

# Minutes of Meeting

## Central Coast Bridge Club

**Date:** Wednesday 13th December 2023

**Time:** 9.00am

### Meeting Roles:

Chair: David Purkiss

Secretary: Kerrie Ransom

### Attendees:

David Purkiss, Kerrie Ransom, Norm Berger, Rod Shellshear, Matt Raj Mall, Jill Wildey, Colin Kleinig, Graham Williamson, Jan Buchanan-Medina, Mike Hilton, Lawrie Ransom

### Apologies:

Nil

### Meeting Objectives:

1. Approve Minutes of Meeting 8th November 2023.  
**Motion** to approve Minutes 8 November: NB, seconded LR, all in favour.
2. Finalize Newsletter - owner, content, etc. (General Business)
3. Congress convenor update. (General Business)
4. Building Upgrade update. (General Business)

### Correspondence:

#### Incoming:

1. 6 November 2023: letter from Peter Greening re possible fee bridge lessons ( as at Bathurst).
2. 10 November 2023: invoice from Paul Lavings for purchase of books - \$52.46.
3. 13 November 2023: invoice from Alan Bustany (\$937.60) for directing State & Novice Restricted Teams.
4. 13 November 2023: email from NSWBA re State Open Pairs Championship.
5. 15 November 2023: invoice from Grenke for monthly rental fee \$130.90.
6. 19 November 2023: email from Alan Bustany - results for State Novice and Restricted Teams Events.
7. 20 November 2023: email from Australia Post - will no longer accept cheques and requires EFT.
8. 22 November 2023: invoice from Sportscast Trophies for \$148.25.
9. 23 November 2023: email from Running Repairs Physiotherapy - next door - offering exclusive discounts.
10. 23 November 2023: email from NSWBA Council - deferment of AGM until February 2024, and notification that John Scudder has resigned as Chairman.
11. 24 November 2023: invoice from Shelly's Cleaning Services (\$675).
12. 25 November 2023: letter from JR re State Novice Restricted Teams Congress
13. 26 November 2023: email from Vivienne Millanta re offer of Covid vaccine to membership.
14. 27 November 2023: email from NSWBA seeking an executive officer.
15. 27 November 2023: email from NSWBA re transition project.
16. 28 November 2023: email from Berenice Air re building renovation.
17. 1 December 2023: invoice from Sports Coast Trophies (\$148.25).
18. 5 December 2023: invoice from NSWBA for State Affiliation Fees 2024 (\$3,580).
19. 8 December 2023: email from NSWBA re transition project.
20. 9 December 2023: email from Margaret Burfield requesting name badges be worn by all members and the Committee to order badges for members.
21. 9 December 2023: invoice from Long Jetty Over 50's Club for ad in newsletter (\$45).
22. 10 December 2023: email from Nigel Sykes re payout of Grenke printer contract.

23. 10 December 2023: email from Be-sure Workplace Safety re new fire and safety consultants.
24. 10 December 2023: email from Pursuit Communications - Contract.

### **Outgoing:**

1. 6 November 2023: email to Marion Buchanan, thanking her for her kind comments, and wishing her well.
2. 9 November 2023: welcome emails to recent new members.
3. 9 November 2023: email to Annette Houtman re thank you to volunteers.
4. 9 November 2023: email to Gloria Smith re Thursday afternoon sessions.
5. 14 November 2023: Pianola email to members re passing of Pat Cloughessy.
6. 15 November 2023: email to Wendy Everett thanking her for her kind wishes.
7. 15 November 2023: Pianola email re upcoming events for December.
8. 15 November 2023: Pianola email re membership fees for alternate members.
9. 21 November 2023: Pianola email re upcoming lessons.
10. 26 November 2023: Pianola email re: building upgrade report from President.
11. 27 November 2023: Pianola email re Covid vaccine to members.
12. 27 November 2023: Pianola email re upcoming lessons.
13. 29 November 2023: Pianola emails re 2024 membership fees due.
14. 26 November 2023: email to Running Repairs Physiotherapy - thank you. Will discuss at next meeting.
15. 27 November 2023: email to Vivienne Millanta confirming Covid vaccinations to members.
16. 5 December 2023: Pianola email re passing of Barry Laidlaw
17. 5 December 2023: Pianola email to members re upcoming lessons.
18. 7 December 2023: Pianola email re: Building Upgrade Project.
19. 9 December 2023: Pianola email - Christmas Newsletter.

### **Business Arising from Correspondence:**

1. Discuss Running Repairs offer - KR to answer and arrange a meeting.
2. Discuss Berenice Air's questions regarding building upgrade - these to be addressed in FAQs at proposed Information Session in late January or early February 2024
3. Discuss Margaret Burfield request. KR to order badges for the Committee who require them. Suggest all members acquire and wear a name badge.

### **Membership Applications:**

Charles Gilmore, Scott Sinclair, Steven Lambert.

**Motion:** To approve new member applications. Proposed LR, second JW, all in favour.

**Out of Sessions Motion:** to approve new members Val Richardson, Warren Richardson, Martine Piat. Proposed KR, seconded LR all in favour.

### **Action Items Update:**

Action List updated

### **Report from Treasurer:**

### **Profit & Loss Statement: November 2023 & YTD April to November 2023 (8 Months)**

#### **NOVEMBER 2023**

- 1) Table Fees: \$7,274.

