

REDCLIFFE BRIDGE CLUB INC
MINUTES FOR THE MANAGEMENT COMMITTEE MEETING
Held on Thursday, October 8, 2020 at 1.30 p.m.

1. **Attendance:** Fay Jeppesen(chair), Melissa Weber, Wayne Parker, Ross Shardlow, Steve Woodrow, Annette Hyland, Ron Elmes.
Apologies: Nil
2. **Minutes of the Management Committee Meeting held September 24, 2020** were tabled. It was moved by Melissa and seconded by Steve that these be confirmed as true and correct. **Carried.**
3. **Business arising from the Minutes of September 24th and Progress of Actions:**

Actions

1[24/09]	Prepare and issue Notice of SGM and place on Notice Board. Done. Issued via Pianola on 3 October.	Melissa
2[24/09]	Advise QBA of Rules amendment and meeting. Done.	Melissa
3[24/09]	Follow up cleaning of solar panels. Passed to Ron to do.	Wayne
4[24/09]	Follow up lease agreement with MBRC. Done (To be discussed in General Business)	Melissa
5[24/09]	Advise QBA of our Delegates and our new committee. Done.	Melissa
6[24/09]	Implement Covid roster for front door for each session. In progress. It was noted that we should in future keeps the doors locked to players Until 12 noon/ 9 a.m. to give the Covid checkers time to get ready.	Ron
7[24/09]	Implement Red Point and special event plan for 2020. Done.	Steve
8[24/09]	Advise members of new Red Point and special events for 2020. Done.	Wayne
9[24/09]	Use website to promote Tuesday plan. Done.	Wayne
10[24/09]	Update Covid-safe Plan inc. 12 table play. Done.	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 . Done.	Wayne
12[24/09]	Prepare a Covid visitor register for entry to club house. Done.	Melissa
13[24/09]	Obtain MSDS for hand sanitizer. Done.	Wayne
14[24/09]	Obtain duty statement from cleaners. Ongoing.	Wayne
15[24/09]	Lodge annual return to OFT. Done.	Wayne
16[24/09]	Organize Christmas Party invite and list of attendees. Ongoing.	Ken
17[24/09]	Ross to organize Beginner lessons to start Feb 2021. Done. See Education Report Item 9.	Ross
18[24/09]	Advise council of new committee details. Done.	Melissa
19[24/09]	Change contact details and session details on front glass door. Done.	Melissa
20[24/09]	Alter Membership form to reflect fees agreed at AGM. Done.	Wayne
21[24/09]	Check who is on call if alarm goes off. Done. Wayne advised contact order is Ken, Wayne, Maurice and all agreed to continue as is.	Wayne
22[24/09]	Review key register. In progress.	Wayne

4. **Correspondence and Business Arising**

IN:

1. 26/9/20 Invitation from Kim Ellaway for Zoom meeting on Monday 28 September.
This meeting was subsequently attended by Wayne who emailed a report to all committee members.

2. 26/9/20 Email from Kim Ellaway re various things.
3. 30/9/20 Email from Ron Klinger asking for the club to subscribe to a daily or twice a week column for members. The cost would be \$3,650 annually for the daily or \$1,040 annually for the twice a week.
Steve said he previously subscribed to Ron Klinger's emails but found after a month he stopped looking at them. Other members present said they had also received emailed columns/lessons and rarely viewed them. All agreed that we should not go ahead with this. **Melissa** is to reply to Ron Klinger to advise him.
4. 30/9/20 Email from Ron Klinger suggesting that we could get a local business to sponsor the column.
5. 30/9/20 Email from Lacey Hill of MBRC, acknowledging receipt of our new committee details and advising that their Community Leasing team are currently processing and drafting the new lease.
6. 29/9/20 Email from Fay saying that she has been in contact with Lacey regarding the Lease.
7. 2/10/20 Email from Ton Vankan sending his congratulations and best wishes to the new committee, advising that he still plays bridge every day on Bridge Barron.
Fay suggested that we invite Ton and Estelle to attend our Christmas Lunch at the boat club as our guests. All agreed that this would be fair considering he is our only surviving Life Member. **Melissa** to invite him by email.
8. 2/10/20 Email from Kim Ellaway re various things. Was forwarded to all committee members.
9. 4/10/20 Email from John Scrivens regarding the SGM Notice.
10. 3/10/20 Email from Kim Ellaway with attached On-Line Congress Notice. Fay asked Wayne to send this to all members. It has been placed on the Congresses Notice Board.
11. 6/10/20 Email from Kim Ellaway re changing rules saying we do require 75% approval.
12. 7/10/20 Proposal from Ken re Melbourne Cup lunch at the RSL. See General Business ItemG.
13. 2/10/20 Email from Lacey of MBRC to Fay, attaching copy of current lease agreement and advising that they do not have a template to use for the joint use agreement with the Snooker Club, which they have suggested we organize.

