

## Committee Meeting Agenda

<b>Location:</b>	NBC	<b>Date:</b>	Wednesday 1/12/2021
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:45 pm
<b>AGENDA</b>			
<b>1. Apologies:</b> Caroline Carey			
<b>2. Minutes of previous meeting dated 3<sup>rd</sup> November 2021</b>			
<b>3. Correspondence</b>			
3.1. ....			
<b>4. Business arising from correspondence and previous minutes</b>			
4.1. Fire extinguishers update..... Ken			
4.2. Disposable cups update..... Ailsa			
4.3. Xmas party ..... Vincia/Janet			
<b>5. New Business</b>			
5.1. Suggestion box contents..... All			
5.2. COVID rules from Dec 15, inc. double vax, masks..... All			
5.3. 2022 Program			
• Club Championships ..... Ken			
• GNOT Club Qualifying event ..... Ken			
• Regional finals..... Ken			
• Prizes allocation ..... Ken			
• Red Point Events allocation ..... Ken			
5.4. Website			
• Email hosting ..... Ken			
• Events calendar ..... Ken			
• Documents ..... Ken			
• New Home Page ..... Ken			
5.5. AGM wrap up			
• A12 Form to Fair Trading ..... Janet			
• Reappoint Masterpoint Sec / Tournament Dir ..... All			
• Protocol for Minutes ..... Julie			
5.6. Death notices in Newsletter ..... All			
5.7. Meeting of Tuesday night supervisors..... Vincia / Janet			
Note: Discussions re having fewer boards for some sessions, and link from HBA to our Newsletter, both delayed until 2022			
<b>6. Financials</b>			
6.1. Reports ..... Janet			
<b>7. Next Meeting: TBA</b>			

**COMMITTEE MEETING MINUTES:      DECEMBER 2021**

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	01/12/2021
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:40 pm
<b>Attendees:</b>	Jeff Biddlecombe, Rosalie Broughton, Julie Butel (minute taker), Janet Hill, Ailsa Kearney, Vincia Martin, Ken Wilks		

**AGENDA ITEM**
**1. WELCOME AND APOLOGIES**

Jeff opened the meeting at 1:40 pm.

Apologies: Caroline Carey, Peter Peterson

**2. MINUTES OF PREVIOUS MEETING (03/11/2021)**

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

**3. CORRESPONDENCE**

**3.1. No correspondence** that needed to be discussed by the Committee.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**
**4.1. Fire Extinguisher Update**

Ken reported that he had contacted the service company, who advised it had removed us from its list due to no contact. Ken arranged for the service arrangements to be reactivated. The extinguishers have now been tested and tagged.

**Action: No further action required.**

**4.2. Disposable Cups**

Ailsa advised that the disposable cups are now in use and the ceramic cups have been packed away. There were a few questions from members regarding the reason for the change, but no issues or problems. Ailsa has posted an information sheet in the kitchen with details on what to do if there are any questions.

**Action: No further action required.**

#### **4.3. Xmas Party**

There has been a good response to the Xmas party. It was agreed that it was important to be organised on the day. Ailsa agreed to help set up the tables, etc. and Jeff advised he would arrive at the Club at 12noon to assist. The oven and pie warmer will to be turned on before the food arrives in case they are needed.

##### ***Other action agreed:***

- *Members to be advised that the party would commence at 1:00pm (not 12:30pm) via a notice on the board, announcements before Bridge sessions, a flyer on the website and Facebook, and an email in the week before the party. In the same communications, members would be advised that there would be a 2-hour fun Bridge session after the party for anyone interested, but no need to pre-register. Also, to wear name badges on the day.*
- *Nibbles (chips, nuts) to be available. Jeff agreed to purchase these when he buys the drinks.*
- *The meat will be served by committee members, but members will help themselves to salads. The importance of hand sanitizing needs to be stressed.*
- *At least 6 sets of tongs and serving spoons are required. Vincia to check what we have and buy any extras.*
- *Vincia will discuss parking arrangements, and other details with the caterer.*

#### **5. NEW BUSINESS**

##### **5.1. Suggestion Box**

Jeff advised that the suggestion held over from the last meeting had been dealt with and that no further action was required. There were no other suggestions in the box.

##### **5.2. COVID rules from Dec 15 (or when next changes become effective)**

As agreed at the last Committee meeting, the requirement to be double vaccinated as a condition of entry to the Club will remain irrespective of what is required in Public Health orders.

At this stage, it is likely that masks will only be required on public transport, on planes, at airports and for indoors front-of-house hospitality staff who are not fully vaccinated. It was agreed that if this is the case, the wearing of masks at the Club will not be mandatory but will be strongly encouraged as social distancing is not possible at the Bridge tables.

***Action: Jeff and Julie to agree the rules once the NSW Government has made the changes official and advise members. Action regarding the COVID-19 Safety Plan and Procedures will be agreed at that time.***

### 5.3. 2022 Program

Ken advised that he had prepared dates for the 2022 Program based on the decisions agreed at the last Committee meeting. The details will be loaded onto the website in the near future.

