

Redland Bridge Club Inc

Management Committee Meeting Minutes - Provisional

Monday 8th November at 9:30 am

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

PRESENT: Doug Sands (chairman), Ros Putland, Max Latimer, Sebastian Raciti, Robina Cooper, Deborah Thomas, Glynis Hendricks, Jan Deaville, Ben Whitehouse & Donna Noble

APOLOGIES:

MINUTES OF PREVIOUS MEETING held 11th October 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:** Kane Ringdahl (Steamy Bathrooms) quote was discussed. The question of separate male/female disabled toilets arose. It was unanimously decided that 1 unisex disabled toilet was adequate. Deborah to ask Kane to include sliding door in quote and clarify the need for full toilet suites vs new pans only; and to speak to Poulson Builders re same as well as painting external fixtures as part of their contracted work. Deborah to establish when they'd be available; how long it would take to complete. A special meeting will need to be called for member body approval for works once these details are clarified. Deborah
- 2. Maintenance Checklist:** To be reviewed regularly and new items added as they arise. Service of hot water / water fountain systems scheduled for this month. Sebastian
- 3. Cleaning office clutter/working bee:** It was agreed that the non-committee members who attended the working bee be rewarded with 3 free game vouchers. Deborah to provide the list of those people to Doug. Deborah
- 4. Selling old pcs/MYOB or other accounting package:** work is progressing - all units are spoken for; 2 have been passed onto their new owners. Discussion arose re MYOB. Following change of treasurer's laptop, our MYOB software was found to be several versions out of date which compromised a seamless transfer. Our files are incompatible with our software and support is non-existent. Deborah spent 1 hour on hold to speak to MYOB support. Deborah's request for an email with details re upgrading both software and files didn't arrive despite haven been promised. MYOB's user unfriendliness and the need for an accounting package that suited an incorporated club rather than a business with employees led Deborah to research accounting packages online. Deborah found that Money Minder is especially set up for clubs. It's cheaper than MYOB and MYOB files can be imported into the program for \$49/year. It has very good reviews. Deborah to investigate Xero as opposed to MYOB and Money Minder. Ros to speak to Daniel Chua re getting MYOB on track in the short term. Max to ask auditor for a software recommendation. Deborah/Ros/Max
- 5. 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 -

 - a. 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. Doug
 - b. 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
 - c. 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. We're awaiting a response. In the

meantime, RCC asked for a meeting onsite to discuss their preliminary master development plan for the Pinklands area. Deborah to liaise with Council to arrange a suitable time.

Doug

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

- 6. Tuesday session:** Ros analysed players' mps and experience from a previous Tuesday session. There was no clear way to proceed with this in the meeting timeframe hold over to next meeting.

Relist

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

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

BUSINESS ARISING FROM CORRESPONDENCE:

- 7. Vaccinations:** A motion to mandate vaccinations was submitted by Ros Putland and Robina Cooper. To fall in line with the State border reopening on 17th December, the date for 1st vaccination was amended to 26th November 2021 and for the 2nd to 1st January 2022. Carried with the undertaking to revise if required once the QBA's statement is issued at the end of next week viz. 19th November 2021.
- 8. Negative comment re Melbourne Cup day play:** A new member, playing in an open field for the first time, emailed his concerns re the arrangements he and his wife had to contend with. Doug spoke with the member. He deemed the matter to have been adequately addressed.
- 9. Donations:** donations were made to Gallipoli Medical Research on behalf of Ron Cross and to the Cancer Council on behalf of Annie Deacon following their recent passing.

TREASURER'S REPORT: Max

Max presented a hand written October report. Anne Ormerod's monthly table takings report included. Discussion arose re accounting software and the need to have our books in order for end of year auditing. Max was asked to seek a comment from Julie Pettit (auditor) on her software package recommendation. After questions were answered, Robina moved, seconded by Jan that the report be accepted. Carried.

DEALERS & MASTERPOINT SECRETARY'S REPORT: Carradine

The attached report from Carradine Lucas was tabled. Moved Deborah seconded Ros that the report be accepted. Carried.

EDUCATION REPORT: Doug

New lessons are to start on Tuesday 9th November, for 6 weeks. 7 people have enrolled.

DIRECTORS' REPORT: Ros

WORK HEALTH & SAFETY: Doug

Doug advised that the annual test & tag inspection was performed on 19th October. All our equipment was found to be safe whereas an extension lead left onsite following the working bee was found to be faulty. The owner was advised.

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 member, Dianne Rigano, applied to become a member this month. Moved Robina seconded Donna that Dianne's application be accepted. Carried.

GENERAL BUSINESS:

- 10. **Empty Christmas tree:** as we've done this over a period of years previously, it was agreed we continue. Members are to be advised they can put gifts and food items for the community under the tree via daily announcements and email if deemed necessary. Deborah

- 11. **Melbourne Cup Party:** Overall it was a great day enjoyed by many players and visitors. A couple of issues arose re the quality of lunch and some beginners having to operate the bridgemate for the first time as well as play against more experienced people. Deborah to speak with Molly re catering for Xmas party. It was agreed to give helpers 3 free game vouchers. Molly

- 12. **Filing cabinet/s:** the offices need to be optimally serviced so there is no clutter or extraneous paperwork on desktops. Under bench filing cabinets will provide drawers for pens, staplers etc. Board boxes are cluttering the dealing room ... better options are required either in the dealer's room itself or in the storeroom as well. Left in abeyance due to time constraint. Relist

- 13. **Debit card:** the question of who should have a debit card was raised. It was decided to amalgamate the duty of purchasing morning tea goods and office/cleaning items with Jan Deaville taking on that responsibility. Max to arrange for her to have a debit card with BOQ for those purchases. Max

- 14. **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 said disadvantage? Relist

- 15. **Cold Water Fountain:** drink bottle mouths not to make contact with spout Relist

- 16. **Andy Hung lessons:** it's time to contact Andy re lessons Deborah

In view of time constraint outstanding matters will be held over til next meeting.

NEXT MEETING: Monday 13th December 2021 at 9:30am.

CLOSE: 11:00am

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