

COFFS HARBOUR BRIDGE CLUB INC.
COMMITTEE MEETING
Monday 13th January, 2020

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

Chairperson: Ann Fisher

Opening: 10.35 am

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

Apologies:

Minutes of Previous Meeting:

Ann moved that the minutes of the meeting held on 16th December, 2019 be accepted and published as a true and accurate record of that meeting. Seconded Jenny Archer

Business Arising from the Meeting:

There was no business arising – any matters are in General Business.

Committee Reports

President, Ann Fisher thanked the committee for their work over the Christmas period.

Secretary's Report

Julie discussed the Annual Fire safety check conducted on Monday 13th January, 2020. It is expected that the kitchen smoke alarm and the carpark exit door light (battery) will fail the standards and need replacement. Email and postal communication was tabled, noting that two months of emails have been deleted from the club email account. Saturday Walk Ins are still working for the club. Julie moved that her report be accepted, seconded Ann.

Treasurer's Report

Nancy presented the Profit and Loss statement for the month of December noting that the loss was caused by major expenses in relation accountant's fees and quarterly rate instalment. The balance in the account is \$16,934.

Julie moved that approval be given for Nancy Dumont and Jenny Archer to reinvest the NAB term deposit at maturity for the best possible interest rate. This needs to occur before 24/2/20. Seconded Ann.

Publicity Manager's Report

Nerellyn has been in contact with Robert from The Coffs Harbour Advocate. She is preparing two possible interest stories. One is about Ann Thompson's 100 birthday celebration and the other focuses on the community image of the club, both with reference to upcoming bridge lessons. Draft of this publication was presented to the committee. Colin is also preparing an article for the ABF. Nerellyn moved that her report be accepted, seconded Colin.

Property Managers Report

Colin has arranged for exterior lighting and sensors to be adjusted as planned. Members have suggested that we change all lights to LED lighting in the main club room and this was agreed by the committee. He stated that Jaycar have reasonably priced security cameras if this is deemed to be necessary. Colin will attend to inspection of the solar panels for efficiency noting that most workplaces have been on holidays over Xmas. Colin moved that his report be accepted, seconded Ann.

COFFS HARBOUR BRIDGE CLUB INC.
COMMITTEE MEETING
Monday 13th January, 2020

IT Managers Report

Alan has provided some costing for a new website and invited the committee to look at websites built by the same company. The cost of building the website is \$2700 and \$25 per month to host. This comes with 5 email addresses. Alan is developing an Excel sheet for the club logins and passwords and asked Julie to add information from available files. He will be away for 5 weeks. Alan moved that his report be accepted, seconded Robyn.

House Manager's Report

General Business:

1. Julie reported that the application for a defibrillator has been submitted to the grants unit of the Office of Sport and Royal Life Saving will provide the AED and the service agreement.
2. The fund raising for fires in will be held on Monday 20th January. Table fees and donations will be forwarded to RFS as suggested by Barbara Herring. Helen Michener has provided a list of grants available to people who have suffered loss and this will be emailed to members.
3. Ann read a letter from Helen Blewitt raising awareness for players to be courteous to newer players, noting recent incidents which need to be addressed by the committee. Julie to reply to Helen.
4. Maureen Timms suggested that breaks during bridge play would assist players to have time to go to the bathroom and for refreshments. Julie will respond to Maureen by email.
5. Colin reported on final arrangements for Ann Thompsons 100th birthday.

Other Business:

Next meeting: 10/2/2020

Meeting Closed: 12.00

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COMMITTEE MEETING
Monday 13th January, 2020

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

Profit and Loss Statement

For the period from 01/12/2019 to 31/12/2019

	31/12/2019
Income	
Table Fees	3,471.15
Less: Expenses	
Accounting & Legal Fees	1,745.00
Beverages	68.92
Cleaning	400.00
Dealing	400.00
Grounds Maintenance	275.00
Postage	20.00
Printing & Stationery	25.95
Prizemoney	99.30
Rates	1,499.46
Total — Expenses	4,533.63
Net profit (loss)	(1,062.48)

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Correspondence In

Date Collected	From	Subject	Copy to
17/10/19	Australian Bridge	magazines	Club room
29/10/19	Australian Bridge	magazines	Club room
29/10/19	CHCC	rates	treasurer
29/10/19	Frank Bourke	Return thanks	noticeboard
14/12/19	Masterpoint Centre		David
14/12/19	NAB	statement	Nancy
14/12/19	CHCC		Nancy
27/12/19	Uniting Church	Receipt and thank you	SC File, meeting
	Wesley Youth Centre	Receipt and thank you	SC File, meeting
	ABF	Newsletters	Club room
11/1/20	NAB	Statement	Nancy
	Westpac Helicopter	Receipt & thank you	SC File, meeting
	Essential Energy	Electricity interruption 21/1/20 (Tuesday)	
	WIRES	Receipt and thank you	SC meeting and file
	Port Macquarie Bridge	Congress flyer	noticeboard
11/1/20	Helen Blewitt	Committee communication	meeting

Correspondence Out

Date	To	Subject	Copy to
Dec 2019	Fair Trading	Cheque and forms for 2020	
Dec 2020	Wesley Mission	Cheque and letter of donation	USB SEC.
Dec 2020	Wires	Cheque and letter of donation	USB Sec.

Emails In

Date	From	Subject	Copy to

Emails Out

Date	From/To	Subject	Copy to