

Redlands Bridge Club Inc
Management Committee Meeting Minutes
Monday 14th June at 9:30 am

WELCOME: At 9:35am Doug declared that a quorum was present and the meeting duly constituted. Doug thanked all for their attendance.

PRESENT: Doug Sands (chairman), Ros Putland, Mick Souter, Max Latimer, Sebastian Raciti, Robina Cooper, Glynis Hendricks, Deborah Thomas

APOLOGIES: Jan Deaville, Ben Whitehouse & Donna Noble

MINUTES OF PREVIOUS MEETING held 10 May 2021

Moved Mick, seconded Robina, that minutes be accepted as a correct record of proceedings. Carried.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

- 1. Debit card/choice of bank:** Doug asked if everyone was happy to establish an account at BOQ Cleveland and amalgamate our Bendigo Bank and Suncorp accounts into it. All responded in the affirmative. An advance meeting prior to relevant members presenting at the branch was suggested to set our account up. Doug/Max

Moved Glynis, seconded Sebastian, that the club opens an account with BOQ, including cheque book, debit card and EPTPOS reader. Carried.
- 2. Air Conditioning System Replacement:** Awaiting Council's response to the Project Proposal submitted on 21 March - may take a while. Doug
- 3. Key Recovery:** Doug to contact Irene Mullan and recover spare club keys that she does not need. Doug
- 4. Dealing Machines:** A second hand machine was purchased from Northern Suburbs Club and is currently being used. Actioned
- 5. File Storage/Backup:** Doug to arrange storing all admin files in Google Drive. Doug
- 6. Vertical Blinds & Windows:** Moved Deborah, seconded Ros, that the quote from Redlands Window Cleaning for \$648 to clean the windows internally and externally be accepted. Carried. Moved Deborah, seconded Max, that the quote from Amazing Clean for \$596 to remove and clean the vertical blinds be accepted. Carried. Services are to be coordinated so blinds are removed while the windows are cleaned. Mick/Deborah
- 7. Toilet Renovation:** It's proven more difficult than expected to obtain a 2nd quote to compare with Poulson's quote of \$73,920. Keep going. Deborah
- 8. Web design:** Donna's experience in contacting the 2nd of the 2 web designers who contacted us was that they were based in India. Local alternatives were suggested as a better option for us. Donna
- 9. Club Investments:** We discussed investment possibilities, in the best interest of members, apart from bank ftd. Doug suggested setting up a sub-committee to meet with a financial planner to further explore this option. Ben to be invited. Deborah
- 10. Mentors:** Robina called for mentors to help new players get into the flow of playing in Club sessions in the Trumpit. 1 response resulted. Actioned
- 11. General cleaning:** We have an almost commercial cleaning requirement which makes it difficult to find a domestic cleaner set up for 3 cleans/week rather than a single weekly or fortnightly clean. Continue the search for alternative cleaner. Deborah

- 12. New players:** the correlation between the number of people taking classes and the number who progress through to open play was questioned. It was suggested that those who fall away be contacted to see if there's anything we could do to encourage them to become/stay involved. Robina
- 13. Lease tenure:** Doug reported on his contact with the Council officer and other Pinklands clubs about the lease renewal process. There is nothing more that can be done until early 2022. Actioned.
- 14. Sunday Bridge:** Further discussion confirmed our agreement to offer a session on the 1st Sunday of each month to members. There was no response to our initial offer but a decision to continue offering it was made. Doug said he'd speak with Avra to get her thoughts. If it's to go ahead, daily announcements prior to play, should draw members' attention to the session so there's adequate lead in time for preparation. Doug
- 15. Congress (18th July):** 5 entries have been received. There were some hiccoughs but it seems all's on track atm. Sebastian
- 16. Maintenance Checklist:** To be reviewed regularly and new items added as they arise. Sebastian
- 17. Check in Qld App:** In operation Actioned
- 18. Law changes for incorporated associations:** Doug to review. Doug
- 19. A/c outlet grid covers and vents:** are noticeably filthy. Max to speak with A/c serviceman to see if it's in their scope or if they could suggest someone who could clean them for us. A working bee was suggested as an option if it's the only way to have them cleaned. Max
- 20. Bidding boxes:** Brian Gamble inquired re the use of these facilities - the Club has 1 set of 4 boxes for use. Brian has been advised. Actioned
- 21. Excessive Power Bill:** Doug arranged for the solar panels to be checked on 11 May and reported on this and an analysis of power use on 12 May. No further action required. Actioned

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

The attached correspondence list from 10th May - 12th June was tabled. Moved Deborah, seconded Ros, that incoming and outgoing correspondence be accepted. Carried.

