

Minutes for Committee Meeting Central Coast Bridge Club

Date: April 9, 2025

Time: 9:33am

Meeting Roles:

Chair: David Purkiss

Secretary: Lyn Paton

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

Apologies: Kerrie Ransom

Objectives:

Approve Minutes of Meeting March 12, 2025. Moved RS, Seconded NB all in favour

Approve Minutes of Extraordinary Meeting March 17, 2025. Moved MRM, Seconded JW all in favour

Correspondence:

Incoming:

1. March 14, 2025 Bridge NSW. Mitch Dowling replacing David Hayvatt as Executive Officer
2. March 14, 2025 Julie Leigh re cost of Congress at other Clubs.
3. March 14, 2025 CCLC Cancelled social interclub event
4. March 17, 2015 Louise Lewis. Request that we send out an email to all members on her behalf.
5. March 24, 2025 Bridge NSW council voting until April 14.
6. March 24, 2025 Westpac: Conversation Summary Letter
7. March 27, 2025 Aubrey Brown Lawyers Mortgage lodged for registration
8. March 27, 2025 John Duxbury. Clarification on points rule for Monday afternoon play
9. March 27, 2025 Louise Lewis: Resignation of membership
10. March 27, 2025 Stephanie Mathews: Resignation of membership
11. March 28, 2025 Phil Thomas: Nomination of Norm Berger as a Life Member
12. April 1, 2025 Compscore Update
13. April 3, 2025 Dept of Fair Trading: Constitution has been registered
14. April 3, 2025 Colin K – re mats at the back door
15. April 7, 2025 Bridge NSW Reminder - council voting until April 14.

Outgoing:

1. March 14, 2025 BWBC, CCLBC: Re Social Interclub Bridge Day
2. March 18, 2025 Ellen Goodwin, Karen Jamieson, Mary Corrigan, Sue Ellis - New Member Welcome Letter
3. March 20, 2025 Gary Heyting. Response to his list of questions and comments
4. March 28, 2025 John Duxbury. Clarify points rule for Monday afternoon play
5. April 7, 2025 Louise Lewis. Membership resignation accepted
6. April 7, 2025 Stephanie Mathews. Membership resignation accepted

Business Arising from Correspondence:

- Stewart Duxbury – offered his services as a director and there has been no formal response by the committee (incoming correspondence 30/1)

- John Redfearn (letter March 2, 2025): John verbally told LP that he does not want a formal response.

Membership Applications: Nil

Report from the Treasurer:

MARCH 2025

1. Membership Fees	\$ 436	
2. Table Fees	\$ 7,102	
3. Congress Income	\$ 12,982	
4. Total Income	\$ 20,561	
5. Total Expenses	\$ 9,993	
6. Net Profit	\$ 10,568	(\$20561-9,993)

YTD APRIL TO MARCH 2025 (12 MONTHS)

1. Table Fees	\$ 85,753	
2. Congress Income	\$ 12,982	
3. Membership Fees	\$ 9,673	
4. Income from Lessons	\$ 4,511	
5. Interest Received:	\$ 4,403	
6. Total Income:	\$118,616	
7. Congress Expenses	\$ 7,861	
8. Total expenses:	\$ 89,710	
9. Net Profit:	\$ 28,906	(\$118,616 – 89,710)
10. Net Cash Surplus	\$ 35,079	After adding non-cash depreciation of \$6,191

NOTES

- Table Fees: \$85,753 – averaged \$7,146 each month including the 6-month period the CCBC operated at the Long Jetty Hotel
- Congress: generated total income of \$12,982 and incurred expenses of \$7,861 resulting in a net profit of \$5,121 (excluding GST) – an excellent effort underwritten by the combined efforts of Maree Kelly as Congress Convenor and her team of hardworking volunteers
- Total Income for 2024-2025: \$118,616 as detailed above
- Total Expenses for 2024-2025: \$89,710 including affiliation fees: \$5,782, match play costs: \$28,000, advertising & promotion: \$5,949, donations: \$1,202, occupancy costs: \$32,552, finance & administration costs: \$10,619 and communication costs: \$5,606. Please note that the occupancy costs included “one off” non-recurring costs relating to the relocation of the bridge club operations to the Long Jetty Hotel during the building construction process: \$8,270 for 2 removal and alternative bridge room rental costs.
- Net Profit: \$28,906 – an excellent result given the disruption to bridge playing operations resulting from the relocation and building upgrade.
- Net Cash Surplus: \$35,079 (after adding back non-cash depreciation charge of \$6,191) – again, an excellent result underwritten by tight financial controls administered by the Treasurer and general committee.
- Westpac Term Deposit: \$50,000 lodged for 11 months at an interest rate of 4.6%
- Westpac Bank Account for Member Donations – closed by transferring surplus funds of around \$1,000 into the working account
- Property Valuation from NSW Property Valuers - Market Value: \$1,670,000; Insurance Replacement Value: \$1,785,000 necessitated increased insurance coverage of \$785,000 resulting in an additional insurance premium cost of \$1,360

- DSR Partners – audit of 2024-2025 financial statements including balance sheet and profit and loss accounts – timetable
- Member Mortgage Debenture Loans (13): \$225,000 – the legal paperwork has been finalized with a first mortgage registered over the CCBC property at 415 The Entrance Road, Long Jetty
- Table Fee Payment System – further investigation of the North Shore Bridge Club system to be prioritised

Building Upgrade Report – Potential Capital Expenditure for 2025-2026

- Noise Abatement Measures: options to be investigated
- Security System: We have had 2 quotes. Motion: “We accept the quote from Triple Alarms for \$1,991 (incl GST) + \$10 a week for monitoring.” Moved RS, seconded JW, all in favour.
- Training Room Air Conditioning – to be incorporated into the main hall zoning as soon as possible – RS to liaise with Buterin L’Estrange and building air conditioning contractor
- Weather Proofing Rear Entry Door – options to be investigated
- Red Brick Wall at Rear of Building (with graffiti) – options to be investigated
- Office and Storeroom Fit out – to be completed

Tournament Secretary:

- NB: We have had difficulties getting a director for the Country Teams. If a director is not available, this event will be combined with the Open Teams at the end of May.

