

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

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

DATE & TIME: 13th March 2017, 11:02 am

CHAIRPERSON: Helen Blewitt

ATTENDANCE: Helen Blewitt (President), Bambi Houlton (Vice President), Robin Irwin (Treasurer)
Robyn Bingham (Head Director), Bernadette Brebner (Membership Manager), Colin
Tolley (Property Manager), Cliff Mitchell (IT Manager) Rita O’Keeffe (Secretary).

ABSENT: Apologies: Barbara Herring

MINUTES: The motion to approve the minutes of the January 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 Bernadette, approved unanimously.

Business arising from January Meeting:

Nil

SECRETARY’S REPORT:

Rita reported collecting and distributing mail. Opening and forwarding Emails to
relevant personnel. Correspondence List attached at Appendix A.

Moved for acceptance by Rita; seconded Barbara, approved unanimously.

TREASURERS REPORT: Treasurer’s reports tabled and attached at Appendices B&C. Robin Irwin proposed that
the committee consider changing the Club’s financial year (subject to Super Congress
committee agreement) to commence annually from 1st January to 31st December of each year.
Robin moved that her proposal be accepted; seconded Bernadette, approved unanimously.
Robin moved that her Treasurer’s report be accepted; seconded Rita, approved unanimously.

SENIOR DIRECTOR’S REPORT: Robyn advised that due to an overloaded activity diary the Pizza & Wine Night
had to be deferred. The new date for this very popular night is Tuesday 4th April. Barbara
Herring will handle the event’s promotion. Ian Price asked Robyn if Coffs Harbour Club
would host the Country Team’s Zonal Competition to be held on 1st & 2nd of July. Robyn
stated that the Club would comply with his request.
Robyn moved that her report be accepted; seconded Helen, approved unanimously.

IT REPORT: Cliff stated that his IT is a work in progress.
Cliff moved that his report be accepted; seconded Bambi, approved unanimously.

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

MEMBERSHIP REPORT:

Bernadette advised of the addition of eight (8) associate members they are as follows; Jennifer Mary Reid, Peter Plunkett - Cole, Susie Keur, Sue Witham, Michael Witham, Linda Siford, Margaret Taylor, Barbara Lott. The following two (2) members have rejoined the club, Pamela Poulton, Anne Stewart. Bernadette would like it noted that the Bridge Club membership dates are from 1st March of each year to the 28th February of the following year.

Bernadette moved that her report be accepted; seconded by Robin, accepted unanimously.

PUBLICITY MANAGERS REPORT: NIL

PROPERTY MANAGER'S REPORT: Colin presented quotes for the kitchen/Directors Office. A lively discussion ensued. New quotes to be sourced. Revisit when new quotes arrive.

Colin received quotes for Screen Doors, \$895.00 for back door, \$1642 for front doors.

The location of the doors would make fitting of screen doors unworkable. Colin will look at alternative bug deterrent solutions.

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

GENERAL BUSINESS: Robin mentioned the need for tiling under the water cooler. Resolution, placement of a tray underneath cooler. Bernadette had suggestions' from three members that on the purchase of \$50 worth of prepaid table fee vouchers an extra voucher be supplied free. The committee unanimously vetoed this idea. An email was received from a visiting player stating his objection to the table fee of \$10.00 currently being charged to visitors. The visitor will be notified by email that the club has noted his comment and that the visitor's fee (as is) will be trialed for the next six months.

Helen moved that the minutes of the special meeting held in February with regard to the purchasing of a new printer be approved; seconded Bernadette approved unanimously.

Minute attached at appendix D.

Helen has stated that the Constitution is up for review. The committee was unanimous in approving the move for Changes to the Constitution. All constitutional changes will be submitted to our members at the Annual General Meeting.

MEETING CLOSED: 12:26pm.

