

**REDLAND BRIDGE CLUB INC**  
**MINUTES OF COMMITTEE OF MANAGEMENT MEETING**  
**MONDAY 15 MARCH 2021**

**OPENED:** At 9.00 am Doug declared that a quorum was present and thus the meeting was duly constituted. He opened the meeting.

**PRESENT:** Doug Sands (Chairman), Robina Cooper, Jan Deaville, Glynis Hendricks, Max Latimer, Ros Putland, Sebastian Raciti, Mike Souter, Deborah Thomas

**APOLOGIES:** Donna Noble, Ben Whitehouse

**MINUTES OF PREVIOUS MEETING held on 8 February, 2021:** Moved Mike, seconded Max, that the minutes of the previous meeting are a correct record. Carried.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

1. **Procedure for Handling Table Fees:** Draft 3 of the procedure was tabled. Moved Mike, seconded Robina, that the procedure be adopted. Carried.
2. **Debit Card:** Availability of a debit card to be further considered. RE-LIST
3. **Pest Control:** Mike to contact Bob Gunn and arrange the annual termite inspection and pest control treatment at a time when the clubhouse is not in use. MIKE
4. **Air Conditioning System Replacement:** Committee noted that only three of the four compressors are currently working. Doug to talk to Council about the lease renewal in 2022 before a decision is made to replace the AC system. DOUG
5. **Session Size:** Ros reported that the clubhouse had been set-up for 24 tables as 28 tables were too close.
6. **Congresses:** Molly was to check that the tentatively booked Directors were confirmed for the three remaining congresses in 2021. Doug to chase up. DOUG
7. **Key Recovery:** Mike to seek to recover front door keys from those members who no longer need them. 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 Max, seconded Robina, that the incoming and outgoing correspondence be accepted. Carried

8. **Foundation Member Badge:** Committee resolved to not approve a request from a member for a badge with "Foundation Member" on it.
9. **Surplus Bridgmates:** Committee resolved to give twelve surplus Bridgmates to Wynnum Manly Bridge Club. Mike to arrange. MIKE
10. **Notice of High Water Usage:** The club received a notice from Redland City Council of high water usage last quarter. Jan volunteered to check the meter reading and if correct to investigate a possible leak. JAN

**TREASURER'S REPORT:** Max tabled the attached financial report for February and gave an explanation of various items. Moved Ros, seconded Jan, that the report be received. Carried.

11. **Replacement of Toilet Cisterns:** Max reported that the toilet cisterns had been replaced recently as an urgent task. Moved Ros, seconded Robina, that the expenditure of \$2448 to OA Plumbing be approved. Carried.

**DEALERS' AND MASTERPOINT SECRETARY'S REPORT:** No report

- 12. Dealing Machines:** Ros reported that both dealing machines were out of action. Committee requested Carradine to get a price to trade in the newer of the two machines and replace it.  
ROS

**EDUCATION REPORT:** Verbal report from Doug on the current Beginners' class and Supervised play.

**DIRECTORS' REPORT:** Verbal report from Ros on the small number of available directors.

**WORKPLACE HEALTH AND SAFETY:** The committee is not aware of any workplace health or safety issues at present, other than item 28 listed in these minutes

**MAINTENANCE:** The committee is not aware of any maintenance issues at present other than:

- 13. Toilet Wall Repairs:** Committee noted the holes in the toilet walls following replacement of the cisterns. Mike to ask John Florence if he would repair the holes. MIKE
- 14. Window Sills:** Mike to talk to ExtraClean about the cleaning of the window sills and skirting boards. MIKE
- 15. Vertical Blinds & Windows:** Mike to get quotes to remove, clean and reinstate vertical blinds and clean the windows internally and externally. MIKE
- 16. Kitchen Working Bee:** Ros to arrange a working bee of club members to clean the kitchen drawers, cupboards and fridges. ROS
- 17. Toilet Renovation:** Deb to prepare a scope of work and get quotes for a renovation of the toilets. DEB
- 18. Maintenance Checklist:** Sebastian to prepare a maintenance checklist for the clubhouse. SEBASTIAN

**NEW MEMBERS:** Moved Robina, seconded Mike, that the applications for membership from Don Benson, June Benson and Bob Whyte be approved. Carried

**GENERAL BUSINESS:**

- 19. AGM Actions:** Committee has reviewed the second draft of the AGM minutes and agrees that they are accurate.
- 20. 2020 Profit & Loss Report:** Committee noted that this was not approved at the AGM. Ros reported on the many, many hours that Daniel Chua has put into re-constructing the 2020 accounts ledger as the initial records have been lost. She also noted the large amount of time that Daniel had spent in preparing the financial reports prior to the AGM. Committee placed on record its appreciation to Daniel for all the work he has put into the financial reporting. Doug to give Daniel a significant number of free game vouchers in appreciation. DOUG  
The committee also noted that Max has also spent a lot of time with Daniel and with the auditor trying to get the P & L report and the Balance Sheet accurate and complete. Moved Max, seconded Mike, that the revised 2020 P & L report attached to the February accounts, be approved and presented to the members. Carried.
- 21. Auditor's Report:** Robins has acknowledged that there was an error in the original P & L report. Max to get a new report from the Auditor before 29 March. MAX
- 22. Storage of Files:** Daniel has shown Max how to store files in the C Drive. Doug to look at also storing all files in Google Drive. DOUG
- 23. Auditor for 2021:** Moved Ros, seconded Sebastian, that Julie Pettit of JPATax be recommended to the members as auditor for 2021. Carried. DOUG
- 24. Cash Payment Limit:** The committee resolved to recommend to the members that the cash payment limit be increased from \$100 to \$150. (clause 25.2 of the constitution) DOUG

- 25. Special General Meeting:** Moved Ros, seconded Max, that a Special General Meeting be called for 11:45 am on Monday 29 March, for members to approve the revised 2020 financial report, approve the new auditor and to approve the constitution change. Carried. DOUG
- 26. Financial Procedures:** In accordance with clause 25.6 of the constitution, the committee resolved that, a) cheque signatories be Max, Doug, Deb and Mike, with Neil Casey as back-up; b) internet access to the bank accounts be Max, Doug and Deb, with Greg Nolan and Neil as back-ups; c) petty cash float remain at \$500: d) any non-routine expenditure requires prior approval of the 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. Max to arrange for Deb to be signatory to the Suncorp account and to get her internet access to the Suncorp and Bendigo accounts. MAX
- 27. Volunteer Positions:** Committee reviewed the list of club volunteers. Doug to revise and re-issue the list. DOUG
- 28. COVID Rules:** Committee reviewed current QBA guidelines and resolved that wiping tables, boards and Bridgemates after each round be discontinued, but players must continue to sanitize their hands after each round. Sanitizing the toilets at the end of the session to be discontinued. Doug to amend COVID Plan. DOUG
- 29. Quote for Fire Safety Services:** Doug advised that the quote from Olympic Fire Service for 2021 was the same as 2020, namely \$532 +GST. Committee resolved to accept this quote. DOUG
- 30. System Cards:** Doug to include in the announcements the club By-Law requirement for all pairs to have at least one agreed system card at the table at all sessions. DOUG
- 31. Death of Daniel Chua's Partner:** Committee noted the sudden death of Daniel Chua's partner yesterday. Robina to arrange a card and to send a bereavement gift from the club. ROBINA

**NEXT MEETING:** To be held Monday 12 April 2021 at 9:30 am.

**CLOSE:** There being no further business, the meeting was closed at 11.05 am.

Confirmed: Chairman:.....*D G Sands*..... Date.....*12 April 2021*.....