

NORTH SHORE BRIDGE CLUB.

Minutes of Committee Meeting held at CW At 5:30pm on Thursday 30th January, 20 2020.

The meeting commenced at 5:35pm.

1. Attendees: John Mottram (Chairman), Graham Murray, Les Grewcock, David Hagley, David Fryda, David Hudson and Elana Kohn.
Absent: It was noted that Mike Prescott (Club Manager) had elected not to attend because, as advised by the President, the committee meeting was convened outside 9am-5pm Mon – Fri normal business hours.
2. Approval of previous Minutes: After some discussion about the continuation of the 23rd Jan meeting through to tonight's meeting, the Chairman agreed to sign off and approve the minutes of the 23rd January 2020 meeting.
4. Club Manager issues: (Although some issues were discussed last week they required an update. Others had not been discussed due to time constraints.)
 - a) Revised employment contract. Unfortunately the planned meeting between Mike Prescott, John Mottram and Elana Kohn was unable to be organised or to proceed due to advice that Mike has made a decision to be only available for meetings between the hours of 9am and 5pm.

Advice that Mike Prescott would not make himself available for meetings outside the hours of 9am – 5pm Mon – Fri. had been received from John Mottram. The committee was astonished by this advice and asked that Mike Prescott, assuming that the information is correct, provide formal written input on his position so that the committee may be fully aware of the facts. John Mottram confirmed that he will discuss with Mike and update the committee.

John Mottram made the point that in his opinion the working hours in the proposed employment agreement were too restrictive and that he supported Mike's restricted hours' stance. Others endeavoured to clarify that this was definitely not so, discussed the time off in lieu factor and that they were looking for flexibility in the role. There was discussion and clarification made that the aim of the revised contract was for the benefit of both parties – Mike and the club. It was agreed to hold off further discussions about the contract with Mike for the present time.

John Mottram also raised the issue that he believed that all individuals making themselves available for the committee should be available for discussion or meetings during normal working hours. In fact he would prefer not to have the committee meeting on a Thursday evening but sometime between the hours of 9am – 5pm Mon – Fri. He further explained that this was how it was done when he was President in the Lindfield Bridge Club days. All other members of the committee fervently disagreed with his thoughts. Due to the availability of committee members attending the CW session on a Thursday night, the availability of working committee members and the tyranny of distance this meeting timetable was the best compromise for all. John Mottram begged to differ but accepted the Thursday night committee meeting schedule.

It was following these discussions that David Fryda proposed motion of "no confidence" in the President. The motion was as follows:

"I hereby propose a motion of no confidence in the President and his ability to work with the rest of the committee on club related issues.

This motion is being proposed on the basis of his lack of support in carrying out the motions passed by the committee in relation to the negotiation of a revised contract with the club manager and seeking the manager's input on ways that he might reduce his workload and delegate more.

Additional concerns regarding the President's behavior have included his lack of inclusion of the vice president in matters relating to property (despite his undertaking to do so) and his lack of alignment with other committee members with regard to their obligations and availability to club related matters."

Discussion was held on the motion with all, other than John Mottram, agreeing with the details contained in the motion. Generally there was disappointment in the manner in which John is performing his duties with some pointing to the constitution and the fact that the committee is appointed to control and manage the affairs of the club and responsible for the proper management of it. It was also thought by one committee member that he should consider his position and give consideration to resigning. It was highlighted that discussion had been held with John in September 2019 to discuss the committee members' concern with certain aspects of his Presidency and that it was evident that there had been no improvement forthcoming. In fact, if anything, the situation had deteriorated further since that time. All committee members agreed that they had personally lost confidence in the President being able to lead the committee and the club successfully into the future. It was evident that the President was not working with the committee as part of a team.

In response, John advised for the record that “he feels the same way about some unspecified committee members”.

With no further discussion offered, the motion was voted upon and carried – 6 votes for (Graham Murray, Les Grewcock, David Hagley, David Fryda, David Hudson and Elana Kohn) and 1 vote against (John Mottram). In discussion that followed it was agreed by all that the motion and decision will be included in the minutes to be published on the website.

b) Club Manager’s document re reduced working hours and greater delegation by Mike. JM confirmed that he had spoken to Mike about the need to finalise this input and believed that all is on track for a 10th February deadline.

c) Annual leave discussion: Les Grewcock raised his concern in relation to clarifying the Manager’s annual leave situation and resolving whether his absences at the Spring Nationals in Sydney (Oct 19)) or his attendance in Canberra in mid Jan 2020 should be taken as annual leave. A policy decision is yet to be made about this matter and it is being held over until finalisation of the revised contract of employment. It will be reviewed at a later date.

