



## Committee Meeting Agenda

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	Tuesday 16/06/2020
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30 pm

### AGENDA

#### 1. Apologies

#### 2. Minutes of previous meeting dated 09 June 2020

#### 3. Correspondence

#### 4. Business arising from correspondence and previous minutes

- 4.1. Evaluate screen prototype and agree next steps
- 4.2. Update on online registration (KW)
- 4.3. Discuss and agree Table Fees
- 4.4. Discuss and agree kitchen availability and actions required
- 4.5. Document (Proposal to re-open NBC) – further changes?

#### 5. New Business

- 5.1. Quotation from WHO for Table Cards (AK)

#### 6. Next Meeting

## COMMITTEE MEETING MINUTES: 16<sup>th</sup> June 2020

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	16 <sup>th</sup> June 2020
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30pm
<b>Attendees:</b>	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

### AGENDA ITEM

#### 1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:40pm

#### 2. MINUTES OF PREVIOUS MEETING (9/06/2020)

Janet moved that the minutes of the last meeting be accepted, Vincia seconded the motion. Jeff then signed the minutes as a true record of the meeting.

#### 3. CORRESPONDENCE

- 3.1. *Email from The Samaritans:*** Ailsa had arranged for our old computers to be donated to the Samaritans. We received a thank you letter from them, which also provided details about how the computers had been used. Ailsa sought permission from the Samaritans to include the letter in our next newsletter and confirmed that this had been received.

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 4.1. *Evaluate screen prototype and agree next steps*

Following the last meeting, Jeff had arranged for a prototype screen, had checked it in situ and then arranged for some modifications, including the provision of a base for stability.

The Committee trialled the screen and agreed that the prototype and base was acceptable with the proviso that the edges be rounded to remove the sharp edges.

Rosalie raised a motion that approval be given to Jeff to order 12 screens and bases provided the cost including GST was no greater than \$3000. Ken seconded the motion and the motion was unanimously agreed.

##### 4.2. *Online registration for sessions: update*

Ken advised that there were shortcomings with Redback's proposal, so had approached Pauline Gumby (NSWBA) re possible options. Pauline suggested a plug-in to the events calendar on our website, which Ken investigated with Redback. Redback confirmed that the cost to implement the free plug-in option would be \$450 plus GST.

Jeff moved a motion that Ken proceed with this proposal, which Ailsa seconded and there was unanimous acceptance.

The Committee will test the process before it is made available to members.

Ken also advised that he is prepared to take phone calls from members who do not have internet access.



## AGENDA ITEM

### 4.3. **Table fees**

As noted in the minutes of the last Committee meeting, table fees have not been increased since 2007. Since then, there have been increases in most areas of running the club. Moreover, the cost to implement the measures necessary to safely re-open the club following COVID-19 are significant and are likely to be required for the foreseeable future. It was agreed that the matter would be discussed, and a decision made at this meeting.

After hearing reasons for not increasing table fees when the Club re-opened, Jeff reiterated the reasons to increase them at that time, then moved a motion:

***"To increase table fees to \$8/session for members and \$10/session for visitors, effective from when the club re-opens."*** Janet seconded the motion.

Vincia then moved an amendment to the motion that:

***"The increase be taken to the next AGM for a vote by members"***. Caroline seconded the motion. A vote was taken, and the result was 3 in favour, 6 against. The motion was defeated.

A vote was then taken on the original motion, and the result was 7 in favour, 2 against. The motion was carried.

#### **Actions:**

- i. *It was agreed that any tokens currently in circulation will be honoured. There will be no further sales of the current tokens. New tokens will be organized (different colour).*
- ii. *A full overview of the cost justification will be prepared by Janet (acting Treasurer)*
- iii. *Members will be advised of the decision by email*

### 4.4. **Kitchen availability / action**

At the previous meeting, a decision was made that the kitchen would be unavailable until further notice due to COVID-19 restrictions. However, it was agreed to review this decision to determine if we could implement measures to reduce the risks.

After discussion it was agreed to implement the following measures so that the kitchen could be available to members during sessions:

- i. *Purchase single-serve coffee, sugar, and biscuits*
- ii. *Use stirrers instead of spoons*
- iii. *Introduce a single-file process in the kitchen*
- iv. *Continue to use china cups but request members wash their cup using water and detergent before putting it in the sanitizer. Disposable cups to be available for anyone not wishing to use a china cup.*
- v. *Stress the importance of social distancing at all times*

### 4.5. **Document: Proposal to re-open NBC: review**

There was agreement that the document as amended reflected the decisions reached at the last meeting. A few amendments were discussed and agreed, and a revised version will be prepared for approval and inclusion in these minutes.

### 4.6. **Next steps:**

An email will be sent to all members to announce the re-opening of the Club, the changes that have been made to allow the Club to re-open, the procedures that must be followed once the Club is re-opened, and details of the increase in table fees.

