

# PARKES BRIDGE CLUB

**MEETING TYPE:** COMMITTEE

**DATE:** 12 October, 2017

**TIME:** 11.30

**VENUE:** Parkes Leagues Club

**CHAIR:** Rosemary Morris, President

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## **1 Present:**

Keith Fiedler, Rosemary Morris, Isabel Orange, Dawn Phipps, Greig Ball, Robyn Sheridan, Jenny Freeman, Nancye Blatch

## **2 Apologies:**

Bev Laing absent

## **3 Minutes of Previous Meeting:**

Accepted

## **4 Review Actions from Previous Meeting**

<b>ACTION</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
Discuss Care West donation prior to AGM in July 2018	Committee	June 2018
Executive to attend Commonwealth Bank and record signatures	Rosemary, Robyn and Dawn	Completed
Check if Public Officer has received Fair Trading letter and respond	Rosemary	Completed
Create a pamphlet for new members describing fees, name badge costs, days of play etc.	Robyn	Draft tabled – final adjustments to be made
Working bee to be undertaken on Monday 31 July at 10 am to sort out the storage room at the Leagues Club	Committee	Completed
Contact Leagues Club about clearing of room of other items not related to the Bridge Club	Rosemary	Completed
Lock to be supplied to store room door.	Rosemary	Completed
Greig to get two more sets of keys cut for Executive	Greig	Completed
Other Committee members not already knowing the scoring system on the computer to be taught	Committee members	Rosemary and Nancye to learn. To be organised with Keith or Greig. Robyn to draft a list with Keith on movements and sit outs
Greig to send Robyn list he has currently.	Greig	Completed
Distribute contact list to all members as agreed at General Meeting on 20 July 2017.	Robyn	A few pieces of info still missing. Will be distributed next week
Follow up with PLC regarding insurance	Rosemary	Completed. We are covered by PLC and Keith's home insurance covers the dealing machine
Follow up with PLC about access to wi-fi	Greig	Completed. Wi fi now available.

Follow up payment for new scoring programme	Dawn	This payment had been made.
Ask for a volunteer to write up results for newspaper	Rosemary	Jenny Freeman happy to continue with write up. Will come back to Committee if difficulties getting items into paper occur again.
Provide Jenny with a receipt book for name badges	Dawn	Decision made that members will pay up front for badges. Jenny does not require a receipt book but will maintain a list.
Follow up with the Leagues Club and a written arrangement to be established regarding afternoon tea costs	Rosemary	Completed. New signed letter was obtained.
All future catering to be quoted in writing	Dawn	Xmas party not yet quoted. Club has advised they will not charge us for afternoon tea and coffee supplies when ours have run out. Discuss preferred meal at next week's General meeting.
Follow up with Jan Latter re copy of letter of agreement with Leagues Club for costs per session	Robyn	Completed

## 5 Correspondence

See correspondence log sheet attached.

## 6 Treasurer's Report:

**6.1** Report tabled by Dawn Phipps. Report accepted by Committee. See attached report.

**6.2 Donation to Cancer Care West**– Cheque sent with covering letter dated 31 July 2017 has not been presented at the bank. Robyn has contacted Manager at Cancer Care Western and she advised that there is no record of it being received. Dawn has cancelled cheque at the Bank and a replacement cheque will be forwarded to Cancer Care West with accompanying letter.

**ACTION:** Letter and cheque to be re-sent by Robyn

## 7 General Business:

### 7.1 Thanks from President

Rosemary thanked Greig for holding the fort during her absence and all members that assisted in the Muriel Waddell team's day event.

### 7.2 Location of dealing machine

Greig recommended that the dealing machine remain at Keith's house for the duration. Card dealing is always 2 weeks ahead of time and there are arrangements in place for access if Keith was away or unwell. Keith undertakes this task at home and to travel to the PLC would be onerous. Agreed for current arrangements to continue.

### **7.3 Instructions for Dealing Machine**

Currently only Keith undertakes this task and knowledge of how to use the machine is not written down. Jenny Freeman has used the machine in the past but not for some time.

**ACTION:** Robyn and Keith to write a procedure on how to use the machine. A copy to be held at the Club and one with the machine.

### **7.4 List of Duties for Executive**

An issue arose recently where a member asked the Secretary if they had performed a particular task. The Secretary was unaware that this was a requirement of the position. As a result, it was suggested by Robyn that each position has a task list developed so that new Executive position holders in the future know what is required. Each current Executive member is to create a list and discuss with previous position holders to develop this list.

**ACTION:** Executive members to work on developing a task list and checking this list with previous executive members.

### **7.5 Dates for 2018 meetings**

General Meetings will be held on:

8 February 2018

19 July 2018

8 November 2018

The AGM will also be held on the 19 July 2018.

Committee meetings will only be held as required and will be held the same day as the General meeting at 11 am.

### **7.6 Dates for Teams Days next year**

Agnes Hewitt will be held on Sunday 18 March 2018. Red points day

Muriel Waddell Day will be held on Sunday 19 August 2018. Red points day.

Gill Ross Day will be Thursday 1 November 2018.

### **7.7 Red Point Day availability**

Keith raised that extra Red Point days have been difficult to obtain. He is aware that some allocated days across the Western Region are not being used as those clubs are no longer in existence.

**MOTION:** That a letter be written to NSW Bridge Association President requesting B5I allocation to the Western region be reviewed as some events are now defunct. Copy to be sent to David Weston, NSW Masterpoints Secretary.

Moved: R Morris All members in favour.

**ACTION:** Robyn to draft letter with Keith.

## **7.8 New Website software**

Discussion regarding the new website software and the cost for the Club to keep this program. Agreed that this should be purchased. Jenny noted that the Millica bills had been going to her. Dawn has made contact and has fixed the address with them.

**ACTION:** Greig to follow up purchase of software

## **7.9 Bridge Room to be Cleared on 19 October**

The PLC has asked that we pack away all PBC equipment, tablecloths etc after Bridge on 19 October due to a function.

**Meeting Closed:** 1225

**Next Meeting:** Will be called as needed

<b>ACTION</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
Discuss Care West donation prior to AGM in July 2018	Committee	June 2018
Pamphlet for new members finalised	Robyn	9 November
Membership contact list distributed to all members	Robyn	19 October
Send replacement cheque and covering letter to Cancer Care West	Robyn	19 October
Draft a list of Howell movement set ups for reference	Robyn and Keith	February 2018
Draft a procedure for the dealing machine use	Robyn and Keith	February 2018
Follow up purchase of website software	Greig	9 November
Calendar of dates for 2018 to be written	Robyn and Keith	9 November
Letter to NSW Bridge Association re red point days	Robyn and Keith	30 November