

REDCLIFFE BRIDGE CLUB INC
MINUTES OF THE MANAGEMENT COMMITTEE MEETING
held on Thursday 24 September 2020
at the Clubhouse at 1.45 p.m.

- 1. Attendance:** Fay Jeppesen (chair), Melissa Weber, Wayne Parker, Ross Shardlow, Steve Woodrow, Annette Hyland, Ken Griggs (guest)
Apologies: Ron Elmes

2. Correspondence In and Business Arising:

- [1] 9/9/20 Midge Spice sent apologies for the AGM and advised she cannot attend bridge due to family circumstances at this time but looks forward to coming back. She commended the outgoing committee for all their hard work in difficult circumstances.
- [2] 12/9/20 Trish Brighton from the Scrabble Club responded to our correspondence accepting that the Scrabble Club cannot use our premises currently due to Covid.
- [3] 13/9/20 Maya Widowski queried why the new date of the AGM was not corrected on our Home Page.
- [4] 13/9/20 Annette Hyland asked if the Management Committee had made any decisions about using the remaining red point sessions for this year.
- [5] 14/9/20 Kim Ellaway from the QBA sent an update on various issues.
- [6] 14/9/20 Joan Butts from ABF Education sent some information about weekly refresher lessons for ABF students.
- [7] 15/9/20 Faye Korolak acknowledged our letter advising that the TPI group could not currently hold their monthly meeting on our premises due to Covid restrictions, and advised that they have suspended their meetings for now because their members are in the high risk group.
- [8] 15/9/20 The Office of Fair Trading advised that our revised Club Rules are not acceptable because they allow cash payments of up to \$200 where the legislation only allows \$100. They advise that we must revise this, hold another Special General meeting for the members to approve the revision and then re-submit.
- [9] 21/9/20 Andrew Gosney advised that the QBA is holding a Free Youth Bridge Fun Day on 4 October.
- [10] 23/9/20 John Scrivens acknowledged a letter sent to him by the club commending his work on the Rules sub-committee, stating that the whole team of members on the sub-committee contributed equally to produce the final outcome and that he would be personally thanking Helen Chapman for her Chairmanship of the sub-committee which was instrumental in the successful formulation of the Rules.

3. Correspondence Out

- [1] 10/9/20 Secretary acknowledged the email from Midge Spice.
- [2] 12/9/20 Secretary sent an email to Trish Brighton of the Scrabble Club outlining why the committee feels it is currently not possible to let them use our premises due to Covid.
- [3] 12/9/20 President(Ken Griggs) sent a letter to John Scrivens thanking him for all his work and advice on the new club Rules.
- [4] 13/9/20 Maurice responded to Annette Hylands email advising that the allocation of Red Points for the rest of the year would be addressed by the new committee.
- [5] 13/9/20 Secretary wrote to Mick of the TPI group advising that due to Covid related reasons it would not be possible for them to have their meetings at our club house for the foreseeable future.
- [6] 13/9/20 Maurice responded to Maya's email regarding the date of the AGM

Melissa moved and Annette seconded that the correspondence in be accepted and the correspondence out be endorsed. **Carried**

4. Business arising from Correspondence

[1] The committee agreed that we would have a Special General Meeting on Saturday 24 October at 12 noon to approve the revised Rules which will then be re-submitted to the Office of Fair Trading. **Melissa** to prepare a Notice of Meeting and Agenda which **Wayne** will send out via Pianola together with an attachment showing the revised Rules. **Melissa** to place this notice and attachment on the Notice Board in the Club House. **Melissa** to advise Kim Ellaway (QBA) of the amendment and meeting.

5. Minutes of last Management Committee meeting 8/9/20 and business arising

It was noted that these minutes were reviewed and accepted by members of the previous committee. Wayne moved and Ross seconded that the minutes be accepted as a true record of the meeting. **Carried**

[1] Wayne F was organizing for the cleaning of the solar panels on the roof. **Wayne P** will find out if this has been completed.

[2] A request to renew our lease was submitted to the MBRC and no response has been received yet. **Melissa** to follow up.

6. Minutes of AGM on 21 September 2020 (prepared by Maurice)

All present agreed that the draft minutes are accurate. These will need to be formally accepted at the next AGM. **Melissa** to file in appropriate place.

7. Treasurer's Report

Not required as it was presented on 9 September.

Wayne proposed and Annette seconded that:

Fay Jeppesen(President) and Melissa Weber(Secretary) and Wayne Joseph Parker(Treasurer) be Signing Officers for the Redcliffe Bridge Club Inc. bank accounts 024403550, 502077515, 125784107 and 1674303550 with any 2 of 3 officers to sign. **Carried**

8. Membership Report

Annette advised that there were no new members since the previous meeting.

Annette presented a Review of Returning Members 16/7/20 to 23/9/20 showing that 104 of our members out of a total membership of 212 have played at least one session after the Covid closure of the club. Of these 104, 91 are playing regularly. Of these 91, 41 have less than 100 points and 50 have more than 100. This figure of 91 represents only 43% of our financial members, however it is not clear how many of our financial members were playing regularly pre-Covid.

