

COFFS HARBOUR BRIDGE CLUB INC.
COMMITTEE MEETING
Monday 15th June, 2020

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

Chairperson: Ann Fisher

Opening: 10.02 am

Present: Ann Fisher, Jenny Archer, Julie Bryant, Pam Poulton, Robyn Bingham, Nerellyn Mitchell, Pauly Griffin, Colin Tolley, Alan Haliwell, Helen Blewitt, Nancy Dumont, Philip Houlton

Apologies:

Minutes of Previous Meeting:

Colin Tolley moved that the minutes of the meeting held on 9th March, 2020, be accepted and published as a true and accurate record of that meeting. Seconded Alan Halliwell.

Business Arising from the Meeting:

The new tablecloths have been delivered to the club at a cost of \$300 for the sewing.

The defibrillator is awaiting the remainder of the payment and training when the club reopens. The grant from the Sports unit has been deposited in the club account. Philip said he would like to be included in the training by Jason Philips.

There is a need to hold a working bee (on a Tuesday) before the club reopens and check the working of all electronics and devices. The bridgemates need cleaning and batteries removed temporarily.

Committee Reports

President's Report

Ann recognised that many members are missing bridge at the club and acknowledged the work of the committee and club members during the three month club closure, specifically the online bridge organisation by Philip, James Parker for his assistance to club members and compilation of the NSW survey to our members, Julie for communication with members and Colin for the extensive maintenance around the club. Ann moved that her report be accepted, seconded Julie.

Secretary's Report

Julie tabled the communication report for from March to June, noting communication relevant to land valuation and annual insurance coverage. Julie moved that her report be accepted, seconded Colin.

Treasurers Report

Nancy noted that there were cash reserves of approximately \$14,000 but also moved that we transfer \$20,000 from the term deposit to the working account to allow for anticipated payments during the club closure. Nancy moved that her report be accepted, seconded Helen.

Property Managers Report

Colin moved that his report (attached) be accepted and further noted that the honour boards will need to be updated, (possibly by a different tradesperson). Member parking near the Bunker Gallery will be available again when the club reopens. We need to notify the site manager, Ian. Colin moved that his report be accepted, seconded Julie.

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IT Manager's Report

Alan noted that negotiations about the new website with COAST have been delayed until there is a more stable operation of bridge and financial income. Helen has visited the work of COAST websites.

Membership Report

Pam presented new members for acceptance into the club – Rita Mann, Roger Cooper, Janka Orelova and Megan Sutherland. Pam moved that her report be accepted, seconded Ann.

MNC Representative NSW Bridge Report

Phil gave an update on aspects of pandemics and risks involved until a vaccine is available or eradication is evident. He noted that Darwin Bridge Club has reopened and that ABF is looking at an online platform for bridge. He discussed alternative measures of engagement with bridge during COVID restrictions e.g.laptops, Ipads, online bridge.

General Business:

1. A working bee will be organised on a Tuesday prior to reopening the club
2. Nancy will check cost of CHCC rates at business rates to ascertain if we are accessing the best deals.
3. There was much discussion about reopening the club including the following matters.
 - Prior to the meeting the Committee were provided with papers from ABF, links to Health and NSW COVID website
 - A COVID Plan is required and needs to be registered with NSW Gov.
 - There is a possibility of beginners recommencing supervised play without sharing of cards.
 - The NSW Bridge survey of responses to clubs reopening (attached) was presented noting that 55 online responses were collected with mixed feeling about waiting to reopen and significant numbers happy to play online. Most members felt strongly about safe hygiene measures and exclusion strategies for those with flu like symptoms or links to travel or travellers.
 - The general feeling of the committee is that it is not safe to reopen the club at this stage.

Next meeting is scheduled for 13/7/20.

Meeting closed at 11.45

**COFFS HARBOUR BRIDGE CLUB INC.
COMMITTEE MEETING
Monday 15th June, 2020**

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

Profit and Loss Statement

For the period from 5/1/2020 to 5/31/2020

Accrual basis

| | 5/31/2020 |
|---------------------------------|--------------|
| Income | |
| Donation received | - |
| Insurance claim settlement | - |
| Interest received | - |
| May Congress Fees | - |
| Membership | 40.00 |
| Miscellaneous income | - |
| Special Event | - |
| Table Fees | - |
| Total — Income | 40.00 |
| Less: Expenses | |
| ABF | - |
| Accommodation | - |
| Accounting & Legal Fees | - |
| Advertising | - |
| Bank Fees | - |
| Beverages | - |
| Bridge supplies/ cards etc | - |
| Capital Expenditure | - |
| Catering | - |
| Cleaning | - |
| Club Calendar | - |
| Dealing | - |
| Directors Fees | - |
| Donations | - |
| Electricity | 529.40 |
| Entry Fees & Subscriptions | - |
| Equipment | - |
| Fixed assets - depreciation | - |
| Fixed Assets - Loss on Disposal | - |
| Grounds Maintenance | 275.00 |
| House Keeping | - |
| Insurance | 3,680.00 |
| Internet expenses | 380.00 |
| Maintenance - Other | 1,045.00 |
| Masterpoints | - |
| Members Amenities | - |
| Miscellaneous Expense | - |

