

Redlands Bridge Club Inc
Management Committee Meeting Minutes
Monday 12 April at 9:30 am

At 9.30am Doug Sands declared that a quorum was present and the meeting duly constituted. Doug opened the meeting and welcomed Ben Whitehouse to his first meeting.

PRESENT: Doug Sands (Chairman), Ros Putland, Deborah Thomas, Max Latimer, Jan Deaville, Robina Cooper, Ben Whitehouse, Glynis Hendricks, Sebastian Raciti, Donna Noble

APOLOGIES: Mick Souter

MINUTES OF PREVIOUS MEETING held 15 March 2021

Moved Glynis Hendricks, seconded Ros Putland, that the minutes of the previous meeting are a correct record. Carried.

BUSINESS ARISING FROM THE PREVIOUS MINUTES:

1. **Procedure for Handling Table Fees:** Draft 3 of the procedure was tabled. Moved Mike, seconded Robina, that the procedure be adopted. Carried. Actioned
2. **Debit Card:** Availability of a debit card to be further considered. Not resolved. Relist
3. **Pest Control:** Max advised that Bob Gunn has been booked to do the annual termite inspection and pest control treatment at 7am on Tuesday 20 April. Actioned
4. **Air Conditioning System Replacement:** Committee noted that only three of the four compressors are currently working. Doug has submitted a proposal to Redland City Council to replace the current system. Relist
5. **Session Size:** Ros reported that the clubhouse had been set-up for 24 tables as 28 tables were too close. Actioned
6. **Congresses:** Molly has confirmed that the directors are booked for the remaining three congresses in 2021. Actioned
7. **Key Recovery:** Mike to seek to recover front door keys from those members who no longer need them. Mike
8. **Foundation Member Badge:** Committee resolved to not approve a request from a member for a badge with the words "Foundation Member" on it. NFA
9. **Surplus Bridgmates:** Committee resolved to give twelve surplus Bridgmates to Wynnum-Manly Bridge Club. Actioned
10. **Notice of High Water Usage:** The club received a notice from Redland City Council of high water usage last quarter. Jan advised that she has checked the meter and there is no water leak. Actioned
11. **Replacement of Toilet Cisterns:** Max reported that the toilet cisterns had been replaced recently as an urgent task. Moved Ros, seconded Robina, that the expenditure of \$2,448 to OA Plumbing be approved. Carried. Actioned
12. **Dealing Machines:** Ros reported both dealing machines were out of action. Carradine was requested to get a trade-in price for the newer of the two machines prior to replacing it. Ros
13. **FileStorage/Backup:** Daniel has shown Max how to store files in the C Drive. Doug also to look at storing all files in Google Drive. Doug
14. **Vertical Blinds & Windows:** Mike to get quotes to remove, clean and reinstate vertical blinds and clean the windows internally and externally. Mike
15. **Toilet Renovation:** Deborah to prepare a scope of work and get quotes for a renovation of the toilets. Deborah

16.Maintenance Checklist: Sebastian to prepare a maintenance checklist for the clubhouse.

Sebastian

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

The attached list of correspondence from 15 March - 12 April was tabled. Moved Max, seconded Donna, that the incoming and outgoing correspondence be accepted. Carried.

BUSINESS ARISING FROM CORRESPONDENCE:

1. Volunteer grants - deemed not applicable to us. NFA
2. Cancer Council want updated contact details & mail preference. Aust Biggest Morning tea isn't possible in view of COVID restrictions but Bridge for Brains is coming up in May. Deborah
3. Web design - Donna to contact Reginald for further details re his experience; bringing our dated website & facebook page up to date; & costings Donna
4. QBA 2020 Congress dates application Sebastian
5. Telstra - request for digital invoices rather than hard copy Actioned
6. QBA request for a members book Doug
7. Square POS - won't service not-for-profit organisations - unsubscribe Deborah
8. HBN Publishing - forward email to Cathy Mathieson (Librarian) Deborah

TREASURER'S REPORT:

Presented by Max. Our Suncorp Fixed Term Deposit is going to mature soon. The interest rates offered are paltry. Deborah asked what the Club constitution stated regarding investment - nobody knew. Alternatives could be sought if they comply with Club guidelines. Deborah #1

Changing signatories was discussed. Max has the forms ready. He gave a rundown on the difficulties associated with making bank appointments to process the forms. It was suggested we consider the Bank of Qld in Cleveland as being one with potential longevity to bank with now that Suncorp has closed its Cleveland shop front. It was thought BOQ would make a debit card available on their accounts. Max #2

Max to check with Anne Ormerod (banker) which bank would suit her for depositing weekly takings. Max #3

Following questions and answers, Ros Putland moved the report be accepted; seconded Robina Cooper. Carried.

