

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

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

DATE & TIME: 4th September 2017, 11:00 am

CHAIRPERSON: Helen Blewitt

ATTENDANCE: Helen Blewitt (President), Bambi Houlton (Vice President) Rita O’Keeffe (Secretary), Robin Irwin (Treasurer), Robyn Bingham (Head Director), Cliff Mitchell (IT Manager), Barbara Herring (Publicity Manager),

ABSENT: Apologies: Colin Tolley, Bernadette Brebner

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

MINUTES: Business arising from previous meeting. A Donation to be made to Loaves and Fishes in honor of the memory of Jess Miller. Robin to email Rita contact details for ENOVA.

SECRETARY’S REPORT:

Rita moved that her report be accepted; seconded Cliff, approved unanimously for correspondence list refer Appendix A.

TREASURER’S REPORT:

The treasurer’s reports were tabled and are attached at Appendices B & C. The motion to approve her reports was moved by Robin; seconded by Helen, approved unanimously.

HEAD DIRECTOR’S REPORT:

Robyn advised that on the forthcoming President’s Plate Day the prizes to be awarded will be monetary. It will be a full day, with two sessions. Lunch will be provided. It is anticipated that there will be three separate sections. Barbara will prepare and Display a poster for the event. Pizza & Wine Night will be on Tuesday 10th October. Cost will be \$10.00 per person (this amount covers table fee, food and drink).

Paid Advertisements will be dropped from next year’s calendar.

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

IT REPORT: Cliff reported that all committee members now have a Club Gmail address. He is updating the computer files with the intention that it becomes more user friendly.
Cliff moved that his report be accepted; seconded Barbara, accepted unanimously.

MEMBERSHIP REPORT:
It was tabled that the club have accepted the following new members.
Wilma Black: Lorraine Coates: Robyn Hardy: Anne Young.

PROPERTY REPORT: Nil

PUBLICITY REPORT: Nil

GENERAL BUSINESS:
Two complaints citing inappropriate behavior by members were received and read to the committee. The complaints will be dealt with as agreed by the committee. Cliff moved a motion that the committee's decision on the action to be taken on the aforementioned be accepted; seconded Bambi, approved unanimously.

All committee members have updated their statement of duties.

The Club will look at any changes that may need to be made to our Constitution as per ABF guidelines. Any suggested changes will be placed on the AGM Agenda.

Robin Irwin thanked Colin Tolley, Helen & Mike Blewitt for the tremendous amount of work they did to make sure the new kitchen was installed with a minimum of disruption to the members.

MEETING CLOSED: 12:05 pm.

Next Meeting: TBA

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Mail In:-

Date	From	Subject	Copy Forwarded to
19/07/17	Port MacQuarie Club	Congress Flyer	Display
“	National Pen Company	Sample Pen	Head Director
31/07/17	Lismore Club	Letter & Flyer re Swiss Teams Congress 10/09/17	Display
08/08/17	CHCC	Rates notice for 31/08/17	Treasurer
08/0/17	Essential Safety Protection	Inv 112908	Treasurer
08/08/17	NSW Fair Trading	Acknowledgement letter	File at Office
08/08/17	ABF	Bridge ranking Certificates	President
11/08/17	NAB	Statement	Treasurer
21/08/17	Central Coast Bridge Club	Annual Novice & restricted Congress	Display
21/08/17	ABF	Masterpoint Invoice	Treasurer
21/08/17	Australian Bridge –Brad Coles	Australian Wide Open Pairs Kit	Head Director
23/08/17	John Courcier	Complaint	President
26/08/17	ABF	Brochures for Canberra Summer Festival Jan 2018	Display
26/08/17	Graham & Lesley	Thank you card	President
26/08/17	5 Beachside Drive, Suffolk Park 2481	Cherie Stimpson	
26/08/17	National Pen Co.	Pen Sample	Head Director
01/09/17	Bridge Travel	Leura Resort Bridge Break	Display
“	Queensland Bridge Association	Gold Coast 57 th International Bridge Congress	Display

Email In:-

Date	From	Subject	Copy Forwarded to
21/08/2017	Cherie Stimpson	Complaint	President

Email Out:-

Date	To	Subject	Copy Forwarded to
04/08/17	Fair Trading	Refund	File

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Appendix B
Coffs Harbour Bridge Club Inc. (2016-12-05)
CHBC P & L August 2017
For the period from 01/08/2017 to 31/08/2017
31/08/2017

Income

Membership **60.00**

Table Fees **3,715.00**

Total — Income 3,775.00

Less: Expenses

Catering **152.25**

Cleaning **750.00**

Dealing **320.00**

Electricity **890.12**

Entry Fees & Subscriptions **430.00**

Grounds Maintenance **247.50**

House Keeping **285.90**

Internet expenses **80.00**

Maintenance - Other **315.70**

Masterpoints **95.04**

Members Amenities **60.00**

Miscellaneous Expense **400.00**

Petty Cash **60.00**

Postage **1.00**

Printing & Stationery **37.15**

Prizemoney **200.00**

Rates **1,146.37**

Telephone **2.42**

Total — Expenses 5,473.45

Net profit (loss) (1,698.45)

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Appendix C

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

Balance Sheet

As at 31/08/2017

31/08/2017

Assets

Current Assets

Cash & cash equivalents **69,655.64**

Deposit Paid - Electricity **200.00**

Petty Cash House Keeping **550.00**

Total — Current Assets 70,405.64

Fixed assets **457,190.68**

Fixed assets, accumulated depreciation **(170,416.00)**

Intangible Assets

Goodwill **8,000.00**

Total — Assets 365,180.32

Net assets 365,180.32

Equity

Retained earnings **13,605.21**

Starting balance equity **351,575.11**

Total — Equity 365,180.32

Total equity 365,180.32