



**STEPBRIDGE AUSTRALIA BRIDGE CLUB INCORPORATED
INC1601614**

Email contact: admin@stepbridge.com.au

MINUTES OF COMMITTEE MEETING

of

STEPBRIDGE AUSTRALIA BRIDGE CLUB INCORPORATED NSW NO.1601614

HELD VIA SKYPE ON 22 APRIL 2020 AT 4 P.M. AEST

1. Present

Richard Lawrie	Sarah Anwar
Chris Larter	Brenda McClean
Eric Taylor	Mardi Hogarth
Rita Pringle	Antonina Hayles

2. Welcome

Sarah welcomed everyone to the meeting and thanked them for being available during this busy time.

3. Treasurer Report

The treasurer reported that we currently have a bank balance of \$77,436
There are currently 846 members of StepBridge.

4. Letter from the ABF regarding BBO

Sarah mentioned that some StepBridge members had received the letter from the ABF regarding games on BBO. Some of the StepBridge members asked why StepBridge was not approached.

Richard and Rita were both disappointed that the ABF were promoting BBO instead of StepBridge.

Sarah said there has been no approach from the ABF to StepBridge. However, a letter will be written to the ABF, promoting StepBridge and the good things that we are doing.

5. Compensation for Hours of Work

Sarah said that there is a lot of hours of work going into StepBridge. Compensation in some sort of form was required for the amount and hours of work involved.

Sarah asked Antonina, Brenda, Richard and Chris to provide an overview to the rest of the Committee of what their workload involved.

- Antonina
Processes approximately 50 applications per day.
Each day there is approximately 12 double up applications for players who already have a username/password.
so far we have 33 home club members.
The processing each day is ongoing and time consuming.
Up to this time more than 1500 applications have been processed
- Brenda
Each day processes new player liaison letter, has phone calls, and is showing people around the platform.
- Richard
There has been thousands of transactions, processing of participation points, and communication payments have been received. It is a tiring job.
- Chris
Initial welcome letter, assisting with system cards, emails with complaints, and creating the tournaments in the platform.

6. Increase in Tournament Director Fee

Due to the extra time spent before each session, during the session and because of the length of the session, a proposal is that the director fee be increased during this period of COVID-19.

Following lengthy discussion about requirements going forward and an appropriate TD payment, a decision was made to increase to director fee to \$50 a session when there is one TD required.

Moved: Eric Seconded: Rita Motion Carried.

All agreed to leave the requirements of a 2nd TD to Sarah.

7. Under 50 Masterpoints Session

Sarah would like to introduce an under 50 masterpoints session.

The Committee decided to leave it to Sarah to schedule into the timetable, as and when appropriate.

8. Talley of Novice and Restricted Players

Mardi said she has been keeping a tally of players who fall into the novice and/or restricted category.

It has been observed that there are a good number of players under 50 masterpoints. This is one more reason why it would be good to introduce a session for the under 50 masterpoints players.

9. Equipment

To support administration volunteers in their work, it is appropriate that suitable equipment be purchased by the club as club owned equipment.

All the Committee agreed and gave approval that the executive committee organise and purchase equipment and software to support the admin volunteers in their work.

Moved: Sarah **Seconded:** Mardi **Motion Carried.**

Sarah also said she would donate her MYOB Accounting software to the club.

10. Payment to Admin Team

After a lengthy discussion amongst the Committee, it was agreed that an amount of \$250 per week per individual of the administration team.

Moved: Rita **Seconded:** Eric **Motion Carried.**

Sarah said, moving forward, we will need to create a budget of expenses

11. StepBridge Website

Eric noted that the current website had changed in the last couple of weeks.

Sarah explained that the old website had to be migrated to an updated version as per notification from our website/email provider. Chris and Sarah still need to make more improvements to the website to make it more functional.

12. ABF Newsletter

Chris gave update of ABF Newsletter advertising, saying that our advert had not made the February and April newsletters due to editorial problems. This advert has now been cancelled due to the influx of players due to COVID-19..

Chris Larter
Minute Secretary

Note: these minutes have not been ratified.