

REDLAND BRIDGE CLUB (Inc)

MINUTES OF MEETING OF MANAGEMENT COMMITTEE

MONDAY 12 SEPTEMBER 2016

OPENED: 9.25 a.m.

PRESENT: Doug Sands (Chairman), Ben Engeman, Greg Nolan, Molly O'Donohue, Gill Ross, Mike Souter

APOLOGIES: Pauline Curtis, Carradine Lucas, Peter Neville

MINUTES OF PREVIOUS MEETING held 8 August 2016: Moved by Gill, Seconded Greg that the Minutes as distributed on 27.8.2016 are a correct record of the meeting. Carried.

BUSINESS ARISING FROM MINUTES:

1 Water Supply Pipe: Doug reported that Peter has lodged a request with Redland City Council (RCC) for RCC to take over responsibility for the water supply pipeline in the common user area on the building side of the meter. Awaiting a response from Council. Council has repaired the subsidence beside the access road. RE-LIST

2 Constitution and By-Law Review: The following issues have to be revised:

- Husband & wife on committee executive
- Honorary Life Members cap of 2.5% of membership
- Entry criteria to RBC Honour Board Events
- Masterpoint limit for Tuesday session RE-LIST

3 Position Descriptions: Review is continuing. DOUG

4 Honorary Life Membership (HLM): Committee resolved that in future granting HLM would include a HLM name badge provided by the club.

5 Pianola Software: Committee agreed with Doug's proposal to survey members at today's session on how many members would be interested in using Pianola if available. DOUG

6 List of Members' Email Addresses: Molly to check with Carradine whether the existing list on the Compscore computer can be accessed for administrative uses. MOLLY

7 Teams of 3 Event Tuesday 13 September: Molly reported that 10 teams have registered and sufficient captains have been found. Val Roland is to be Director and it will be six 6 board rounds. It is BYO lunch with members contributing to nibbles. MOLLY

8 Joy Slade's Farewell: Doug reported that the afternoon tea for Joy has been postponed until she is sufficiently well to attend. The club will pay for the afternoon tea as Joy is an HLM. RE-LIST

9 Solar panels: Peter had reported that the panels were functioning better now than during the previous evaluation. Therefore nothing needs to be done at this time.

10 Supervised Play: Molly reported that she had discussed supervised play with Deirdre. Committee agreed to two members giving 1 to 1 coaching to a promising novice pair at the clubhouse on Saturday mornings.

All other actions had been completed.

CORRESPONDENCE: Attached list presented by Gill who moved that the correspondence be accepted. Seconded Molly. Carried

BUSINESS ARISING FROM CORRESPONDENCE:

11 Delivery of Parcels: Molly to contact the Cleveland Post Office and arrange details of parcel delivery if at no extra cost. MOLLY

12 Resignation of Secretary: The committee accepted with regret the resignation of Liz Engeman as Club Secretary due to family reasons. Moved Molly O'Donohue, seconded Mike Souter and carried that Gill Ross be the new Club Secretary.

Doug to write a letter to Liz accepting her resignation. DOUG

Gill to send notification of Secretary change to the Qld Office of Fair Trading. GILL

Doug to advise Redland City Council of change of Secretary and insurance certificates. DOUG

TREASURER'S REPORT: Greg presented the attached report and moved that it be accepted. Seconded Gill. Carried

DIRECTORS' REPORT: The attached notes of the Directors' meeting held 5 September 2016 were received by the committee. Items raised were:

13 Offer of Electric Reclining Lounge Chair: Committee was grateful to Carradine for her offer of a lounge chair for use by unwell members but felt that the lounge chair was not needed. A chair in the office could be used by unwell members or the stretcher in the store. Judith Corney has offered to donate a blanket.

