

Welwyn Garden City Bridge Club

Minutes of meeting with GLL on 15 March 2018

Present:	Jeff Green, Sheila Gabriel, Craig Woodward, Janet Wren
Apologies:	

1. Car parking	Craig to follow up with staff on reception to ensure that they add registration details on the system when requested. First monthly payment to GLL will begin March 2018. Craig to confirm our agreement in writing for the sake of good order. Jeff recorded continued thanks to Craig for arranging cancellation of parking fines.
2. Decorating clubroom	To take place over night for a week April/May.
3. Trackside bar	Keys are missing, Craig to ensure club is provided with a set of keys. Craig to send club information on when Trackside has been booked of an evening. Bridge club is keen to use the bar when is available, particularly on a Wednesday evening (from June) and on a Tuesday and Thursday evening (from September for teaching). 13/01/2019 and 27/01/2019 Craig to check availability, (for HBA day events). Craig to check lighting and ensure bulbs replaced where needed. Club need to know how to access lighting panel and heating.
4. Cleaning contract	GLL recruiting cleaners to begin from end of April. Bridge club has been using private cleaners in the meantime.
5. Toilets	Action awaiting new appointments to proceed with refurbishment.
6. Behaviour incident	Craig to write to Jeff about the letter he sent to a member regarding their behaviour so that the club has a record of this.
7. Marketing	Matt and Craig have accepted invitation to the presentation at the end of the Bridge Safari event 17 April 2018.
8. External lighting	Craig to ensure that the new lighting is installed.
9. GLL staff	Currently advertising for a general manager, operations manager and a marketing manager.
10. Next meeting	17 May 2018 @ 4:00pm.
11. AOB	Flood in ladies' toilets by the Trackside bar due to burst pipe now repaired. Loose panels by radiators need to be secured. Catering can be provided for events, via Donna Coleman (donna.coleman@gll.org) Club has purchased additional heaters, Craig to arrange 3 additional double sockets. A director was locked in the building at the end of an evening session. Craig to ask Duty Manager to check more carefully in future.

Janet Wren
March 2018