

Redland Bridge Club Inc
Management Committee Meeting Minutes
Monday 6th December at 9:30 am

WELCOME: At 9:30am Ros declared that a quorum was present and the meeting duly constituted. Ros thanked all for their attendance.

PRESENT: Ros Putland (chair), Sebastian Raciti, Colin Gorton, Mick Souter, Robina Cooper, Deborah Thomas, Glynis Hendricks, Jan Deaville, Ben Whitehouse & Donna Noble

APOLOGIES:

MINUTES OF PREVIOUS MEETING held 8th November 2021

Moved Sebastian seconded Glynis that the minutes be accepted as a correct record of proceedings. Carried.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

1. **Toilet Renovation:** Deborah has asked Kane Ringdahl (Steamy Bathrooms) & Ben Poulson (Poulson Construction) for their answers to the questions that arose from our previous meeting:-
 - i. to include sliding door in quote; &
 - ii. to clarify the need for full toilet suites vs new pans only;
 - iii. when they'd be available; &
 - iv. how long the work would take to complete.

We're awaiting their responses. A special meeting will need to be called for member body approval for works once these details are clarified.

Robina raised the question of a termite inspection as the quotes stated that any repair work found necessary as a result of termite infestation damage would not be included within the scope of work. It was confirmed that the club has a yearly schedule of pest and building inspections. Relist

2. **Maintenance Checklist:** To be reviewed regularly and new items added as they arise. One of the hot water systems, being nearly 20 years old, has failed. Quotes were received from Better Water to replace the unit. There is nearly \$500 difference between a 7.5 litre and 3.5 litre units. Consensus was that a smaller unit would serve our purpose. Tom France offered to examine the unit to see if it is repairable. Sebastian
3. **Accounting package:** With the election of Colin Gorton, as treasurer, the task of identifying the best possible accounting package has fallen to him. One option is Club Treasurer. Another is Xero. We await Colin's findings. Colin
4. **Legal opinion:** Ben Whitehouse recommended engaging a specialist commercial lease lawyer to identify potential pitfalls in the lease document that the club may be unaware of. This has been expanded to gaining a legal opinion on all of the following 3 factors -
 - i. **Insurable interest:** The Council owns our building do we have an insurable interest in it? A letter has been sent to TBIB and we are awaiting a response. Ben
 - ii. **Car Park:** Ben raised the issue of legal access to the car park. Although it is a public car park, Ben recommended that we seek a formal Licence to Occupy from Council. Ben to get a legal opinion regarding this. Ben
 - iii. **Renewal of RCC Lease:** The RCC offered us a 10-year rather than a 20-year lease. A letter was sent to the RCC requesting a 20-year lease. Still awaiting an update on Council's progress. Ben

Ben has a preliminary quote \$1,650 for reviewing the lease document. It was agreed that quotes were to be obtained from 3 lawyers. Ben

- 5. Tuesday session:** With the projected change to the format for Tuesday play, we received communication from Bruce Johnman that he was stepping back. Mick has agreed to take Tuesdays under his wing as previously with the format to remain as is. Deborah to ask Molly to update the website with the requirement for people requiring partners to arrive by 9:00am. Mick
- 6. Vaccinations:** The successful motion to mandate vaccinations submitted by Ros Putland and Robina Cooper was brought into play on Friday 26th November 2021. All members were asked to display their vaccination certificate or other proof of vaccination, digital or hard copy, on entry. A register was set up to keep a record of members' vaccination details.
- There were four (4) member applications requesting exemptions from the policy. A special committee meeting was convened to consider each application in light of current Qld Gov guidelines and the Redland Bridge Club Inc's COVID-19 vaccination policy. All four (4) requests were rejected and the members advised of the committee's decision.
- Club members were advised of the meeting outcome and the resignation of President, Doug Sands, during pre-play announcements on the remaining days of that week. Actioned
- Loren Leader sent the club an unwarrantedly rude email after receiving advice his application for exemption had failed. He was offered a refund for next year's as well as the remainder of this year's subs to sever his membership of the Club.
- Moved by Ben and seconded Sebastian that subscription fee refunds to Loren Leader and Mimma Fazio be approved. Carried. Actioned
- 7. Pinklands Development:** RCC asked for a meeting onsite to discuss their preliminary master development plan for the Pinklands area. Deborah liaised with Council to arrange a suitable time and subsequently met on Friday 26th November. Actioned
- 8. Empty Christmas Tree:** this was an amazing opportunity for us to gift household goods, presents and foodstuffs to less fortunate people in the community. Very magnanimously, Bill Morgan made a sizeable donation to the cause, on behalf of the Club. The Community Centre wrote to Bill personally to thank him and explain what his generosity means to those benefitting from it. Actioned
- 9. Debit card:** with a change in travel plans for next year, Jan Deaville has indicated her availability to continue as purchaser of kitchen consumables and office/cleaning items. That being the case, it was decided to allocate the debit card to her for those purchases. A copy of the minutes of the special meeting held at 9:00am Monday 6th December 2021 are to be provided to Jan so she can present them to the Bank of Qld along with the old debit card in order for a new one to be issued in her name on behalf of the Club. Deborah/Jan
- 10. Directors:** comments re play being disrupted where a playing director is called away from their table have been made during sessions. Should we offer playing director's partners vouchers to offset the disadvantage experienced during play? Should we assign external directors for club competitions to avoid disadvantaging players? Mick and Ros both thought the current arrangements work well and should be left as is. Actioned
- 11. Andy Hung lessons:** Deborah has been in contact with Andy re lessons. The dates have been set as Thursday 6th and Friday 7th January from 2:00 - 4:00pm. Topics will be: doubles and defending multi 2s. Actioned
- 12. Christmas Party:** Molly, with the assistance of Gill, has all in hand for the party. Tickets have been sold to 121 people. There is an air of anticipation amongst those who will be attending. Molly
- 13. Filing cabinets:** moved by Deborah, seconded by Jan that three (3) cabinets be bought for the offices. Carried. Deborah
- 14. Cold water fountain:** the practice of filling water bottles directly from the spout has been observed; as has finger licking prior to opening a hand of cards. Donna volunteered to speak to the player known to practise this. It was decided to place a notice near the water fountain instructing members to use the jug provided to fill their bottles rather than the spout. Donna/Deborah

