action under section 2.34 referred to the Discipline Review Panel, by lodging with the secretary written notice to that effect within 7 (seven) days after notice of the disciplinary action is served on the member i.e. Louise has until Saturday, 1st July 2023 to lodge an appeal. The notice of appeal must be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

The committee instructed the Secretary to write to Louise Lewis notifying her of the above decision including the matters considered, the sanctions imposed and her right of appeal to the Discipline Review Panel by Saturday, 1st July 2023.

3. Breach of NSWBA Rules by Shan Lawson during Tournament Play – Unauthorized Withdrawal from CCBC Red Point Event on Saturday, 13 May 2023

The committee discussed the NSWBA Rules and Regulations relating to Tournament Play, the report from the presiding director in respect to the incident on the 13th May 2023, an email from Stephanie Mathews and emails from Shan dated 24th May 2023 & 6th June 2023. It was also noted that the complaint by Allan Raward against Shan Lawson resulting from an incident immediately preceding this matter was resolved by the Recorder and not referred to the Committee.

The committee also discussed Clause 6 of the Association's Code of Conduct relating to the requirement for players to always abide by the rules of the NSWBA and ABF.

The committee noted Shan's formal resignation from the Central Coast Bridge Club on June 6, 2023, and the transfer of her membership to the Hunter Regional Bridge Club.

Based on the above review process, the Committee: -

- (1) Confirmed that Shan's unauthorized withdrawal from the Red Point event on Saturday, 13th May 2023 breached the following NSWBA Rules: -

3.3. (b) – any behaviour in the course of a tournament which the Director or the Tournament Committee shall rule offensive.

3.3. (c) any unauthorized withdrawal from a tournament being a withdrawal for a period of any one deal or longer not approved in advance by the Director or the Tournament Committee or ratified thereafter by either of them in the case of accident or emergency.

- (2) Concluded that Shan wilfully acted in a manner prejudicial to the interest of the Association.
- (3) Resolved to suspend Shan from all Central Coast Bridge Club activities for a period of six (6) months commencing on the date of this notice.

Motion: Proposed by Matt Raj Mal and seconded by Rod Shellshear with the motion carrying 9 to 2.

General Business

1. New Era Photocopy Contract & Grenki Hire of Equipment Agreement

David and Rod to contact New Era & Grenki with the objective of negotiating an exit from these 2 contracts.

2. Supervised Bridge Session on Monday Afternoon

The one-month trial of establishing 2 movements based on Masterpoints (<30: >30) was continuing during June 2023.

3. Email Etiquette Policy

Discussion was deferred until the next committee meeting.

4. Entry Fees & Operating Costs for Congresses and Tournaments

Given the direct impact on CCBC profitability, it was agreed that David and Rod be consulted before session Director's finalize the quantum of Tournament Entry Fees and only after a review of session costs is conducted including director fees, catering costs, prizes, room hire, masterpoints etc.

5. Marketing Sub Committee

It was agreed to re-establish the Marketing Sub-committee comprising David Purkiss, John Redfearn, Jan Buchanan-Medina, Colin Kleinig, and Kevin Dougall. The committee discussed several opportunities to improve revenue including applying for Central Coast Council grants to support community activities and opening the CCBC club premises to other community groups to host trivia nights, special occasion parties etc. David to check with Steve Weil from Tony Bembrose Insurance Brokers to ensure that this would not adversely affect our public liability insurance cover.

6. Change of Passwords

Mike to continue to report on progress with confidential communications between committee members and password changes.

7. CCBC Website: Milan v Altosoft

On the basis that Lawrie, Kerrie and Mike have spent considerable time familiarising themselves with the Milan website platform, they advocated the retention of Milan for the next few months whilst the benefits of changing from Milan to Altosoft are thoroughly investigated – this due diligence process may include a review of open-source websites which provide platforms for experimental and trial purposes. In the meantime, Matt to continue to build a business case for adopting Altosoft.

Motion: Resolved to retain the Milan Website platform until the benefits of changing from Milan to Altosoft are thoroughly investigated. Proposed by Jill, seconded by Mike with the motion carrying unanimously.

10. Friday Bridge and Intermediate lesson times to be switched.

In the interest of maximizing the social aspects of the Club, the Committee discussed moving Friday's Intermediate lessons from the afternoon to the morning and normal bridge session from the morning to the afternoon. This afternoon session would be called the Friday Social Session and will include drinks and nibbles after bridge. John Redfearn would need to be consulted with a proposed trial to commence on the first Friday in August 2023 with a clear emphasis on the "Social Aspect" of this session.

Meeting Closure

The committee meeting concluded at 12.15pm

Next Meeting

Wednesday, July 12 at 10am.

Jan Buchanan-Medina, Secretary

David Purkiss, President