- 2) Congress Income: \$3,200 from Novice/Restricted Event
- 3) Income from Lessons: \$932.
- 4) Income from Interest Received: \$4,000 – estimated at \$500 a month on Term Deposits of \$172K.
- 5) Total Income: \$13,311
- 6) Total expenses: \$9,150 (including depreciation of \$667)
- 7) Congress costs of \$3,127 – the congress did not generate a profit.
- 8) Net Profit: \$4,161 (\$13,311 - \$9,150).
- 9) Overall, a very positive trading performance.

#### **YTD APRIL TO NOVEMBER 2023 (8 MONTHS)**

1. Table Fees: \$57,600
2. Table Fees from Congresses: \$9,320
3. Income from Lessons: \$5,204.
4. Income from Interest Received – estimated at \$4,000 for 8 months on Term Deposits of \$172K.
5. Total Income: \$79,903.
6. Total expenses: \$56,205.
7. Advertising, Printing & Stationery costs are well below budget by a total of \$7,540.
8. Catering costs have exceeded the budget by \$2,052 – Rod to analyze these costs.
9. **Net Profit (after depreciation): \$23,698 (\$79,903 - \$56,205).**
10. **Surplus Cash flow: \$29,032 after adding back the depreciation non-cash charge of \$5,334.**
11. Overall, a very positive trading performance.

#### **Report from Masterpoints Secretary:**

Peter Cloughesy to assume the role of Masterpoints Secretary from 15 December 2023.

#### **Report from Tournament Secretary:**

As per the previous monthly report, it is pleasing to inform the committee that at the time of this report all Central Coast Bridge Club Events have been completed as per the programme in the year-book.

There are just two Red Point Events pending that should see the completion of the Events for 2023.

I take this opportunity to congratulate all participants that entered and won the several demanding tournaments. Marked response from beginners, novices and regular players has seen some improvements in attendance.

Currently I am in the process of completing the year-book for 2024 with kind help from Norm and Kerrie.

#### **Report re Building Upgrade:**

DP reported as follows: 1) progress with securing sponsorship donations; 2) agreed to provide a projected timeline for completion of the Building Upgrade at the January 2024 committee meeting including key milestones; 3) the need for an Information Session for members to be held in February 2024 and 4) the need to update the list of Frequently Asked Questions from Members (FAQ's). Items (3) and (4) form part of a comprehensive member communication strategy in respect to the Building Upgrade project.

#### **Report from Marketing Subcommittee:**

NB and DP to meet with the Brisbane Water Bridge Club to discuss a closer working relationship.

Beginner's Lessons to be advertised via Coast FM with 30\*30 second slots every day for week 1 and week 3 in the lead up to the start of lessons. JR to commence beginner lessons in February 2024.

Brooke Simmons (Pursuit Communications) to act as marketing advisor.

Marketing Subcommittee to meet with Brooke Simmons on 16 January 2024 at 9.30am at CCBC.

#### **Report from Teaching and Learning Subcommittee:**

Has not met.

### **Report from Disciplining of Members Subcommittee:**

The Subcommittee met on 21 November and agreed that the current format of Disciplinary Review Panel (DRP) was unworkable and that the CCBC should consider a return to the disciplinary appeals process as per the 2017 Constitution. Any change to the current Constitution will require member approval at a Special General Meeting (SGM). Next Subcommittee meeting will be held on 24th January, 2024.

### **General Business:**

1. **Out of Sessions Motion:** "To draw down the ABF loan of \$100,000 by 31 December 2023, and invest these funds until required for Stages 1, 2, and 3 of the Building Upgrade Project". Proposed: DP, seconded: KR, passed by majority.
2. **Congress Convenor:** DP to liaise with Peter Cloughessy to gauge his interest in assuming this role.
3. **Newsletter:** To be continued by JBM. DP to oversee. KR to send newsletter out to members via Pianola.
4. **Pianola Results and using the Clock:** Committee discussed the frequent membership requests for session results to be emailed. Directors agreed to retrain and ensure that this can occur. MH to oversee and take responsibility. Discussion also covered the use of a clock for sessions. The Committee agreed that this was necessary. NB advised that the most suitable clock was not working. RS to repair clock or replace clock if necessary.
5. **Fire and Safety Consultants:** Quotation received by Be-sure Workplace Safety. **Motion:** To accept the quote from Be-sure Workplace Safety to act as fire and safety consultants. Proposed RS, second NB, all in favour.
6. **Ideas for Tuesday afternoon session improvements:** Currently 2.5 tables. 2024 survey to ask members how this session may be improved. Cheese and nibbles to be trialed after the session.
7. **Response to Membership fees:** Majority of members have rejoined - to update at next meeting.
8. **Masterpoints Secretary:** Peter Cloughessy to assume the role from 15 December 2024.
9. **Review of Friday afternoon social bridge:** Committee decided to continue, as it is a successful afternoon. Plan to reduce food and drink expenditure, with a budget to be set at the next meeting.
10. **State Novice and Restricted Teams poor attendance (CK):** CCBC will endeavor to build a strong relationship with BWBC going forward.
11. **Review of "Strategic Initiatives" (DP):** Carried forward to the next meeting.

**Meeting Closure:** Meeting closed at 11.40am.

**Next Meeting:** Wednesday 17 January 2024 at 9.30am.

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Kerrie Ransom, Secretary

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David Purkiss, President