

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday, November 5, 2020 at 1.45 p.m.
At the Clubhouse, 2a Irene Street, Redcliffe

1. **Attendance:** Fay Jeppesen(Chair), Melissa Weber, Wayne Parker, Ross Shardlow, Annette Hyland, Ron Elmes.
Apologies: Steve Woodrow
2. **Minutes of the Management Committee Meeting held October 8, 2020** were tabled. It was moved by Melissa and seconded by Ron that these minutes be confirmed as true and correct.
Carried.

3. **Business arising from the Minutes of October 8, 2020 and Progress of Actions:**

Actions

- | | | |
|--|-------------------------------------|---------|
| 1.[24/09] Follow up cleaning of solar panels. | See Building & Maint Rpt | Ron |
| 2.[24/09] Implement Covid roster for front door for each session | Completed | Ron |
| 3.[24/09] Obtain duty statement from cleaner | Completed | Wayne |
| 4.[24/09] Review key register. Ongoing. | | Wayne |
| 5.[08/10] Reply to Ron Klinger | Completed | Melissa |
| 6.[08/10] Invite Ton and Estelle to Christmas lunch. | Completed | Melissa |
| 7.[08/10] Prepare 2021 Program Book. | See TO Report Item 7 | Steve |
| 8.[08/10] Advise members of entry conditions for Championship Pairs | Completed | Steve |
| 9.[08/10] Organize use of Events Online Entries for Championship Pairs. | Completed | Wayne |
| 10.[08/10] Implement MORP. | See Education Report Item 9 | Ross |
| 11.[08/10] Organize advertising for Beginner Lessons 2021. | See Education Rpt. | Ross |
| 12.[08/10] Meet with Snooker Club to discuss shared use agreement. Completed. The Snooker Club has signed the agreement. Melissa is to scan and send signed copy to the council and the Snooker Club and file in the safe. | | |

4. **Correspondence and Business Arising**

1. **OUT** 8/10/20 Fay emailed Ken to re Melbourne Cup function.
2. **IN** 7/10/20 Email received from Tayla Jozefowski of MBRC detailing council's responsibilities for the building and confirming that we are responsible for painting the outside of the building. Attached was a copy of the MBRC Community Leasing Policy.
3. **IN** 13/10/20 Email from Kim Ellaway re various things (copy sent to MC members)
4. **OUT** 13/10/20 Melissa emailed Ron Klinger to advise we will not subscribe to his column.
5. **IN** 14/10/20 Brian Vernon advised he wishes to vote at SGM but cannot be there. He asked if a scanned proxy emailed to us is acceptable.
6. **OUT** 15/10/20 Melissa emailed Brian to say we are not sure if emailed proxies are valid – he is welcome to send one but we won't have a problem getting a quorum due to the bridge session that day.
7. **IN** 15/10/20 Email received from Kim Ellaway with attachment re Congress Director Exam. This was forwarded to Steve and Fay.
8. **IN** 15/10/20 Email from Midge Spice offering to assist Annette with the Masterpoints role. Melissa responded saying we will let her know. Fay and Annette are having ongoing discussions with Midge regarding this.

9. **OUT** 15/10/20 Melissa emailed Ton Vankan inviting him and Estelle to be our guests at the Christmas Party.
10. **IN** 17/10/20 Ton replied to say they would love to come.
11. **OUT** 19/10/20 Melissa acknowledged Ton's email and asked Ken to add him and Estelle to the list of attendees.
12. **IN** 21/10/20 ABF Education sent an email with some suggestions re education. Melissa forwarded this to Ross and copied to Fay. Fay suggested that students who enquire about our lessons should be informed about the 4 lessons which are available on the ABF website for beginners. This would give them some introductory information about bridge before they commence lessons. **Ross** agreed to implement this.
13. **IN** 24/10/20 In response to a query from Steve, Julie Jeffries advised that the only GNOT Heats she is aware of for next year are Northern Suburbs on 13 & 14 March, and Kenmore on 20 June. The Zone Final is scheduled for 28-29 August.
14. **IN** 23/10/20 Sandra forwarded a position description for her role of Club Recorder for consideration at our next meeting.
15. **IN** 26/10/20 Beaumont Care sent an email asking the procedure for Maureen Keegan (one of their residents) to join the club.
16. **OUT** 26/10/20 Melissa forwarded a Membership Application form by email to Beaumont Care and advised them to have it completed and returned to us.
17. **IN** 25/10/20 Maureen Keegan's daughter Dianne emailed asking how she could pay the member fees for her mother to join.
18. **OUT** 26/10/20 Melissa sent our bank account details to Dianne with details of amount due.
19. **IN** 27/10/20 Diane asked if there were additional fees due when Maureen comes to play.
20. **OUT** 27/10/20 Melissa advised Diane that we charge \$5 per session and advised her of current Member Registration procedures to play in a session.
21. **IN** 27/10/20 Sandra sent a draft Incident Record form for review by the committee and requested us to consider procedures for storing and destroying Club Recorder records. This was forwarded to all MC members.
22. **IN** 2/11/20 Email from Kim Ellaway re B4c events (forwarded to MC members)
23. **IN** 2/11/20 Email from Kim Ellaway re Congress Directors exam nominations and Online bridge. Kim asks us to inform our members who haven't come back to face-to-face bridge that there are online options available and that she is happy for them to contact her to link them up with a club that offers them. Melissa sent a message to members via Pianola on 5/11/20 advising them of this.

