

## REDLAND BRIDGE CLUB (Inc)

### MINUTES OF COMMITTEE OF MANAGEMENT MEETING

**MONDAY 13 MARCH 2017**

**OPENED:** At 9.00 a.m. Doug declared that a quorum was present and opened the meeting. Doug specially welcomed the new committee members Judi, Barb and Neil.

**PRESENT:** Doug Sands (Chairman), Neil Casey, Pauline Curtis, Ben Engeman, Barbara Flynn, Judi Hutchinson, Carradine Lucas, Molly O'Donohue, Mike Souter & Greg Nolan

**APOLOGIES:** Paul Elkington

**MINUTES OF PREVIOUS MEETING held 6 February 2017:** Moved by Ben, seconded Pauline that the Minutes as emailed on 10.2.2017 are a correct record of the meeting. Carried

#### **BUSINESS ARISING FROM MINUTES:**

**1 Water Supply Pipe:** Peter lodged a request with Redland City Council (RCC) on 17 August for RCC to take over responsibility for the water supply pipeline in the common user area on the building side of the meter. Council requested copies of the invoices for repair works and Greg supplied these on 29 October. Doug to provide another copy of the invoices to RCC. DOUG

**Constitution and By-Law Review:** The amendments to the constitution were passed at the Annual General Meeting held on 4 March 2017.

**2 Approval of Amendments:** Molly to submit the constitution amendments to the Qld Office of Fair Trading for approval. MOLLY

**3 Publication of Revised Club Rules on RBC Website:** Molly to arrange for the amended constitution and By-Laws to be placed on the club website. MOLLY

**4 Paper Copies of Amendments:** Molly to arrange for the amendments to the constitution and By-Laws to be printed on A5 paper for insertion into the currently printed club rules. MOLLY

**5 Annual Membership Levies:** Carradine reported that only 14 members still needed to be contacted to pay their annual levies. Membership list to be completed by 30 March. CARRADINE

**6 Land for Wildlife:** Redland City Council has approved us joining the RCC Land for Wildlife program. Committee decided to start with planting of the roundabout area. Barb agreed to help Ben with the selection of plants from Indigiscapes. Committee decided to hold a working bee at 10:00 am on Sunday 30 April to do the planting. Ben to also get some herbicide. BEN/BARB

**7 Re-Padding of Chairs:** Gill had previously arranged two quotes for the re-padding of some of the chairs. She has also obtained a comparison quote for new chairs. Molly to report next meeting. MOLLY

**8 First Aid Training:** Committee thought that it would be good for directors to have some First Aid training. The club will pay for the training. Mike to take this recommendation to the next directors' meeting. Training would be voluntary. MIKE

**9 Congress Catering Coordinator:** Liz Engeman has volunteered to fill this role for the April congress. RE-LIST

**10 Mentoring Day on 21 March:** Molly has arranged a no masterpoints mentoring day on Tuesday 21 March. She has 35 interested learners and 28 mentors. MOLLY

**11 Table Etiquette:** Ben to ask Betty Bowdler if she would regularly present a short talk on the Club's etiquette requirements at Tuesday sessions. BEN

**12 Director Payment:** Committee had previously decided that where a director gives up an opportunity to play in a club Red Point event to direct when an outside director is not available, the director is to be paid the same as an outside director. Mike to advise the directors. MIKE

**13 Dealing Machine:** Carradine has placed an order for a new dealing machine. CARRADINE

**14 Andy Hung Lessons:** Committee approved Molly's proposal for Andy Hung to provide lessons on Tuesdays 2, 16, 23 and 30 May. Andy's charge is \$15 per person. There is to be no additional charge for club overheads. MOLLY

**15 Teach the Teacher:** Committee previously approved the use of the RBC clubhouse and the provision of a light lunch for a Joan Butts teacher training day in late June. Molly to advise Deirdre. MOLLY

**16 Tree Check:** Ben has contacted Redland City Council and requested a professional arborist visit the carpark to identify whether any tree branches appear unsafe. Ben to follow-up. BEN

