

**COFFS HARBOUR BRIDGE CLUB INC.**  
**COMMITTEE MEETING**  
**Monday 13<sup>th</sup> July, 2020**

**Venue:** Coffs Harbour Bridge Club, 4 City Hill Drive, Coffs Harbour

**Chairperson:** Ann Fisher

**Opening:** 10.10 am

**Present:** Ann Fisher, Jenny Archer, Julie Bryant, Pam Poulton, Nerellyn Mitchell, Pauly Griffin, Colin Tolley, Alan Halliwell, Nancy Dumont, Philip Houlton

**Apologies:**

**Minutes of Previous Meeting:**

Julie Bryant moved that the minutes of the meeting held on 13<sup>th</sup> June, 2020, be accepted and published as a true and accurate record of that meeting. Seconded Jenny Archer.

**Business Arising from the Meeting:**

Mark Donaldson at The Sports Unit, NSW Govt. has confirmed that payment for the defibrillator can be delayed. Nancy has yet to be able to speak to a manager at CHCC about reduction in rates payment and there is also a need to check water and sewerage usage during the club closure. The working bee will be discussed in General Business.

**Committee Reports**

**President's Report**

Ann once again acknowledged the work of the committee and club members during the club closure and expressed gratitude on behalf of the general membership. She raised awareness of the alarm activation during a recent power outage. She also stated that she was hoping Supervised Play could soon commence. Ann moved that her report be accepted, seconded Julie.

**Secretary's Report**

Julie tabled the communication report for July. She also presented a COVID 19 Safe Plan (attached) for the introduction of Supervised Play and gradual reopening of regular bridge sessions. This plan references all compliance of NSW Govt, and ABF guidelines. After some feedback and adjustments this plan can be registered with NSW Govt. and includes the purchase of a digital thermometer. Julie moved that her report be accepted, seconded Jenny.

**Treasurers Report**

Nancy presented profit and loss for the entire year and noted that signatures will be required at NAB in order to move funds from the term deposit account to the general working account. Nancy moved that her report be accepted, seconded Ann.

**Property Managers Report**

Colin discussed difficulties contacting our regular sign writer to update our club honour boards. Julie will use email contact in order to access the prepared names for 2019. He also discussed the prices of LED lights from Amore Lighting. The centre ceiling strip lights can be replaced for \$55.00 while the outer hanging lights are \$157.00. He is also getting quotes from an electrician and may opt for the same cheaper strip lights fitted to the sloped ceiling on outer areas. Colin moved that his report be accepted, seconded Julie.

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**IT Manager's Report**

Alan will request that negotiations about the new website with COAST be further delayed and noted that minimal training is required to manage the site when operational. Moved Alan, seconded Ann

**General Business:**

1. Ann moved that we discontinue the purchase of spring water to balance anticipated costs related to COVID compliance of cleaning and hygiene requirements. Seconded Nerellyn
2. It was agreed that we need to continue to maintain our garden but there is a need for some attention to pathways from the upper carpark.
3. When bridge sessions recommence, the cleaner will need to be employed after each session of bridge and volunteers will need to clean surface areas with antiseptic wipes after each session of play.
4. We may need to give more attention to the club Facebook page after the cessation of The Advocate in order to maintain a community profile.
5. The working bee is postponed until needed.
6. There was discussion about reopening the club after a trial of Supervised Play and the requirements for safety of members.
  - The committee will establish best practice and highest standards of safety and this may begin with social play.
  - Members only will be able to play and no visitors will be able to register to play with a partner.
  - A meeting of directors will be necessary to establish new guidelines under new conditions.
  - One set of boards could be dealt per table and this would require volunteer commitment.
  - A monitor would be required to manage entry movement and distancing, temperature checks and contact tracing details.
  - Sanitiser, disposable gloves, paper table cloths and cleaning wipes available at all times
  - Modifications to the playing environment would include larger tables, verbal bidding with individual recording and/or A4 bidding sheets.

**Next meeting is scheduled for 10/8//20.**

**Meeting closed at 11.50**

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Coffs Harbour Bridge Club Inc. (2020-03-13) (2020-03-17) (2020-03-30)

**Profit and Loss Statement**

For the period from 6/1/2020 to 6/30/2020

Accrual basis

	<u>6/30/2020</u>
<b>Income</b>	
Donation received	-
Insurance claim settlement	-
Interest received	-
May Congress Fees	-
Membership	20.00
Miscellaneous income	-
Special Event	-
Table Fees	-
<b>Total — Income</b>	<u>20.00</u>
<b>Less: Expenses</b>	
ABF	-
Accommodation	-
Accounting & Legal Fees	-
Advertising	-
Bank Fees	1.89
Beverages	-
Bridge supplies/ cards etc	-
Capital Expenditure	-
Catering	-
Cleaning	688.80
Club Calendar	-
Dealing	-
Directors Fees	-
Donations	-
Electricity	-
Entry Fees & Subscriptions	-
Equipment	-
Fixed assets - depreciation	-
Fixed Assets - Loss on Disposal	-
Grounds Maintenance	275.00
House Keeping	-
Insurance	-
Internet expenses	143.06
Maintenance - Other	396.00
Masterpoints	-
Members Amenities	-
Miscellaneous Expense	300.00

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Correspondence In

Date Collected	From	Subject	Copy to
June 15 <sup>th</sup> to July 10 <sup>th</sup> , 2020	CHCC	Water account	Treasurer
	Brazels Pest Control	Receipt	Treasurer
	NAB	Statement	Treasurer
	NAB	statement	Treasurer
	Aust Bridge x 2	magazine	R. Bingham
	Coffs gardening Service	invoice	Treasurer
			A.

Correspondence Out

Date	To	Subject	Copy to
	Mark Donaldson, Office of Sport	Defibrillator payment delay	

Emails In

Date	From	Subject	Copy to

Emails Out

Date	From/To	Subject	Copy to

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Coffs Harbour Bridge Club Inc. (2020-03-13) (2020-03-17) (2020-03-30)

**Profit and Loss Statement**

For the period from 10/1/2019 to 6/30/2020

Accrual basis

	6/30/2020
<b>Income</b>	
Donation received	2,997.00
Insurance claim settlement	-
Interest received	670.47
May Congress Fees	-
Membership	6,260.00
Miscellaneous income	1,270.00
Special Event	-
Table Fees	32,793.00
<b>Total — Income</b>	<b>43,990.47</b>
<b>Less: Expenses</b>	
ABF	2,245.80
Accommodation	-
Accounting & Legal Fees	1,792.00
Advertising	-
Bank Fees	9.86
Beverages	-
Bridge supplies/ cards etc	116.60
Capital Expenditure	-
Catering	-
Cleaning	3,865.80
Club Calendar	-
Dealing	2,080.00
Directors Fees	-
Donations	5,310.00
Electricity	1,672.02
Entry Fees & Subscriptions	917.00
Equipment	-
Fixed assets - depreciation	-
Fixed Assets - Loss on Disposal	-
Grounds Maintenance	2,568.50
House Keeping	1,724.55
Insurance	3,680.00
Internet expenses	1,348.97
Maintenance - Other	3,133.26
Masterpoints	1,370.99
Members Amenities	368.59
Miscellaneous Expense	1,157.93