d) Backup options for the Manager: Details and a suitable rate were discussed. JM is to return to the committee with a suitable proposal.

e) Convener Fee: LG had forwarded a study to committee members on the financial impact of the policy of formalising a convener fee for weekend club congresses. It was agreed that a convener fee for the Club Manager would be set and that it will only be implemented from the time of finalisation of the revised employment contract. This payment will be listed with the staff/director level of payment document which should be referenced in the Manager’s contract rather than details be explicitly included within the revised Manager’s agreement. It is also agreed that the amount will be reviewed by the club when a review of all the staff/director level of payments is completed.

f) Qualified directors for major events: JM confirmed that this list is available and confirmed that he will share with the Committee as requested.

g) Roster of directors and conveners for 2020 major club events: JM confirmed that he will prepare an appropriate document, in consultation with MP, and circulate the document to the committee by 20th Feb. Any unknown rosters detail may include a “TBA” position for the present time and then updated when specific details are known.

5. Property sub committee:

ii) CW management and Hycorp meeting: Not yet finalised but JM will organise asap.

iv) Alternative sites in Lane Cove were discussed. Graham Murray had visited the proposed site and he explained in detail his concerns. It was agreed that these are to be discussed and analysed within the sub committee group. The sub committee will report back when further information is known.

v) Members’ update through the newsletter: JM will action this when further details about the CW redevelopment are known – expected to be most probably after the CW/Hycorp meeting.

vi) Enlisting the help of a suitable real estate agent: JM had not yet actioned this suggestion. Therefore EK & DF agreed to research a suitable commercial real estate agent or agents. They will return to JM with details.

vii) Members with suitable qualifications; Not known and not needed at this point in time.

viii) Legal counsel input was discussed and the committee accepted this professional guidance.

6. Treasurer’s Report: The draft 2019 annual balance sheet and income statement had been forwarded to the committee on 29th Jan and the Treasurer apologised for it’s late circulation. Queries were raised about the higher variation to the 2018 figures for the accounts of Affiliation Fees – ABF & NSWBA (5 quarterly payments in lieu of 4), Long Service & Annual Leave (due to LSL provision and annual leave now being accrued) and Printing & Stationary (due to the club newsletter expenditure). DF suggested that the addition of explanatory notes on these variations may minimize the need for questions at the AGM. Following clarification by Les the committee approved the draft annual accounts and accepted that Les will now send the final year end financial details on to the club’s auditors for their opinion and approval. They are to be presented to the 2020 AGM which is to be held on Sat 4th April.

a) LG confirmed that the Schroder Fund investment, in the short term, is performing satisfactorily.

9. Outstanding matters, general business and action items:

a) Club recycling and Waste programme update and discussion: A report finalised by the informal Waste Reduction sub committee was presented to the committee by EK. It noted the history of the programme with the introduction of stage 1 in June 19 and the benefits (estimated at approximately \$2k thus far or approximately \$4k per annum) that have accrued to the club.

The group now suggests that the club move to stage 2 – doing away with polystyrene cups at CW and eliminating both polystyrene and plastic cups at the EL venue. This would entail reinforcement of the BYO initiative with a communications' programme; investigation of possible shelving or cupboards for cup retention at both venues; and other issues re plastic water cups at CW.

The committee agreed and supported the initiative and stage 2 plan and the further analysis on the way forward. However all these details and the formal plan to proceed are subject to further discussion with and the agreement of Mike Prescott. John Mottram also wishes to be kept in the loop. Elana Kohn is to coordinate the appropriate action on behalf of the committee.

10. Other Matters

a) Coronavirus: David Hagley raised the issue of the outbreak of the novel coronavirus and the need for immediate action. He highlighted that he thought that the club had a duty of care for it's staff, members and guests. It was agreed by all committee that action should be taken to restrict the attendance at the club of those who have recently visited or have come from mainland China or Hong Kong. DH was asked to research the problem and finalise a club policy to counteract this escalating worldwide problem. He will correspond with details to JM who will finalise with MP and disseminate the policy to all members and staff as soon as possible.

Unfortunately, once again, time constraints did not permit discussion about the following agenda items:

7. Manager's Report; 8.. Other Sub Committee Reports; and 9. Outstanding matters, general business and action items b) AGM issues c) President's open forum d) Upstream contract clarification e) clarification of CW entry requirements for NSBC members f) First aid training for staff.

The meeting was closed at 7:40pm.

The next meeting was suggested to be held at CW at 5:30pm Thursday 5th March 2020.

Approved by: John Mottram

Date: 5th March, 2020.