

REDLANDS BRIDGE CLUB (Inc.)
MINUTES OF COMMITTEE OF MANAGEMENT MEETING
MONDAY, 19 MARCH, 2018

OPENED: At 9.05 am Mike opened the meeting.

PRESENT: Mike Souter (Chairman), Neil Casey, Daniel Chua, Pauline Curtis, Paul Elkington, Carradine Lucas, Chris Mayfield, Molly O'Donohue, Doug Sands

APOLOGIES: Ann Shotter

MINUTES OF PREVIOUS MEETING held on 12 February, 2018: Moved Doug, seconded Molly, that the Minutes of the previous meeting as emailed on 1 March 2018 are a correct record of the meeting. Carried

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Defibrillator:** Quote from First Aid Group is \$3569 for the 500P AED including consumables and training. Committee feels that CPR training as well AED training is required. Doug to find out if Council or local state member is able to offer a grant. Doug to check with St Johns what unit it recommends. DOUG
2. **Application for Restricted Liquor Permit:** Doug to lodge the application after the required constitution changes are approved by the Office of Fair Trading. DOUG
3. **Television/Projector Setup:** Mike to follow up with Darryl Lock to check on globe in projector and get it working for television connection. MIKE
4. **Electricity Review:** Committee previously decided to arrange a review of our electricity consumption before making a decision on the fluorescent light replacement with LEDs. Doug to obtain two quotes from electrical consultants. DOUG
5. **2018 Membership Booklet:** Molly advised that she has the artwork for Deborah Thomas' sponsorship of \$500. Committee agreed to print 300 booklets this year, 50 less than last year. Corrections to members' telephone numbers to be closed this Friday 23 March. CARRADINE
6. **Access Road Signage:** Council has agreed to upgrade the signage at the bikeway crossing. RE-LIST

All other items from the previous minutes have been actioned

CORRESPONDENCE: The attached list of correspondence from 12 February to 11 March was presented. Moved by Molly, seconded by Neil, and carried that the incoming and outgoing correspondence be received. Actions required are;

7. **Membership Application Form:** Daniel to arrange for the membership application form to be placed on the club website. DANIEL
8. **Country Music Festival 4-6 May:** Doug to advise Jean Smith and Avra Bowler that parking will be a problem on Sunday 6 May. DOUG
9. **Quote from Seal Air Conditioning** to clean 8 return vents for \$555: Mike to check whether Dave Young will do this. MIKE
10. **QBA Request for 2019 Congress Dates:** Molly to advise our congress dates for 2019. MOLLY

TREASURER'S REPORT: Neil presented the attached report and provided explanations. Acceptance of the report was moved by Neil, seconded by Molly, and carried.

DIRECTORS' REPORT: No report

DEALERS AND MASTERPOINT SECRETARY REPORT: Moved Carradine, seconded by Chris, and carried that the attached report be received. No action required.

EDUCATION REPORT: No report

WORKPLACE HEALTH AND SAFETY: The committee is not aware of any workplace health or safety issues at present.

MAINTENANCE: The squeaky door hinges to the air lock are to be lubricated. The committee is not aware of any other maintenance issues at present.

NEW MEMBERS: Moved by Carradine, seconded by Molly, and carried that the following membership applications be approved: Aarre Heikkonen, Leila Heikkonen and Neil Healy

GENERAL BUSINESS:

11. Actions from AGM: Doug to: arrange for minutes of AGM to be completed and displayed; advise the Office of Fair Trading of amendments to constitution; arrange amendments to master constitution and place it on the club's website; issue list of constitution amendments; advise new committee to the Office of Fair Trading, Council and QBA.

DOUG

12. Auditor's Recommendation: Daniel advised that the auditor had recommended a stocktake of raffle prizes but Daniel does not think this is necessary. Daniel thinks that there are adequate internal controls at present. Committee felt that too many raffle prizes and too many free game vouchers were being given to members. Committee to monitor table fee income.

13. Annual Levies: Committee resolved that levy renewal notices be issued on 31 October this year with payment due by 31 December. If members have not paid by 31 January, \$7 table fees and a re-joining fee of \$10 are payable. Notice to be placed in the Trumpit. PAULINE

14. Volunteer List: The volunteer list was discussed. Robina Cooper to progressively take over Membership Secretary from Margaret Wienk. Chris to take over Banker from Molly. Glenda Lock to take over purchasing of biscuits and coffee from Barb Flynn. Ann Shotter to take over Social Coordinator from Molly. Molly to take over office/kitchen supplies purchaser from Ben while the position is advertised. Ben is willing to remain as Council contact for the garden. Mike to ask Ben whether he is willing to remain as Community Publicist. MIKE
Doug to amend Volunteer List and re-issue. DOUG

15. Anzac Day: Pauline agreed to arrange Anzac biscuits for Wednesday 25 April. PAULINE

16. Bridge for Brains: Committee resolved to hold B4B on Friday 4 May. \$10 table fee and gold coin donation. The club to provide morning tea. Pauline offered to arrange. PAULINE

17. Card Holders: Molly to purchase some plastic card holders. MOLLY

18. Cup Holders: Mike to arrange to purchase more plastic cup holders. MIKE

19. Solar Panels: Mike to organise a contractor to clean the solar panels. MIKE

20. Garden Seat: There were mixed opinions about the garden seat. Doug to enquire whether a second hand bus shelter is available. DOUG

21. Social Trivia Night: Molly proposed a social night on Friday 20 April. \$10 for dinner and a trivia night. She and Gill Ross will arrange and prepare an advertising poster. MOLLY

NEXT MEETING: To be held Monday 16 April 2018 at 9:30 am.

CLOSE: There being no further business, the meeting closed at 10.40 am.

Confirmed: Chairman:.....Mick Souter..... Date.....16 April 2018.....