BUSINESS ARISING FROM CORRESPONDENCE:

Nil

TREASURER'S REPORT: Max

Max presented May/June report. Doug asked for Anne's monthly table takings report to be attached to ongoing treasurer's report. After questions were answered Max moved, seconded by Sebastian, that the report be accepted. Carried.

DEALERS & MASTERPOINT SECRETARY'S REPORT: Carradine

No report as such was received this month. Ros was able to advise that from her conversations with Carradine there are ongoing problems with deal files.

- 22. Clubhouse Computers:** It's also become evident that there may be some issues with the computer in the dealing room - a non functioning USB port; a questionable CD ROM player; Windows 7 OS and no network facility with computers in the main office. Given the age and slowness of our computers, an upgrade was suggested. Quotes to be obtained. Deborah

EDUCATION REPORT: Doug

Beginner Lessons begin Wednesday 16th June with 12 people registered. Deirdre is the instructor for this set of lessons.

Wednesday afternoon supervised play will continue with Doug and helpers.

DIRECTORS' REPORT: Ros

Ros spoke about how the directors were set up for the Winter Teams 1st day (Friday 11th). It worked well and members were well catered for. There is the consideration that all directors are playing the boards they're adjudicating on. To obviate issues it was suggested that any board in play should be covered or turned face down should a director be called to the table.

Mobile phones - players are asked prior to play to ensure their mobiles are turned off or put on silent mode. Despite this, they're continuing to ring. Players are waiting with baited breath for the penalty they've heard will be imposed to actually come into play.

Some members are using their smart phones to register using the Check in Qld App. The App does make provision for players to register friends/partners if they don't have the necessary hardware. It is still a new process to the club. Growing awareness may see the app used more extensively as time progresses.

WORKPLACE HEALTH & SAFETY: Doug

The committee is not aware of any workplace health and safety issues at present.

MAINTENANCE:

- 23.Verandah Lights:** Max reported that the verandah lights are not working. In the interest of player safety for Wednesday nights, an electrician is to be called in. Replacement of office lights with LEDs to also be investigated. Max

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

NEW MEMBERS: Robina

No new members this month.

GENERAL BUSINESS:

- 24.Replacement of downpipes:** Max reported that the downpipes are leaking and that the termite inspection report recommended that they be fixed. Max has a quote from OA Plumbing for \$1925. Deborah to get a quote from Luke Costello. Deborah
- 25.Defibrillator:** Robina to use Trumpit to ask if any member/s wants to learn how to use the unit; be trained in relevant first aid. DNS register - do all members know of this? Committee approved the cost of \$110 to hold a briefing session on the defibrillator use if sufficient interest. Committee approved for members to do CPR training at the club's cost if members are interested. Doug
- 26.Ray White Vic Pt sponsorship:** Doug reported that Ray White had sponsored the club's purchase of the second hand dealing machine. Committee discussed use of sponsorship in 2022 - members book or competition prizes? Relist
- 27.Funds for library:** Cathy Mathieson to provide a proposal for books required, numbers, cost.
- 28.Registering with MyABF** for congresses: comes into play in 2022.
- 29.Fire Safety briefing:** Doug aiming for June/July; no advance warning to be given. Doug
- 30.Melbourne Cup/Christmas Party:** Molly & Philip have offered their services to arrange. Committee approved these events. Caterer to be engaged for main service (meats/desserts). Club volunteers wearing gloves will be required to serve all other (salad/veg, bread rolls etc).
- 31.COVID19 vaccination:** Committee resolved to encourage members towards being vaccinated by 30th November 2021. Moved by Mick, seconded Sebastian; carried.

NEXT MEETING: Monday 12th July 2021 at 9:30am

CLOSE: 11:00am

Confirmed:.....*Doug Sands*.....Date:.....*12 July 2021*.....