- **Qualifying events:** *Following discussions after the last meeting re the format of qualifying events, it was agreed that having a one-day event on a Sunday for the GNOT (Grand National Open Teams) and Country Teams qualifiers gives all members of Newcastle Bridge Club the opportunity to participate should they wish to do so, and that it did not discriminate against any members.*

*All qualifying events will follow the same format as Club Pairs and Team events due to limited interest in previous years.*

- **Red Point events:** *Ken advised that he has allocated red point events based on attendance numbers at each session.*
- **Prizes:** *Janet circulated a document recommending the allocation of prizes for 2022 and suggested possible changes. The recommendations were accepted without changes.*

Special events need a convenor and significant effort to get the event up and running. Work is also needed after the event to determine who progresses to the next level. It was suggested that this responsibility should fall into the role of the Office Administrator.

**Action:** *It was agreed that Jeff and Julie, with input from Ken, would meet to define what falls within the roles of Masterpoint Secretary and Office Administrator.*

### 5.4. Website

- **Email hosting:** *Ken explained that Shane Weldon has been doing this but is currently closing the service. Redback do not offer this service but has recommended a company which Ken has contacted. The cost would be \$6/month plus an initial \$230 setup cost. It was agreed to proceed.*
- **Events Calendar:** *Our Events Calendar runs on Event Pro software for a licence fee of USD100 p.a. Shane Weldon has been paying this on our behalf but has not been on charging. It was agreed to continue with the software and pay the annual licence fee.*
- **Documents Tab:** *Our Newsletters always include useful articles about playing Bridge. Caroline had suggested putting this information in a location that could easily be accessed by members on our website. Ken asked Redback to add another Publication category within the Documents tab for this purpose and Redback made an amendment which allows us to add extra categories ourselves. Two new categories have now been added - "Improve Your Bridge" (for the Newsletter articles), and "AGM" (for Minutes and anything else pertaining to AGMs).*
- **New Home Page:** *Ken has tidied up the home page, and it is now much easier to read.*

### 5.5. AGM Wrap Up

- **A12 Form for Fair Trading:** Needs to be lodged with Fair Trading within 30 days of the AGM. Janet agreed to do this.
- **Reappointment of Masterpoint Secretary and Tournament Director:** Jeff moved that Ken Wilks be reappointed to the position of Masterpoint Secretary and Peter Peterson to the position of Tournament Director. Vincia seconded the motion which was unanimously agreed.
- **Protocol for Minutes:** Julie raised a motion that Minutes of the AGM be approved and signed at a Committee meeting as soon as possible after the AGM instead of holding it over until the next AGM. The rationale is that a signed copy is often required for legal reasons before the next AGM (e.g. adding a signatory to bank accounts, opening bank accounts, etc), and that it really makes no sense to hold off the approval process for 12 months. The motion was seconded by Vincia and agreed unanimously.

**Action:** The Minutes of the 2019 AGM were signed at the October 2019 Committee meeting and will be scanned for uploading onto the website. The Minutes of the 2021 AGM will be tabled for final approval and signing at the January 2022 Committee meeting.

### 5.6. Death Notices in the Newsletter

Jeff requested that details of members who had died since the last Newsletter be included in Newsletters. Ailsa has commenced to keep a record of deaths that she is notified of so that we have a record going forward. Ken commented that he also needs this information to update the database in Pianola as well as advise ABF.

### 5.7. Meeting of Tuesday Night Supervisors

Vincia proposed that a meeting of Tuesday night supervisors be arranged to better manage the ongoing development of new players. It was also commented that there are opportunities to improve player ethics, etiquette and card play and that a more uniform approach would be helpful.

**Action:** Vincia to arrange a meeting to discuss Tuesday night arrangements, and also to see if it is possible to get volunteers to assist Jeff in Monday's supervised play sessions.

### 5.8. For Follow Up in 2022

The discussions re having fewer boards for some sessions (Vincia) and a link from HBA to our Newsletters (Caroline) will be carried over to 2022.

## 6. FINANCIALS

Janet advised that it is too close to the end of the month to have any reliable information on Financials to report.

It was agreed that future meetings be held on the 2<sup>nd</sup> Wednesday of the month to alleviate this problem.

**7. GENERAL BUSINESS**

There were no items of General Business raised.

**8. NEXT MEETING: Wednesday 12/1/2022 @ 1:30pm at NBC****9. MEETING CLOSE: The meeting concluded at 2:55 pm****CONFIRMED TO BE A TRUE RECORD OF THE MEETING**

<b>Moved by:</b>	<i>Ken Wilks</i>
<b>Seconded by:</b>	<i>Tanner Hill</i>
<b>Signed by:</b>	<i>J. Eddleman</i>
<b>Date:</b>	<i>12-1-22</i>