OUT:

1. 26/9/20 Fay emailed Kim Ellaway re a club representative attending the Zoom meeting.
2. 28/9/20 Melissa emailed Kim Ellaway with details of new committee and delegates and session times.
3. 28/9/20 Melissa emailed MBRC advising them of new committee members and asking about progress on Lease.
4. 28/9/20 Melissa emailed Kim Ellaway advising her about the changes in our Rules requested by the OFT and our SGM on 24 October.
5. Melissa responded to Ron Klinger's request saying the committee will consider at our next meeting.
6. 5/10/20 Melissa emailed Kim Ellaway regarding voting percentage needed to approve new rules.
7. 7/10/20 Melissa emailed John Scrivens re requirements for Rule changes.

Melissa moved that the Incoming correspondence be accepted and the Outgoing correspondence be endorsed. This was seconded by Ross. **Carried.**

5. Treasurer's Report (Wayne)

Wayne presented his report, noting that we have made a loss of \$3,558.36 for the first 6 months of the year due to a reduction in table fees due to Covid-19. Wayne believes our loss for the full year

will be minimal, anticipating a pick-up in player numbers, and a probable smaller number of attendees for the Xmas party compared with last year.

It was noted that we are now showing "Free Games" as an expense in the Profit & Loss as required by our new By-laws. In order for the accounts to be accurate this requires that table fees are also recorded under Income for any free games used.

Wayne moved and Ross seconded that the Treasurers Report as tabled be accepted and the accounts paid be ratified. **Carried.**

6. Membership and Masterpoint Report (Annette)

Annette advised:

- (a) The ABF have confirmed that our red point allocation for 2021 will be the same as 2020 which means we will have 21 B4C Red Point sessions to allocate.
- (b) We received an ABF masterpoint invoice for \$280.44 which she passed on to Wayne for payment.
- (c) We received 3 new member applications as follows:
 - Quentin Crestanelli was proposed by Anita Crestanelli and seconded by Wayne.
 - Julie Simpson (away member) was proposed by Ross and seconded by Fay.
 - Dianne McColl (away member) was proposed by Ross and seconded by Fay.

Annette proposed and Ross seconded that we accept these applications. **Carried.**

7. Tournament Organiser Report (Steve)

Steve presented a summary of content for the 2021 Program Book for discussion. It was agreed that **Steve**, Ross, Ron and Wayne will meet after play on Thursday 22 October to discuss further.

Steve advised that he will attempt to get a non-playing qualified director for our Club Championships in November, as required under our new By-laws. This director may be paid or unpaid.

Steve will work with Wayne on advising members of the Entry Conditions for our Club Championship in November, complying with our new By-laws. **Wayne** is to see if we can set up Online Entry for this and other special events via the Events tab on our website.

8. Building and Maintenance Report (Ron)

Being new to the position Ron had nothing to report. He will get together with Wayne to find out details about our Club Maintenance schedule and agreements.

9. Education Report (Ross)

- (a) Ross advised that Sue Kennard has agreed to conduct Beginner lessons commencing on 6 February, 2021. Ross will approach Sue to see if she can prepare a flyer/advertisement. Ross will research where we can place free or paid advertisements.
- (b) Ross presented a proposal for a "Mentoring of Rookies Program" (MORP). Ross will form a group to work on this with a view to contacting members with less than 30 Masterpoints asking if they would like to participate, and then finding an appropriate Mentor for them. Ross proposed and Ron seconded that no table fees are to be paid by a Mentor participating in the Program. **Carried.**

10. General Business

- A. Covid Plan. Fay moved and Steve seconded that the Covid-19 Safe Plan dated 30 September, 2020 which is currently on the Notice board be approved, and that the Conditions of Entry Checklist 8/10/20 be approved with one small change – members will need a temperature of less than 37.5 degrees to enter the club house. **Carried.** It was also agreed by all that if a member tests at 37.5 or above, they will be given an opportunity to retest within 10 minutes. If still too high they will be asked to leave.

- B. Covid Entrance Roster (Ron)

Ron will provide a roster, noting that the Director of the day should not be Covid officer for that day. We need 2 people – one to do Covid checking and one to collect money. The door to the clubhouse will be locked to players until the Entry is manned. This will be from 12 noon on Monday and Friday, and 9 a.m. on Tuesday and Thursday. Ron will distribute the roster by email and by placing on the Notice Board.