Melissa moved and Ross seconded that the Incoming Correspondence be accepted and the Outgoing Correspondence be endorsed. **Carried.**

5. Treasurer's Report (Wayne)

Wayne described our financial position for October with nothing unusual to report. YTD from April to October we are showing a loss of \$2,273.90, noting that of course Table Fees are significantly less because we have less playing sessions than last year. Wayne moved Ross seconded that the Treasurer's Report as tabled be accepted and that the accounts paid be ratified. **Carried.**

6. Membership and Masterpoint Report (Annette)

- (a) We had one new member application: Elaine Jones has applied to transfer her membership from The Gold Coast to make Redcliffe her home club. Her membership has been proposed by Sue Lind and seconded by Melissa Weber. Annette proposed and Ron seconded that we accept her application. **Carried.**

- (b) Annette advised that we have one member transferring home membership to another club which is Abby Wanigaratne. Abby was playing on Tuesday nights which are no longer available.
- (c) Annette estimates that the green points earned by Friday and Tuesday night sessions which we are currently not doing were approximately 190 per annum. If we continue without these sessions it will probably result in 4 less red point events for 2022, and together with the reduction in tables for Thursday play we may only have 16 Red Point events in 2022.

7. **Tournament Organiser Report** (Steve - absent)

The Management Committee acknowledged the efforts and thanked the working party who have drafted a Program Book for 2021 – Steve, Ross, Wayne, Ron, Sandra and Annette. Wayne presented the draft Program Book. MC members are asked to review this book and get back to Steve and Wayne with any comments by 12 November. We will need to approve the Program prior to our next MC Meeting, so **Steve** will need to prepare a Flying Minute detailing any changes to the draft, which **Melissa** will need to forward to MC members for approval.

8. **Building and Maintenance Report and O.H. & S. Report** (Ron)

- (a) The **Solar Panels** have not yet been cleaned because the cleaner did not have an appropriate fitting to use the tap. Ron is trying to source an attachment for the tap but it is non-standard and proving difficult to obtain.
Ron has done some research on the cleaning of solar panels and there are varying reports on how often they should be cleaned, but the best indicator is to monitor the power output. Wayne advised that he does keep a record of the electricity generated by our solar panels.
- (b) Ron has been approached about changing the location of the **Timer clock** to improve access and line of sight. All agreed that Ron can go ahead and lower it so that it is easier to reach.
- (c) Ron believes that covid-safe entry protocols will need to remain in place until at least the end of January at which time the Queensland Government may relax requirements.
- (d) We need to have an **Incident Report** Pro Form to use in the unlikely event of an injury or medical incident occurring at the Club. This form will need to record details of the incident and be kept on file. **Ron** will draft a form for this purpose. **Melissa** is to print a list of Emergency Contact details for members which will be readily available in the office if an incident should occur. **Ron** will draft a procedure for medical emergencies and stick it to the side of the bookshelf under the first aid kit so that it is easy to find. The directors will need to be informed of emergency procedures.
- (e) It is important that the Club adhere to a timetable of informing members of **Emergency Evacuation Procedures** at least 4 times per year. In the first week of each quarter, at every session, either the director or a committee member should announce the Emergency Evacuation Procedures.

