CENTRAL COAST BRIDGE CLUB

415 The Entrance Road,
Long Jetty, 2261

ccbridgeclub@gmail.com

Special Committee Meeting
Central Coast Bridge Club

Date: October 21, 2026 **Time:** 9:31 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

This document was prepared for the ATO.

CCBC Committee Positions for 2026

The Central Coast Bridge Club voted for the following Committee at the AGM on May 28, 2026.

President: Keith Woodbury
Vice President: Brian Millanta
Treasurer: *vacant*
Secretary: Lyn Paton
General Committee: Colleen Milne, Don Paton, Rod Shellshear, Jill Wildey, Sue Woodbury

A Committee meeting on July 15, 2026, appointed Lyn Lynch as the Treasurer and Public Officer, as per the Constitution.

There are no other current members of the Central Coast Bridge Club Committee.

Moved: Rod Shellshear, Seconded Lyn Lynch, all in agreement.

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Keith Woodbury (President) Lyn Paton (Secretary)

Meeting Closed: 9:39am

Draft Minutes for Committee Meeting
Central Coast Bridge Club

Date: October 21, 2026 **Time:** 9:40 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 September 9, 2026. Approved by an out of Session Motion: Proposed SW, Seconded DP, Approved by Committee.

***Out of Session Motion*:** *CCBC will hold a Trivia Night at the Club on the 5th December, to raise funds for the club.* Proposed SW, Seconded LP, Approved by Committee.

***Correspondence*:**

Incoming:

1. 14 Sept Sachiko Cathcart: Starter Congress
2. 15 Sept Working With Children Check Employer Registration
3. 26 Sept Robyn Norberry: Air circulation
4. 27 Sept Robyn Norberry: Request for air purifier
5. 3 Oct The Entrance Rotary: Community Raffle
6. 5 Oct Toni Withington: Mandatory masks (negative)
7. 5 Oct Gillian Aldridge: Masks (negative)
8. 7 Oct Mitch Dowling: Director's Seminar
9. 9 Oct Deb Tatham: Girls Night In 5 Feb
10. 18 Oct Milan Durovic: Upgrades to web page management software (sent to RH)
11. 19 Oct John Aldridge: Request for bridge to start at 1pm on Monday & Thursdays

Outgoing:

1. 26 Sept Robyn Norberry: Response re air circulation
2. 2 Oct Robyn Norberry: Response to 27 Sept
3. 9 Oct Gillian Aldridge: Response re masks

Business Arising from Correspondence

Discussion on improving air flow. Options are being investigated.
CM is organizing the Rotary Raffle. 70 books have been ordered.
Committee approves the Girls Night In by Zonta
Changing Monday & Thursday sessions to 1pm. This does not suit all members. The clock must be used to keep to time so that the day does not finish so late. (LL to speak to the directors) LP to speak to John Aldridge.

***Membership Applications*:** Greg Simmonds (Full - Beginner), Kaylee Lemon (Full - previous member), Catherine Porter (Associate), Virginia Dressler (Associate), Ian McKinnon (Associate), Margaret Driscoll (Associate). Moved CM, Seconded RS. All in favour.

***Treasurers Report* (LL):**

Balance Sheet Attached

- Builders Retention Payment: Buterim L'Estrage have not re-installed the insulation. No action required.
- Table Collection fees: ABF charge 1.68% + GST (which we get back at the end of the month). EFTPOS Westpac charge is 1.2%. Brisbane Water have players self-tap the EFTPOS machine prior to play and write their name and table number on the receipt and the director collects them.
  Motion**:** *CCBC will stop selling vouchers immediately and members will self-tap the EFTPOS machine before play.* Proposed LL, Seconded JW, Approved by Committee.

  In support of this motion
  - No cash will be ever accepted at the club
  - There is a refund button which only directors can use if required.
- Significant Reduction in Power Bills. LL obtained an 11% reduction from Energy Australia.
- Term Deposit: Paid 1 July. Withholding tax needs to be claimed.
- Both Term Deposits have been rolled over. RS to give prior bank instruction documentation to LL.
- BAS $1697 just paid.