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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 5/31/2020

Accrual basis

| | 5/31/2020 |
|---------------------------------|------------------|
| Income | |
| Donation received | 2,997.00 |
| Insurance claim settlement | - |
| Interest received | 670.47 |
| May Congress Fees | - |
| Membership | 6,240.00 |
| Miscellaneous income | 1,270.00 |
| Special Event | - |
| Table Fees | 32,793.00 |
| Total — Income | 43,970.47 |
| Less: Expenses | |
| ABF | 2,245.80 |
| Accommodation | - |
| Accounting & Legal Fees | 1,792.00 |
| Advertising | - |
| Bank Fees | 7.97 |
| Beverages | - |
| Bridge supplies/ cards etc | 116.60 |
| Capital Expenditure | - |
| Catering | - |
| Cleaning | 3,177.00 |
| 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 | 2,293.50 |
| House Keeping | 1,724.55 |
| Insurance | 3,680.00 |
| Internet expenses | 1,205.91 |
| Maintenance - Other | 2,737.26 |
| Masterpoints | 1,370.99 |
| Members Amenities | 368.59 |
| Miscellaneous Expense | 857.93 |

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Correspondence In

| Date Collected | From | Subject | Copy to |
|-----------------------|-------------------------|--|--------------------|
| 5/3/2020 | Coffs Gardening Service | invoice | Treasurer |
| 5/4/2020 | Coffs Gardening Service | invoice | Treasurer |
| 202056 | Coffs Gardening Service | invoice | Treasurer |
| | Office of Sport | Payment advice | File & treasurer |
| | NAB x 3 | Statement – Business Payment Card March/Apr/May | treasurer |
| | NAB X3 | Merchant Statement March/May | treasurer |
| | Valuer General | Notice of Valuation | file |
| | Oxley Insurance | 2020 /2021 Building 7 Contents Insurance | Treasurer & file |
| | ABF | Aust. Bridge magazine ABF Newsletter mag | R. Bingham club |
| | ABF Masterpoint Centre | certificates | A. Halliwell |
| | ABF statement | Capitation 2020 | treasurer |
| 24/4/2020 | CHCC | 4 th rates instalment | |

Correspondence Out

| Date | To | Subject | Copy to |
|-------------|-------------------------|--------------------|----------------|
| 25/5/2020 | Oxley Insurance Brokers | Duty of Disclosure | |
| | | | |
| | | | |

Emails In

| Date | From | Subject | Copy to |
|-------------|---------------------------|------------------------------|----------------|
| | Megan Sutherland | Membership | |
| | Janka Orelova | Membership | |
| | Phil Houlton – NSW Bridge | Survey re reopening of clubs | members |
| | | | |
| | | | |

Emails Out

| Date | From/To | Subject | Copy to |
|-------------|----------------|----------------|----------------|
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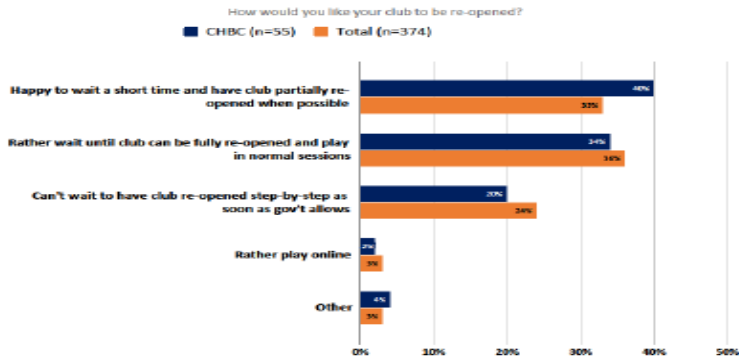
Property Manager Report 15 / 6 / 2020

