

Redland Bridge Club Inc
Management Committee Meeting Minutes - Provisional
Tuesday 8th February at 1:30pm

WELCOME: At 1:30pm Ros declared a quorum to be present and the meeting duly constituted. Ros thanked all for their attendance.

PRESENT: Ros Putland (chair), Sebastian Raciti, Colin Gorton, Deborah Thomas, Robina Cooper, Jan Deaville, Glynis Hendricks & Ben Whitehouse.

APOLOGIES: Donna Noble.

MINUTES OF PREVIOUS MEETING held 11th January 2022

Moved Robina seconded Colin that the minutes be accepted as a correct record of proceedings. Carried.

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

- 1. Toilet Renovation:** A third contractor has viewed the site and is in the process of providing a quote. The council requires a formal application with plans, quotes etc. Their processing time is unknown. With the Club's congress on 3rd April the aim is to have everything approved and ready to start soon afterwards in time to be completed prior to our next congress in July. Deborah
- 2. Clubhouse painting:** this should be scheduled after carpet cleaning so fresh paintwork on the skirting boards can't be damaged. Relist
- 3. Maintenance Checklist:** To be reviewed regularly and new items added as they arise. Tasks due for February - pest and build inspections; website hosting fee - Deborah to contact Peter Busch to confirm. A number of other items were discussed:

 - i. Drip tray:** Trevor White has taken the drip tray away to use as a starting point in the fabrication of one to suit the new Birko instant hot water system.
 - ii. Fascia boards:** Ros identified obvious damage to the fascia boards on the southern face of the building. This will be assessed as part of the building painting scope and repaired/replaced as required.
 - iii. Tree trimming:** Redland City Council hasn't advised of a date they'll trim the car park trees. The question arises re liability for any damage that occurs as it is, after all, their car park.
 - iv. Gutters:** were cleaned last week in January.
 - v. Solar power:** Our most recent power bill was \$1,871.54. The committee asked the company that installed our 6kW solar power system (Goodhew Electrical & Solar) to assess the system and make a recommendation on how to achieve reduced bills in the future. They found the setup to be functional and in good condition yet said it is incapable of providing any benefit to the club as we consume all the power it produces. Our \$0.50/kWh tariff is of no consequence as a result. To eliminate ongoing power costs, our system would need to be replaced by a 32kW system circa \$30,000 (supply & install). It is expected it would take 4 (four) years for this expense to pay itself off given our current rate of consumption. After that time, we would be able to use as much power as needed without incurring any further cost at all. Deborah moved and Colin Gorton seconded a motion to secure 2 quotes to install a 32kW system for presentation at the AGM. Carried. Sebastian & Colin
- 4. Office Works Capalaba account:** Until such time as we have a key card online purchases can be made. If anyone, other than Deborah, collects the items purchased online they will need to produce the code

emailed to the Club beforehand for the goods to be released.

Deborah

- 5. Legal opinion:** Ben suggested we focus on a city-based law firms rather than local to avoid the potential for conflicts of interest. Nick Harding is awaiting further advice from us so seems willing to undertake the lease document scrutiny on our behalf.
 - i. 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. Ben
 - ii. Car Park:** Ben moved that as the car park isn't ours, we take no further action on it. Seconded Deborah. Carried. Actioned
 - iii. Renewal of RCC Lease:** The RCC remains firm in its offer of a 10-year rather than a 20-year lease. They rejected our request for a meeting with the Mayor. Moved Ben, seconded Jan that we accept the 10-year lease and notify the Council accordingly. Deborah
- 6. Vaccinations:** the vaccination register has been updated. Many members have provided the date of their vaccine booster dose. Only 1 (one) member who is currently playing has no details in the register. Ros is sure she has sighted the vaccination record of the member in question. To be followed up. Deborah
- 7. New merchant facility:** in process of being established. BoQ is using an external entity, Fiserv, to handle our application. Deborah
- 8. Club position vacant:** Derek Richards has offered to take on the task of OH&S Coordinator. He has already commented on the ill-fitting drip tray in the kitchen. A formal letter of welcome and a job description is to be given to Derek. Sebastian will speak with Derek re the cross over between the maintenance schedule and his role. The Fire & Safety Officer role is still unfilled. Deborah & Sebastian
- 9. Youth:** Sebastian spoke with Michael Gearing. He said they don't even try what we were thinking of. Sebastian said you'd need to be passionate about seeing a result to pursue this matter. Actioned
- 10. Trivia night/social coordinator:** Deborah spoke to Molly re the position of social coordinator. Molly is happy to take on the role but said there was no need for a formal club position. One thing she would like is help from the committee in running events. Glynis said she's willing to help as required. Actioned
- 11. Club fishing trip:** interest in a club adventure is growing. Timeframe is late April onwards. NFA
- 12. COVID-19 management:** all members are aware of our policy. Actioned

All other items from the previous minutes have been actioned.

CORRESPONDENCE: Deborah

The correspondence list from 12th January - 7th February was tabled. Moved Glynis, seconded Sebastian, that incoming and outgoing correspondence be accepted. Carried.

