

REDLAND BRIDGE CLUB INC
MINUTES OF COMMITTEE OF MANAGEMENT MEETING
MONDAY 18 March, 2019

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

PRESENT: Mike Souter (Chairman), Neil Casey (part time), Robina Cooper, Di Elliott, Max Latimer, Glenda Lock, Carradine Lucas, Richard Peacock, Doug Sands, Ann Shotter
Mike welcomed new and continuing members to the committee.

APOLOGIES: Molly O'Donohue

MINUTES OF PREVIOUS MEETING held on 11 February, 2019: Moved Carradine, seconded Ann, that the minutes of the previous meeting as emailed on 12 February 2019 are a correct record of the meeting. Carried

BUSINESS ARISING FROM THE PREVIOUS MINUTES:

1. **Table Fee Payment by Square:** Committee approved expenditure of up to \$900 to set up the SQUARE Eftpos system, on a motion moved by Carradine and seconded by Di. Components are reader and screen \$299 and iPad \$540. Ann to purchase from Officeworks. Different incomes eg table fees, levies, congress entries, can be traced as separate products with separate report summaries. Receipts can be emailed. Implementation 4 to 6 weeks. ANN
Doug to amend table fee and reconciliation forms and draft a procedure. DOUG
2. **2019 Membership Booklet:** Books have been printed and issued. Doug advised that the printer charged a compositing fee. Total cost was \$618. K M Smith has paid its \$200 sponsorship. Deborah Thomas yet to pay \$300. DOUG
Carradine to provide member changes by 31 March. Doug to issue a corrections list. DOUG
3. **Washroom Lights:** Mike has asked Gary Jenkins to clean and repair the ceiling lights in the toilets. MIKE
4. **2019 Auditor:** Robins Accountants was approved as auditor at the AGM and has been engaged.
5. **Appeal Period for Red Point Event Scoring:** The change to Playing By-Law 24 to reduce the appeal period to 30 minutes was approved by the AGM and is to be put on the club's website. DOUG
6. **2019 Training:** Molly to talk to Joan Butts at the Gold Coast congress about possible training at the intermediate level for 2019. MOLLY
7. **Bridgemates:** Molly to prepare a State Govt grant application for new Bridgemates. Cost is about \$7000. MOLLY
8. **Multi Two Teaching:** Trevor Rayfield's lessons on Multi Two bidding started last Saturday with eight members attending.
9. **New Cleaner:** The contractor, Extra Clean, has placed a notice book in the office to record any actions required by either the cleaner or the club. NOTE
10. **Carpet Cleaning:** Committee resolved to engage Extra Clean to clean the carpet after the July congress. Quote was \$403 compared to Bennetts \$422 in 2017. To be done on a Saturday after the session. MIKE
11. **Complaint 18 January:** The suspension letter was issued to Steve Gillard who appealed the decision. The appeal was heard at a Special Members Meeting on 9 March which upheld the Committee's decision. Some Committee members were unhappy with the process. There is a need to review our complaints procedure. DOUG

- 12. Gardening:** Mike advised that it was decided to keep our existing mower man Rod Johnson. Extra Clean will be engaged to spray the weeds and do the pest control. MIKE
- 13. Bridge for Brains:** Home Instead Senior Care is a private company and will give a presentation on dementia at B4B on Friday 3 May at no cost to the club. DOUG
- 14. Treasurer's Laptop:** Molly to investigate how the data on the Treasurer's laptop can be backed-up onto the main club PC as USB stick back-up is not safe enough. MOLLY
- 15. Security of Dealt Boards:** Carradine to arrange for dealers to place egg shell stickers with date and initials on envelopes for hand records when they are prepared. These will be opened at the end of a session to copy the sheets. CARRADINE

All other items from the previous minutes have been actioned.

CORRESPONDENCE: The attached list of correspondence from 8 February to 13 March was tabled. Moved Max, seconded Robina, and carried that the incoming and outgoing correspondence be accepted.

- 16. Saturday Bridge:** After much discussion, Committee resolved to change the starting time for the Saturday session to 12 noon, on a motion moved by Di, seconded by Carradine. New time to start on 6 April. Mike to announce. MIKE
- 17. George Gibson's Resignation:** Committee resolved to fully refund George's levy. DOUG

TREASURER'S REPORT: Neil presented the attached report and provided explanations. Acceptance of the report was moved by Max, seconded by Carradine, and carried. Max provided a copy of the 2019 Depreciation Schedule.

DEALERS AND MASTERPOINT SECRETARY REPORT: Carradine tabled her attached report. Moved Carradine, seconded Robina, that the report be received. Carried

EDUCATION REPORT: No report

WORKPLACE HEALTH AND SAFETY: The committee is not aware of any workplace health or safety issues at present. Doug reported that the six monthly inspection of the fire safety equipment was booked for Monday 1 April.

MAINTENANCE: The committee is not aware of any maintenance issues at present.

NEW MEMBERS: Moved Robina, seconded Ann, that the membership applications from Anne Henderson and Sandra McKeown be approved. Carried

ACTIONS FROM AGM:

- 18.** Noted that Di Elliott had volunteered to join the committee since the AGM.
- 19.** Committee resolved that cheque signatories be Molly, Mike, Max and Doug, with Neil remaining as back-up. Committee resolved that Internet bank access be given to Molly, Max and Doug, with Neil and Greg Nolan as back-ups.
- 20.** Committee resolved that the Petty Cash float remain at \$500.
- 21.** Committee noted that any non-routine expenditure over \$10,000 requires approval of the members.
- 22.** Committee noted that any non-routine expenditure requires committee approval prior to purchase. If the purchase is urgent, committee resolved that agreement of at least three committee members is required, including at least two of the four executive members.

GENERAL BUSINESS:

23. Librarian: Ann advised that Cathy Mathieson would be willing to be the librarian for the Bridge play books. ANN

24. Policy for Bereavement Flowers: Committee resolved that when a club member dies, the club gives flowers to the partner, whether a member or non-member, or to the family if no partner, and when a non-member dies give flowers to the club member partner. Endeavour to send flowers to the home address. Guideline is upper limit of \$100 plus delivery.

25. Raffle Prizes: Mike reported that Bill Morgan had not been accepting reimbursement for alcohol purchased for raffle prizes for some time. While appreciating Bill's generosity, the committee felt this was not appropriate. Mike to talk to Bill or change purchaser if Bill does not change. MIKE

26. Bev Tucker Suggestion: Committee discussed and decided to implement Bev's suggestion that the flag be flown at half-mast and a minute's silence be held today in memory to the Christchurch terrorist victims. MIKE

27. Volunteer List: Committee updated the list of club volunteers. Doug to re-issue. DOUG

28. Saturday Drinks: Mike to remind Saturday players that the end of session drinks is BYO. MIKE

NEXT MEETING: To be held Monday 15 April 2019 at 9:30 am.

CLOSE: There being no further business, the meeting was closed at 11.00 am.

Confirmed: Chairman:.....M Souter..... Date.....15 April 2019.....