

# MINUTES

## MANAGEMENT COMMITTEE MEETING

### REDLAND BRIDGE CLUB INC.

MONDAY 11 JULY, 2016

9.10AM

**PRESENT:** Douglas Sands, Mike Souter, Greg Nolan, Molly O'Donohue, Gill Ross, Pauline Curtis, Ben Engeman, Liz Engeman.

**APOLOGIES:** Peter Neville.

**MINUTES OF PREVIOUS MEETING HELD 20 JUNE, 2016:**

Moved: Ben                      Seconded: Pauline                      Carried.

#### **BUSINESS ARISING FROM THE MINUTES:**

#### **ACTION:**

- . **Water Leak:**  
After receipt of next Rate Notice, Peter to contact Council re taking over responsibility for water supply pipeline in common user area near access road and to repair subsidence beside access road. Peter
  
- . **Constitution & By-Laws review changes including Red Point events and Tuesday Master Points to be recorded on website.**  
Carried over. Doug
  
- . **Position Descriptions: Completed - all asked to review, sign and return to Doug.** All
  
- . **Honorary Life Membership Certificates:** Carried over. Gill
  
- . **Clubhouse Plan: Labels.:** Carried over. Ben
  
- . **Shorter play sessions:** Carried over. Doug
  
- . **Pianola:**  
Molly stated all happy with Compscore system.  
Item discussed further under Dealer/Masterpoint Secretary report heading.
  
- . **Trumpit produced thanks to Pauline & Molly for articles. Ben to use article from 'Trumpit' with photo for Redland Bulletin article.** Ben
  
- . **Education:**  
Andy Hung registration list up - 4 weeks commencing 19 July 2016 2pm-4.15pm. Molly
  
- . **August Social Dinner: 'Doug & Pearl' - Tuesday 23 August BYO. Gill to produce sign & menu for noticeboard. Doug, Molly & Gill to announce to members.** D/M/G

- . **President's Pairs:**  
 Bev Tucker and Ros Putland agreed to \$20 voucher for first place winners.  
 Directors asked for 1st & 2nd prizes (of the same value) for Marie Currell, and Championship Pairs events.  
 Committee agreed to implement new prize list and give the current President's Pair winners their vouchers. Doug
  
- . **Mixed Teams Red Point Event:**  
 Notice has been placed on board advising members of the By-Law conditions that will be imposed for non-attendance.  
 Notice also placed in Trumpit.
  
- . **NeuRA receipt:** Liz advised that 2 members had requested personal receipts (\$5 each) from NeuRA, hence \$10 variance in RBC's receipt.
  
- . **Email list not compiled at this stage.**  
 Carradine has advised that a full email list of members is on the database and has been requested to email to RBC email. Liz
  
- . **Screens:**  
 Doug advised that Ros Putland had stated that no screens are surplus, and therefore none should be removed from the club.  
 For future ease of communication Ros Putland will receive a copy of the RBC Minutes via email.  
 It was noted that the Directors committee is a sub-committee of Management Committee.  
 Communication to and from the Directors to flow through Doug & Mike. D/M
  
- . **Fire Safety overview and Plan:**  
 Molly to provide Doug with company name. M/D
  
- . **Air-conditioning vents have now been cleaned.**
  
- . **Novice Pairs Congress:**  
 Molly advised 19 tables played - day seemed to go well.  
 Val Roland (Director) ran it well.  
 Pauline stated that all players from other clubs enjoyed the day.  
 Catering was delicious and substantial - Joy Welsford was congratulated on her organisation.  
 Molly advised that for 2017 it will be Novice & Restricted (100-300 Masterpoints) event.  
 Discussion centred on points.  
 Takings: \$902.15 incl \$22 (sandwiches).  
 Catering costs to be discussed and verified.  
 Pauline to put article & photos in 'Trumpit'. Greg  
Pauline

**CORRESPONDENCE:**

List considered too extensive - to be modified.

Liz

. Origin account: Greg to contact.

Greg

Treasurer advised all incoming accounts now up to date with exception of Origin.

**TREASURER'S REPORT:**

Committee asked to take report away from meeting and review.

General Cheque Account:       \$ 3,261.41  
Term Deposit:                   \$ 42,599.87  
Investment Account:           \$150,000.00

Acceptance of report.    Moved: Greg        Seconded: Molly   Carried.

**DIRECTOR'S REPORT:**        Nil.

**DEALERS & MASTERPOINT REPORT:**

. All Dealing is up to date.

. Invitation for Australian wide pairs competition -  
a Marsden Red Point event with prize money of \$3,500.

Discussion followed on how the Marsden system plays - Molly suggested that RBC do not want to do Marsden.

Committee recommendation is not to enter.

M/D

. ABF survey to be completed by 31 July 2016 re number of sessions per day held at the club for each day of the week and the average number of tables for each session with a view to purchasing an Australia-wide subscription to the 'Pianola' software..  
Therefore, suggest put on hold idea of investing in 'Pianola' until ABF advises further.

Committee discussion followed regarding ABF review.

Doug to ask Chris Mayfield to discuss with Peter Busch how 'Pianola' would assist and whether it meshes with Compscore and respond to him.

