



Brisbane Water Bridge Club Inc

(Registered No: Y2481225 ABN 84660 359 652)

PO Box 601

Woy Woy NSW 2256

Minutes 16th November 2020

1. Present/Apologies. Apologies received from Beryl, Lynne and Jorgen. Present Peter Hume, Christine Hadaway, Ann Snow, Graham Woof, Tracey Dillon and Felicity Fane (delayed)
2. Conflicts of Interest – nil stated
3. Minutes of last meeting: Approved as true record. Moved Graham, Seconded Ann. Committee affirmed that the minutes can be circulated following the meeting, when relevant changes and edits have been made and then published on-line with five members approval.
4. Business arising:
 - Costs of transfers from another club (with up to date ABF number) to be passed onto the incoming member (\$10.) if they join between the 31st of March and the 31st of October of any year. The member can seek to recover these monies (owed to the NSWBF) from their previous home club.
 - Change of management of the community centre – discussion on meeting COVID 19 safety plans, covered by existing BWBC plan with the results records (names of attendees) and meeting minutes. If additional information is required i.e. to facilitate contact tracing this is available through the Secretary.
 - Cleaning – Club hopes to employ a cleaner for 2 hours per week (at \$25 per hour) to vacuum, clean out the fridge and generally maintain the room – Christine is organising.
 - Room hire, a decision was required over the ongoing hiring of the Seniors Room. While there is an opportunity to have the room every afternoon now, the decreased player numbers call for caution. So, room to be hired for Monday, Tuesday and Thursday afternoons. Peter to liaise with Sylvia regarding Wednesday pm session-if two rooms are currently needed. Peter to also look at timing of special events such as Red Point competitions and advance bookings
5. Voting electronically outside a normal meeting/New member – Linda Cunningham. Previous member became unfinancial and wished to play in a red point event. Re-joined the Club by giving money to Beryl – no paperwork at this time.
6. Correspondence – in,
 - Various letters from the Community Centre Management/Council regarding change of management – attached FYI (I will not be printing this out for the meeting)
 - Letters NSWBA re various electronic events coming up
 - Letter from Shirley and Noel Crockett apologising for not being able to return to “face to face Bridge” secondary to health concerns, wishing the club well and enclosing a \$100. Donation.
7. Correspondence – out,
 - Letters to ABF & NSWBA asking for relief for next year’s members’ dues
 - Letter (and chocolates) to the Community centre management and volunteers thanking them for their assistance over the years to the club.
8. Reports
 - Treasurer – previously circulated by Beryl, see attached. Peter added that he has not received an update from the previous Community Centre management nor the Council on getting on-going rent relief so there have been no invoices for September and October rents.
 - Asset register – A decision was made to purchase a Wi-Fi Hotspot, should arrive at Club by the end of this week.
 - Chief Director – Melbourne Cup Day event and GNOT team Competition very successful and the upcoming teams event also booked out. Christine requested a special thank you go to Ian and Blair who took particular pains to dress as jockeys to run the TAB. Teams events seemed to be growing in popularity so Peter will look at including more in next

year's calendar. Christine requested some additional Novice/Restricted events – even Rookie. Friday's beginners very keen and additional arrangements have been made for them to play prior to the Christmas party. Secondary to restrictions they hope to play at Robyn Serra's home at Ettalong – four tables.

- Tournament Secretary/ Committee - nil
- Teaching Director – Christine has reluctantly decided it is not viable to run a new beginner's class at this time (due to COVID restrictions). A request was made to investigate getting in a "guest teacher" to run a session/s aimed at the intermediate more experienced players. Christine to investigate for the coming year – Felicity suggested possible Derek Brown.
- Charity Committee - nil
- Marketing Committee - nil
- Reports Accepted – Ann Snow. Seconded Graham Woof.

