

REDLAND BRIDGE CLUB INC
MINUTES OF COMMITTEE OF MANAGEMENT MEETING
MONDAY 12 OCTOBER, 2020

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

PRESENT: Mike Souter (Chairman), Robina Cooper, Max Latimer, Glenda Lock, Donna Noble, Molly O'Donohue, Gill Ross, Doug Sands

APOLOGIES: Nil

MINUTES OF PREVIOUS MEETING held on 14 September, 2020: Moved Molly, seconded Max, that the minutes of the previous meeting as emailed on 21 September are a correct record. Carried.

BUSINESS ARISING FROM THE PREVIOUS MINUTES:

1. **Procedure for Handling Table Fees:** Doug to re-draft the procedure. DOUG
2. **ABF Facebook Marketing:** Doug reported that Donna's daughter Jessie had produced the advertisement for the Facebook Landing Page. Fourteen expressions of interest for the Beginners' Class have been received in the first week. The advert will run for three weeks. Cost so far is about \$150. Donna to get updated cost to date. DONNA
3. **Garden Maintenance:** Committee noted that the mulch has been supplied but not yet spread.
4. **Reprinting Club Rules:** The order has been placed with Snap Printing for 100 copies with colour photo on the cover. A proof has been reviewed. Awaiting delivery. DOUG
5. **COVID-19 Safety Plan:** Doug to give a reminder to members at each session this week on the importance of adhering to the plan, especially social distancing at the entrance and sanitising hands when members enter the clubhouse. DOUG
6. **Clubhouse Sessions:** Committee noted that three of the four sessions this week are full. Committee resolved to start Saturday sessions on 7 November.
7. **Red Point Days:** Committee approved the following Red Point days for November: Sat 7th, Fri 13th, Wed 18th, Tue 24th and Mon 30th.
8. **Bidding Boxes:** Committee re-considered a member's suggestion to introduce bidding boxes to reduce the risk of COVID-19 virus transmission. Mike to arrange a trial at one table for the next few weeks. MIKE
9. **Advertising for Beginners' Class:** Doug to arrange for one advertisement to be placed in the Redland City Bulletin at a cost of about \$220. DOUG
10. **Branch over Roof:** Mike has asked our garden maintenance contractor to trim a branch hanging over the north east corner of the roof. MIKE
11. **Acuity Session Booking Software:** Donna reported that a lot of time was being used to manage session bookings. Committee resolved to continue with the Altosoft program linked to our website for booking sessions in November. With the extra session, the pressure for places may reduce. DONNA

All other items from the previous minutes have been actioned.

CORRESPONDENCE: The attached list of correspondence from 13 September to 11 October was tabled. Moved Molly, seconded Robina, that the incoming and outgoing correspondence be accepted. Carried.

12. **Offer of Second Hand Bridge Books:** Doug to accept offer of donation from Carol Bloomfield and ask Cathy Mathieson to vet them before they are placed in the library. DOUG

13. Ron Klinger Online Bridge Column: Committee decided to not subscribe to Ron Klinger's online column. DOUG

TREASURER'S REPORT: Max tabled the attached financial report for September, which showed a small loss for the month due to the large payment of the annual insurance premium. Moved Max, seconded Robina, that the report be received. Carried.

DEALERS' AND MASTERPOINT SECRETARY'S REPORT: The October report from Carradine Lucas was tabled and discussed. Moved Gill, seconded Glenda, that the report be received. Carried

EDUCATION REPORT: Doug reported that seven people had registered so far for the Beginners' Class planned to commence on Thursday 22 October.

DIRECTORS' REPORT: No report

WORKPLACE HEALTH AND SAFETY: Doug advised that the six monthly fire safety inspection was carried out on Monday 28 September. There were no problems. The committee is not aware of any workplace health or safety issues at present, other than COVID-19.

14. Fire Safety Briefings: Doug advised that he was planning to do the annual fire safety briefings at each session this week with an evacuation practice planned for next week. DOUG

MAINTENANCE: The committee is not aware of any maintenance issues at present other than the items listed elsewhere in these minutes.

15. Testing and Tagging of Electrical Items: Doug advised that our electrician was booked for next Monday to do the electrical safety testing. Committee approved the installation of a power point in the entry for the Eftpos reader. DOUG

NEW MEMBERS: Moved Robina, seconded Gill, and carried that the application for membership from Janet Aldridge be approved.

GENERAL BUSINESS:

16. Number of Tables: The committee reviewed the letter from Northern Suburbs club and the information from Sunnybank club. Committee resolved to return to small tables (75cm X 75cm) on Monday 19 October. Number of tables would be limited to 15. **Doug** to send Sunnybank email to committee members, to check Northern Suburbs health declaration and to amend COVID-19 Safety Plan. **Gill** to check whether retired directors would be available if needed. **Molly** to check whether Alan Gibson would be available to direct if needed.

MOLLY, GILL, DOUG

17. Network Switch & Cable: Glenda reported that the network switch and cable connecting the dealing computer to the Compscore computer need to be replaced. Darryl Lock has offered to install these. Committee approved the purchase of these items (estimated to be less than \$100). GLENDA

NEXT MEETING: To be held Monday 9 November 2020 at 9:30 am.

CLOSE: There being no further business, the meeting was closed at 10.45 am.

Confirmed: Chairman:.....*M. Souter*..... Date.....9 Nov 2020.....