

4	<p>Karen to purchase 5 x dozen wine glasses with a 150ml pour line.</p> <p>A tally will kept at the bar each evening to keep track of bar sales.</p>	<p>ASAP</p> <p>16.11.21</p>	<p><i>KW</i></p>
	<p>Xmas Party</p> <p>KW has agreed to act as XMAS Party coordinator</p> <p>Ann Mann is booked and will offer the same menu as last year @ \$30 per person based on 70 people.</p> <p>GM to approach Gaye about supplying cheese.</p> <p>Members will be charged \$40 and the price will include dinner, a drink and the table fee. If final numbers fall below 70 the QBC will subsidise the difference.</p> <p>GM will email an invitation and info to the members.</p> <p>SW will do table decorations appropriate for long tables</p>	<p>07/12</p> <p>By 7/12</p>	<p><i>KW</i></p> <p><i>GM</i></p> <p><i>GM / CW</i></p> <p><i>SW</i></p>
5	<p>Prize Giving</p> <p>There are no trophies for either the Earnslaw or Snowfest series. The Earnslaw pairs was not played this year so no problem but Chris is going to buy a plate for the Snowfest pairs winners.</p> <p>The raw score winners will receive a trophy and prize. The handicap winners will get a prize.</p> <p>Not all results are in yet but Chris will start with the engraving for the ones already determined</p> <p>Ross to be approached to see if he will determine the most improved player as he did last year.</p> <p>JVH is organising the prizes. Predominantly plants, some wine and chocolates.</p>	<p>07.12.21</p>	<p><i>CW</i></p> <p><i>CW</i></p> <p><i>GM</i></p> <p><i>JVH</i></p>

6	<p>General Correspondence</p> <p>Sue raises the point that the club sends so many emails that it is difficult to differentiate between other clubs tournament news and our news. Going forward the subject line should reflect the the difference in an effort to highlight our more important correspondence.</p>		<i>GM</i>
7	<p>Other business</p> <p>KW proposes an Operations Manual in an attempt to centralise all procedures and information on each of the functions of the club. Dealing, the running of the bar, duties of the club secretary to name a few. Much of this information has already been documented. This is a great idea and will help when handing over from one committee to the next or from one helper to the next. KW is happy to start the process.</p>		<i>KW</i>

Meeting closed 6.45pm. Next meeting scheduled for 6.15pm 30th November to finalise Xmas Party details.

Signed _____

Date _____