

BRIDGE IN THE CITY INC

MINUTES OF MEETING – 11.45AM, FRIDAY 30 JUNE 2023 CLARENCE PARK BOWLING CLUB

Present: David Anderson (chair), Stewart Kingsborough, Leonie Shearing (minutes),
Darrell Mitton, Pam Bowman, Dennis Reynolds, Stuart Tuck, Bev Friling

1. Opening from President/Chair

David emphasized the importance and necessity for committee discussions to be kept in confidence.

2. Apologies - nil

3. Appointment of members to assist in following roles/duties:

a. Social Secretary/Director (eg Christmas party arrangements and other get-togethers)

It was agreed that Bev and Stuart T act as BITC's social coordinators. They will follow up possible venues for the Club's Xmas lunch, noting preference to choose a venue with better quality food, even if costing more. Stewart K suggested that our bowling club venue may be able to satisfactorily cater for the meal as well. **ACTION:** Bev and Stuart to investigate venue options for our Xmas function and report back to the next meeting.

b. Supply of biscuits, milk, tea and coffee (including purchase of refreshments)

It was suggested that the committee's four general members (Pam, Dennis, Stuart T, Bev) rotate monthly the setting up of tea, coffee and biscuits before each session. David currently has a large supply at home of most of these items, but he has a Club Visa card which could be passed on for others to purchase supplies (including sanitisers) as needed. **ACTION:** Pam to coordinate the roster for setting up afternoon tea arrangements for all Monday and Friday sessions.

c. Setting up session tables before play

Member David Pollock has been setting up the tables on Mondays and Fridays and receives a free session for this task. This arrangement works well and it was agreed should continue.

4. Treasurer's requirements and banking arrangements

David and Darrell are liaising on the Treasurer's role and duties. David advised BITC's current account sits separately to his own account but that a stand-alone account will be established soon. Current balance is \$3200, but with \$1700 of that prepayment amounts, a \$1500 balance is more indicative (approx figures only). Session fees are received either by cash or online prepayment. Use of an Eftpos machine as a payment option was discussed (see 9. below). However, as there is an annual bank fee plus a percentage charged on turnover, the Club will not purchase an Eftpos device.

As it would be more practical for any Club expenditure to be paid by Visa card, David and Darrell to enquire, when the new account is established, if more than one Visa card can be supplied.

ACTION: Darrell to provide a treasurer's report at each two-monthly meeting, with balance to be as at the end of the previous month.

Annual subscriptions to the ABF are due by March each year (both home and associate members). David explained that the emails received by members who prepay, advising their current session balance, is linked to the electronic scoring database he uses. This database automatically updates other functions, including advising ABF of new memberships as well as member renewals and master point record. David will continue to maintain functions of this interlinking database (see 5. below).

5. **Updating membership list and email notifications to members** – see 4. above
Leonie raised the issue of players who have not yet become formal members receiving email notifications and advice and if this should be addressed in some way.
6. **Preparation of regular newsletter to members**
David will prepare and circulate regular newsletters to members and maintain the BITC website.
7. **Brief Duty Statements listing committee members roles and tasks**
To provide clarity and reduce ambiguity, Leonie asked that brief Duty Statements be prepared listing the roles and tasks of committee members. **ACTION:** Leonie to prepare draft Duty Statements and email to committee for comment, before finalizing.
8. **Use of bidding boxes**
David has several hundred bidding pads passed on from Sue Phillips. The Club will continue to use these until finished, and will then consider the overall use of bidding boxes at sessions. The Club has some bidding boxes which are available for use now by members, if preferred.
9. **Use of Eftpos machine for session payments** - see 4. above
10. **Use of name tags**
Some players already wear BITC badges purchased through Sue Phillips. **ACTION:** An email is to be sent to all members encouraging them to wear name badges, and advising that the Club can arrange purchase at cost on their behalf. Badges with magnetic backing rather than a pin are preferred.
11. **Hygiene issues regarding use of BITC mugs by members**
After tea break the Club's mugs are often only rinsed quickly in the kitchen, creating potential hygiene issues. BITC has not been permitted to use the kitchen dishwasher. **ACTION:** David to approach the Bowling Club Manager to ask if the mugs used by our members can be cleaned in its dishwasher.
12. **Date and format of AGM** (eg a separate afternoon meeting, or before Friday bridge)
BITC's financial year ends 31 December and its AGM must be held by 31 May each year. There was discussion on the best time to conduct the AGM and on the preference to provide some form of catering to entice members to attend. The format and timing for the AGM is to be discussed further at our next meeting. **ACTION:** Bev and Stuart to investigate catering options for the AGM and report back to the next meeting (taking into account budget considerations).
13. **Any other business**
 - a. **Minutes of Special Meeting held 23 June 2023**
The minutes circulated by email to all members on 27 June were accepted by the committee as a true record of the meeting on 23 June.
 - b. **Availability of Directors of Play**
The pool of other Directors if neither David nor Bob Thiele were available was raised. Stewart K is doing a Director's course and should be qualified by late 2023. David has other qualified Directors he can ask to assist when required. There are written notes for fill-in Directors on how to operate the computer system. David also advised that he also has a significant stock of computerized pre-dealt card hands.

c. Sunday Mail bridge results

It was pointed out that the bridge results in the Sunday Mail now only show first placing names, where previously other placings were also noted. **ACTION:** David to amend advice to Sunday Mail to include 1st, 2nd and 3rd placing results.

- d. It was raised if BITC should resume the previous practice of selling \$1 lucky number cards at Friday sessions, the funds from which were used to subsidise Xmas functions and barbecues for members. However, it was agreed that lucky number cards would NOT be resumed.
- e. The committee expressed huge gratitude to David for the many tasks/responsibilities he performs for the Club and its members.

Date of next meeting – Friday 25 August 2023

14. **Close of meeting** – 12.35pm