Mike to ensure that the stretcher is correctly assembled. MIKE

Doug to arrange for the missing pillow to be replaced. DOUG

14 Tuesday Masterpoint Level: Committee agreed with the Directors' recommendation that the Masterpoint cap on Tuesdays be removed for a trial period so that more experienced players could attend Tuesday sessions to help with the development of less experienced players. The trial is to run to the end of the year. DOUG

15 Thank You to Scorers: Committee agreed with the Directors' recommendation to hold an afternoon tea to show the club's appreciation to past and present scorers. Scorers will continue to be used but at a reducing rate as many directors now do their own scoring. A suggested date was 31 October. DOUG

DEALERS' & MASTERPOINTS REPORT: Carradine supplied the attached report. No actions required.

EDUCATION REPORT: Molly tabled a report (attached) on the Andy Hung classes held in July and August. These were well attended and appreciated by many. If Andy is used next year, Committee suggested that Tuesday afternoons again be used, that the cost to members should just cover Andy's fee and that no lunch be provided.

MAINTENANCE: Mike reported that the leaking taps in the men's washroom are being replaced.

WORKPLACE HEALTH & SAFETY: Doug presented the attached report.

16 Fire Safety: Doug advised that the annual contract for inspections of extinguishers and smoke detectors had expired. Also the emergency exit diagrams in the clubhouse do not meet the current Australian Standards and need to be redrafted. Three quotes have been obtained for the inspections and exit diagrams. Moved Molly, seconded Greg and carried that the quote from Olympic Fire Services for \$1488 be accepted. DOUG

17 Workplace Health and Safety: Doug recommended that an external audit be carried out on hazards and risks in and around the clubhouse. Three quotes were obtained to do the audit and get a report. Moved Molly, seconded Gill and carried that the quote from Solutions in Engineering for \$298 be accepted. DOUG
The Committee is not aware of any unacceptable health or safety risks at the club at this time.

18 Safety Compliance: Doug reported that an evacuation practice had been carried out at the Tuesday session on 19 July. The report was reviewed by the Committee. The recommendation has been carried out. Thanks Ben for servicing the wheel chair. The Club's Fire and Evacuation Plan has been reviewed and revised. The Committee approved the revised Plan. Doug advised that the club has met all its regulatory obligations with respect to 'First Response Training' and Committee approved for the President to lodge the Annual Occupiers' Statement with the Qld Fire Services and Redland City Council. DOUG

NEW MEMBERS: No new members this month.

GENERAL BUSINESS:

19 Procedure for Issuing Minutes: Doug had circulated a draft procedure. Committee decided that minutes are not to be placed on the website nor on the notice board until they are approved by the Committee. The rest of the procedure was agreed with. Doug to amend procedure. DOUG

20 Partner Requests: Doug asked whether this could be arranged on-line through the club website. The Committee feels that the paper calendar system should continue with assistance from the partnership coordinators as required.

21 System Cards: Doug and Mike reported of two instances at the 2 September session of players saying they did not know what their partner's bid meant. If this happens, the Director should be called.

22 Address of Clubhouse: Discussion was held on the recent problems of emergency vehicles not being able to find the clubhouse. The Redland City Council has advised that it has no plans to give names to the access roads in the Pinklands reserve. Doug suggested saying "opposite Dinwoodie Road" to the despatcher. Molly will visit the Cleveland ambulance station to try to educate them. MOLLY

23 Coming Events: Doug advised the Redland Bridge Club is hosting the Brisbane Zone Interclub Teams event on Sunday 20 November. Ros Putland is arranging a poster calling for players to

represent the club in 4 grades. A sub-committee of Kay Justice, Joy Welsford, Gill, Molly and Doug has been formed to arrange the catering for the lunch and the nibbles throughout the day.DOUG

24 QBA Planning Meeting: Mike will represent RBC at the QBA planning meeting on 15 September.
MIKE

25 Foul Board 2.9.16: Mike & Molly have discussed this with the Director and those pairs affected have had their scores adjusted.

26 ASIC: Doug advised that RBC currently has no reporting obligations to the Australian Securities & Investment Commission.

NEXT MEETING: Monday 3 October 2016 at 9.30a.m. **PLEASE NOTE FIRST MONDAY**

CLOSE: There being no further business, the meeting closed at 11:00 a.m.

CONFIRMED

Doug Sands

3 October 2016

Chairman:.....Date:.....