The target date for re-opening the Club is Monday 6<sup>th</sup> July but is contingent on both the Perspex screens and the on-line registration facility being available.

## AGENDA ITEM

### 5. NEW BUSINESS

#### 5.1. Quotation from WHO for table cards

Ailsa had contacted WHO Printing for a quote to re-do our table cards, as requested, due to their poor condition, and advised that the cost would be \$215.60 incl GST. After consideration, it was decided that the scoring chart on the back of the cards is not needed during sessions, and the size of the cards could therefore be halved. Ailsa agreed to get a new quote.

### 6. MEETING CLOSE

Meeting concluded at 3:30 pm

### 7. NEXT MEETING

To be advised

**Confirmed to be a true record of the meeting**

**Moved by:**

*R. BROUGHTON*

**Seconded by:**

*K. WILKES*

**Signed by:**

*J. B. Broughton*

**Date:**

*23.7.20*



## **PROPOSAL TO RE-OPEN NEWCASTLE BRIDGE CLUB**

### **BACKGROUND**

In mid-March 2020, realizing that the COVID-19 Virus was quickly becoming a pandemic, Newcastle Bridge Club (NBC) sought advice on what was best for its members, given that their average age put them in the high-risk category for fatalities. NBC introduced guidelines early in the crisis, then sought further advice from infectious disease experts as to when it should close.

On Monday 16<sup>th</sup> March 2020, NBC received advice to seriously consider closing the Club. NBC acted on this advice immediately and closed the club at 16:30 that day and notified all members. The closure was carried out before any Federal or State directives and before any advice from the ABF or NSWBA.

### **ACTION DURING THE SHUTDOWN**

With no bridge allowed, the following actions were taken:

- All tablecloths were removed and laundered
- All tables and chairs were sanitized
- All boards were sanitized (but not the cards)
- All Bridgemates were sanitized and the batteries removed to prevent corrosion
- Kitchen cupboards were cleaned out
- Unused food items were discarded or donated to charity where possible
- The instantaneous water heater was found to be leaking so was replaced and the surrounding wall area re-tiled
- The hot water service was switched off
- The water cooler was switched off
- The exterior of the building was painted
- The ceiling area outside the kitchen was repaired and painted

### **RATIONALE FOR RE-OPENING THE CLUB**

- The Hunter New England Health area has had relatively small numbers of COVID-19 cases and a relatively high rate of testing with negative results since the outbreak of COVID-19. In fact, there has been no cases reported since early May.
- Drive-through testing was set up at Newcastle Stadium for 10 days during May. A total of 7,700 tests were performed, with no COVID-19 cases detected. Recent testing at Cessnock, where there was a small cluster of cases, showed negative results after 300 tests.
- Since late May, clubs, restaurants, pubs, and cafes have been allowed to re-open with the proviso that there is only one guest per 4 square metres of space (up to a maximum of 50 persons in total).
- NBC has been closed since 17 March, providing ample time for any (if any) COVID-19 contamination to be long gone. In other words, NBC is now a virus-free environment.
- The risk of members having the virus is significantly low.
- The Club is now virus-free, as are the boards and cards. Studies show that the virus survives for less than 72 hours on plastic and stainless steel and even less on paper

and cardboard. As the boards for each session are dealt several days before the session, the risk of boards and/or cards being contaminated is exceptionally low.

#### **PROCEDURES REQUIRED FOR BRIDGE SESSIONS TO RESUME**

- To facilitate contact tracing, sessions will be initially open to members only.
- The number of tables per session will be limited to 12 (48 members) so that the number of players at any session will not exceed the maximum allowed under the '4 square metres per person' rule.
- 12 Perspex screen sets have been purchased which will provide a physical barrier between players at each of the 12 tables. The screens must remain in place throughout the session.
- Registration for all sessions will be via online only.
- A member must stay at home if unwell, whether with flu, COVID-19 or any other transmissible disease.
- No member is to enter the club if they have been in contact with anyone who has tested positive to COVID-19 or who has returned from overseas within the previous 14 days.
- Members are requested to leave as many personal belongings as possible in the car.
- Members are required to bring their own pen for use throughout the session, and any other aids such as card holders, cushions, etc. If any aids owned by NBC are used, they must be sanitized and put away at the end of the session.
- Entry to the club will be via the front door only.
- On arriving inside the building, members must proceed directly to a table whilst adhering to social distancing practices. No sign-on is necessary as this will be done online prior to the session.
- The kitchen will be available but measures will be introduced to minimise the risks. These include a single-file set up, the provision of single-serve coffee, etc, stirrers to replace spoons and disposable cups for those wishing to use them.
- Sanitizer will be available at the entrance and at each table for members to use as required.
- During play, all members will be asked to avoid touching their face (especially mouth, nose, eyes) and contact with others (avoid skin contact).

