

Coffs Harbour Bridge Club

Meeting Minutes

VENUE: Coffs Harbour Bridge Club, Club House

4 City Hill Drive, Coffs Harbour

DATE & TIME: Monday 11th December, 2017 Meeting opened at 11.00 am

CHAIRPERSON: Helen Blewitt

ATTENDANCE: Helen Blewitt (President), Ann Fisher (Vice President, Julie Bryant (Secretary), Robin Irwin (Treasurer), Robyn Bingham (Head Director), Cliff Mitchell (IT Manager), Barbara Herring (Publicity Manager, Bernadette Brebner (Membership), Colin Tolley (Property Manager), Pauly Griffin (Housekeeping)

ABSENT:

MINUTES: Helen welcomed the new committee. The motion to approve the minutes of the November meeting and for them to be accepted for publication as a true and correct record of that meeting was moved by Robyn, seconded by Helen and approved unanimously.

SECRETARY'S REPORT:

Julie moved that correspondence be tabled. Seconded by Barbara.

TREASURER'S REPORT:

Robin reported on the profit and loss and balance sheets for November. She noted that new committee members, Julie and Ann, needed to contact NAB to have signatures documented at the bank. She also proposed that \$2000 be transferred for CHBC account to Super Congress account until the term deposit matures in 6 weeks. Robin requested that Bernadette conduct banking during her Xmas vacation. Robin moved that this report be accepted, seconded by Helen, approved unanimously.

SENIOR DIRECTORS REPORT:

Robyn outlined differences in bridge playing cards and demonstrated a preference and benefits of a more expensive brand. She outlined errors in the 2018 bridge calendar with a need to place a notice on the board to inform members of alterations for Nerellyn Mitchell, Jacqui Mitchell and Tom Maxwell. Robyn moved that her report be accepted, seconded by Cliff.

IT REPORT:

MEMBERSHIP REPORT:

Bernadette noted that Jenny Begg is a new member this month. Moved by Bernadette, seconded by Robin.

PUBLICITY MANAGER'S REPORT:

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Barbara noted that the Advocate had been notified of corrections required for contact details for CHBC.

PROPERTY MANAGERS REPORT:

Colin referred to the improvements to the water cooler with a shelf under construction to replace the bucket currently in use. Helen also noted a need to check the progress of the recent insurance claim. This report was moved by Colin, seconded by Ann and approved unanimously.

GENERAL BUSINESS:

1. The Super Congress Committee has been appointed as follows

President	Phil Houlton
Senior Director	Robyn Bingham
Treasurer	Robin Irwin
Secretary	Julie Bryant
Convenor	Helen Blewitt
Co ordinator	Jon Doland
Publicity	Barbara Herring

Helen moved the election of these members, seconded Cliff.

2. Helen read the letter from Mary Edwards requesting that fragrances not be used at bridge. A notice of request developed by Julie and Helen will be placed on the as well as verbal announcements. Julie will respond to Mary's letter.
All in favour.
3. In response to a written complaint about abusive behaviour of a member, it was decided that a letter be sent to the perpetrator putting him on a 3 month probationary period and if this behaviour continues there will be a suspension for a period of time to be decided by the committee. Moved by HB Seconded by Robin.
4. Helen referred to police suggestion of installation of Crimsafe to louvred windows as a deterrent to recent break ins. Colin will obtain quotes. Moved by Helen, seconded by Bernadette.
5. Robin Irwin congratulated Robyn, Bambi and Pauly on the organisation of the Xmas party and discussion followed in regard to slow delivery of food and proposal to provide guidelines if the same caterers were used again.
6. Barbara Herring will place advertisements in The Advocate for January beginner bridge lessons and liaise with James Parker in relation promotion of the bridge club on Facebook.
7. Robin will assist Julie Bryant in the submission of three documents to Fair Trading.
8. Cliff is organising new email accounts for Ann and Julie.
9. The club will be closed on Xmas day and Boxing Day with Robyn to check numbers for Saturday 23/12/17.
10. Robin noted marks on higher walls of clubhouse interior. Colin will investigate costs of professional cleaning.

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11. Helen noted that the club should be using eco friendly crockery and cutlery which is consistent with the environmentally friendly approach to the super congress. The additional time in using existing plates and cutlery may require rosters or paid assistance.

Meeting closed at 12.10 pm

Next meeting date to be advised.

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

CHBC Balance Sheet November 2017

As at 30/11/2017

	30/11/2017
Assets	
Current Assets	
Cash at bank	75,952.62
Deposit Paid - Electricity	200.00
Petty Cash House Keeping	550.00
Total — Current Assets	<u>76,702.62</u>
Fixed assets	457,190.68
Fixed assets, accumulated depreciation	(170,416.00)
Intangible Assets	
Goodwill	8,000.00
Total — Assets	<u>371,477.30</u>
Net assets	<u>371,477.30</u>
Equity	
Retained earnings	19,902.19
Starting balance equity	351,575.11
Total — Equity	<u>371,477.30</u>
Total equity	<u>371,477.30</u>

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November P & L 2017 CHBC

For the period from 01/11/2017 to 30/11/2017

30/11/2017

	30/11/2017
Income	
Interest received	767.74
Membership	100.00
Miscellaneous income	12.00
Table Fees	5,454.50
Total — Income	<u>6,334.24</u>
Less: Expenses	
Catering	360.66
Cleaning	450.00
Dealing	716.00
Electricity	765.61
Grounds Maintenance	275.00
House Keeping	451.26
Internet expenses	80.00
Maintenance - Other	950.50
Members Amenities	100.00
Printing & Stationery	6.99
Prizemoney	350.00
Rates	1,148.00
Telephone	3.40
Trophies Honour Boards Engraving	50.00
Water	132.00
Total — Expenses	<u>5,839.42</u>
Net profit (loss)	<u>494.82</u>