**17 Director Table Fees:** Committee recognized the great contribution made to the club by the directors but accepted that the previous proposal to offer free play all week to any director who directs at least once a week would be difficult to implement. Mike to take the committee's appreciation to the directors at their next meeting to see whether a practical solution can be found. MIKE

**18 Competition Reserves:** Committee had previously approved that table fees be waived for any player asked to fill in for a competition. Molly to advise Ros Putland. MOLLY

**19 Purchasing Officers:** Ben advised that Barb Flynn has agreed to purchase the tea, coffee & biscuits, Judi Hutchinson has agreed to purchase the office and kitchen supplies and that Jan Argent has agreed to order the milk supplies. Thanks to Barb, Judi and Jan.

All other actions from the minutes had been completed.

**CORRESPONDENCE:** The attached list of correspondence was presented by Molly who moved that the correspondence be accepted. Seconded Pauline. Carried

**BUSINESS ARISING FROM CORRESPONDENCE:** Refer Item 25 in General Business

**20 Member's Complaint:** Doug advised that he had received a letter from a member complaining about a director. Doug to discuss with the member and the director concerned. DOUG

**TREASURER'S REPORT:** Neil presented the attached report and moved that it be accepted, seconded Molly and carried. There was a significant discussion about the report for the benefit of the new committee members. Committee discussed the recent emails about an apparent loss of table fee money over a number of months.

**21 Drop Safe:** Committee approved the purchase of a new safe for \$539, with a drop chute for moneys that only the banker can remove. Molly to enquire about delivery costs and the method of installing. MOLLY

**22 New Procedures:** Announcements to be made that the person sitting North is responsible for the money at the table until it is collected by the director, and that only one person is to collect the table fees, the director of the day or their nominated delegate. PAULINE/DOUG

**DIRECTORS' REPORT:** No report this month.

**DEALERS' & MASTERPOINT SECRETARY'S REPORT:** Carradine tabled her report and moved that it be accepted, seconded Mike and carried. Business arising: Nil

**EDUCATION REPORT:** Doug advised that John Harris is planning to present Multi Two lessons. Molly reported that this would occur mid-year after the Andy Hung lessons.

**WORKPLACE HEALTH & SAFETY:**

The committee is not aware of any unacceptable health or safety risks at the club at this time.

**MAINTENANCE:** The committee is not aware of any significant maintenance issues at this time.

**NEW MEMBERS:** No applications this month.

**ACTIONS from AGM held 4 March:**

**23 Auditor's Recommendations:** Doug explained that the letter with five recommendations from the auditor had not been tabled at the AGM due to the treasurer still clarifying what the recommendations were. These have now been actioned, namely: obtain receipts for all expenditure and provide better descriptions of expenditures. The letter will be available to the members from today. DOUG

**24 Quote for 2017 Auditor:** Neil to obtain a quote for the next audit from Howe, Ford & Boxer. NEIL

**25 Saturday Session Starting Time:** Committee noted the decision made at the AGM to change the Saturday starting time from 12:30 to 12 noon. Several letters have been received from members objecting to this change. Committee resolved that the AGM decision was invalid as insufficient time had been taken to debate the issue fully. The Saturday session starting time is to remain at 12:30 pm.

**GENERAL BUSINESS:**

**26 2017 Members Booklet:** Molly has the final 2017 calendar. The membership list is being finalised by Carradine by 30 March. Molly to contact Renaissance to enquire if they are willing to sponsor the booklet again this year. MOLLY

**27 Volunteer Positions:** Committee updated the list of club volunteers. Doug to update list and re-issue. DOUG

**28 Anzac Day:** Anzac day this year is on a Tuesday. Pauline to arrange a morning tea for the normal Tuesday numbers. PAULINE

**29 Good Friday:** Committee agreed to follow previous practice and have no Bridge on Good Friday. PAULINE/DOUG

**NEXT MEETING:** Monday 10 April 2017 at 9.30a.m.

**CLOSE:** There being no further business, the meeting was closed at 11:00 a.m.

Confirmed:

Chairman:...Doug Sands.....Date:...10 April 2017.....