9. General Business:

- Technology update from Peter and Graham, Website - recommend adopt updated version of current website provider. Recommendation approved by Committee
- Prizes for presentation day - suggest red point events \$15 per person, club champions \$50 pp. This year would total about \$850. Recommendation approved by Committee
- Event program for 2021, Peter took on board suggestions, ongoing support for a printed booklet
- Recent behaviour at the Remembrance Days Pairs Competition. A complaint was made by Tracey following an incident of very bad behaviour at this Red Point event. This is the second complaint of poor behaviour by this member in as many months. Following lengthy discussion, it was agreed that Peter and the Club Recorder will follow this up.
- Photos of competition winners, what would we like? (Tracey) Agreed by the Committee to request that Directors of any competition either take a photograph of the winners or delegate this responsibility. These can be taken on a mobile and the images forwarded to Graham who can upload them to the website. It was also agreed to have the photos of major competition winners enlarged onto canvas and placed up on the Club room walls – Peter agreed to organise this.
- Other business

10. Next meeting – Friday 11th December. Lunch followed by the final meeting of the year – suggested venue, Margarita Daze at Ocean beach.

Dear Regular Hirer,

We would like to take this opportunity to thank all the regular hirers of the Peninsula Community Centre with the positive welcome we have received to date, as we transition the management of the centre to Central Coast Council.

The information we have received so far regarding the current operation of the centre has been instrumental in providing details which we envisage will ensure a smooth management changeover of the centre.

From **Monday 16 November 2020**, the Peninsula Community Centre will be under the management of Central Coast Council.

We see this change as a great opportunity to work collectively with our community and we look forward to the positive partnership ahead.

As part of the transition process, there will be a change to the booking process. One of the changes includes your current bookings being transferred into Council's electronic booking database. All new bookings will also be included into the booking database. This change will bring the centre's bookings in-line with other Council managed community centres.

A booking application, a Hall Hire Agreement and relevant documentation will be forwarded to your group shortly for completion and return.

There will continue to be a 15-minute gap between bookings. This is to allow additional time for each group to clean after your booking (very important) and time leaving the facility before the next user group arrives.

Volunteers / Reception

Please note: Volunteers will continue to provide essential customer service for customers and hirers, but this is limited to greeting and directing customers regarding centre facilities, reception duties. Your group, however, is responsible for setting up and pack up of the room in preparation and at the end of each hire period.

This is important to note that our volunteers may not have the capacity for carrying out these tasks. Set up and pack up is a condition within our terms and conditions for all hirers across the Central Coast. Our volunteer Reception Officers are not required to provide this service.

Due to the limited number of volunteers at The Peninsula Community Centre, and the reality of having small team of council staff that must cover over a hundred other community buildings across the Central Coast, we cannot guarantee that reception will always be open. Therefore, every user group will soon have keys and codes to access their rooms independently of reception.

We are working to identify which groups do not have keys and codes so we can distribute these shortly.

Bookings, Fees & Charges

As this facility will be transitioned over to Council's Bookings - Fees and Charges commencing on Monday 16 November, the bookings team are currently endeavouring to enter all of your bookings into our booking system as quickly as resources allow.

There are many bookings that need to be entered so this will take time. All bookings that were booked in with Coast Community Connections for dates after 16 November are still valid.

Your first invoice from Council will be issued in Mid-December and this will be sent out to you via email from our booking system ePathway.

We will be sending each individual user group an application form for the dates after 16 November as well as requested dates for 2021.

When you do receive these forms, please complete them and email them back with a copy of your current Public Liability Insurance (Minimum \$20 million cover).

Below is a list of Room rates that will be valid for each room type. All rates below are inclusive of GST

Room	Room size	Not for Profit Groups	Regular Hirers
Multi Purpose Hall	Large	\$11 per Hour	\$28.50 per hour
Multi Purpose Room	Large	\$11 per Hour	\$28.50 per hour
Dance Studio	Large	\$11 per Hour	\$28.50 per hour
Seniors Room	Small	\$11 per Hour	\$20 per hour
Meeting Rooms 1 - 5	Small	\$11 per Hour	\$20 per hour
Kitchen	Small	\$11 per Hour	\$20 per hour
* Not for Profit group rates are for groups that are registered with NSW Department of Fair Trading			

COVID-19 RESTRICTIONS

Just a reminder to keep up to date with current and changing NSW Government's COVID19 restrictions regarding community centres/halls, including:

Each user group ensuring they have their COVID-19 Safety Plan updated as restrictions change:

<https://www.nsw.gov.au/form/covid-safety-plan/community-centres-and-halls>

A Checklist of COVID-19 Safety Plan includes:

- Wellbeing of staff and visitors
- Physical Distancing
- Hygiene and cleaning
- Record keeping

Please retain for your own records:

- Completed COVID-19 Safety Plan
- Completed Sign-In Register retaining for 28 days

Council may request a copy of your safety plan for safe operating auditing purposes. You will be advised if Council requires a copy.