9. **Education Report** (Ross)

- (a) **Beginner lessons** by Sue Kennard will commence on 6 February. A flyer has been prepared. Members will be asked to post this on notice boards in their buildings, clubs etc. where they think some interested people may see it. Ross will approach Dolphin News to see if we can get some free advertising. Sue is approaching the Redcliffe Magazine.
- (b) We have 18 Rookies registered for the **MORP** program and all but 3 have commenced with a mentor. Ross acknowledged the huge contribution of Gordon Gemmell in this program. Ross is doing a lesson on basic bidding next Tuesday after play, as we have all noticed a lack of understanding in this area by the mentees.

- (c) Discussion was held about what we can do to encourage novices and beginners to play at the Club. It was generally agreed that we need to provide a session where less experienced players can come and play. After some discussion it was decided that we will start a Friday session for Novices and Mentoring with the following conditions:

The session will be for players with less than 100 masterpoints, plus pairs participating in the MORP mentoring program.

The session will be on Friday afternoon commencing at 12.30.

It will not be supervised play so it will be normal Green Points, with no Red Point sessions.

It was moved by Melissa and seconded by Ron that we commence this Novice/Mentoring session from Friday 5 February, 2021. **Carried.**

10. General Business

- A. **Club Recorder Position Description & Incident Report form.** Sandra forwarded these documents for our review and asked the MC to consider procedures for the storage and destruction of records kept or produced by the Recorder. After some discussion it was proposed by Ron and seconded by Melissa that:

“we accept the Club Recorder Position Description and Incident Report Form prepared by Sandra and that (a) for disciplinary records referred to the committee, we keep these in a file in the safe for a period of 10 years, and (b) for records of incidents that were resolved without the knowledge or involvement of the committee, the Recorder may destroy these or pass them on to the next Club Recorder as they deem appropriate.” **Carried.**

Melissa to advise Sandra of our decision.

- B. **Position Description** reviews for all positions.

Fay declared that she agreed the Secretary PD submitted by Melissa is appropriate. Other **committee members** are requested to review their PD's in the 2018 document tabled and to get back to Fay with any changes. **Melissa** will add preparation of the Annual Report to the Secretaries duties and then update the PD document secretary section.

Fay noted that By-Law 4.3 states that the **Providore** needs to have a budget so this should be added to the **Providore** PD.

After some discussion Wayne proposed and Melissa seconded that the **Providore be given a budget of \$500 per month** for tea, coffee, snack and kitchen supplies(excluding Special Events). **Carried.**

- C. **Edna Hodgen, Daphne Kerr & Bea Donaldson awards.**

Annette advised that due to the Covid shut-down and reduced playing sessions we do not have enough data to decide these awards for 2020. Annette moved and Melissa seconded that we do not present the Edna Hodgen, Daphne Kerr and Bea Donaldson awards for 2020. **Carried.**

D. Can we stop using **paper cups** to save money and help the environment? After some discussion it was decided to keep our current Covid-safe procedures until the Qld Government announces a relaxation of restrictions. We can then review our procedures.

E. **Cleaning** (Fay)

Fay met with AMC who confirmed what is cleaned at every visit (4 times a week), which includes door handles, light switches and floors. Fay has requested that the cleaner sign in and out on our Covid register every time they are here.

F. **Free Games**

Ross moved and Annette seconded that the following free games vouchers be issued at the Xmas party in recognition of service to the club:

- 50 Wayne Parker – Systems admin
- 30 Peter Murray – Dealing Organizer & Partner Organizer
- 50 Magdeline Wong – Providore
- 20 Sue Kennard – Teaching 2020 (cut short by Covid)
- 20 Annette Hyland – Masterpoint and Membership Secretary
- 5 Jack Nyhouse – Dealing

And that in addition we give a bottle of wine to Lorraine Bechley for her services as librarian and a bottle of wine to the following Directors for their service: Steve, Ross, Ron, Sandra, Max, Maurice, Helen & Richard.

Carried.

G. Should we still use **Booking system** with 12 tables now? Consensus is yes we should. It's handy for the directors to know how many are coming, and the covid officers at the door know when everyone has arrived, plus we don't want to have players showing up only to be told that we have exceeded 12 tables so they can't play.

