

**NORTH SHORE BRIDGE CLUB**  
**Minutes of Committee Meeting held at CW**  
**at 5:30pm on Thursday 30<sup>th</sup> May 2019.**

The meeting commenced at 5:30pm.

1. Present : John Mottram (Chairman), Graham Murray, Les Grewcock, David Hagley, David Fryda, David Hudson & Elana Kohn  
Also present: Mike Prescott (Club Manager).  
Apologies: Nil.
2. The Minutes of the meeting held on Thursday 9<sup>th</sup> May 2019 were approved.
3. Introduction of Club sub committees: The following sub committees and appointees were approved and are to be introduced with immediate effect.
  - . Property and accommodation – John Mottram (chairman), Graham Murray & Mike Prescott.
  - . Rules & ethics – David Fryda. (David F requested committee member input on matters affecting and/or relating to his portfolio.)
  - . Teaching & training – David Hudson (chairman), Elana Kohn & Mike Prescott
  - . Admin systems and IT – Mike Prescott (chairman) & Mark Guthrie.
4. Club recycling. Elana briefed the meeting on recent developments and of a meeting held with those interested in seeing the club improve its waste disposal policy. It was agreed that the club will take further action to improve the recycling of waste material, particularly cups, and in this regard Elana is to finalise a recommendation with appropriate action to do so. She is to present this to the committee for implementation approval and will also liaise with interested members to keep them informed of developments.
5. Confidential workplace issue regarding staff member.
6. Staff first aid course. Following discussion, Mike Prescott is to investigate our workplace and legal obligations and John Mottram is to look into those of Club Willoughby. Mike is to also source details of a suitable training day for staff - cost, availability etc. Following this input the committee will make a decision on whether staff are to make themselves available voluntarily or are to receive some form of compensation. Mike and John are also to look into preparing a list of club members who hold suitable qualifications and who may make themselves available to help at our venues at times of emergency.
7. CW working relationship. It was noted that there was a need to formalise the deterioration of our day to day working relationship with CW. Thus it was resolved that John Mottram would request a formal meeting with CW's club management.
8. Mike confirmed that action has been taken to reduce the cost of the club's monthly newsletter by reducing the colour content.

9. Les Grewcock advised that the expense authorisations that had been previously proposed are now to be implemented with immediate effect. It was agreed that any exceptions to the policy, which may be required by club management, are to be put though the Treasurer for appropriate examination and approval.

10. Compukeep agreement. Les Grewcock advised that the agreement with Compukeep has been finalised and the exchange of signatures completed.

11. Staff job descriptions/duties document. Les Grewcock advised that this is a work in progress and will formalise details in association with Mike in the near term.

12. Manager's Report. Having previously been circulated this report was discussed and it was noted that membership numbers appear satisfactory. Mike confirmed that the current membership is around 1700, with the past maximum being between 1800 and 1810. He is still hopeful that this level will be reached later in the year. Mike also flagged the possible later replacement and need to purchase a back office computer for CW and a laptop replacement associated with dealing at EL. The Treasurer was asked to check the depreciation schedule of the EL laptop. The Festival of Bridge in June 2019 was also discussed and committee members were asked to volunteer their help if need be. Mike is to coordinate. Because of a full clubhouse on Saturdays at EL, Mike confirmed that there is also the possibility that the EL restricted teams event on Sat 22<sup>nd</sup> June may be transferred to CW .

13. Confidential discussion about staff salary review.

The next meeting is to be held at CW at 5:30pm on Thursday 11<sup>th</sup> July, 2019.