1. In March, following several complaints re toilet issues, arranged for a plumber to look at and fix the toilets. Washers were replaced in the toilet cisterns in the Ladies toilet which resolved the running water issue. However the plumber was unable to access the cisterns for the Men's urinals as they are built into the wall area with no access panels. If the issue continues to be a major problem, the plumber would need to break through the brick wall from either inside or outside to access the cisterns. Urinal on LHS is difficult/hard to flush but does still work. In meantime, have purchased 2 cans of air freshener for the area to rectify smell complaint, looking to find where to purchase the Gel type smell absorbent mats for the urinals.
2. Start of May, Devine Cleaning Co. came and cleaned windows inside & out, gutters, fascias, solar panels, outside steel stanchions, inside ceiling fans, all high spider webs, tops of hanging lights and all of the light covers were removed and cleaned out. There are 16 light tubes that need replacing, we presently have 4 old style that can be used up. Considering using the new LED tubes but as many of the present light casings have become brittle (many have the ends taped up) I will investigate cost of replacing all the lights with new LED type battens. This may also include needing to get the ceiling painted once old lights removed. This may become our next major expenditure that we have to work towards.
3. Following a suggestion from Devine Cleaning, as they noticed we were experiencing a small black ant infestation and as this was the best time as they had just cleaned off all spider webs on the outside, I arranged for Brazels Pest Control to come and treat the building for spiders and ants plus give a general inspection/report. There were no issues uncovered in the report and it was noted that the white ant nest near the footpath from Albany St. that was reported last year, has since been treated – possibly by council since we brought it to their attention and it was on council controlled area just beyond our boundary.
4. After all the previous cleaning of high surfaces and my cleaning of all tables and chairs, it was time for the carpet to get a good clean, so Neil Charles from Boambee Carpet and Tiles was called. He did the yearly thorough vacuum & steam clean of the carpets and the sanitizing clean of the tiles in all toilet areas.
5. At this stage I am just over 50% of refurbishing all the clubs tables & chairs which began by needing to repaint the 15 chairs that had been rewelded after the original welded joints began cracking. Once we found a paint that was a good match to the existing, it provided a good opportunity to bring the old chairs back to original appearance. The side tables are also receiving a good clean up at the same time.

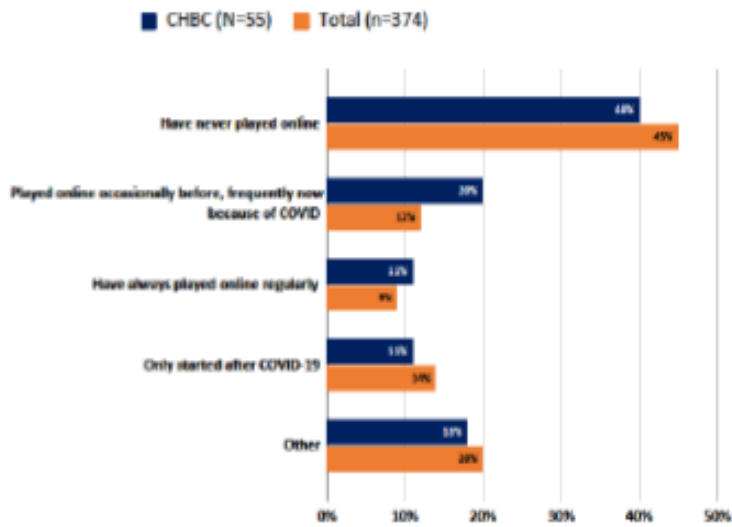
Report submitted by Colin Tolley, Property Manager CHBC

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Members Survey for reopening CHBC – June 2020
Compiled by NSW Bridge, Collated by James Parker
Reflects CHBC members & broader responses

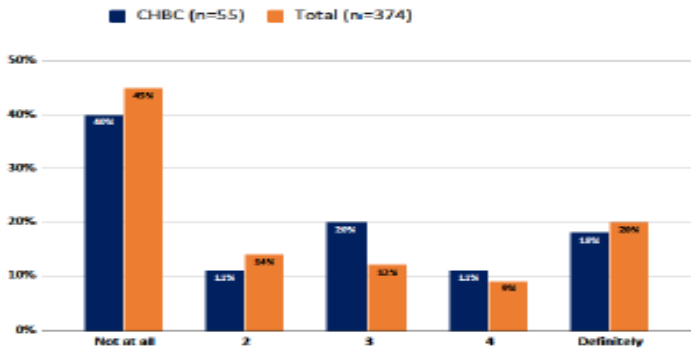


When did you start playing online bridge?