H. **Special General Meeting** . Fay read the minutes for the SGM held on 24/10/20. Annette proposed and Ron seconded that these minutes be accepted and endorsed. **Carried.**

I. **Xmas Party.** We have had some phone enquiries from members asking us to put them on the list for the Xmas party lunch. These are members who are not currently playing and haven't played since the Covid shut down back in March. It was agreed that these non-playing members are able to come to the lunch but we need to give priority to those members who are currently playing, as it is their table fees that are paying for the lunch. We have booked for a maximum of 110 and it is unlikely that we will exceed this number, but just in case, it was moved by Ron and seconded by Ross that:

we have 3 lists for bookings:

1. Members currently playing bridge. (first preference)
2. Members who haven't played at the club since March 2020. (second preference)
3. Partners of members who will attend at their own cost of \$35. (third preference)

and that anyone who books and doesn't show on the day will be asked to refund the \$35 which the Club paid for their booking. Members/partners will need to put their name on the list by 1 December at the latest with final numbers and payment to the MBBC by 4 December. **Carried.**

11. Close and date of next meeting. The meeting was closed at 4 p.m. Our next meeting will be Thursday 17 December, 2020 at 1.45 p.m.

Action List

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|---|---------------|
| 1. [5/11] Sign & scan shared use agreement and send copies to RSC & MBRC. | Melissa |
| 2. [5/11] Prepare and distribute a flying minute for changes to Program Book 2021. | Steve/Melissa |
| 3. [5/11] Finalize and Print Program Book for 2021. | Steve/Wayne |
| 4. [5/11] Find a tap fitting to allow solar panels to be cleaned. | Ron |
| 5. [5/11] Move the Timer Clock. | Ron |
| 6. [5/11] Create an Incident Report for Accidents/Medical Incidents. | Ron |
| 7. [5/11] Draft a procedure for Accidents/Medical Incidents. | Ron |
| 8. [5/11] Print a list of Emergency Contacts for members. | Melissa |
| 9. [5/11] Prepare an announcement to be used for quarterly Emergency Evacuation Procedure announcement. | Ron |
| 10. [5/11] Advise Sandra of decision re Recorder and Incident Reports. | Melissa |
| 11. [5/11] Advise Fay of any changes to Position Descriptions. | All |
| 12. [5/11] Update Position Descriptions document. | Fay |
| 13. [5/11] Print Free Games vouchers and put in envelopes for distribution. | Wayne |

Confirmed as true and correct by:

Fay Jeppesen (President)

Melissa Weber (Secretary)

Date: _____

Date: _____

Redcliffe Bridge Club Inc. - TREASURER'S REPORT - October 2020

Tabled at Management Committee Meeting of 5 November, 2020

1. Cash Holdings

\$4,481.29	Cash at Bank Account
\$18,082.36	Business Saver Account
\$169.20	Petty Cash
\$310.00	Free Games and Vouchers
\$435.00	Cash on Hand
\$270,000	Term Deposit no. 125784107 - 12 mths at 1.70% maturing 19/4/2021
<u>\$110,000</u>	Term Deposit no. 167430388 - 12 mths at 1.70% maturing 13/4/2021
\$403,477.85	Total

2. Expenses

\$1,891.91 List of expenses attached.

3. Liabilities

\$125.35 Coles Customer Account card.

4. Profit & Loss

Profit & Loss for last month and the quarter ending September is attached.

P & L Summary	Oct-20	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 3,072.00	\$ 4,792.00	\$ 7,884.00	-\$ 27,578.00
Total Receipts	\$ 3,176.37	\$ 5,176.78	\$ 18,865.14	-\$ 28,501.28
Expenditure	\$ 1,891.91	\$ 3,138.31	\$ 21,139.04	-\$ 18,570.51
Surplus/Loss	\$ 1,284.46	\$ 2,038.47	-\$ 2,273.90	-\$ 9,930.77

Notes:

1. Table fees - because of covid, we are playing less sessions than the same period last year
2. Year-to-date we are showing a loss of **\$2,273.90**.
3. Other points worth noting - we have made a deposit for the xmas function room hire - \$400.00
4. We have a credit (\$95.26) on our electricity account from the QLD Govt Utility Relief Rebate.

I move that the Treasurer's report as tabled be accepted and the accounts paid be ratified.



Wayne Parker
Treasurer