

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

VENUE: Coffs Harbour Bridge Club, Club House
4 City Hill Drive, Coffs Harbour

DATE & TIME: 10th April 2017, 11:10 am

CHAIRPERSON: Helen Blewitt

ATTENDANCE: Helen Blewitt (President), Bambi Houlton (Vice President), Robyn Bingham (Head Director), Bernadette Brebner (Membership Manager), Colin Tolley (Property Manager) Barbara Herring (Publicity Manager), Rita O’Keeffe (Secretary).

ABSENT: Apologies: Robin Irwin, Cliff Mitchell.

MINUTES: The motion to approve the minutes of the March meeting and for them to be accepted for publication as a true and correct record of that meeting was moved by Rita O’Keeffe; seconded by Helen, approved unanimously.

Business arising from March Meeting:

KITCHEN UPGRADE:

Helen moved the motion that the Kitchen Refurbishment be approved, seconded by Bambi; One member abstained from voting, two members would agree only to approve a partial refurbishment, the remaining members voted for a full kitchen refurbishment

DIRECTOR’S OFFICE:

Refurbishment of the Director’s office to go ahead. All in agreement.

FINANCIAL YEAR:

Robin Irwin (by proxy) moved a motion that the Club change the date of the financial year to commence 1st of January 2018 ending 31st December 2018 and to continue so hereafter; seconded Colin Tolley, approved unanimously.

CONSTITUTION: A work in progress.

SECRETARY’S REPORT:

Rita moved that her report be accepted; seconded Barbara, approved unanimously, refer Appendix B.

TREASURER’S REPORT: Tabled, refer Appendices C & D.

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SENIOR DIRECTOR'S REPORT:

Robyn advised that the Clubs New Playing Cards had arrived. The Pizza & Wine night was a success.

Robyn, once again, will organize all the printing that is required for the May Congress

Robyn moved her report be accepted; seconded Bambi, approved unanimously.

IT REPORT:

Cliff submitted a report detailing the changes and upgrades he with the relevant committee members wishes to implement. Cliff (by proxy) moved that his report be accepted; seconded Helen, approved unanimously. Refer Appendix A.

PROPERTY REPORT:

Colin is to contact contractors for the purpose of Blind Cleaning, Window Cleaning and Carpet cleaning, this work will be done prior to the May Congress.

Colin moved that his report be accepted; seconded Bambi, approved unanimously.

PUBLICITY REPORT: Nil

MEMBERSHIP REPORT: Nil

FLOOD APPEAL: The Club will hold a Flood Appeal Day on Monday 24th April. The Bridge Club will match the donations received from the members. Barbara will place a notice to this effect on the Notice Board.

GENERAL BUSINESS: Bernadette received a cheque for \$20.00 from visitor (Jack Witkin) who played briefly at the Club and has since returned to America. With Mr Witkin's agreement Bernadette shredded the cheque.

MAY CONGRESS: Bambi received quotes from three caterers, the winning caterer, approved by all is the Golf Club. Barbara will put up a notice asking members to please bring homemade slices/cakes/scones. Also a notice will be up asking for volunteers to cover the two day event.

MEETING CLOSED: 12:20pm.

Next Meeting: Monday, May 15th

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COFFS HARBOUR BRIDGE CLUB – IT MEMBER’S REPORT 11 APR 2017

At the previous CHBC Committee Meeting, I received agreement to undertake two tasks – firstly, to investigate moving the email correspondence from Hotmail to Gmail and secondly, together with the Membership Secretary, assess the use of the Compscore2 membership module.

Gmail CHBC already uses Gmail on the office computer. I have found that there are some members’ addresses already there, (including my own) with the rest either using an alternative mail system or displaying only a Hotmail functional address. Clearly, if we are to utilise Gmail, all members will require a Gmail address. For existing addressees, all that will be required is their permission to use that address for Club emails.

For new addressees, I shall just need some detail from members in order to set up an address for them.

