

**REDLAND BRIDGE CLUB (Inc)**

**MINUTES OF COMMITTEE OF MANAGEMENT MEETING**

**MONDAY 10 APRIL 2017**

**OPENED:** At 9.30 a.m. Doug declared that a quorum was present and opened the meeting.

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

**APOLOGIES:** Paul Elkington, Carradine Lucas

**MINUTES OF PREVIOUS MEETING held 13 March 2017:** Moved by Neil, seconded Ben that the Minutes as emailed on 23.3.2017 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 & Molly met with an RCC representative on 7 April. Awaiting a response from RCC. DOUG

**Constitution and By-Law Review:** The amendments to the constitution were passed at the Annual General Meeting held on 4 March 2017. Molly has submitted the amendments to the Queensland Office of Fair Trading for approval.

**2 Publication of Revised Club Rules on RBC Website:** Placing the amended Constitution and By-Laws on the club website has been delayed as the paper copy does not match the electronic copy. Doug to resolve. DOUG

**3 Paper Copies of Amendments:** Molly to arrange for the amendments to the Constitution and By-Laws to be printed on A5 sheets for insertion into the printed club rules when resolved. MOLLY

**4 Land for Wildlife:** A working bee is being planned for 10:00 am on Sunday 30 April to plant the RCC donated ground covers. Ben and Barb to select the plants. Ben to also get some herbicide. BEN/BARB

**5 Re-Padding of Chairs:** Committee approved the quote from The Chair Lady for \$3840 plus GST to repad and recover 61 chairs. MOLLY

**6 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

**7 Congress Catering Coordinator:** Liz Engeman very competently arranged the catering for the April congress and is considering whether to fill this role permanently. RE-LIST

**8 Mentoring Day on 21 March:** A lot of positive feedback has been received for the no masterpoints mentoring day held on Tuesday 21 March. Molly organised 19 tables. Committee to consider another similar day later in the year. MOLLY

**9 Table Etiquette:** Mike to regularly present a short talk on the Club's etiquette requirements at Tuesday sessions. MIKE

**10 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 amount as an outside director. Mike to advise the directors. MIKE

**11 Dealing Machine:** Committee resolved to accept the offer of the \$500 trade-in for the old machine. Carradine to place an order for a new dealing machine at \$3495 (nett). CARRADINE

**12 Andy Hung Lessons:** Advertising for Andy Hung's lessons on Tuesdays 2, 16, 23 and 30 May has been arranged. Andy's charge is \$15 per person. There is to be no additional charge for club overheads. MOLLY

**13 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

**14 Purchasing Officer:** Ben has agreed to purchase the office and kitchen supplies. Thanks Ben.

**15 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

**16 Drop Safe:** Committee approved the freight cost of \$113 for the new safe with a drop chute for moneys that only the banker can remove. Molly to arrange delivery and installation. MOLLY

**17 2016 Auditor's Recommendations:** The letter with five recommendations from the auditor has been displayed at the clubhouse for four weeks. Doug to draft, with Greg Nolan, a response to the letter. DOUG

**18 2017 Auditor:** Doug reported that a member had advised that he had received poor service from Howe, Ford & Boxer (HF&B) when he used them privately. HFB had been approved by the AGM. Neil advised that Daniel Chua had offered to investigate which auditors other clubs use. RE-LIST

**19 2017 Members Booklet:** Molly advised that Renaissance Retirement Living had advised that it could not sponsor our booklet this year. We need to know whether the ABF levy is to increase this year before the booklet is printed. MIKE

**20 Volunteer Positions:** Doug to update list and re-issue. DOUG

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 Mike. Carried

**BUSINESS ARISING FROM CORRESPONDENCE:** Nil

**TREASURER'S REPORT:** Neil presented the attached report and moved that it be accepted, seconded Mike and carried. Committee appreciated Neil's summary of table fees.

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

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

**EDUCATION REPORT:** Doug advised that Deirdre Giles is conducting a second beginners' class on Tuesday nights.

**21 Ron Klinger Training Session:** Molly advised that Ron Klinger plans to be in town on Tuesday 12 September and had offered to do a training session at the club. Committee agreed to hold a session from 2:00 to 4:30 pm at \$20 per person, with a guaranteed \$600 minimum. Molly to arrange. MOLLY

**CONGRESS REPORT:** Molly presented her report on the Novice and Restricted Teams Congress held on 9 April. (Attached) Everything went very well, with Val Roland and Liz Engeman contributing greatly to a successful day, along with many helpers.

**WORKPLACE HEALTH & SAFETY:**

**22 Fire Safety:** Doug reported that the six monthly inspection of the fire safety equipment had been carried out on 27 March. The two extinguishers had reached their life expiry date of five years and had been replaced. One exit light failed and the contractor will send a quote to replace it. DOUG

**23 Pest Control:** Doug reported that internal pest control had been carried out in February. Mike reported that ants had been in evidence lately. Mike to take this up with Bob Gunn for re-treatment. MIKE

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:** Moved Molly, seconded Mike, and carried that the following applications for membership be approved: Margaret Barrett, Karen Cordingley, Cecelia Hains, Jennifer Mason, Marlene Mc Swaine, Carol Wright and Alan Gibson as Associate.

**GENERAL BUSINESS:**

**24 Outside Barbecue:** Committee considered a proposal to construct an outside barbecue but decided to not proceed with it.

**25 Meal Budgets:** Moved Mike, seconded Pauline, and carried that \$25 be approved for Wednesday dinner budget and \$70 be approved for Sunday dinner budget.

**26 Bridge for Brains:** Committee resolved to hold B4B fund raiser on Friday 5 May, with normal \$5 table fees being donated, members to be asked to give a gold coin donation, and that no food items be requested for morning tea. Pauline and Barb offered to arrange morning tea. PAULINE/BARB

**27 Cancer Research:** Committee resolved to hold a Cancer Council fund raiser on Monday 26 June as part of Australia's Biggest Afternoon Tea, with normal \$5 table fees being donated, members to be asked to give a gold coin donation, and that no food items be requested for afternoon tea. Molly to ask Janelle Williamson if she would be willing to arrange afternoon tea. MOLLY

**28 Raffle Issues:** Committee discussed issues relating to raffle ticket sellers and security of raffle prizes. Committee felt that a back-up key to the raffle prizes should be available for access to drinks if shortages occur at functions. Doug to discuss with Di Elliott. DOUG

**29 Social Night:** Molly advised that Gill Ross had suggested that a quiz night and dinner be held at the clubhouse on Friday 28 April. Molly and Gill would arrange the meal and various members would contribute to the trivia quiz. A charge of \$10 per person would apply to cover costs. Committee approved the suggestion with enthusiasm. MOLLY

**NEXT MEETING:** Monday 8 May 2017 at 9.30a.m. Judi gave her apologies.

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

Confirmed:

Chairman:.....Doug Sands.....Date:....8 May 2017.....