

## Bath Bridge Club

### Committee Meeting

@

5 Farm Close, Cockhill, Trowbridge

Monday 3<sup>rd</sup> October 2005 @ 19:30

**Attendees:-** Marion Cowley, Diana King, Helen Parkes, John Marshall, Trevor Purches, Phil Green, David Allgood, Gillian Allan

**Apologies:-** Robin Drummond, Eric Smith

#### 1. Purpose

Quarterly Committee Meeting

#### 2. Notes on Actions Completed Since Committee Meeting on 4<sup>th</sup> July and Interim Committee Meeting on 9<sup>th</sup> August

	What	Who	When
	The minutes of committee meetings will now be posted on the site after being supplied to the committee for comment.	Info	
	Helen has requested more news items for the website, for insertion into a rolling bar which will replace the current news page.	HP/ Web team	
	A list of new members will be posted on the site, as supplied to Helen by John.	HP JM	
1.7	The number of cheque signatories is in the process of being increased from 3 to 4, any 2 being required. The 4 will be Phil Green, John Marshall, Trevor Purches and Gillian Allan.	JM	

#### 3. Actions List

	What	Who	When
2.1	People who do not formally resign are to be considered late payers and the six time rule must be implemented. John is to draft a rule to the effect that people who rejoin within a year will pay the full membership fee.	Info JM	
2.2	John will close the club's Halifax bank account.	JM	
2.3	John will check that the Standard Life have Phil's correct address so that he can obtain instructions for phone transfer of funds from Standard Life to Alliance and Leicester.	JM PG	
2.4	John to email Gillian list of new members for this year for	JM	

	inclusion in minutes.	GA	
2.5	The director is to make clear to visitors that an accurate name and EBU number or Postcode is required for them to be credited with master points.	Info	
2.6	Phil is to discuss the scoring programme with Wednesday scorers, with the suggestion that CASS is used for consistency of presentation on the website and so that pair numbers are shown.	PG	
2.7	Trevor will look into the compatibility of using CASS with the fact that no points are awarded on Wednesdays.	TP	
2.8	Virus problems: Trevor is to check that firewall is activated and, if so, look into purchasing a better one.	TP	
2.9	Trevor and Helen will investigate printer prices, and compare the cost effectiveness of purchasing a new printer with buying cartridges for the current printer.	TP HP	5/10
2.10	Helen is to supply paper in batches of 5 boxes, on the fifth of which a notice should be affixed reminding the user of the paper to request a new batch from Helen.	HP ES	
2.11	The results page on the website is to show results for the preceding 3 months only. As new results are added those being removed will be archived to a CD which will be kept by Helen or the web team.	HP/ Web team	
2.12	Helen will supply Trevor with results for the full year up to the March AGM.	HP	
2.13	Trevor is to supply Helen with info. about contacts for events and details on how to get to them, for inclusion on the website.	TP HP	
2.14	It has been suggested that the website should contain links to Avon, West of England and Bristol clubs (under the heading "contact for other events") and that these clubs should be approached about linking to our website. PG to supply details to HP.	HP PG	
2.15	All agreed that pdf format should be used for documents linked from website as this is easier for the website group.	HP	
2.16	All agreed that personal email addresses on the website should be replaced with a relevant bath bridge club email address, which would then forward emails to the personal email account. This new address is to include a spam filter and allow the diverting of email when people are away on holiday. Investigation so far indicates this would cost ~£20.	Info/ HP Web	
2.17	The website is to supply a message on the results page if it is known that results will be delayed beyond the usual posting time of 2 days.	HP/ Web	5/10
2.18	The testing of new dealing software is in progress and will be tested on the duplimator.	PG	
2.19	Helen to write proposal for the purchase of software for the web team.	HP	
2.20	Bridgemate: report postponed until further notice.	PG	
2.21	Diana liaising with Bath football club: building of porch imminent.	DK	20/10
2.22	Evacuation procedures postponed until porch built.	DK	

2.23	Diana to request better lighting for car park in area where bridge players park.	DK	5/10
2.24	Eric to supply information about number of chairs missing.	ES	
2.25	Helen to investigate club logo for website and noticeboard (after which header for noticeboard will be decided upon).	HP	
2.26	All agreed that in the case of an official complaint, the complainant should be notified as to whether or not their complaint is upheld but not given details about the nature of the action to be taken. Trevor to update disciplinary procedure.	Info TP	
2.27	The possibility of introducing a system of having a consulting director has been raised and will be discussed in a meeting of directors.	Info	
2.28	Helen to incorporate a light review on breaches of etiquette observed on Wednesdays, for review by David prior to inclusion in newsletter.	HP DA	6/10
2.29	A notice is to be included in the newsletter and an announcement made by Diana to the effect that the club would like to recruit people to help organise the evenings (duplimating, movement etc. as distinct from rulings. Further to this, there may be the possibility of recruiting volunteers to train solely as directors.	HP DK  Info	
2.30	Trevor's proposed changes on disciplinary procedures have been generally agreed upon and are to be reviewed by Eric prior to resubmission for approval.	TP ES	
2.31	Health and safety: Diana and Trevor to perform risk assessment after porch built.	TP DK	
2.32	Library: Report from Eric deferred. Eric to organise sale of bookcase.	ES	
2.33	Avon Teams: organisation in progress – Marion to check provision of bar staff, use of cold room and provision and cost of coffee.	MC	16/10
2.34	Exchanges and twinning: Phil to discuss with Eric.	PG ES	
2.35	All student visitors will pay £1, but the 6 time rule for membership application will be applied. JM to include in revision of rules.	Info JM	
2.36	Helen to incorporate suggestions book on web.	HP	
2.37	Marion to address issue of efficiency of bar staff (to ensure provision of milk, enough sugar, spoons etc.)	MC	

#### 4. Next Meeting

Will be at John Marshall's house, 24 Kipling Avenue, on Monday 16<sup>th</sup> January 2006  
@ 19:30