

Redland Bridge Club Inc
Management Committee Meeting Minutes
Tuesday 11th January at 1:30pm

WELCOME: At 1:30pm 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, Robina Cooper, Deborah Thomas, Glynis Hendricks, Ben Whitehouse & Donna Noble

APOLOGIES: Mick Souter, Jan Deaville

MINUTES OF PREVIOUS MEETING held 6th December 2021

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

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

- 1. Toilet Renovation:** Moved Ben seconded Sebastian that a special general meeting be called to take the quoted for the bathroom renovations and clubhouse painting to the member body. Meeting set for 1:15pm 26th January after play finishes. The member body is to be advised of the meeting, in writing, with fourteen (14) days advance notice. Deborah
- 2. Maintenance Checklist:** To be reviewed regularly and new items added as they arise. Sebastian reported he would follow the Redland City Council up re trimming leaning trees in car park. Tasks due for February - gutter cleaning; website hosting fee etc Sebastian
- 3. Accounting package:** We've changed over from MYOB to Xero. Colin secured a 25% discount on the software monthly fee by providing the articles of our incorporation to Xero. Actioned
- 4. Council compliance audit and inspection:** completed on Monday 29th November. The council reps were quite vocal re their being impressed with our compliance status. Ben asked for permission to inspect the downpipes identified by the council rep as needing sealing. Granted. Ben
- 5. Andy Hung:** Following the successful lessons delivered by Andy, it was suggested we send him an email of appreciation and ask him to provide dates later in the year when he will be available for further lessons. There was a shortfall in the revenue collected from attendees. There were 27 present for the 1st lesson; 13 for the 2nd. Quite a few members signed up but didn't attend so the club will need to meet the shortfall of \$140 dependent on Andy's invoice. Deborah
- 6. Office Works account:** Deborah set up a 30 day account with Office Works Capalaba. We are awaiting the arrival of a plastic key card which will need to be presented for each over the counter purchase. In the meantime, we can order supplies online. Ros indicated we need A4 copy paper as a matter of urgency. Robina indicated the need for pale yellow copy paper for membership forms. Deborah
- 7. 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. Ben has a preliminary quote \$1,650 for reviewing the lease document. It was agreed that quotes were to be obtained from 3 lawyers. We are awaiting

an update on Council's progress. Follow up required.

Ben

- 8. Club positions vacant:** we are in need of people to stand up and take on the task of OH&S coordinator and Fire & Safety Officer. Mick offered to resume duties as QBA delegate. Robina to put an item in the Trumpit asking interested people with prior career expertise in the fields to consider becoming involved and to speak to Ros or Deborah. Ros to include similar call to arms in daily announcements.

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

The attached correspondence list from 7th December - 11th January was tabled. Moved Donna, seconded Ben, that incoming and outgoing correspondence be accepted. Carried.

BUSINESS ARISING FROM CORRESPONDENCE:

A complaint was made to the Qld Government via QLD Health as a result of mask wearing not being enforced during Saturday 8/1/22 play. Kim Ellaway called Ros; Ros spoke to Ben; Ben drafted a letter addressing the situation. Ros spoke separately to the director of the day who acknowledged the approach had been in error and apologised. Masks are mandatory (except for those with medical exemptions) at all times members are in the clubhouse unless they are actually drinking or eating.

TREASURER'S REPORT:

A Trial Balance as at 31/12/21; a balance sheet and a profit and loss statement for 2021 were tabled.

The new accounting package, Xero, allows a number of people to be allocated read only access. Colin identified those in the positions of President and Secretary for said access.

The BoQ merchant facility is in the process of being established. Colin and Sebastian will attend the branch to complete the paperwork.

The auditor, Julie Pettit, is out of the State until the end of the month. Colin to contact her afterwards to arrange a meeting so he and Daniel Chua can present the Club's books for auditing in time for the AGM (March).

Moved Colin seconded Sebastian that the Treasurer's report be accepted. Carried.