Sub-Committee Reports

Tournament Secretary (DP):

- 2nd September - Life Member Pairs - postponed due to insufficient entries. Rescheduled for 2nd November.
- 18th September - September Pairs - postponed due to insufficient entries. Rescheduled for 26th November (as November Pairs)
- 23rd September - Premises Anniversary Pairs postponed due to insufficient entries. Rescheduled for 23rd November.
- 26th and 27th September - Regional Final for State Pairs and Teams held at Central Coast Leagues Club. Club Pairs representatives were Peter Cloughessy and Tony Sappideen and Lee Mitchell and Kerry Ransom. The Teams were Lee Mitchell, Gloria Smith, Judy Dind, Lyn Lynch and Margaret Prince, Paula Threlfo, Don and Lyn Paton. Special thanks to Kerry Ransom and Lyn Lynch who substituted at very short notice for Maria Fitzgerald (a COVID victim).
- 12th October - Black Swan Pairs - won by Chris Passafaro and Catherine Porter.
- 14th October - Club Swiss Pairs - postponed due to insufficient entries. Yet to be rescheduled.

Masterpoint Secretary (PC):

The only outstanding event to update is the Mixed Pairs. Otherwise, it is all up to date.

Report from Teaching and Development Sub Committee (CM):

- Beginners Lessons concluded yesterday. New lessons will occur early next year.
- Supervised Sessions: A decision to change the supervised session from Thursday to Tuesday afternoon was agreed by the committee.
- Discussion on what to do to bolster numbers at sessions and entry into competitions. DP to send out a survey to members.

Report from Marketing Sub Committee (SW):

- Weekend Bridge & Burgers: 7 participants on Saturday, 5 on Sunday.
  3 are attending transition sessions on Tuesdays & one will be playing this Saturday.
  Total food cost for weekend $82.50
- Future Library information days: Nov 4 at Erina and Nov 17 at Tuggerah

- Bunnings BBQ: We have been allocated Sunday 31st January 2027 to hold our fund-raising BBQ at Bunnings. It is a significant undertaking and will require quite a lot of volunteers to do the various tasks necessary in the lead up as well as to fill the roster on the day. A roster will be placed on the notice board. This needs to be advertised.

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

Agenda

Business Arising from Previous Minutes:

- Plaque to recognize donors (RS). To do
- Flick Pest Control (RS) email from June 24. To do
- Cancelling a member debenture. Peter Owens suggested that, to make it clear, we draw up a Deed of Release. (RS) To do
- Directors need to be registered every two years. Follow up with PC. DONE
- Job descriptions update (LP). Waiting for PC (Chief Dir + Directors), LL (Treasurer), RS (Maintenance). We need to add a list of mandated tasks and documents. Add list of mandatory jobs
- Treasurer Changeover. LL to reconcile accounts transactions. DONE
- Budget: A document has been provided by David Purkiss. BM to look at this document and rework it to make it more useable.
- SmartyGrants: CM to organise getting an alert for when grants are available. Grantfinder. The ones that are available are not appropriate currently. CM to look at them further.
- All committee members to consider what could be included on a list of possible grants (Men's toilets, Ladies' toilet ceiling, Cover over back door, ramp..). Nothing added.
- Venue Hire Investigation Sub-Committee – Do we have prospective people to work on this? KW to approach Rod Tulloch.
- Incident reporting record (BM) Update. Committee to review draft form. BM to send digital copy to Secretary. DONE. BM to oversee.
- Bridge/Chess mornings for students. CCBC registered 15 Sept (REG0080018)
- RS: Soundproofing update. Architraves around the windows is all that is outstanding. Letter of thanks to PC. KW to ask Graeme to update honour boards.
- Vertical Blinds in the training room (DP). DONE
- Sponsorship. Committee to review the letter. Committee agrees with the sponsorship letter. BM to report on progress.
- Complaints Procedure (LP):
  - Ratify the procedure and provided by Liz M.
  - Discuss the new Complaints Form. Committee in agreement.
- Create a sub-committee for Constitutional Change for changes required to better support the Complaints Procedure and determine if any other changes are needed. BM, RS and LP to sit on the sub-committee.
- Duplimate: RS to send a report to them. DONE. RS to negotiate a reduction on costs.
- Novice Congresses (under 30) are being instituted by Bridge NSW and are keen for us to hold one. DP to contact Ketchiko Cathcart at Bridge NSW to get more details. TO DO.
- JW: Software to create the newsletter. JW to work with SW to look at making a template.
- David Mehan has confirmed he will visit us on Monday the 2nd Nov at 5pm. All committee to attend. LP to email members to stay back – glass of wine + nibbles.
- CM: Graduates Welcome Session. Run a social welcoming day with new and experienced players. Friday 27th November with play and afternoon tea. Members bring a plate.

