

## REDLAND BRIDGE CLUB (Inc)

### MINUTES OF MEETING OF MANAGEMENT COMMITTEE

MONDAY 9 JANUARY 2017

**OPENED:** 9.30 a.m.

**PRESENT:** Doug Sands (Chairman), Pauline Curtis, Ben Engeman, Peter Neville, Greg Nolan, Molly O'Donohue, Gill Ross, Mike Souter

**APOLOGIES:** Carradine Lucas

**MINUTES OF PREVIOUS MEETING held 12 December 2016:** Moved by Greg, seconded Gill that the Minutes as emailed on 13.12.2016 are a correct record of the meeting. Carried

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

**1 Water Supply Pipe:** Peter has lodged a request with Redland City Council (RCC) 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 has supplied. RE-LIST

**2 Constitution and By-Law Review:** The following issues have to be considered at the AGM:

- Husband & wife both on committee executive
- Honorary Life Members cap of 2.5% of membership
- Entry criteria to RBC Honour Board Events
- Masterpoint limit for Tuesday session DOUG

**3 Position Descriptions:** Review is continuing. DOUG

**4 Tuesday Masterpoint Level:** Committee trialled a no Masterpoint cap on Tuesday sessions from September to the end of December. Molly to analyse attendees over this period to identify how the trial went. MOLLY

**5 Thank You to Scorers:** Committee agreed to arrange an afternoon tea on Monday 27 February to show the club's appreciation to past and present scorers. MOLLY/GILL

**6 Workplace Health and Safety Audit:** The external audit carried out on hazards and risks in and around the clubhouse has been completed and the report contained two moderate hazards and two minor hazards:

- The trip hazard on the back path has been highlighted
- A new door with a sight window is to be installed in the men's washroom this Friday MIKE
- A sign has been placed on the external switchboard enclosure
- Fallen vegetation has been removed from the east side of the building

**7 Membership Subscriptions:** Gill has issued the membership renewal notices and Doug has announced the availability of the locked box at the foyer. Molly to ask Carradine when the remaining notices should be mailed or emailed. MOLLY

**8 Recycling Bin:** Molly advised that the high December charges included a change-over fee to the new bin. Molly has asked this to be waived and JJ Richards is considering a refund. MOLLY

**9 Tea Cups:** Pauline has purchased an extra 3 dozen tea cups.

**10 Land for Wildlife:** Ben reported that the Redland City Council has approved us joining the RCC Land for Wildlife program. The program offers up to \$750 of materials and equipment from Council with \$100 in year one. Ben & Doug to meet Council officers this morning to discuss the details of what the program offers. BEN

**11 Padding of Chairs:** Gill has arranged two quotes for the re-padding of some of the chairs. GILL  
Mike has been unable to obtain comparison quotes for new chairs.

**12 First Aid Training:** Doug to arrange a survey of members today to see how many might be interested if the club was to arrange first aid training for club members. DOUG

**13 Cleaning of Bridgemates:** Letter from Per Jannersten offering to clean our Bridgemates on 21 January, presumably at a cost. Doug reported that Darryl Lock felt that cleaning the Bridgemate cases would be a good idea. Gill to find out what Per is actually offering to do. GILL

**14 Congress Catering Coordinator:** Joy Welsford has resigned from this position. Committee to consider a replacement. DOUG

**15 Australia Day:** Gill and Pauline to arrange the special morning tea for Australia Day Thursday 26 January. GILL/PAULINE

**16 Data Projector:** Mike to discuss with Chris Mayfield and Darryl Lock to identify the benefits of connecting the Compscore computer to the data projector. Mike to provide a report on cost options and proposed benefits. MIKE

All other actions had been completed.

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

**BUSINESS ARISING FROM CORRESPONDENCE:** Nil

**TREASURER'S REPORT:** Greg presented the attached report and moved that it be accepted. Seconded Mike. Carried  
Adoption of the 2017 budget was proposed by Greg, seconded by Ben, and carried.

**DIRECTORS' REPORT:** No report

**DEALERS' & MASTERPOINTS REPORT:** No report

**EDUCATION REPORT:** A new Beginners Class is planned to start on 1<sup>st</sup> February.

**MAINTENANCE:**

**17 Carpet Edge Strip:** Committee noted that the rubber edge strip has separated from the carpet near the kitchen. Peter to arrange to re-glue it. PETER

**18 Removal of Chairs:** The 8<sup>th</sup> row of chairs is to be removed after play on 16<sup>th</sup> January. ALL  
The committee is not aware of any other maintenance issues at this time.

**WORKPLACE HEALTH & SAFETY:** Ben reported that a member had tripped on the carpet at the front door. Ben has turned the carpet around so that the trip hazard has been removed.

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

**NEW MEMBERS:** None proposed

**GENERAL BUSINESS:**

**19 New Year's Eve:** Doug reported that Avra had run a night session on 31 December and 14 members attended.

**20 Charity Day Mon 23 January:** Committee approved a charity day on Monday 23 January for the Save the Children Fund's Syrian appeal. Table fees and raffle proceeds are to be donated. Members are to be asked for a gold coin donation. Trevor Strickland will direct. DOUG

**21 QBA Levy:** Doug advised that an increase in QBA levy from \$14 to \$15 will apply in 2017. This was advised after the club's renewal notices had been printed. Committee resolved to pay the difference from general funds. GREG

**22 AGM:** Gill to arrange for the committee nominations to be advertised from 23 January. GILL

**23 Member Complaint:** There have been complaints about a member. Molly is to discuss with the member concerned. MOLLY

**24 Air-Con Complaint:** A complaint has been received about the lack of cool air in the centre of the room. Mike confirmed that the system had been checked recently and all vents cleaned. Committee decided no further action at this time.

**25 Incident 29 December:** Mike reported that a bird had been locked inside the building overnight on 29 December. An abundance of droppings had to be cleaned from the furniture and floor coverings on Friday by the cleaner. In future all to check that building is clear before locking up.

**26 Coffee:** Ben reported that a member had asked for a better brand of coffee or the installation of a coffee machine. Committee discussed options and decided to stay with the current brand of instant coffee.

**27 Mentoring Day:** Committee discussed a no masterpoints mentoring day on a Tuesday in March. Molly to investigate whether this was feasible. MOLLY

**28 Congress Fees:** Committee approved setting the congress fee at \$30 per person. MOLLY

**NEXT MEETING:** Monday 6 February 2017 at 9.30a.m.

**CLOSE:** There being no further business, the meeting closed at 10:40 a.m.

Confirmed:

Chairman:.....Doug Sands.....Date:.....6/2/2017.....