

REDLAND BRIDGE CLUB INC
MINUTES OF COMMITTEE OF MANAGEMENT MEETING
MONDAY 12 NOVEMBER, 2018

OPENED: At 9.35 am Mike declared that all available were present and opened the meeting.

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

APOLOGIES: Paul Elkington, Chris Mayfield, Ann Shotter

MINUTES OF PREVIOUS MEETING held on 8 October, 2018: Moved Pauline, seconded Carradine, and carried that the Minutes of the previous meeting as emailed on 9 October 2018 are a correct record of the meeting.

BUSINESS ARISING FROM THE PREVIOUS MINUTES:

- 1. Defibrillator:** Committee approved the purchase of a HeartSine Samaritan 500P Automated External Defibrillator for \$2545 ie \$545 over Council grant of \$2000. Molly to arrange purchase as well as CPR and AED training. MOLLY
Anyone with comments on draft procedure for use of the defibrillator to advise Doug within 7 days. ALL
- 2. Application for Community Liquor Permit:** Doug to lodge application this week for Christmas party. DOUG
- 3. Data Projector Setup:** Mike advised that the projector cannot be fixed. Committee decided not to replace it.
- 4. Electricity Review:** Mike reported that all fluoro lights have been replaced in the main hall.
- 5. Bikeway Signage:** Council to improve the safety at the bikeway crossing by constructing a speed bump and improving visibility in February. RE-LIST
- 6. Table Fee Payment Options:** Ann previously reported on an electronic payment system called Square. The fee is 1.9% on each transaction. Ann to find out more information and whether a trial can be implemented. ANN
- 7. Congress Catering:** Ann to ask our proposed catering organiser whether she incurred any costs for the September congress to be reimbursed by the club. ANN
Molly advised the Kay Justice had volunteered to prepare a roster of helpers and purchase food for the December congress.
- 8. Melbourne Cup Party:** Committee has received lots of feedback that the party had been well organised by Ann and was a great event. Letters of thanks from Dell Elkington and Bev Tucker were tabled. Suggestions for next year are 1. More sweep tickets, 2. Bigger float, 3. Ticket money not to be banked so that reimbursements can be made more easily. NOTE
- 9. ABF Teaching Newsletter:** Pauline has collated information for the article. Doug to supply photos and submit. DOUG
- 10. Fire Safety Regulations:** Doug reported that our contractor had certified our evacuation diagrams as compliant with current regulations, but the Building Certificate of Classification needs to be put on display. DOUG

All other items from the previous minutes have been actioned.

CORRESPONDENCE: The attached list of correspondence from 6 October to 8 November was tabled. Moved Molly, seconded Neil, and carried that the incoming and outgoing correspondence be accepted.

- 11. Cleaning of Clubhouse:** Mike to arrange for someone to clean the mould from the toilet floor tiles and to re-seal the bench grouting in the toilets. MIKE
- 12. Brisbane Zone AGM:** Mike will be our delegate to the Brisbane Zone AGM. MIKE
- 13. Member Complaint:** Mike and Doug to talk to Dov Berns on 17 November. MIKE, DOUG
- 14. 2019 Membership Booklet Sponsorship:** Doug advised that KM Smith Funerals had offered sponsorship to the club. Doug to check with Deborah Thomas first and then respond to KM Smith. DOUG
- 15. Electricity Retailer:** Mike to get quotes from Origin and other retailers. MIKE
- 16. Pam Burke:** Pam had requested that Saturday starting time be 12 noon. Committee decided to not change the current time.

TREASURER'S REPORT: Neil presented the attached report and provided explanations. Acceptance of the report was moved by Neil, seconded by Carradine, and carried. No decisions required.

DIRECTORS' REPORT: No report.

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

EDUCATION REPORT: Doug advised that eight people were attending the evening Beginners' course, six new and two repeats.

CONGRESS REPORT: Marianne's report on the 23 September congress was tabled. There was no discussion on the report's recommendations. RE-LIST

WORKPLACE HEALTH AND SAFETY:

- 17. 2019 Fire Safety Inspection Contract:** Committee endorsed the approval of the 2019 contract, up \$4 from the 2018 amount.
The committee is not aware of any workplace health or safety issues at present.

MAINTENANCE:

- 18. Toilet Lights:** Mike to request Dave to clean the ceiling lights in the toilets. MIKE
The committee is not aware of any other maintenance issues at present.

NEW MEMBERS: There were no new member applications this month. Letters regarding the resignation of Elaine Shannon and the hospitalisation of Peter Alp were tabled

GENERAL BUSINESS:

- 19. 2019 Club Calendar:** Committee considered the draft calendar submitted by Ros Putland. It was suggested that the Club Championship Pairs and the Summer Teams events be swapped. Carradine to discuss with the calendar sub-committee. CARRADINE
- 20. Communication with Members:** There was some discussion about this. Generally it was felt that reporting committee actions to the members could be done better.
- 21. Emptying Cigarette Butt Trays:** Mike to ask Dave to empty the trays once a week. MIKE
- 22. First Aid Officer:** Committee resolved to engage Olympic Safety to monitor and re-stock our First Aid Box. Mike to advertise for a volunteer to be First Aid Officer. MIKE

23. Christmas Party: Committee agreed to start play at the normal Saturday time of 12:30 pm and to plan dinner for a 5:30 pm start. Ann has the actions list. ANN

24. 2019 Membership Booklet: Membership renewals should be completed by mid January for the booklet to be printed by 31 January. DOUG

NEXT MEETING: To be held Monday 10 December 2018 at 9:30 am.

CLOSE: There being no further business, the meeting was closed at 11.10 am.

Confirmed: Chairman:.....Mike Souter..... Date.....10 December 2018.....