

NORTH SHORE BRIDGE CLUB
MINUTES of COMMITTEE MEETING held through Zoom
at 5pm Wednesday 27th January 2021.

Abridged version of Minutes excluding personal or confidential information.

1. Attendees & Apologies: David Fryda (Chairman), David Hudson, Les Grewcock, David Hagley, Elana Kohn, Graham Murray and Maryann Russett.
Also attending: Gary Barwick.
Apology: Mike Prescott (sick leave).

2. Approval of Minutes: The following meeting minutes were approved as a true and accurate record of the discussions held at:

- 15th December 2020 Committee Meeting, and
- 12th January 2021 Club Member Disciplinary Hearing.

3. President's Update: DFr confirmed that both Mike Prescott & John McIlrath are on the improve.

4. Property sub committee: DFr referred to his previously circulated update email dated 24th Jan 21.

a) North Ryde RSL: The following issues were raised during discussion about this temporary site: 15th Feb start date proposed with suitable slow reintroduction of F2F sessions - suitable rent level and agreement allows 7 days a week usage - lighting an issue - relief from rental if serious COVID 19 impact - opening earlier than current 11:00am club opening time to be organised - 1st session free of charge offer to players - \$5 annual membership fee to NRRSL required for calendar year - suitable director numbers to be reviewed - review of holding NRRSL F2F training/lessons to take place.

Approval was granted for the sub committee to proceed to finalise a suitable minimum 6 month lease.

b) L3, 8 Thomas St Chatswood: Long term (5+5 year) 407 sq mtrs lease of office space recommended. Suitable rental level - commencement date 1st June 21 and have until 31 Jan 21 to accept their proposal - sub committee hoping to sign a non binding agreement - liable for their legal costs if we cancel occupancy at later date - solicitor has reviewed heads of agreement - Architect Emma Whitworth to oversee process, allowing for better overall coordination - no major impediments expected in DA approval process.

Full fees and moving costs are expected to be substantial and although some costs were provided a more indicative budget will be formalised at a later date - moving details and cost to be negotiated through Two Men & a Truck by Margaret Owen - installation of disabled toilet required at our cost - require at least one car space in building for Club Manager - 4 hours free parking available at Westfields and other options to be investigated.

With unanimous approval it was agreed that the sub committee formalise a Heads of Agreement document for the long term lease of this property.

5. Treasurer's Report: The Treasurer had previously forwarded his commentary, the unaudited P&L and Balance Sheet for the y/e Dec 2020 under separate cover. The result, under the very difficult COVID-19 period, was excellent and showed an extremely good net surplus. Salaries were the most significant cost and most other expenditure items were lower during the COVID- 19 period. Income on the other hand received a great boost by the government stimulus packages, JobKeeper payments and member donations. The committee noted that, financially, 2020 proved to be a most successful year and resolved that the financial statements be accepted. It was noted that the club has a substantial holding in term deposits through the Bendigo Bank. These are now earning less than 1%. A sub committee was therefore formed (Les Grewcock (Chair), David Hudson and Maryann Russett) to review and prepare a proposal to possibly implement further investment opportunities. Additionally it was resolved to put into place the reinvestment of distributions provided by the club's Schroder Fund investment and LG will take the appropriate action to formalise this change.

6. RealBridge Update: Gary Barwick provided a summary of online operations. Connectivity improved greatly with one on one assistance - poor attendance for recently introduced mon am rookie/restricted session. The need for this session to be reviewed by GB - GB to also review and action possibility of introduction of new Tues night session - use red points allocation more strategically - given longer RealBridge experience directors now running more session themselves - many Thursday competition nights & swiss events quite stressful - our club holding first online gold point tournament, the GNOT. Some details yet to be ironed out - new regulations are to be put into place for congresses and special events and GB will revise the entry forms and conditions to reflect the changes - need to complete roster for fill ins or house pair for special events - Convenor of congresses and special events having some difficulty as no previous processes put into place - Elana to follow up with staff member re workload to ensure all satisfactory - Thursday night competition events may stay online instead of reverting to F2F facility.