- C. MBRC Lease and agreement with Snooker Club(Fay)

Fay presented a draft for a Shared Use Agreement between the RBC and the Redcliffe Snooker Club. The MBRC suggested that we have an agreement to attach to our new lease agreement with them which is currently under review.

In summary, we are proposing that our current arrangements continue. All expenses are split 50/50 with the exception of the Cleaning of the Foyer and Amenities and the provision of supplies for the Amenities. We propose to pay 60% with the Snooker Club paying 40%. This is roughly in line with current arrangements, and based on the premise that we use the toilets more than they do.

It was moved by Fay and seconded by Melissa that this proposed agreement be accepted and that **Fay** organize a meeting with the Snooker Club to discuss.

- D. QBA Delegate meeting (Wayne)

This zoom meeting was attended by Wayne who issued a report to committee members afterwards. Wayne noted that zoom meetings were likely to continue in the future, as it saves on travel and accommodation costs for delegates outside Brisbane.

- E. Payment of Prize money for Ton Vankan and other Club Championships in November.

It was moved by Melissa and seconded by Annette that first place will receive double their entry fee and second place will receive a refund of their entry fee for the Ton Van Kan and Pairs Club Championship in 2020. **Carried.**

After the 2021 program has been finalized a proposed Prize Money schedule will need to be reviewed and approved by the Management Committee.

- F. Ken has requested that he be allowed to put a flyer on our Notice Board advertising a Melbourne Cup lunch to be held at the RSL. Everyone agree this is okay, noting that it is not

a Bridge Club function. We agreed that Ken/Alan can organise sweeps to be sold in the clubhouse but must follow Covid-19 procedures while doing so.

G. Ross advised that he spoke to Trish from the Scrabble Club. They are not yet ready to resume play in our clubhouse. They may resume in 2021 - probably one day a week on a Wednesday afternoon. They will keep their keys and keep their belongings in the clubhouse for now, assuming that they will resume play here in the future.

11. Close and date of next meeting. The meeting was closed at 3.50 p.m. Our next meeting will be Thursday 5 November, 2020 at 1.45 p.m.

Action List

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|---|---------|
| 1.[24/09] Follow up cleaning of solar panels. | Ron |
| 2.[24/09] Implement Covid roster for front door for each session | Ron |
| 3.[24/09] Obtain duty statement from cleaner | Wayne |
| 4.[24/09] Review key register. | Wayne |
| 5.[08/10] Reply to Ron Klinger | Melissa |
| 6.[08/10] Invite Ton and Estelle to Christmas lunch. | Melissa |
| 7.[08/10] Prepare 2021 Program Book. | Steve |
| 8.[08/10] Advise members of entry conditions for Championship Pairs | Steve |
| 9.[08/10] Organize use of Events Online Entries for Championship Pairs. | Wayne |
| 10.[08/10] Implement MORP. | Ross |
| 11.[08/10] Organize advertising for Beginner Lessons 2021. | Ross |
| 12.[08/10] Meet with Snooker Club to discuss shared use agreement. | Fay |

Confirmed as true and correct.

Fay Jeppesen (President)

Melissa Weber (Secretary)

Date: _____

Date: _____

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

Tabled at Management Committee Meeting of 8 October, 2020

1. Cash Holdings

\$3,739.62	Cash at Bank Account
\$18,074.69	Business Saver Account
\$299.20	Petty Cash
\$311.00	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
\$402,424.51	Total

2. Expenses

\$5,890.98 List of expenses attached.

3. Liabilities

\$104.19 Coles Customer Account card.

4. Profit & Loss

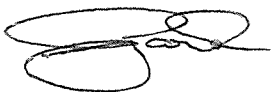
Profit & Loss for last month and the quarter ending September is attached.

P & L Summary	Sep-20	Last Yr	Year to Date from 1 April	YTD Variance
Table Fees	\$ 2,571.00	\$ 4,184.00	\$ 4,812.00	-\$ 25,858.00
Total Receipts	\$ 3,225.08	\$ 4,842.03	\$ 15,688.77	-\$ 26,500.87
Expenditure	\$ 5,890.98	\$ 2,883.59	\$ 19,247.13	-\$ 17,324.11
Surplus/Loss	-\$ 2,665.90	\$ 1,958.44	-\$ 3,558.36	-\$ 9,176.76

Notes:

1. Table fees simply cannot be compared to last year because of the virus and reduced sessions.
2. Year-to-date we are showing a loss of **\$3,558.36**, but I think that we will make most of this up!
(Table fees will improve over coming months and I think we will have a smaller xmas function).
3. Other points worth noting - we have made a deposit for the xmas function room hire - \$400.00
4. We have a credit (\$103.36) 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