***THIS IS EXTREMELY IMPORTANT AS IT IS THE ONLY WAY TO MINIMIZE THE RISK OF INFECTION FROM THE PLAYING CARDS (ALTHOUGH, IF MEMBERS ARE VIRUS FREE, THERE SHOULD BE NO CONTAMINATION TO THE BOARDS OR CARDS).***

- Members are asked to cough or sneeze into their elbow (or into a tissue, which is then immediately disposed of and hands washed or sanitized).
- If a member exhibits constant sneezing and/or coughing during a session, he/she may be asked to leave the club.
- At the end of each session, members at each table must sanitize the table, screens, arms of chairs, Bridgemates and any aids owned by the Club with the sanitizing wipes or spray provided.
- Any member who wishes to wear a mask during play may do so.



***NOTE: FAILURE TO COMPLY WITH THESE PROCEDURES COULD RESULT IN THE CLUB BEING FORCED TO CLOSE AGAIN. THE CLUB'S ABILITY TO REMAIN OPEN DEPENDS ON EVERY MEMBER APPLYING THE CORRECT DISCIPLINES AT ALL TIMES.***

### **NOTES FOR DEALERS**

- The dealer is to be the only person in the office when dealing the boards.
- The dealer is to sanitize the dealing machine, computer hand controls and keyboard before and after dealing.
- Dealers should aim deal their allocated boards at least 3 days before the session for which they are required.
- The dealer must not have any symptoms as per player requirements.

***NOTE: THE ONLY PART OF PLAYING BRIDGE THAT CANNOT BE ADEQUATELY CLEANED IS THE CARDS. IT IS IMPERATIVE THAT PLAYERS AND DEALERS DO THEIR UTMOST NOT TO CONTAMINATE THE CARDS BY BEING VIRUS- FREE IN THE FIRST PLACE.***

### **TOKEN SALES and COLLECTION**

- The tokens in the Club are initially virus- free and will be available for sale to members.
- To reduce the need to handle cash, members are strongly recommended to use electronic banking to pay for tokens (and bring a printout of the receipt). Cheques are also an acceptable option. If cash must be used, members must clean notes and coins before buying tokens.
- If cash is to be used at the table for table fees, notes and coins must be cleaned beforehand.
- The Director will collect the table fees from each table using safe distancing.

### **CLEANING**

- The Club is cleaned by a professional cleaning service twice per week .
- Tables, screens, arms of chairs and Bridgemates will be cleaned by members at the end of each session using the sanitizing wipes or spray provided.

### **GENERAL**

- Members are encouraged to download the COVIDSAFE app onto their Smartphone.
- In the event that a member contracts COVID-19 after being at the Club:
  - He/she must notify the Club immediately.
  - The Club will contact all members from the relevant session (using the record of members and contact details from the member database) and request they get tested and self-isolate until their test results are available.
  - The Club will close immediately, notify all members, notify NSW Health, and comply with all directives.

## **Newcastle Bridge Club – Table Fees**

Last increased 1<sup>st</sup> October 2007 – 13 years ago

Since then:

- ABF capitation fee increased
- Masterpoint levies increased
- NSWBA affiliation fee increased
- All fees for both ABF and NSWBA are going to automatically increase each year by CPI
- Electricity, land rates, water rates, waste removal, PO Box have all increased
- To ease the burden on volunteers, Administration Officer duties have been expanded thus adding to hours worked
- Wages have increased
- Introduced NPD for 3 sessions a week
- Cost of refreshments has increased
- Cost of consumables has increased
- Increased cost of running the club while the COVID-19 pandemic is with us once we resume
- Profit is decreasing and this year will be bad because we have been closed for nearly 4 months

2019	2018	2010/7	2016	2015	2014	2013
13k	15k	24k	-5.5k	?	24k	27.5k

### **ABF Fees**

For 2007

#### **Masterpoint Fees**

A3 B3 B4 B5	\$1.70
C D E F	\$1.60
B4c B4s B5i	\$1.30
A A2 B	\$1.10

#### **Capitation Fees**

April 1 <sup>st</sup> – September 30 <sup>th</sup>	\$12.0
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$6.00
January 1 <sup>st</sup> – March 31 <sup>st</sup>	Nil

For 2020

#### **Masterpoint Fees**

A3 B3 B4 B5	\$1.98
C D E F	\$1.87
B4c B4s B5i	\$1.50
A A2 B	\$1.28

#### **Capitation Fees**

April 1 <sup>st</sup> – September 30 <sup>th</sup>	\$16.10
October 1 <sup>st</sup> – December 31 <sup>st</sup>	\$8.05
January 1 <sup>st</sup> – March 31 <sup>st</sup>	Nil

### **NSWBA Affiliation Fee**

2007 \$8

2020 \$10