

REDLANDS BRIDGE CLUB (Inc.)
MINUTES OF COMMITTEE OF MANAGEMENT MEETING
MONDAY, 20 NOVEMBER 2017

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

PRESENT: Doug Sands (Chairman), Neil Casey, Mike Souter, Molly O'Donohue, Barbara Flynn, Pauline Curtis, Paul Elkington, Carradine Lucas

APOLOGIES: Judi Hutchinson, Ben Engeman

MINUTES OF PREVIOUS MEETING held on 9 October, 2017: Moved Neil, seconded Pauline, that the Minutes as emailed 10 October 2017 (with 2 spelling corrections) are a correct record of the meeting. Carried

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Defibrillator:** Deferred while a recommendation to purchase is prepared and presented at the next meeting, after Ben could find no sponsor BEN
2. **Dealing Machine:** Carradine confirmed the third machine is now ready for ready for trade in and this will now occur CARRADINE
3. **Application for Restricted Liquor Permit:** This is progressing DOUG
4. **Anne's Lessons:** Molly to follow-up with Anne to confirm Anne's interest in doing another similar course next year MOLLY
5. **Dishwasher:** Instructions on the use of the dishwasher next to the basin will be replaced on the machine. MOLLY
6. **Melbourne Cup Function:** Look at other caterers for next year and ensure that someone stays at bar MIKE
7. **Television/Projector Setup:** Investigate the optimisation of the television/projector/computer set up for teaching, notices MIKE
8. **Christmas Party:** Molly is the coordinator for the Christmas Party and its arrangements, Mike will be director on the day. Bridge play to commence at 1.30 pm and meal at 5.30pm Two volunteers will assist in serving and Bill Morgan has offered to provide wines. MOLLY
9. **Electricity Review:** Mike to get Origin discount on the electricity usage charges. Mike moved Pauline seconded. Carried MIKE
10. **Ron Klinger** It was decided to proceed with a one-off Klinger training presentation next year on Tuesday 17 July 2018. . Moved by Carradine and seconded by Neil. Carried
11. **LED Lights:** Mike to organise a 4 Bank light replacement trial MIKE
Molly to organise a review of electricity consumption before making a decision on the fluorescent light replacement. MOLLY
12. **Smoking Guidelines:** The new guidelines on smoking are to promoted DOUG
13. **Reconciliation Forms:** A note to be sent to directors reminding them that forms are to filled out completely DOUG
14. **Emergency Contacts:** Doug to send out an email reminding members that the club needs the emergency contact details completed on the annual membership renewal forms. DOUG

All other items from the previous minutes have been actioned.

CORRESPONDENCE: The list of correspondence was presented to the meeting. Moved by Molly, seconded by Neil, and carried that the correspondence be received.

- Barbara MacKay's letter of complaint was noted and a letter telling her of the actions to be taken will be sent to Barbara MOLLY
- Sherille Russell's letter on smoking was received. Moved that smokers be asked to smoke outside the northern verandah area of the clubhouse if cover is needed otherwise the carpark. Moved Carradine and seconded Paul. Carried

TREASURERS REPORT: Neil presented the attached report and moved its acceptance. This was seconded by Molly and carried

Molly noted that the directors need to fill out the daily collection reconciliation reports correctly completed, signed and dated. Neil to take the issue to the Directors meeting. Doug to send out reminder to each director. DOUG

DIRECTORS REPORT: There was no director's report.

DEALERS AND MASTERPOINT SECRETARY REPORT. Carradine's attached report was tabled Membership renewal forms to be filled in correctly, particularly emergency contacts. Doug to send out an email. DOUG

Pencils and erasers to be donated to charity by Sammy Ziada. MIKE

Moved to accept report Carradine, seconded Mike, Carried

EDUCATION REPORT: No Action

WORKPLACE HEALTH AND SAFETY: The committee is not aware of any workplace health or safety issues at present, other than replacing yellow tape near entrance DOUG

MAINTENANCE: The committee is not aware of any maintenance issues at present

NEW MEMBERS: No new members were nominated

GENERAL BUSINESS:

1. 2018 Calendar. The proposed 13 Nov version of the calendar was accepted. Moved by Carradine, seconded by Neil. Carried
2. Fire Safety Inspections. Quote for \$550 for 2018 was accepted DOUG
3. Empty Christmas Appeal. This will occur as per last year. Pauline to put into Trumpit
4. Brisbane Zone AGM 19 November Redlands did not have a representative
5. Annual Membership renewals to be issued after Christmas Party. Greg has agreed to receive renewals. CARRADINE

Next Meeting: 11 December 2017, 9.30 am

CLOSE: There being no further business, the meeting closed at 10.55 am.

Confirmed: Chairman:.....Doug Sands..... Date.....11/12/2017.....