BUSINESS ARISING FROM CORRESPONDENCE:

- 13. Renovation application:** Redland City Council has advised that we need to lodge an application to carry out our proposed renovation/s. They have asked for details including copies of the quotes and drawings. Deborah

TREASURER'S REPORT: Colin

A Balance Sheet as at 31/1/22 and a profit and loss statement for the month ending 31st January 2022 were tabled.

Colin indicated we made a net loss in January.

Moved Colin seconded Glynis that the Treasurer's report be accepted. Carried.

DEALERS & MASTERPOINT SECRETARY'S REPORT: Carradine

No dealer report this month.

EDUCATION REPORT:

A new Beginners' Class is scheduled to begin in March. Deirdre Giles will run the class with the help of Nigel Cleminson. Classes are being promoted in daily announcements with players being urged to tell friends and family who could be interested to get involved.

DIRECTORS' REPORT: Ros

The upcoming President's Pairs competition is scheduled for Wednesday 9th & 16th March. Ros said 3 (three) directors would be needed - 1 (one) to manage the computer and 2 (two) floor directors to answer calls from players. No outside director is required.

Ros

WORKPLACE HEALTH & SAFETY:

The committee is not aware of any other workplace health and safety issues at present.

MAINTENANCE:

The small fridge in the kitchen was mentioned as being an 'eye sore'. Sebastian, Colin and Ben adjusted its feet. It needs lifting at the back to level it. The fridge isn't used since COVID-19 adversely affected our congress attendee numbers.

The soiled area of carpet near the kitchen was mentioned. The number of stains is growing. Sebastian to obtain 2 (two) quotes to have the carpet commercially cleaned.

Sebastian

The committee is not aware of any other maintenance issues at present.

NEW MEMBERS:

Robina moved, seconded Jan, that applications for membership from the following people be accepted:

Caroline Attard
Dennis Kennedy
Di Mackenzie

Carried.

GENERAL BUSINESS:

- 14. Competition winner vouchers:** a previous committee passed a motion stating that competition 1st place winners were each to receive 4 (four) vouchers as prizes. There was an inconsistency in this in the last 2 (two) competitions with the earlier winners receiving 4 (four) vouchers whereas the later received 2 (two) each. A schedule of prizes for various competitions is to be created. Ros
- 15. AGM:** all preparations are in hand -
 - i. Insurance certificates of currency:** have been obtained from Steve Weir (TBIB).
 - ii. Auditor:** Colin & Daniel met Julie Pettit to hand our books over. No news so far. Colin
 - iii. Food service:** Glynis, Jan and Ros have volunteered to make individual plates for attendees. Suggestion is for sandwiches, cake and fruit.
 - iv. Nominations:** The last day for submitting nominations is Friday 18th February.
- 16. Vouchers for service:** vouchers are used in recognition of members' input into running the Club. Ros said writing individual vouchers was time consuming. Deborah suggested we set up a digital template so they can be typed rather than written. Colin urged caution given that takings went backwards last month and there is an established pattern of lower takings evident since the onset of COVID-19. Sebastian is to create a schedule of members' input for the Treasurer to keep up to speed on vouchers being issued.
- 17. Playing fee free days:** Monday 7th Feb was a free play day. Ros would like to see a rotating roster set up so each month, 1 (one) of the weekdays has a free play day. Next month, it would be free play on

Tuesday; the following would be free play on Wednesday and so on. Colin to do a budget to see if the premise is viable.

Colin & Ros

18. Computer system: Colin presented an overview of shortfalls in the Club's pc system and recommendations to address them. He identified the following:

Issues:

- i. no onsite secure storage of critical documents
- ii. executive has no direct access to documents
- iii. no individual security apart from on dealer pc - unlimited access by anyone
- iv. resources aren't being shared
- v. problem with Office 365 licence
- vi. limited virus protection

Recommendations:

- i. establish local area network for resource sharing
- ii. add security to protect system files - each user will have a generic PIN; executive will have a different PIN
- iii. install virus protection @ \$135 for 2 years
- iv. install Office 365 on all pcs with 1Tb One Drive storage @ \$99 per annum
- v. set up One Drive filing system for executive access
- vi. set up secure password safe

Ben moved, seconded by Glynis, that Colin's recommendations and capital outlay of \$234/year be approved and initiated. Carried.

19. Australian Bridge Federation Directors Association: We have recently paid for 2 (two) subscriptions for our directors to have access to the ABF newsletter/magazine for directors. Our records to be updated and our capital outlay rationalised.

Ros

20. Les Apolloni: Neal Healy advised Ben of Les' severe illness. Ben reported that the card we had previously sent to Les had uplifted him greatly; and wondered what we could do as a Club to let Les know we're thinking of him now. Neal will provide guidance in this regard over the next week or so. Ben

NEXT MEETING: Tuesday 15th March 2022 at 1:30pm.

CLOSE: 3:20pm

Confirmed: _____ Date: _____