- LP Follow up with PC Certificates for MP. PC said that he hadn't any for some time but will pass them on as they arrive. DP to talk to David Havyatt.

New Agenda Items:

- Congress Convenor's Role. Update Roles and Responsibilities
- (LL) Bridge Mates ($20 to service). Committee authorize servicing of 10 machines at a time.
- (DP) Entrants to competitions: How do we get more entries to competitions and/or players at times other than Monday and Thursday afternoons. Survey to be done.
- Back Awning $6K quote
- Automatic Aircon On/Off Times. RS to do.
- John MacIlwrath update
- Trivia Afternoon: Saturday 5th December 1:30 to 4:30pm. $10 entrants. Donations requested from members for a raffle.
- Request from NSW Bridge to host the State Senior Teams and Pairs in May. Bridge NSW will not provide financial support. It runs for four days during which we get no table fees. *Motion*: *The CCBC Committee do not agree to host NSW Bridge to host State Senior Teams.* Moved CM Seconded LL All in favour.
- Council Rates - Non-Profit Discounts do not apply.
- Building Insurance - requoting. Tony Bemrose has been approached to get an update price.
- (SW) Which charity are we supporting this year? Ask members for suggestions.
- Charity Day Afternoon (19 Nov) to be afternoon tea sold. All members to Bring a cake.
- ABF Loan Repayment: Committee to hold an out of session meeting on Thursday 29 Oct @5pm

Meeting Closed: 12:27pm

Next meeting: Wed November 11 @ **9:00am**

Keith Woodbury (President) Lyn Paton (Secretary)

Balance Sheet

Central Coast Bridge Club Inc
As at 30 September 2026

	30 SEPT 2026
Assets	
Bank	
The CCBC Incorporatedd	60,549.26
Westpac Term Deposit	76,101.40
Total Bank	**136,650.66**
Fixed Assets	
Computer Equipment	55.45
Less Accumulated Depreciation on plant & equipment	(30,821.00)
Plant & equipment	39,722.00
Total Fixed Assets	**8,956.45**
Non-current Assets	
415 The Entrance Rd, Long Jetty	1,670,000.00
Less accumulated depreciation on improvements	(22,313.00)
Property improvements	56,241.00
Total Non-current Assets	**1,703,928.00**
Total Assets	**1,849,535.11**
Liabilities	
Current Liabilities	
ATO integrated client account	5,102.00
Buterin L'Estrange retention	17,554.00
GST	(2,833.17)
GST adjustment account	(1,333.08)
Other creditors	1,382.00
Total Current Liabilities	**19,871.75**
Non-current Liabilities	
ABF Loan	100,000.00
Member debenture loans	221,887.50
Total Non-current Liabilities	**321,887.50**
Total Liabilities	**341,759.25**
Net Assets	**1,507,775.86**
Equity	
Assets revaluation reserve	454,732.00
Current Year Earnings	21,366.91
Financial instrument	507,000.00
Retained Earnings	524,676.95
Total Equity	**1,507,775.86**