

NORTH SHORE BRIDGE CLUB
Minutes of Committee Meeting held at CW
At 5:30pm on Thursday 11th July 2019.

The meeting commenced at 5:35pm.

1. Attendees: John Mottram (Chairman), Graham Murray, Les Grewcock, David Hagley, David Fryda, and David Hudson.

Also present part time: Mike Prescott (Club Manager)

Apologies: Elana Kohn (overseas).

2. The Minutes of the previous committee meeting held on Thursday 30th May 2019 were approved.

3. Staff Pay Scales. Pay scales effective 1st July 2019 were approved. Les Grewcock is to ensure that all required administrative action is taken for implementation.

At approximately 6:30pm Mike Prescott joined the meeting. He was provided with an abridged version of the 30th May Committee Meeting minutes to load on to the club's website.

4. Treasurer's Report. The report for the five months to end May 2019 was tabled and accepted. An approximate \$23k better than budgeted performance, through predominantly increased East Lindfield table numbers, was noted.

Expense authorisations see within item 7.

5. Manager's Report. The report issues were noted (also see below within Item 7). The purchase of a new computer and software for the "back room" at CW was approved.

6. Sub Committee Reports. Property - JM, Teaching - DHu and Systems & IT - MP – all nil to report.

With Ethics, DF received input re East Lindfield suggestions and looks forward to receiving comments and input from all committee members re his portfolio. Additionally, he will review the need for the club to keep a record of member behavioral issues.

7. a) Rules and ethics – note above

b) Club recycling and reducing club waste. Elana's report was tabled and it was agreed that action will be taken in the near term. It was noted that no extra work is anticipated for the club manager or session directors. In summary and in the absence of Elana, John Mottram agreed to discuss implementation details of the "bring and take home" policy and associated requirements with the interested group – which is headed by Linda Temple.

c) Workplace issue with club director. JM provided an update.

d) Staff first aid course. Not yet finalised. MP & JM to complete investigation details and provide their recommendation..

e) Club Willoughby working relationship. JM & MP briefed the meeting about a recent meeting held with the most senior CW board members and management. Little appears to have been achieved and ongoing day to day relationship problems continue to exist unabated. Issues include coffee service, room set up following bookings, Sunday market day parking, leaking roof and milk. In essence, there appears to be a complete lack of respect for our tenancy.

f) Implementation of club expense authorisation. The Treasurer, Les Grewcock, presented a draft expense authorisation document to the meeting and following input from Mike it was agreed that LG & MP would discuss further in order to review the policy to allow for the introduction of pre-approved items. A revised policy will be resubmitted for approval and implementation.

g) Staff job descriptions. Job descriptions for Margaret Owen, Josh and Sue Crompton were presented and noted.

h) Festival of Bridge. Mike reported that the Festival was a success but with issues including the additional hire of heaters at EL (\$400) and doubling of rent at the CW venue sessions. Numbers appear to be slightly down and the complete financial outcome of the Festival is still to be finalised. This will be passed on to committee members when available.

8. Other Matters.

a) CW membership issue for our members. Management of CW have highlighted a problem associated with NSBC members being provided with membership to their club. It is predominantly based around the differential calendar year membership versus the end June financial year. JM is to review our Licence Agreement and MP is to analyse the licensing laws to check entry requirements. Are our members allowed access to the club, without CW membership, when entering to play bridge in either of the two bridge rooms at CW?

b) John Mottram advised that the ABF, through Mark Guthrie, has requested that the club provide the email addresses to them of all NSBC members. A concern about privacy regulations was raised and MP is to investigate the legal ramifications of this issue.

It was agreed that the next meeting is to be held at CW at 5:30pm on Thursday 8th August 2019.

This meeting was closed at 7:50pm.