

Minutes for Committee Meeting Central Coast Bridge Club

Date: September 9, 2026

Time: 9:30 am

Meeting Roles Chair: Keith Woodbury Secretary: Lyn Paton

Attendees: Lyn Lynch (LL), Brian Millanta (BM), Colleen Milne (CM), Don Paton (DP), Lyn Paton (LP), Rod Shellshear (RS), Jill Wildey (JW), Keith Woodbury (KW), Sue Woodbury (SW)

Apologies: nil

Approval of Previous Minutes: Minutes of Meeting August 11, 2026. Approved by an out of Session Motion: Proposed CM, Seconded DP, approved by Committee.

Correspondence:

Incoming:

1. 14 & 18 Aug Robyn Norberry: Request for E/W signs
2. 18 Aug Liz Munro: Draft template letters to support the Complaints Management
3. 21 Aug Nicholas Kedwell, Ausure, re update to insurance policy following alarm installation.
4. 28 Aug Stryker: re defibrillator.
5. 2 Sep Duplimate: Request for update on the dealing Machine
6. 3 Sept Pauline Hayden & Deb Tatham: To attend Mini Monday @ Spring National

Outgoing:

1. 14 Aug Robyn Norberry: Response re N/W signs
2. 3 Sept Duplimate (from Ros Shellshear) re update on dealing machine
3. 3 Sept Shannon Queree: Pauline Hayden & Deb Tatham: nominated for free tickets to Mini Monday @ Spring Nationals
4. 6 Sept Stryker: Another response that the defibrillator has been checked.

Business Arising from Correspondence

- Complaints Process: LP to liaise with Liz to update the current complaint form and how the complaints process will work currently.
- Duplimate: Rod to send a report to them next week.

Membership Applications: Helen Simmonds, Moved LL, Seconded DP, approved by committee

Treasurers Report (LL): No written report due to significant issues with changing bank access and a change in software. A verbal report was given to the committee.

LP to contact Pianola to change contact person.

Energy Australia: LL to contact them to see if there is a cheaper plan.

A refund option on the EFTPOS machine is to be investigated.

Sub-Committee Reports

Tournament Secretary (DP):

- 6th and 13th August - Club Novice Teams - won by Judy Dind, Maria Fitzgerald, Gloria Smith and Lee Mitchell
- 19th August - Club Open Pairs - won by Peter Cloughessy and Tony Sappideen
- 24th August - August Pairs - won by Lyn and Don Paton

- 27th August - Aus-Wide Open Pairs - Lucy D'Ambrosio and Michael Jackson finished 58th (out of more than 1600 entries).
- 3rd September - Community Club Interclub Teams - won by Kerrie and Peter Johnman, Virginia Dressler and Ian McKinnon

I have accepted the Bridge NSW invitation to participate in the State-Wide Under 100 Masterpoint competition. Event to be held between September and November and I have nominated Wed 7th October as the date for our heat.

Masterpoint Secretary (PC):

As of last week, everything is up to date. The Open Mixed Pairs has been settled but needs to be entered manually, after speaking the process through David Weston.

Report from Teaching and Development Sub Committee (CM):

KJ and PJ have 12 new students in the Beginners and there will be 3 more new players coming tomorrow for support lessons with CM and CD.

Report from Marketing Sub Committee (SW):

- Due to the success of gaining learners from the Introduction to Bridge sessions held at the libraries we are exploring the possibility of extending these sessions to other venues.
- I have applied to hold further sessions at both Tuggerah and Erina libraries – 17 Nov @ Tuggerah and Erina to give us a date soon. Other venues to be investigated.
- There is still no update from Bunnings re-sausage sizzle.
- Open day is planned for Saturday 6th March 2027.

Sub-Committee Reports Accepted: Moved BM, Seconded JW, approved by the Committee.

Agenda

Business Arising from Previous Minutes:

- Computer Issues (KW) – Bridgemate communication with Compscore. The Bridgemate server needs to be directly connected to the computer and NOT in a USB adapter.
- Plaque to recognize donors (RS). TO DO
- Flick Pest Control (RS) email from June 24. TO DO
- Directors: PC has contacted all directors to put their names down as a director on the Bridge NSW site.
- Directors need to be re-registered every two years. Follow up with PC.
- Job descriptions update (LP). Ongoing
- Alarm installed. KW to contact Insurance Company. Done.
- What do we need to legally do to cancel member debenture? Peter Owens suggested that, to make it clear, we draw up a Deed of Release. RS to do.
- Can have a contact page at the top of our webpage? Done.
- Treasurer Changeover - KW to organise bank feeds. LL to reconcile accounts transactions. Progressing and nearing completion.
- Cleaners, did we find a cheaper alternative? No. If any member knows a cleaner, let us know.
- Budget Committee – Rod to provide previous budget. TO DO
- RS to complete SmartyGrants Acquittal Form. Done.
- CM has looked at SmartyGrants. There are no grants currently available. CM to organise getting an alert for when grants are available. All committee members to consider what club improvements for which we could apply for grants. Eg renovations in the male toilets, ceiling in ladies' toilets.

- Duplimate: A new motherboard has been installed by RS. Complete.
- Draft Complaints Management. Currently, we need to look at Complaints form and the current process. Future changes, which require Constitutional change, will be discussed at a future meeting.
- Meeting re Inter Club Events for 2027. KW and DS to attend after the Interclub on 3 Sept. The Interclub meeting made the decision to not change the format of the event.
- DP: Investigate having a 3rd section for "Rookies" (<30MP) at the next Novice and Restricted Congress. See below.
- Venue Hire Investigation Sub-Committee – Do we have prospective people to work on this? JW has made an approach to a member which will be discussed at the next meeting.
- Incident reporting record (BM) Update. Draft form created. Committee to review
- Bridge/Chess mornings. Review of Child Safe Policy.
Motion: The Child Safe Policy be formally accepted. Move SW, Seconded CM, approved by committee. It must be reviewed in 12 months. SW nominated as the Child Safety Officer.
- RS: Soundproofing to be continued next week on the "Western" wall.
- Vertical Blinds in the training room (DP) have been ordered.
- Sponsorship. BM and Viv asked for a letter from the club. Suggestions of whom to approach include Mackays, Real Estate, Diggers, Mingara, etc. The Committee to review the letter. BM to report on progress.

New Agenda Items:

- Novice Congresses (under 30) are being instituted by Bridge NSW and are keen for us to hold one. DP to contact at Sachiko Cathcart at Bridge NSW to get more details
- JW: Cover over the back door / awning and a ramp. Could be included in grants or added to a future budget.
- JW: Software to create the newsletter. Several options are to be considered.
- David Meehan visit. KW to request that it is scheduled for a Monday or a Thursday afternoon after play.
- Emma McBride to be invited to visit.
- Grand Final Day (Thursday October 1) – Social team day. LP to talk to JR for details and email members.
- ABF – Transaction system. Table Fees etc payments. LP to talk to LL re how this is done.
- CM: Welcoming New Players (Bridge NSW flyer) CM suggests that we run a social welcoming day with new and experienced players. All in favour.
- LP Follow up with PC regarding Bridge Ranking Certificates.

Meeting Closed: 11:57**Next meeting:** Wed October 21 @ 9:30am

Lyn Paton (Secretary)

Keith Woodbury (President)