Masterpoint Secretary: Up to date.

Report from Marketing Sub Committee:

- Mural
 - We have \$4000 from sponsor + will seek sponsorship and fundraise for balance.
 - We will approach the artist re doing the logo for \$4000 to begin with (one panel).
 - MK to approach Raine and Horne to sponsor future panels.
 - A quote for the entire wall, four panels, attached.
- Signage at entrance to car park has been erected.
- Signage for front entrance and advertising is in progress.
- Sponsorship in Toowoomba Bay is also in progress.
- ¼ page ad in Seniors Magazine quarterly has been placed.
- Web page and Digital sign: The marketing committee is responsible for the content.
- The club’s webpage needs to be revitalised.
- Radio community announcement. We have had good feedback.
- Donations from raffle balance to Deb Tatham’s fundraiser (Wyang Hospital cancer equipment) + \$200 to CWA to support women and children in rural areas.
- Club interchange bridge day with Maitland and Muswellbrook September? MK and JW to approach them to find out if these bridge clubs are interested in an annual event
- Press release to be sent out for the 50th/ Anniversary.

Report from Teaching and Development Sub Committee:

- 9 of the 12 people attending beginners’ lessons are likely to join as members.

Report from Sub Committee for Constitutional Change:

- Letter to be sent to Peter Owen, Solicitor to thank him for his substantial “pro bono” contribution of his time and experience to finalizing the new Constitution (RS)

General Business:

- 50th Anniversary Update (DP + Sue & Keith Woodbury) Red & white wine, champagne, , beer and soft drink – S&K to buy. Total Budget: \$6,000 including around \$4,000 for food and \$2,000 for alcohol, decorations and other ancillary costs.
Beginning at 12 noon, Speeches at 12.30 & Food at 1pm
- AGM: DP explained the reasons for his decision not to renominate for a committee position at the AGM on 8 May 2025.
- Thea: Would like to change our chosen charity support from Coast Shelter. Concern expressed by several members about Coast Shelter. To be discussed at the next meeting.
- Kitchen fridge/freezer. To be discussed at the next meeting.
- Clubhouse Upgrade: Plaque to recognize sponsorship donations (no names). Motion: “CCBC install a plaque to anonymously recognize member donors totaling of over \$500,000 towards the cost of the Clubhouse renovation. This will be displayed prominently”. Moved RS, sec LR, all in favour.
- DP: CCBC Alcohol Policy – minutes of committee meeting held on 12th November 2019 contained the following extract: *Alcohol Policy – it was agreed that alcohol consumption was to be prohibited during bridge playing session for all events.* As this statement was not a “Motion” and as several members have mentioned this issue during recent weeks, the committee needs to consider a motion with the same or similar meaning.
Resolution: “*Alcohol consumption is to be prohibited during bridge playing sessions for all events.*” Moved JW, Seconded LR, all in favour.
- DP: Sponsorship Income – update on potential sources. Fortunity declined. Bendigo Bank is not advantageous for the CCBC given several conditions. Palmdale / Creighton’s will sponsor \$3,000 for one year. MK to follow up and look at other sponsorship opportunities from local businesses.
- MK: All CCBC events must be listed on the webpage calendar.
- July 26-27 Novice and Restricted Congress: MK has agreed to run it.
- Life Membership – Norm Berger – Nomination from Phil Thomas together with the summary of Norm’s contribution to the CCBC during the last 15 years, process for approval at the AGM on 8th May 2025. The committee is unanimously in favour of this nomination proposal for Life Membership to Norm Berger.
- MK: Asked about documented cleaning list weekly, fortnightly, monthly? Shelley has a list
- MK: Asked about a documented list of all volunteers’ duties – for example, who is responsible to put the bins out. Most of these duties are allocated to volunteers either on a regular or on an “as needs” basis
- MK: Room temp needs to be addressed when playing - often ignored. This is the director’s responsibility – when the Clubhouse air conditioning is incorporated into the main hall zoning, temperature control may be easier
- MK: Detailed job descriptions of all volunteers in club. Matt is already working on role responsibilities as part of the process of completing the CCBC Procedure Manual
- MK: Content for digital board. Who is responsible? The Marketing committee is responsible for the content & Mike Hilton is responsible for any IT issues associated with displaying this content.
- MK: Phone in cupboard. Modem turned off. Nothing working?? Mike Hilton + RS to liaise with the objective of ensuring that the phone and modem are always functional.
- MK: Check list for when locking up. Lights and fans left on. Director’s responsibility.
- Change Gmail password - it was agreed to change the email password to prevent unauthorized access to the CCBC email system.

- MK: Committee not listening to other committee members' concerns. Deferred to the next meeting.
- The entire committee thanked David Purkiss for his contribution to the CCBC during both his term as President and as a member of the committee.

Meeting Closure: 12.06 pm

Next meeting: 14 May 10am

Lyn Paton (Secretary)

David Purkiss (President)