It was moved by Wayne and seconded by Ross that the Membership report be accepted. **Carried**

9. General Business

A. Management Committee Vacancy.

It was noted by Fay that Rule 13 (1) of our constitution states that the Management Committee has the power to appoint any Member of the Association to fill a casual vacancy on the Management Committee until the next AGM. Ron Elmes has expressed a willingness to take up the vacant position. Fay moved and Ross seconded that we appoint Ron Elmes as a Management Committee member. **Carried**

B. It was noted that our latest Position Description document was prepared in 2018. Also noted that our new Rules (which are yet to be accepted) contain a variety of position descriptions. We discussed the appointment of various members to a variety of positions. Fay moved and Melissa seconded that the following list of appointments be made:

Steve Woodrow to be Tournament Organizer

Ross Shardlow to be responsible for Education including mentoring

Annette Hyland to continue as Masterpoint and Membership Secretary

Magdeline Wong to continue as Providore

Lorraine Bechley to continue as Librarian

Sandra Routley to be our Club Recorder

Wayne Parker to be responsible for our Website

Wayne Parker will be our I.T. Officer

Fay Jeppesen will organize the Newsletter

Ron Elmes will be Maintenance Co-ordinator and Workplace Health & Safety Officer

Ken Griggs will take responsibility for social events including the Christmas Party

Peter Murray will be Dealing Co-ordinator

Peter Murray will be Partner Liaison

Fay Jeppesen and Ross Shardlow to be QBA and Zonal Delegates

Carried

Melissa is to advise the QBA of our delegates, and also to advise the QBA of our new Committee members.

It was noted that as part of his role **Ron** will be responsible for the Covid requirements for entry to our sessions including organizing a roster of people to do the temperature testing, collect table fees etc. at the door.

Fay advised that Maree Filippini had offered her services in the area of Catering. Due to Covid we will not be holding any catered events in the club in the immediate future so the committee decided not to appoint anyone to this role for now.

C. Red Point and Championship Events for the remainder of 2020.

Due to Covid restrictions we have missed a number of Red Point and special competitions. Annette presented suggestions for when we could hold red point events to use up our allocation by the end of December.

It was agreed by all that Steve, Ross and Annette would come up with a plan for Red Point and special events to be played by the end of 2020. Friday the 20 of November may be used for an all day Championship Pairs event. It was proposed by Melissa and seconded by Fay that Steve, Ross and Annette come up with a plan and implement it. **Carried**

It was noted that we can't advertise Red Point events on the website. When details are available **Wayne** will advise on the website that changes have been made to our program book and that details are available in the club house on the Notice Board.

D. Friday Play.

We discussed whether Friday sessions should be resumed. It was agreed that we would try to get Tuesday numbers increased before introducing another session. Tuesday is no longer a Supervised Play session and is open to all members. **Wayne** will put a notice on the website promoting the fact that Tuesday is available to all members and we are looking for more participants.

E. Booking System.

It was agreed that we should not allow people to book more than one month in advance.

F. 2021 Program of Events

Steve will work with **Ross, Annette** and **Ron** to put together a Program Book for 2021. This will need to be reviewed by the committee and be ready for print by the middle of November.

G. Table Size and Number of Players per session.

The QBA has issued information that Bridge is considered an indoor sport and as such we don't need to keep players 1.5 metres apart when on the field of play, which in our case is the bridge table.

Ross proposed that we resume using just one regular size table seating 4 players around it. This would allow us to have 12 tables of 4 totalling 48 players. With our floor space we are allowed a maximum of 50, so we could have 12 full tables plus allow for 2 non-playing visitors to be on the premises. Fay advised that she questioned the players at each table when playing today, if they would be comfortable playing at the smaller table and nobody objected. Everyone at our Management Committee meeting confirmed that they would be happy to play with this arrangement. Ross proposed that we change to a maximum of 12 small(regular size) tables with a maximum of 24 pairs per session. This was seconded by Melissa. **Carried**

After **Fay** has updated our Covid Safe Plan and it has been put on our website, we will change to this system immediately. **Wayne** will issue a notice to members via Pianola.

H. Ross advised that he had received a query from a member asking if they could play in our sessions with a non-member, as they had been doing prior to Covid. After discussion it was agreed that this is reasonable. Melissa proposed and Annette seconded that:

A Redcliffe Bridge Club Member may play with a partner who is not a member, as long as that non-member is a registered financial ABF member. **Carried**

This will be implemented when we change to 12 table limits.

It was noted that non-Members would still be excluded from special events such as the Ton Van Kan Pairs and Championship events.

I. Weekly Announcements.

It was agreed that the Secretary would provide these and put them in the Director's tray.

J. Covid Plan Review.

Fay, Steve and Ross advised that they have all done the on-line Covid training and obtained a Certificate.

It was generally agreed that taking into account what we have seen at other bridge clubs, golf clubs, public functions etc. some of our current procedures may be unnecessary. **Fay** will work on a revised Covid procedures document, including the seating of 4 players at a regular size table.