7. Other sub committee Reports:

a) Transition to new normal: DHu reported that: EL F2F session numbers appear to be on the increase with Thurs afternoon at full 30 pair, 15 table maximum capacity. Mon and Tues afternoons increasing - beginners F2F sessions starting Mon night the 1st and Tues morning 2nd Feb. - excited about NRRSL facility and ability to increase club's available F2F sessions, particularly Wed & Sat which are unable to be held at EL for the present time.

b) Staff salaries/remuneration: LGr had previously circulated a document with the 'proposed pay rate for directors' officiating at the various F2F and RealBridge sessions wef 1st Jan 21. The pay rates would then be used up to March 21 (noting that JobKeeper finishes end March) and beyond. The committee reviewed and discussed the levels and two changes to the proposal were agreed upon. Firstly, to ensure that we can attract suitable experienced tournament directors the pay scale for on-line RealBridge Championship events was increased by \$50. The second was with regard to directors who run scheduled non tournament F2F sessions under current COVID regulations and details were altered to increase by \$10 per session with a \$5,50 per table bonus for sessions with over 13 tables (previously \$5.50 table bonus over 11 tables). Directors' timesheets since 1st Jan 21 are to be finalised by GB and passed to LGr.. These are to be used to determine any additional top up from the club after JobKeeper payments are made during this transitional period. Teachers', supervised and training staff pay scales still to be formalised.

6:35pm. *Graham Murray left the meeting.*

c) Member Communications: EK referred to the recent membership survey and clarified that an update will be forwarded to members. It will consist of a brief summary with further details enclosed within an attachment. . The sub committee also strongly recommended a professional review of both the club website and the monthly newsletter. However with other major issues currently on hand it was agreed that, due to the scope of this exercise, the review should be passed to the post April incoming committee for action.

d) Membership Retention for 2021: DHa clarified that: all PP account holders had their 21 annual subs deducted very early Jan - as at 20 Jan annual subscription payments show 1596 paid up and 277 not yet renewed - those who haven't rejoined will be followed up in Feb by Margaret, with Josh's help. Margaret advises that no other assistance needed - EL & DHa asked to draft a positive "marketing" letter to support the early Jan withdrawal of the \$50 subscription fee from members' PP accounts.

e) Training & Teaching: DHu provided a summary report: the sub committee is greatly concerned about the void in the teaching programme caused by the halt in activity due to COVID pandemic. To ensure retention of teaching staff there is a need to keep this in mind when the salary issue is formalised - Kay Moyes has now taken over co-ordination of the beginners' classes - suitable management of beginners' lessons both online and F2F needs to be implemented - additionally, the full programme of the teaching/supervising assembly line needs to be considered and implemented - good numbers registered for F2F beginners' lessons with Emma Barnes at EL pm 1st and am 2nd Feb - sub committee to manage the many issues above.

f) Tournament sub committee: DHu confirmed that: the RealBridge event plans for the first half of the year proceeding well - with a min 7 table policy, both the Men's and Women's Daytime Pairs events are now doubtful - GB to formalise new RealBridge tournament regulations - revised payment facility for non members being finalised by GB.

8. Other Issues:

a) Matthew McManus Retainer: Following clarification, support and details of the help and assistance that Matthew McManus has provided and will be offering to the club, it was proposed and unanimously agreed to:

1. Pay Matthew a one off payment for work completed up to 31 Dec 20 and,
2. With effect from 1 Jan 21, to place Matthew on a quarterly retainer for his services. This will be paid through MM invoice. DFr & LG to formalise the arrangement, agreement and payment.

b) Member Disciplinary Hearing: Finalised with 4 week suspension decision due to 'verbal abuse of partner'. No appeal was forthcoming and the member is now serving a suspension from 21 Jan to 18 Feb 2021.

c) Website issues: Suggest review to take place. Refer 7c above.

d) 2021 AGM: Agreed similar structure as 2020 AGM. Planned to be held at EL 10:30am Sat 10th April 2021 with online meeting facility broadcast through Zoom. Note 3% of membership will constitute a quorum, that is a requirement of approximately 55 members. The committee is to use their personal contacts to boost membership numbers to ensure a quorum is in attendance. It was agreed that, in Mike Prescott's absence, DHa will coordinate all requirements for a successful AGM.

7:20pm Gary Barwick left the meeting.

9. a) MP's Return to Work: Although there is an improvement in Mike's health , there still remains no definite date for Mike's return to work. The club remains cognoscente of the need to ensure that Mike's long term health is secure. Thus a return to work is expected to be on a gradual basis and with suitable clearance and recommendation from his attending specialist. Some previous responsibilities will be revised to ensure a suitable non stressful, long term workload.

b) MP's Employment Agreement & Contract: With 9a in mind, discussion and finalisation of this long outstanding issue has unfortunately been further delayed due to Mike's recent ill health. Action is expected to take place between MP, DFr and EK in early February. It is expected to be prior to Mike's return to work. At this time a revised employment agreement will be presented for discussion in the hope to achieve a much improved outcome for both the individual and the club.

10. Other Matters: With regret, David Hagley advised the meeting of his decision not to stand for re-election at the April AGM.

As there was no further business the meeting was closed at 7:25pm.
The next committee meetings are to be held through zoom at 5pm on Tuesday 16th February and Tuesday 16th March 2021.

Signed and approved by David Fryda:

Date: 14th March 2021