Next Meeting: Monday, April 10th

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

**Correspondence Report
Appendix A**

Mail In:-

Date	From	Subject	Copy Forwarded to
13/01/17	ABF	Statement – credit balance	Treasurer
“	Savouries with a Twist	Reply to our letter	President
“	ABF	Bridge Ranking Certificates	President
20/01/17	Inverell Bridge Club	Pairs Congress, 18 th , 19 th March	Display
“	National Pen	Pen sample	Head Director
“	NSWBA	UHMP Certificates	“ “
“	ABF	Newsletters - Jan 2017	Display
“	NSWBA	Re State Championship Events	Head Director
“	NeuRA	Bridge for Brain Research Challenge	“” “”
06/02/17	Coffs Harbour City Council	Third Rate Instalment	Treasurer
“	Essential Safety Protection	Invoice –yearly inspection	Treasurer
“	Port Macquarie Hastings	Bridge Congress 25/26 March	Display
“	Byron Bay Bridge Club	Bridge Holiday Promotion	Display
14/02/17	Masterpoint Centre	2 Ranking Certificates	President
“	National Pen Co.	Sample Pen	Head Director
“	J.L.E. Promotions	Tommy Fleming	Display
“	Domain Name Services	Invoice 722557	Treasurer
“	NAB	Statement	Treasurer
“	Ballina Bridge Club	Swiss Team Day Congress/Swiss Matchpoint Pairs	Display
“”	W’Pac Helicopter Rescue	Letter	President
21/12/17	Australia Post	PO Box Renewal	Treasurer
27/02/17	Advanced Security Group	25/1/17 – Alarm Response	Treasurer
06/03/17	Alinta Energy	Product Promotion	President
08/03/17	NAB Statement	February Period	Treasurer
10/03/17	ABF Masterpoint Centre	Registration Cards & Bridge ranking Certificate	President

Mail Out:-

Date	To	Subject	Copy Forwarded to

Email In:-

Date	From	Subject	Copy Forwarded to
12/01/17	Royal Moroccan Bridge Federation	Bridge Tournament	Display

Email Out:-

Date	To	Subject	Copy Forwarded to

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Minutes of Monthly Meeting
Coffs Harbour Bridge Club Inc. (2016-12-05)

Jan Feb 2017 P & L

For the period from 01/01/2017 to 28/02/2017

28/02/2017

Income	
Interest received	693.05
Membership	6,160.00
Miscellaneous income	1,782.24
Table Fees	9,422.20
Total — Income	18,057.49
Less: Expenses	
Accounting Fees	1,695.00
Bank Fees	1.19
Catering	83.95
Cleaning	1,236.30
Dealing	720.00
Electricity	476.99
Entry Fees & Subscriptions	153.00
Equipment	259.00
Grounds Maintenance	500.50
House Keeping	636.01
Internet expenses	119.80
Maintenance - Other	240.40
Members Amenities	40.00
Miscellaneous Expense	58.30
NSWBA Affiliation fees	54.00
Petty Cash	96.10
Printing & Stationery	(205.40)
Security	847.77
Telephone	4.21
Water	440.28
Total — Expenses	7,457.40
Net profit (loss)	10,600.09

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

Appendix C -Balance Sheet

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

Feb 2017 Balance Sheet

As at 28/02/2017

28/02/2017

Assets

Current Assets

Cash & cash equivalents	70,101.80
Deposit Paid - Electricity	200.00
NAB Term Deposit	50,556.34
Petty Cash House Keeping	550.00
Total — Current Assets	121,408.14

Fixed assets

457,190.68

Fixed assets, accumulated depreciation

(170,416.00)

Intangible Assets

Goodwill	8,000.00
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Total — Assets

416,182.82

Liabilities

GST Liabilities	(372.19)
Subscriptions in Advance	2,321.00
Visa Card	421.79
Total — Liabilities	2,370.60

Net assets

413,812.22

Equity

Retained earnings	14,051.37
Starting balance equity	399,760.85
Total — Equity	413,812.22

Total equity

413,812.22

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

Appendix D

COFFS HARBOUR BRIDGE CLUB

Minutes of special meeting to discuss replacement of Printer, held on 17.02.17

Present: H. Blewitt, R. Bingham, C. Mitchell, R. Irwin, B. Brebner.

MEETING OPENED - 9 a.m.

Two quotes were obtained, one from Office Choice and one from Officeworks,

After general discussion it was decided to accept the quote from Officeworks for \$259.00 for a Brother B/W with 12 months warranty, plus a 2 year Extra cover Replacement and repair plan. All in favour of purchasing the Brother L2703DW.

Quote from Office Choice for similar printer with same features and B/W but with 2 year warranty, Kyocera Brand, was \$599.00.

MEETING CLOSED - 9.20 a.m.

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Minutes of Monthly Meeting