I believe that using Gmail will simplify matters by removing the need for multiple email addresses, by simplifying committee/task changes and by doing away with unnecessary passwords. In addition, a group address can be maintained on Gmail to cope with circulation of “all eyes” documents.

On the sensitive subject of security, it is well known that email systems are easily hacked, and spammed, so there should be no case where confidential information is being sent by email. Indeed, we are a club which is run by volunteer members and we do not handle such information – unless one considers the hand records as secret -and therefore, there is no advantage to be gained by retaining the many and complex passwords that have been used at times in the past.

Compscore2 The Membership Secretary and I have looked at the Compscore module and we feel that there are some useful attributes. Firstly however, we need to reconcile the membership list with members as found on Compscore and to determine who are Permanent - Full and Associate and who are Temporary – visitors. Once we have achieved this, we can record payment of dues, send reminder letters, provide welcome letters to new members, if desired and various other odds and ends.

As we pay for the Compscore licence, it does seem logical that we should utilise it to our fullest advantage.

General One further issue I wish to look at is the currency/redundancy of files on the main computer and on the One Drive. At first sight, there does seem to be significant duplication and I propose to speak to individual committee members about updating, retention and deletion in their specific areas of interest.

Cliff A Mitchell - IT Member

06 Apr 2017

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**Correspondence Report
Appendix B**

Mail In:-

Date	From	Subject	Copy Forwarded to
16/03/17	ABF	Newsletters (Box)	Display
'	National Pen Company	Pen Sample	Head Director
"	JA & SM Witkin	Associate Membership \$20.00 chq.	Membership Manager
20/03/17	Valuer General	Land Valuation as at 1/7/16 - \$319000.00	President
"	Australian Bridge	2 -National Bridge Magazines Vol 48	Display
24/03/17	Paul Laving's Bridge Book Supplies	7 Bridge Books	Liz Quinn
"	"	Invoice	Treasurer
"	Joan Butts	Bridge Holiday Brochures	Display
23/03/17	CH City Council	Water Invoice –due 21/4/17	Treasurer
"	Cancer Council	Appeal letter	President
"	NeuRA	Donation appeal	Head Director
08/04/17	W'Pac Bank	March Statement - \$20.00 Balance	Treasurer
"	Pamela Crichton – Secretary 24 banks Street Yarralumla ACT 2600	Australian National Championships – Canberra Sat 15/7/17-27/7/17	Head Director

Mail Out:-

Date	To	Subject	Copy Forwarded to

Email In:-

Date	From	Subject	Copy Forwarded to

Email Out:-

Date	To	Subject	Copy Forwarded to

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Appendix C –Profit & Loss Statement

Coffs Harbour Bridge Club Inc. (2016-12-05)

March 2017 P & L

For the period from 01/03/2017 to 31/03/2017

	31/03/2017
Income	
Membership	500.00
Table Fees	5,506.60
Total — Income	<u>6,006.60</u>
Less: Expenses	
Catering	(18.50)
Cleaning	108.90
Club Calendar	(250.00)
Dealing	320.00
Grounds Maintenance	244.50
Internet expenses	368.04
Maintenance - Other	88.00
Members Amenities	184.86
Miscellaneous Expense	144.00
Printing & Stationery	114.85
Telephone	6.25
Water	285.40
Total — Expenses	<u>1,596.30</u>
Net profit (loss)	<u>4,410.30</u>

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	CASH	ASSETS	
<input type="checkbox"/>	Name		Cleared balance
	Cheque Account		22,121.91
	NAB Term Deposit I		50,917.86
	Visa Business Credit Card		391.94
			73,431.71

+ Subscriptions in advance 2321.00

75752.71

+ Deposits Paid. 750.00

\$ 76502.71

31/3/17

LESS LIABILITIES \$ 2005.25

\$ 74497.46

NB. WE HAVE NOW RECEIVED ALL PAYMENTS FOR
ADVERTISING FOR THE CLUB CALENDAR = \$750