DEALERS & MASTERPOINT SECRETARY'S REPORT:

Verbal advice was provided indicating a problem exists in accessing the new deal files. This means the number of dealt boards we have on hand is limited. If not resolved in a timely manner, we may need to resort to hand dealing. Carradine is investigating options. #4

CONGRESS REPORT: Molly

A written report on the Congress held 11th April was tabled. There were 10 novice and 8 restricted teams registered. These numbers were down on similar past events.

The day's activities yielded a profit of \$870 after the expenditure (\$1,290) was deducted from income (\$2,160).

Molly reported that the director, Chris Snook, did a fine job.

Some miscommunication problems were encountered.

Strict guidelines were suggested so that there is 1, and 1 only, contact person nominated; any and all congress correspondence is given to that person for actioning. Messaging through a 3rd party is

unacceptable and not to be entered into.

Moved Deborah, seconded Jan that report be accepted. Carried.

EDUCATION REPORT: Doug

Verbal report from Doug - class missed a week due to lockdown. The current class is soon to wind up. The new class schedule is to be announced.

Doug suggested that mentors are required to help new people get into the flow of playing. Anyone interested should give their names to Robina.

DIRECTORS' REPORT:

Verbal report from Ros: Jan Davies, Christina Bell, Colleen Briggs, Jenny Boxer and Bev Brecknell volunteered to clean and organise the kitchen and keep it up to scratch. Ros wrote a note to them and thanked them for their efforts to date and their willingness to help in the future.

Thursday play - need to encourage attendance by offering the rest of April for free. Moved Ros Putland, seconded Ben Whitehouse - all agreed.

Wednesday night - must have a limit on the number of boards played to comply with Club rules.

WORKPLACE HEALTH & SAFETY:

With the assistance of John Florence the phone from the kitchen was relocated closer to the office on its own new stand. This removes all trip hazards.

MAINTENANCE:

Plumbing to septic tank damaged by tree roots - AO plumbing explored the situation. Moved Ben Whitehouse, seconded Jan Deaville that invoice be accepted and approved for payment. All agreed.

A problem with the plumbing to 1 basin in the men's toilet has arisen. All agreed it should be rectified. Max #5

The issue of cleaning the vertical blinds throughout the building was discussed. Doug said (based on the cost of having his own blinds cleaned) it would cost around \$900. Donna questioned the age of the blinds and if cleaning them was viable given that it mightn't cost appreciably more to replace them. Donna offered to source a quote to replace them from a friend outside Brisbane; a second quote to be obtained from Blinds Online by Deborah. Doug to supply details on sizes etc. Donna & Deborah #6

The state of cleanliness of the windows (inside and out) was brought up. All agreed they need cleaning. Quotes to be sourced. Deborah/Max #7

The committee is not aware of any other safety issues. Likewise, the committee is not aware of any other maintenance issues.

NEW MEMBERS:

Stephen Cheshire was put forward as a new member. Moved Robina Cooper, seconded Glynis Hendricks that his application be accepted. All agreed.

Donna Noble asked about the correlation between the number of people taking classes and the number who progress through to open play. It was suggested that those who fall away be contacted to see if there's anything we could do to encourage them to become/stay involved. Robina #8

GENERAL BUSINESS:

Ben raised the issue of security of tenure of our lease with the Redland City Council in advance of doing anything about replacing the air conditioning system. He suggested we should begin

negotiating with Council to extend our tenure and to that end request a meeting with the Mayor and Doug and himself to represent the Club. Doug/Ben #9

Sunday Bridge - all agreed we should offer a Sunday social session on the 1st Sunday of each month. COVID food sharing restrictions are to be taken into consideration when assessing the viability of having a meal following play. Consensus was that the session be offered on the proviso that the meal would be BYO, with no sharing. #10

The matter of the next Congress (July) was brought up. Sebastian has a holiday scheduled and wouldn't be available on the day. He would, however, be available during the lead in weeks. Rather than the committee asking for other people's help, Sebastian suggested he should approach Molly in the first instance for her assistance. Sebastian #11

First Aid Kits - all agreed \$50/year is an acceptable outlay to have our kits audited and updated by an outside party. Doug #12

Hot water systems service - due to servicing next month. Max 13

NEXT MEETING: Monday 10th May 2021 at 9:30am

CLOSE: 11:05am

Confirmed:..... *D G Sands* Date:..... *10 May 2021*