It was pointed out by Steve that he walked into the club today for the meeting without having played in the session, and that there was no covid record of him being here. We agreed that **Melissa** will prepare a register to keep at the front door for non-playing visitors to the club house to provide their name and contact tracing details.

Fay said that we should have a MSDS(materials safety data sheet) for our hand sanitizer. **Wayne** will endeavour to obtain this information.

Fay suggested that committee members should be wiping down computers and phones etc. in the office after use.

K. Cleaning.

Wayne presented a report on our cleaning costs. We are currently paying \$910 per month for 4 cleans per week which has been our normal procedure for some time. Wayne obtained quotes for various other options including increased cleaning and these quotes were very expensive. We decided that there is no need to have professional cleaners come in after every session, and we will continue with our current arrangements. Fay requested that **Wayne** obtain a duty statement from the cleaners to describe what they are currently doing.

L. Office of Fair Trading(OFT).

Wayne will lodge the annual return required by the OFT.

M. Xmas Party.

Fay advised that with the approval of the previous committee members, she has booked the boat club for our Christmas Party. The Club will provide a sit-down meal and members will buy their own drinks. This will be open to members only (not partners). **Ken** will organize a flyer for the Notice Board in the Clubhouse. Members will be advised that if they book and are a "no-show" as has happened in the past, they will be required to re-imburse the club for costs incurred.

Fay proposed that "the club hold a Christmas Party lunch on 11 December at the Moreton Bay Boat Club at a cost of \$400 for room hire for a mazimum of 110 people at \$35 per head. This was seconded by Ross. **Carried.**

N. Melbourne Cup.

It was agreed that the club will not hold a Melbourne Cup Lunch under the current Covid circumstances. As our Social functions organizer Ken may organize sweeps, however it was

noted that no-body would be in the clubhouse when the race is run as our Tuesday Session is normally finished around 1 p.m.

O. Beginner Lessons.

Ross is planning on organizing lessons to commence in February 2021.

P. Change of Committee.

Melissa is to advise the council our our new committee details and also change the information sheet on the front glass door.

Q. **Wayne** to alter the Membership Form to reflect the fees for Away Members agreed at the AGM.

R. Blinds.

Ken advised that he had sourced replacement blades for our missing ones on the blinds. He will order a couple at the cost of approximately \$12.

S. Ken described to the committee an issue and disciplinary action which has occurred in relation to one of our members so that we are are aware of the situation.

T. Ken wanted to make us aware that the QBA some time ago was looking to recognize the outstanding contribution of members at various clubs around Queensland. Our previous committee advised the QBA that they felt Sandra Routley and Wayne Parker should be considered for such recognition. Kim Ellaway has recently advised that this initiative is on the back-burner for now.

U. Ken raised the subject of the Free Games that we issue to volunteers in the Club. He said the previous committee had put a lot of thought into this and had come up with some recommendations which we might want to take into account when looking at this issue. **Melissa** to put this on the Agenda for the next meeting.

V. Council Call out when alarm is triggered.

Wayne to advise at next meeting who is on call and in which order to decide if still appropriate.

W. Keys.

Wayne to review Key Register and arrange keys for Fay.

10. Date of next meeting and close


Fay thanked Ken for attending the meeting and extended to him an invitation to attend future meetings. The next meeting will be on Thursday October 8 at 1.45 p.m. The meeting closed at 4.50 p.m.


Action List

1[24/09]	Prepare and issue Notice of SGM and place on Notice Board	Melissa
2{24/09}	Advise QBA of Rules amendment and meeting	Melissa
3[24/09]	Follow up cleaning of solar panels	Wayne
4[24/09]	Follow up lease agreement with MBRC	Melissa

5[24/09]	Advise QBA of our Delegates and our new committee members	Melissa
6[24/09]	Implement Covid roster for front door at each session	Ron
7[24/09]	Implement Red Point and special event plan for 2020	Steve
8[24/09]	Advise members of new Red Point and special events for 2020	Wayne
9[24/09]	Use website to promote Tuesday plan	Wayne
10[24/09]	Update Covid-safe Plan inc. 12 table play	Fay
11[24/09]	Advise members of new Covid-safe plan, 12 tables and non-member Partners being allowed after Fay has completed Covid Plan	Wayne
12[24/09]	Prepare a Covid visitor register for entry to club house	Melissa
13[24/09]	Obtain MSDS for hand sanitizer	Wayne
14[24/09]	Obtain duty statement from cleaners	Wayne
15[24/09]	Lodge annual return to OFT	Wayne
16[24/09]	Organize Christmas Party invite and list of attendees	Ken
17[24/09]	Ross to organize Beginner lessons to start Feb 2021	Ross
18[24/09]	Advise council of new committee details	Melissa
19[24/09]	Change contact details and session details on front glass door	Melissa
20[24/09]	Alter Membership form to reflect fees agreed at AGM	Wayne
21[24/09]	Check who is on call if alarm goes off	Wayne
22[24/09]	Review key register	Wayne

Confirmed as true and correct.


Fay Jeppesen (President)


Melissa Weber (Secretary)

Date: 8/10/20