

Minutes for Meeting

Central Coast Bridge Club

Date: July 10, 2024

Time: 10:15am

Meeting Roles:

Chair: David Purkiss

Secretary: Lyn Paton

Attendees: David Purkiss, Norm Berger, Rod Shellshear, Lyn Paton, Kerrie Ransom, Lawrie Ransom, Matt Raj Mal, Maree Kelly, Jill Wildey

Apologies: nil

Objectives:

1. Approve Minutes of Meeting 10th April.
Minutes of meeting May 8, 2024, approved: Proposed KR, seconded JW, all in favour.

Correspondence:

Incoming:

1. **11 June: Community Building Partnership Grant Program** (NSW State Government): Application CBP23 - 1527 for the project titled 'Central Coast Bridge Club Building Upgrade' has been unsuccessful.
2. **14 June: Bridge NSW.** New Council and Board members
3. **18 June: Bridge NSW** Expressions of Interest for volunteers on Clubs and Community Committees
4. **25 June: Tara Muir, Diggers:** Club GRANTS Policy
5. **3 July: National Frailty Network** re member participation in research

Outgoing:

1. **Community Building Partnership Program** (NSW State Government): Sign up for alerts for future rounds.
2. **Central Coast Council** 29 June from D Purkiss. Unable to lodge a Fire Safety Review during construction.

Business Arising from Correspondence:

- **Community Building Partnership Grant Program** (NSW State Government – David spoke to David Mehan, our local State Government member, who suggested that we re-apply for a building grant as part of next year's allocation of \$300K in October/November 2024.
- **Bridge NSW:** Expressions of Interest for volunteers on Clubs and Community Committees. Forward to all members.
- **Diggers:** Club GRANTS Policy. To be completed and returned to Tara Muir.
- **National Frailty Network.** Forward to all members.

Membership Applications:

Gail Beverley (Social), Colleen Milne (Full)
Proposed KR, seconded JW, all in favour.

Action Items Update:

Add

- CCBC obligation to meet updated ATO requirements to retain tax exempt status as a Not-for-Profit Association (DP, RS)
- NSW Government requirement to lodge Form A12-T2: Annual Summary of Financial Affairs – Tier 2 including 2023-2024 financial statements. (DP)

Report from the Treasurer:

June 2024

1. Table fees: \$ 6 264
2. Income from lessons: \$ 555
3. Total Income: \$ 7 477
4. Total Expenses \$ 3 703
5. Net Profit \$ 3 774 (\$7477-\$3703)

Overall, a very positive trading performance

YTD April to June 2024 (3 Months)

1. Table fees: \$ 20 609
2. Income from lessons: \$ 1 502
3. Total Income: \$ 24 374
4. Total Expenses \$ 18 086
5. Net Profit \$ 6 288 (\$24 374-\$18 086)

Overall, a very positive trading performance

Report from Masterpoints Secretary:

All Masterpoint records are up to date.

Report from Tournament Secretary:

1. The restricted pairs competition went well.
2. Swiss pairs competition (August 7): We need 7 tables to compete. The entry sheet is on the noticeboard.

Report on Building Upgrade:

1. We have paid the builder approximately 25% of the contract price.
2. The Kitchen sub-committee (KR, RS, JW, LB, DT) met yesterday, 9 July:
 - a. discussed design, appliances and flooring.
 - b. Need budget allocation for the kitchen from Fyaz Gill
3. Footings were dug but filled with water due to rain which has delayed the concrete pour.
4. The building was broken into (stolen copper pipes causing some flooding and damage to the AC). Police have been notified. This should be covered by the builder's insurance.
5. RS to get quotes for a ducted Air Conditioning System.

Report from Marketing Sub Committee:

The inaugural meeting was held on June 27.

- Fee Proposal from Brooke Simmons (consultant) to be reviewed including Media Releases and Public Relations services together with assistance with promoting the new Clubhouse –

given the disruption associated with operating from the Long Jetty Hotel during the construction process, marketing services would be significantly reduced from the previous budget allowance of \$1,000 a month – most likely services paid for on a “do and charge” basis rather than by way of a fee proposal.

- Marketing services Beginner’s lessons to be advertised in the local newspaper (approx. \$700)
- Flyers
 - targeted to retirement villages etc.
 - we need more input into flyers as they are confusing and difficult to read
- Radio advertising too expensive as a regular marketing initiative
- “Next Door” app – provides free advertising to the local area.
- Radio advertising as part of the marketing alliance with the Brisbane Water Bridge Club is not proceeding due to the high cost – other joint marketing initiatives to be considered.
- “Happy Talk” magazine (\$50pm) targeted at retirees
- “Coast magazine” – advertising to costed.

Report from Teaching and Development Sub Committee:

The Committee will meet face to face again on 16th July but have had ongoing communications. This committee has liaised with Marketing Sub - Committee and a brochure was produced for Beginner Lessons. Brochures have been widely distributed locally and members have been asked to invite friends who may be interested in learning bridge. These lessons are also advertised in the local paper, as well as on our website. John Redfearn has secured a room at The Entrance Community Centre for Beginner Lessons, which starts on Monday, 29th July at 9.30am. Lessons for Advanced and Intermediate players continue on Wednesday and Friday mornings and are well attended.

Report from Sub Committee for Constitutional Change:

The Sub Committee for Constitutional Change has continued to develop an FAQ document, and to ensure that a modified Constitution meets all the legal requirements that are necessary. We are waiting on further feedback from our Solicitor. RS to follow up ASAP

We aim to have the Constitution finalized for ratification by the committee and the FAQ available for publication by the next committee meeting on Wednesday, 14th August 2024.

General Business:

- OUT OF SESSION MOTION

WESTPAC COMMUNITY SOLUTIONS ONE BANK ACCOUNT: - BSB: 032 629, ACCOUNT NUMBER: 376538

Resolved to approve the following: -

1. An increase in the daily payment limit from \$5,000 to \$100,000 during the duration of the building upgrade construction process.
2. The authorization of David Purkiss (President) and Rod Shellshear (Treasurer) to obtain the required SecurID Tokens to facilitate the processing of builder progress payments for the building upgrade construction with a maximum limit of \$100,000.

Moved RS, Seconded DP, all in favour.

- Approval for expenditure of \$250 for music at Christmas in July (JW)
Proposed JW, seconded KR, all in favour.
- Function/Catering Manager was not appointed after the AGM. This role only includes in-house events and not Congresses which are managed by a separate sub-committee. The

role includes overseeing cost and quantities for Club events with the key objective of minimizing costs and wastage. DP to develop a job description and list of responsibilities for this role as soon as possible – to be reviewed by JW and NB.

Meeting Closure: 11:40 am

Next meeting: 14 August 2024

Lyn Paton (Secretary)

David Purkiss (President)