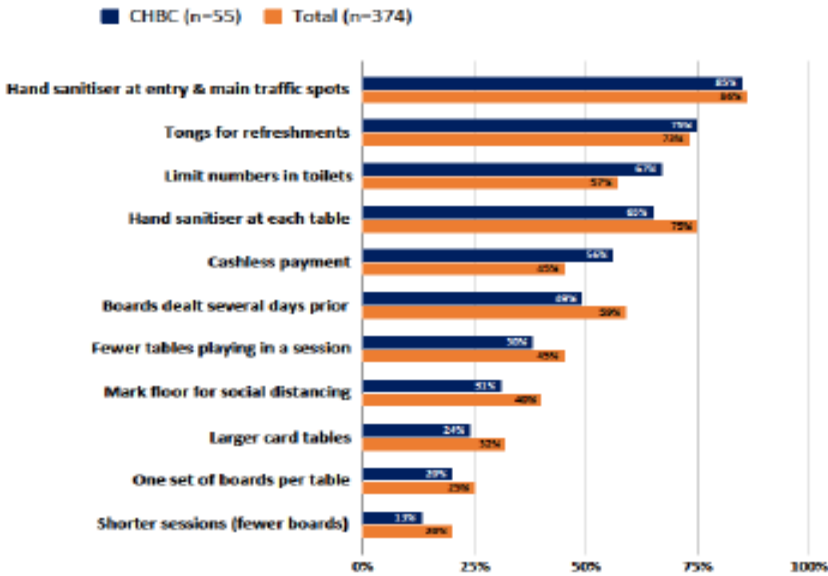


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Do you want to continue playing in on-line bridge sessions after your club fully re-opens?

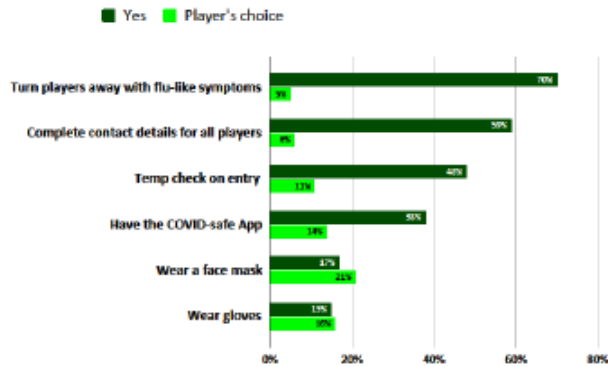


How important are the following to make you feel safe playing bridge in a club?
(Total "Important + "Very Important")

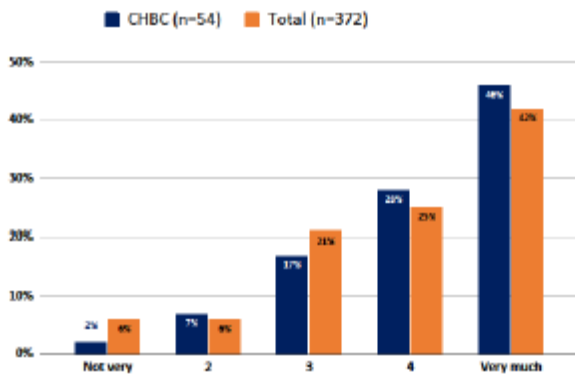


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Which of the following measures do you think should be compulsory for players to enter a bridge club?
(Results for ALL clubs: n=293)



How much are you missing playing bridge in a club?



CHBC (inc Woolgoolga) Visitors from other clubs outside 50 km radius questionable.

CHBC (inc Woolgoolga) Thanks to the committee members for all their efforts in keeping us informed and safe

CHBC (inc Woolgoolga) Thank you for trying to sort this

CHBC (inc Woolgoolga) Players bring own refreshments for a period of time, clubs provide partners to enable players to stay away when slight symptoms exist.

CHBC (inc Woolgoolga) Plastic tablecloths. Perhaps play a movement with many boards (like teams) to lessen activity. Possibly have a kitchen monitor. Discourage unnecessary activity

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CHBC (inc Woolgoolga) Keep in touch with membership and with changing circumstance within our region. Consultation is important. The majority of our club are close to or past 70 years and not many people want to take chances unless very well organized. BBO has been fantastic with the options available. In the new world i

CHBC (inc Woolgoolga) Is it even possible to have a full set of boards for each table? Multiple people handling the same cards is one of the scariest aspects for me, but it's hard to see how that can be avoided. So using hand sanitiser after each deal seems vital. The other scary thing for me is it's not at all clear how

CHBC (inc Woolgoolga) I do not intend to play at the club until the virus is considered terminated. I realise no one knows when this will be. When there is a 100% vaccine available then I would reassess the situation.

CHBC (inc Woolgoolga) I believe that we should not open clubs for F2F bridge until the development of a vaccine

CHBC (inc Woolgoolga) I am new and only had lessons in February. It would be great to run refresher sessions.

CHBC (inc Woolgoolga) Everyone must obey hygiene requirements re hand washing etc and not come to the club if at all unwell

CHBC (inc Woolgoolga) everyone bring their own pencil

CHBC (inc Woolgoolga) Any player should not be allowed to play with any kind of Upper Respiratory infection. This has not always happened prior to Covid19 I personally have picked up chest infections at the club.

CHBC (inc Woolgoolga) An enforceable health Exclusion Policy

CHBC (inc Woolgoolga) A mixture of online and club play would be good

CHBC (inc Woolgoolga) 1) All who can ought to have the CovidSafe app but since we know who is playing each game it isn't needed to find contacts 2) Since we touch cards, pens, bridgemates, table cloths etc continually throughout the session, the more important thing is to wash our hands before and after the game, and to