Each user group must adhere to physical distancing both inside and outside of buildings.

Each user group must keep records of attendance for 28 days.

Ensure capacity does not exceed one visitor per 4 square metres of space.

Please continue to be proactive and stay up to date with State Government COVID-19 restrictions:

<https://www.nsw.gov.au/covid-19/industry-guidelines/community-centres-and-halls>

The NSW Government further advises that any business found in Breach of the Public Health Orders could face on-the-spot fines or penalties.

Council requests user groups:

- to continue to have their own pump action hand sanitiser available to your customers and group members
- to continue to have a Sign-In Contact Register, which must be kept for 28 days as required by Health NSW regulations. The register is to include customer name, contact details and booking times
- to continue to clean facility after use. Each facility has scheduled professional cleaning. The scheduled cleaning **does not** include cleaning between each booking. As per the Hall Hire Agreement it is the user group's responsibility to clean the facility after your booking time.

We ask you and your group members to be courteous to any user group on-site, and always adhere to appropriate physical distancing.

General Information

For enquiries regarding NSW Government COVID-19 regulations:

please visit websites: NSW Government website: www.nsw.gov.au or NSW Health website: www.health.nsw.gov.au

or phone: Service NSW hotline 13 77 88 or NSW Health 1800 020 080

For any enquiries you may have regarding your booking at the centre or any management transition questions, please do not hesitate to contact Council's Community Infrastructure Booking Team by emailing communitybookings@centralcoast.nsw.gov.au or phoning 4350 5538.

Finally

Please remember, Central Coast Council has collaboratively stepped in to manage this centre at the request of the Peninsula Community to ensure you have continued, uninterrupted and ongoing use of the Peninsula Community Centre long into the future. Although Council did NOT plan to a takeover of this site, it is pleased to be a part of the change and looks forward to a positive partnership, moving forward.

My staff have "stepped up" to manage this site without any additional resources. So please be patient and courteous with my team as they stretch to understand and manage all the aspects of Peninsular Community Centre in such a short timetable.

There are bound to be teething problems, but we will work through each issue as we go. Just communicate with us, leave a message or email when you can't get through. We will get back to you.

Again, we look forward to working with you all at the Peninsula Community Centre.

Kind regards

A Rowland
Team Leader Booking Hall Hire
Community Infrastructure

Treasurer's Report

Brisbane Water Bridge Club				
Summary			Oct	2020
Income		Table Fees		\$ 3,344.00
		Book Sales		.
		Subscriptions		
		Interest		\$ 0.99
		Charity		\$ 275.00
		Xmas Party		
		Learn to Play		.
		Name Badges		
			Total Income	\$ 3,619.99
Less Expenses		ABF fees	\$ 274.55	
		ABF Masterpoints	
		Advertising		
		Bank Merchant Fees	\$ 82.69	
		Catering		
		Cleaning	\$ 285.00	
		Charity		
		Directors Fees	\$ 715.00	
		Miscellaneous-Farewell G		
		Peninsula News Sub		
		Printing		
		Rent		
		Name Badge	.	
		NSWBA Lic/Comp Fees	.	
		Repairs and Maintenance	.	
		Stationery	\$ 11.16	
		Teaching		
		Xmas Party		
	Web Hosting			
	Prizes			
			Total Expenses	\$ 1,368.40
Bank Reconciliation				
Balance Brought Forward	\$ 10,948.29	Statement Balance	\$ 13,052.88	
Plus Income for Month	\$ 3,619.99	Plus outstanding	\$ 147.00	
Less Outgoings	\$ 1,368.40	Less		
Less Transfer of Funds		Plus Transfer of Funds		
Net balance	\$ 13,199.88	Net balance	\$ 13,199.88	

No rent has been paid yet for September & October.

Table fees are up, helped by the Red Point week event & Director fees up for same.

The \$275 against charity is Bobbie Lyons contribution (from preserve sales) to the PWHC.