15. Proposed change in management committee meeting schedule: Ben Whitehouse, with his legal background, has played an important role in the management committee this year. He has advised that other commitments will preclude his attendance at meetings on Monday mornings from January 2022 onwards. It has been suggested we identify an alternate day/time to meet so Ben's valuable contribution can be sustained. Moved Mick, seconded Ben, that we meet on Tuesday 11th January 2022 at 1:30pm and schedule following meetings for the 2nd Tuesday of each month from then on. Carried. Deborah

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

The attached correspondence list from 9th October - 6th November was tabled. Moved Donna, seconded Sebastian, that incoming and outgoing correspondence be accepted. Carried.

BUSINESS ARISING FROM CORRESPONDENCE:

Max tendered his resignation as Treasurer. Daniel Chua was working through the books while we waited for a new treasurer to be appointed. Colin Gorton is now the Treasurer, elected at the special meeting convened prior to this meeting.

Doug's resignation as President means we need to fill the following positions:

- a new QBA delegate/ rep - Mick indicated he'd resume the responsibilities
- OH&S coordinator and
- Fire & Safety Officer.

The last two (2) will need to be offered to the member body in order to find people willing to fill them.

TREASURER'S REPORT: Daniel Chua sat in on the meeting to present his findings after having examined the financial books. Bank reconciliations are being worked on. The BoQ reconciliation is complete. The others are now being done. Payments and deposits are in the process of being tracked.

Daniel will work with Colin Gorton, as new Treasurer, to finalise the books ready for auditing prior to the end of our financial year.

Moved by Ros and seconded by Sebastian that Daniel Chua be appointed as a consultant for a fee of \$1.00. Carried.

CONGRESS REPORT: Sebastian (convenor)

A successful teams' congress was held on Sunday 5th December 2021.

A local team including Daniel Chua and Dan Maher was very successful in achieving 2nd place. Congratulations to their team on a great effort.

Many thanks are offered to those Club members (Molly and Colin) who assisted Sebastian in setting up and ensuring that the day was able to flow.

Estimated revenue was \$2,640 from 22 teams @ \$120. There was a discrepancy in the figures. It's thought it may be due to incorrect bank account details being provided to entrants. To be investigated.

Moved by Sebastian and seconded by Ros that in future, winners' prize money will be processed via EFTPOS so shortfalls on the day can't recur.

DEALERS & MASTERPOINT SECRETARY'S REPORT: Carradine

No reports this month.

EDUCATION REPORT:

Deirdre Giles will take over the reins for the remaining classes this year. Teacher/s for next year are yet to be identified.

DIRECTORS' REPORT: Ros

The paucity of directors was brought up as a result of our losing Neil Casey who resigned from the Club and Bruce Johnman who has indicated his choice to curtail his Tuesday directing. People possibly interested in learning to direct were discussed. It was suggested that announcements be made prior to play for the week to ask for interested people to nominate themselves to be trained as directors. Ros

WORK HEALTH & SAFETY:

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

MAINTENANCE:

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

NEW MEMBERS:

One new player applied for membership this month. Moved by Robina and seconded by Ben that Janet Buxton's membership application be accepted. Carried.

GENERAL BUSINESS:

NEXT MEETING: Tuesday 11th January 2022 at 1:30pm.

CLOSE: 11:10am

Confirmed:-----Date-----