DEALERS & MASTERPOINT SECRETARY'S REPORT: Carradine

No dealer report this month. The masterpoint secretary's report was tabled. Members have been asked to check and confirm their phone numbers in the list pinned to the noticeboard in the clubhouse.

Moved Robina seconded Deborah that the report be accepted. Carried.

EDUCATION REPORT:

A new Beginners' Class is scheduled to begin in March. Deirdre has agreed to step into the void and conduct the class. Nigel had indicated an interest in being involved.

The question re the duration of beginners' classes was raised. Many people think 6 weeks is too short and should be double that. Donna said she thought people, close to finishing their class, are keen to play rather than sit through additional lessons and thought that they would be better served by transitioning to supervised play preceded by a short lesson. Ros will speak to Deirdre re her thoughts.

Ros and Deirdre both consider it would be better to encourage new players to come on Thursdays rather than Tuesdays so they have a gentler introduction to general club play.

We have a number of players rostered to come along to supervised play and help new players get a feel for the game under different conditions from the class they've just completed. Those members' contributions must be acknowledged gratefully.

DIRECTORS' REPORT: Ros

The availability of directors is an ongoing issue for the club. One (1) trainee director had already dropped out of contention. Neil Casey intends on resuming play sometime in January and may/may not be available for directing. Bruce Johnman, although having stood down as Tuesday's director, intends continuing to play and has asked for training in computing. He has indicated readiness to help get things done 'properly'.

Val Rollings has declined our invitation to direct the teams' competition. With only 8 teams nominated, it's thought that Chris Mayfield and Ros can possibly direct under the same protocol adopted for the pairs competition held on 10th & 17th January. If the number increases substantially above 8 teams, however, we may be better served by asking Alan Gibson to step in. His fee is \$130/day.

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:

Moved Robina, seconded Colin that membership applications for:

John Bullion

Beatriz (Betty) Fountain

Gregory (Greg) Lewis

Catherine (Cathy) Oberholzer

be accepted. Carried.

GENERAL BUSINESS:

4. **Youth:** - can we encourage them to get involved and play bridge? Sebastian is keen to see our game redefined and made more attractive to younger people. Moved Sebastian seconded Deborah that Sebastian liaises with Michael Gearing re what is already in play and how it might be applicable to RBC. Are there any Council grants that may help us expand our reach into the local community? Sebastian
5. **Trivia night/social coordinator:** - with the resumption of social activities, many members have been uplifted by our very successful Melbourne Cup Party and Christmas Party. Talk has now turned to staging a trivia night sometime around May. A huge commendation to Molly O'Donohue and her helpers for the amazing events they pulled off is warranted. Moved Deborah, seconded Donna that we offer the position of Social Coordinator to Molly; and that one or more committee members commit to help in running/staging such events next year. Deborah
6. **COVID-19 management:** State borders are open. Daily case numbers have skyrocketed. We have viewed management précis from the QBA and the Anglican Church to better understand how we should formulate our own management strategy. First and foremost, masks are mandatory! In the event of a member contracting COVID-19, we ask that they call the club or an office bearer to advise us. Their identity will remain confidential unless they give specific permission for us to disclose it. Such conversations will be recorded in the COVID-19 Vaccination Register with the date of call; which official took the call and the member's disclosure wishes. If the infected member had played at RBC recently, club members who played the same day will be advised by email that they may be a close contact and should look out for symptoms. Any member, infected or showing symptoms, should refrain from coming to the club until they return a negative PSA/RAT test. The member body is to be sent an outline of our strategy by email. Deborah

The Qld Health website states that applications for mask exemptions need to go through them, not issued by a GP. It further states that few people will be granted exemptions. Ben asked if we should require members with medical mask exemptions to have their exemption ratified by Qld Health.

NEXT MEETING: Tuesday 8th February 2022 at 1:30pm.

CLOSE: 3:30pm

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