

**REDLAND BRIDGE CLUB INC**  
**PROVISIONAL MINUTES OF COMMITTEE OF MANAGEMENT MEETING**  
**MONDAY 16 MARCH, 2020**

**OPENED:** At 9.00 am Mike declared that all available were present and opened the meeting.

**PRESENT:** Mike Souter (Chairman), Robina Cooper, Di Elliott, Max Latimer, Donna Noble, Molly O'Donohue, Richard Peacock, Doug Sands. Mike welcomed new member Donna.

**APOLOGIES:** Robyn Kesur, Glenda Lock

**MINUTES OF PREVIOUS MEETING held on 10 February, 2020:** Moved Molly, seconded Max, that the minutes of the previous meeting as emailed on 13 March are a correct record. Carried.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

1. **Table Fee Payment by Square Eftpos:** The application has been approved. Doug to obtain details from Ann Shotter and to finalise the procedure. DOUG
2. **ABF Facebook Marketing:** Doug has submitted application to ABF. Molly has tried to update the old Facebook page. Molly to arrange a Facebook Advertising Campaign and Landing Page. MOLLY
3. **Joan Butts' Workshops:** Workshops have been confirmed for Thursdays 2 April, 2 July and 6 August, each for a fixed price of \$400, regardless of the numbers present. Non club members to be charged \$20 per session. MOLLY
4. **Joan Butts Train the Trainer Workshop:** Deirdre has offered to host a workshop in July 2020 and we are awaiting a confirmation from Joan. RBC to provide a light lunch. DOUG
5. **Congress Caterer:** Glenda and Molly to make arrangements for a new caterer. GLENDA/MOLLY
6. **Termite Inspection & Pest Treatment:** Mike has engaged Bob Gunn to do the termite inspection and pest treatment on Wednesday 8 April at 7:00 am. MIKE
7. **Budget:** Max to prepare 2019 Budget Comparison report and draft 2020 budget. MAX
8. **Recycling:** Committee resolved that no table bins be used for a trial period to ensure that general rubbish and recyclables are kept separate. MIKE

All other items from the previous minutes have been actioned.

**CORRESPONDENCE:** The attached list of correspondence from 8 February to 14 March was tabled. Moved Molly, seconded Robina, that the incoming and outgoing correspondence be accepted. Carried.

9. **Country Music Club Festival:** The CMC had advised that it was planning to hold a music festival over the May long weekend. This may aggravate the parking situation from Friday 1<sup>st</sup> to Monday 4<sup>th</sup> May. DOUG
10. **Director for 5 April Congress:** Molly advised that Trevor Strickland had withdrawn as director for the 5 April congress due to the Coronavirus situation. If another director cannot be found the congress will have to be cancelled. **See also Item 13** MOLLY

**TREASURER'S REPORT:** Max presented the attached reports for February and provided explanations. Moved by Max, seconded by Di, that the reports be accepted. Carried.

**DEALERS' AND MASTERPOINT SECRETARY'S REPORT:** Moved by Max, seconded by Robina, that Carradine's attached report be received. Carried. No actions required.

**EDUCATION REPORT:** No report

**DIRECTORS' REPORT:** No report

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

**MAINTENANCE:**

- 11. COUNCIL ISSUES:** The long grass around the carpark and two potholes in the bitumen are to be reported to Council for attention. DOUG
- 12. TOILET WALL REPAIRS:** Holes in the walls due to installation of new toilet roll holders to be repaired. Mike to ask John Florence. MIKE

**NEW MEMBERS:** Moved Robina, seconded Molly, that the following be approved as members - Diane Costin, Colin Gorton, Jenny Gorton, Andrew McLauchlan, Helen McSweeney, Lyn White Carried

**GENERAL BUSINESS:**

- 13. Coronavirus Pandemic:** The current advice from ABF was that it was suggested that clubs consider closing due to the pandemic. Committee considered and adopted health guidelines (attached) but decided to remain open. **POST MEETING NOTE: ON 17 MARCH THE ABF RECOMMENDED THAT ALL CLUBS CLOSE AND THE CLUBHOUSE WAS SUBSEQUENTLY CLOSED ON 18 MARCH UNTIL 20 APRIL.** NOTE
- 14. Actions from AGM: Committee resolved that –** a) cheque signatories be Mike, Molly, Max and Doug, with Neil Casey remaining as a back-up; b) internet account access remain with Molly, Max and Doug, with Greg Nolan and Neil as back-ups; c) Petty Cash float to remain at \$500; d) any non-routine expenditure requires prior approval of committee; if urgent, at least three committee members to approve, including at least two of the four executive members; non-routine expenditure over \$10,000 requires approval of the members. NOTE
- 15. Volunteer List:** The list of club volunteers was discussed. Doug to update and re-issue. DOUG  
Donna offered to write a series of articles for the Trumpit on the number and variety of volunteers required to run the club. Committee agreed this was a good idea. DONNA
- 16. Fire Safety Inspection:** Doug reported that the six monthly inspection of the fire safety equipment was carried out on 9 March and everything passed. NOTE
- 17. Fire Safety Quote:** Doug advised that the quote for two fire equipment inspections (fire blanket, two extinguishers, two smoke alarms and seven emergency lights) for 2020 was the same at \$585 total incl GST. Committee approved the quote. DOUG
- 18. Cleaning Contractor:** There have been several reports of poor quality cleaning. Mike and Molly to arrange an inspection with the manager of ExtraClean. MIKE/MOLLY
- 19. Garden Maintenance:** Molly to obtain quotes for routine weeding/spraying of the gardens, as well as new plantings and a mulch upgrade. MOLLY
- 20. Trumpit Articles:** Doug confirmed that non-routine Trumpit articles are checked by himself or Mike or Molly. NOTE
- 21. Wednesday Night Director:** Committee approved that if the Wednesday night director does not play they are entitled to be paid \$50.
- 22. Competition Winners:** Mike advised that the Honour Board event winners each get four free game vouchers. He proposed that the winners of the four other club competitions also get four free game vouchers. Committee approved this. MIKE

**NEXT MEETING:** To be held Monday 20 April 2020 at 9:30 am unless advised otherwise.

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

Confirmed: Chairman:.....*M. Souter*..... Date.....*22 June 2020*.....