Doug

. Tuesday Master Points- time frames, discussion on boards during/after play.  
Molly to remind Bruce Johnman that 6 minutes per board is to be adhered to.

Molly

Discussion followed on 'other' play day sessions and it was considered that Tuesday was a well run day, that timing was important and Mentors were ok to play.

**EDUCATION:**

On the noticeboard and up to date.

**WORKPLACE HEALTH & SAFETY:**

**Risk Management Plan:**

Doug advised that John Florence had drafted the original document.

Advised that the procedure was to conduct an annual audit and review.

Suggested an external auditor be requested to undertake an inspection and produce a report.

Moved: Molly      Seconded: Gill      Agreed.      Doug

The Committee is not aware of any health or safety issues at present.

**MAINTENANCE:**

Doug advised that for some time there has been no hot water in the Ladies & Gents bathrooms.

Electrical contractor had estimated to repair this would be at a cost of \$300 max.

Proposed that the contractor be engaged to repair this asap.

Moved: Pauline      Seconded: Gill      Agreed.      Mike

Doug also advised that there was a weed issue in the Council area. Mike to arrange spraying.

Doug also highlighted that Council had recently planted 'natives' in the area and to be aware.

Mike

**NEW MEMBERS:**

Carol Carson  
Wilmy Ziada  
Sammy Ziada

**From lessons:**

Lynne Sutherland  
Peter Sutherland  
Phyllis Rankin  
Gail Kidston  
Trevor Stubbs  
Anna Noble  
Brenda Hollingsworth  
Janelle Corcoran

Acceptance of new members.

Moved: Molly      Seconded: Ben      Carried.

Pauline to ask Margaret Wienk to send a copy of new member email to Liz.

Pauline

## **GENERAL BUSINESS:**

### **. Communication:**

**Liz asked that all emails sent /received by committee or club volunteers re RBC matters, be cc'd to the RBC email address to assist with the flow of communication between all club volunteers and the committee, which is liable and held responsible for the effective running of the club.**

**All**

### **. Computers:**

**Molly advised that the Microsoft Office software licence would cost \$119 p.a. (5 computers) or \$330 per computer. Currently on the Admin computer. Question asked as to how the 3 computers 'communicate'. Dealer inputs from the Dealer's computer to 'USB stick' then 'inputs' deals to the Director's computer from 'stick'. Discussion was then held on the computer/database/security. Committee agreed to renew at \$119 p.a.**

**Molly**

### **. Vacant Committee Position:**

**Doug advised committee that he had asked Carradine to consider joining the RBC committee to assist with the 'communication'.**

**Doug**

### **. Tuesday Master Points:**

**Ben asked why the Tuesday M/points can't be backdated. Discussion followed on By-Laws etc and just too difficult to recount.**

**Molly offered to attend Tuesday morning session (tomorrow), speak to Bruce Johnman (Tuesday Director ) firstly, then address the members about the Masterpoint review and outcome.**

**Why, and how, it came about and why it was changed.**

**The fact that**

**it cannot be backdated, and also highlight the importance of 'timing' and awareness of minimal board discussion.**

**Molly**

### **. No Partner Play - other than Novice Tuesday:**

**Pauline said she had been asked by some members to table this at the meeting.**

**Discussion followed regarding Playing versus Non-Playing Directors, and how that affects the table numbers.**

**Director decides on full table.**

**Committee considered that members could enter their names on the play sheets provided or contact Betty Bowdler if they required a partner.**

- . **Teams of 3 Event - (Green Points):**  
**Molly has moved this to Tuesday 13 September, 2016.**  
**Val Roland has agreed to be Director.**  
**Individual entry only - teams will be selected & Captain appointed to each team.**  
**Notice to be prepared and article for 'Trumpit' be sent to Pauline.** **M/G**
  
- . **Website:**  
**To remove the word 'graded' from Monday session.** **Molly**
  
- . **Competition criteria:**  
**Regulations should state what qualifications are applicable.**  
**Molly to discuss with Chris Mayfield and draft regulations.** **Molly**
  
- . **Competition Names:**  
**A brief outline of the 'person' the competition is named after.** **Molly**
  
- . **Doris Kerr competition - Trevor Strickland will be available to direct.**
  
- . **Club purchases:**  
**Liz asked who was in charge of all the purchases for the club and did this need to be 'organised' better?**  
**Committee deduced all the 'purchases' are organised and everyone seems satisfied.**
  
- . **Trumpit - President to send message to Pauline for publishing in the club magazine (1st of each month).** **Doug**
  
- . **Personal greeting cards (bereavements etc):**  
**Ben asked who handled those, as it was mentioned to him that a member's relation did not receive a card, and she found that a little distressing.**  
**Committee stated that Bev Tucker kindly sent cards and posted the responses on the noticeboard closest to the kitchen.**  
**It transpired that the member's relation was not a member of the club and therefore, the club would not have been aware and so a card was not sent at the time.**  
**However, in future, if anyone is aware of such an instance, they should feel that they can advise a committee member, who will follow it up.**

**NEXT MEETING:**

**8 August, 2016 commencing at 9.30am.**  
**Notice to be placed on Noticeboard advising members.** **Liz**

**Meeting closed at 11am.**

**Confirmed**

**8 August 2016**

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**Doug Sands**  
**President**

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**Date**