

REDLAND BRIDGE CLUB (Inc)

MINUTES OF MEETING OF MANAGEMENT COMMITTEE

MONDAY 3 OCTOBER 2016

OPENED: 9.25 a.m.

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

APOLOGIES: Peter Neville

MINUTES OF PREVIOUS MEETING held 12 September 2016: Moved by Molly, seconded Gill that the Minutes as distributed on 13.9.2016 are a correct record of the meeting. Carried

BUSINESS ARISING FROM MINUTES:

1 Water Supply Pipe: 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. 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 Pianola Software: Doug reported on the outcome of the survey of members carried out on 12 .9.16 that only one of 82 members was interested in using the hand analysis provided by Pianola. Doug to advise Lynne that the club will not proceed with using Pianola. DOUG

5 List of Members' Email Addresses: Molly has discussed with Carradine how the member email addresses in the database can be accessed. Carradine to provide a copy to Molly. CARRADINE

6 Teams of 3 Event Tuesday 13 September: Molly reported that the event was generally enjoyed by the team members. She recommended a different format for training be used in 2017. Carradine suggested a no masterpoint day with all new players being partnered with a mentor for the day. Maybe plan two of these training sessions for the year. Mike to ask the Tuesday group on 4.10.16 what they thought of the Teams of 3 training day. MIKE

7 Joy Slade's Farewell: Doug reported that the morning/afternoon tea for Joy has been postponed until she is sufficiently well to attend. The club will pay for it as Joy is a life member. RE-LIST

8 Resignation of Liz Engeman as Club Secretary: Letters have been sent to Liz, the Office of Fair Trading and the Redland City Council. Gill to advise Kim Ellawy at QBA. GILL

9 Tuesday Masterpoint Level: Mike to advise the Tuesday group on 4.10.2016 that the Masterpoint cap on Tuesdays is to be removed for a trial period so that a greater number of 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. MIKE

10 Thank You to Scorers: Committee to arrange an afternoon tea on a Monday 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. Due to the full calendar in 2016, a date is to be set for early 2017. RE-LIST

11 Fire Safety: Doug advised that the six monthly inspections of extinguishers, emergency lights and smoke detectors has been carried out. The contractor, Olympic Fire Services, advised that the emergency exit diagrams in the clubhouse are satisfactory to meet the current Australian Standards. The annual cost will therefore reduce from \$1488 to \$593.

12 Workplace Health and Safety: Doug advised that the external audit carried out on hazards and risks in and around the clubhouse had been completed and the report contained two moderate hazards and two minor hazards:

- The trip hazard on the back path has been highlighted
- A sight window is to be installed in the men's washroom door MIKE
- A sign is required on the external switchboard enclosure DOUG
- Fallen vegetation is to be removed from the east side of the building MIKE

13 Address of Clubhouse: Committee agreed that we say "opposite Dinwoodie Road" to the emergency services despatcher or tell them to use Google maps.

14 Brisbane Zone Interclub Teams Event: The Redland Bridge Club is hosting this year's event on Sunday 20 November. A poster calling for players to represent the club in 4 divisions has been displayed. A sub-committee of Kay Justice, Joy Welsford, Gill, Molly and Doug is arranging the catering for the lunch and the nibbles throughout the day. RE-LIST

All other actions had been completed.

CORRESPONDENCE: The attached list was presented by Gill who moved that the correspondence be accepted. Seconded Carradine. Carried

BUSINESS ARISING FROM CORRESPONDENCE: Nil

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

15 MYOB: Moved Carradine, seconded Mike that a required upgrade of MYOB software be purchased for \$561. Carried GREG

16 Petty Cash: Committee agreed to lower the limit when the petty cash can be topped up, from \$300 to \$250 and agreed to the use of a form being drafted by Anne Ormerod for directors to record petty cash taken from table fees.

DIRECTORS' REPORT: Nil

DEALERS' & MASTERPOINTS REPORT: Carradine supplied the attached report.

17 Membership Levy: Committee resolved that members be given the option to pay their 2017 membership levies by direct deposit into the club account. Also levies and renewal notices with emergency contact details are to be handed to the Treasurer or placed in a locked box in the foyer and not given to a director. Carradine to find the key to the congress box. CARRADINE

EDUCATION REPORT: Nil

CONGRESS REPORT: Molly reported on the congress held on 25 September. This was very successful with 32 tables utilised. About \$1800 profit was made. None of the placegetters was from RBC.

MAINTENANCE: Mike to arrange for the old taps in the ladies washroom, the disability toilet cubicle and the kitchen hand basin to be replaced. MIKE

WORKPLACE HEALTH & SAFETY: No written report. Ben reported on an incident at the clubhouse on Sunday 2 October where Joan Quinn fell and cut her face.

The Committee is not aware of any unacceptable health or safety risks at the club at this time.

NEW MEMBERS: Moved Molly, seconded Mike, that Ben Whitehouse be approved for club membership. Carried

GENERAL BUSINESS:

18 Melbourne Cup: Committee discussed Gill's list of actions and personnel required for the Melbourne Cup social day on 1 November. Committee resolved that no green masterpoints be awarded on the day if insufficient boards are played. GILL

19 Recycling: Molly gave a report on the costs of having a recycling bin serviced by JJ Richards. Committee resolved to approve the introduction of recycling at \$13 per service. MOLLY

20 Wall Fans: Moved Greg, seconded Ben, that 3 more oscillating wall fans be installed for approx. \$450, one in each of the three remaining corners of the building. Carried. MIKE

21 Purchase of Defibrillator: Committee briefly discussed the suggestion from a member that the club should have a defibrillator. Doug to email some considerations. DOUG

22 Nationwide Pairs: Mike discussed that some clubs are using this competition. Carradine to research the ABF website to find out what is involved. CARRADINE

NEXT MEETING: Monday 14 November 2016 at 9.30a.m.

CLOSE: There being no further business, the meeting closed at 11:10 a.m.

Confirmed

Chairman: Doug Sands

Date: 21 November 2106