

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 9th July 2014 to start at 0830 hrs.

Agenda Items:

- 1) Apologies.
- 2) Minutes of previous committee meeting dated 11th June 2014.
- 3) Carry-over Issues:
 - 3.1 Congress feedback AS
 - 3.2 Session announcement format TW
 - 3.3 Fire Drills BW
 - 3.4 Shed and tables BW
 - 3.5 Telephone wiring BW
 - 3.6 Microwave oven TW
 - 3.7 Servicing of air conditioner BW/GR
- 4) Strategic Plan Report.
- 5) Correspondence.
- 6) Treasurer's Reports.
- 7) General Business:
 - a Admin Assistant Clerical duties;
- 8) Date for the next committee meeting

Bridge Committee Meeting

Date: 9 July 2014

Time: 8:30 am

Attendees: R Broughton, J Hill, A Morris, P Peterson, P Robinson, G Rummey, E Sellers, A Stiller, T Wagstaff and B Webster

Apologies: K Wilks.

Minutes

Agenda item:	Minutes 11 June 2014.	Presenter:	E Sellers
Discussion:	Pam moved that the minutes be taken as read. Bruce seconded the motion and the minutes were accepted. Tony signed them as being a true record of the previous committee meeting.		

Carry over items

Agenda item:	Congress feedback.	Presenter:	A Stiller
Discussion:	Anita spoke to the congress report circulated to committee ahead of the meeting - copy attached. General discussion took place regarding the event. While all agreed that the Congress was a success a number of shortcomings were identified viz. inadequate lighting, publicity, cleanliness and member participation. Without discounting this venue it was decided to form a subcommittee to investigate alternate options for next year. The contribution from volunteers was recognised and Anita was commended for her work in convening the Congress.		
Conclusions:	Form subcommittee comprised of Tony, Rosalie, Alison and Bruce with Anita as consultant.		
Action items:		Person responsible	Deadline
✓ Investigate venues.		T Wagstaff	asap

Agenda item:	Session announcement format	Presenter:	T Wagstaff
Discussion:	The matter was deferred.		
Conclusions:	In abeyance.		
Action items:		Person responsible	Deadline
✓			

Agenda item:	Fire drills.	Presenter:	B Webster
Discussion:	Bruce announced that Fire Drills will be held on Tuesday 15 th July and Wednesday 23 rd July 2014.		
Conclusions:	Fire Drills to be conducted.		
Action items:		Person responsible	Deadline
✓ Oversee Fire Drills		B Webster	31/07/14

Agenda item:	Shed and tables	Presenter:	B Webster
Discussion:	General discussion took place concerning the need to separate the storage of equipment and maintenance/garden supplies. Purchase of a second shed was considered.		
Conclusions:	The matter was not resolved.		
Action items:		Person responsible	Deadline
✓ Investigate further		B Webster/T Wagstaff	asap
Agenda item:	Telephone wiring.	Presenter:	B Webster
Discussion:	Committee members reported their frustration in dealing with Optus re this matter. Consideration of moving to Telstra was strongly supported.		
Conclusions:	Telephone wiring remains unsatisfactory.		
Action items:		Person responsible	Deadline
✓ Investigate further		T Wagstaff	asap
Agenda item:	Microwave oven.	Presenter:	T Wagstaff
Discussion:	The two microwave ovens in the kitchen have differing strengths. Both will be retained.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Nil			
Agenda item:	Servicing of air conditioner.	Presenter:	B Webster
Discussion:	Graham could confirm that Fernair is on contract to service the a/c unit quarterly. Should maintenance be required more often then the company can be contacted to attend the premises as happened recently.		
Conclusions:	Confirm that contract details were being followed.		
Action items:		Person responsible	Deadline
✓ Investigate whether any issues exist.		G Rummey	6/08/14
Agenda item:	Strategic Plan Report.	Presenter:	T Wagstaff
Discussion:	Tony reported that several items in the plan have been accomplished viz. website revamp, attention to etiquette at the table, electricity upgrade and formation of an education subcommittee. A revised plan for 2015 will be tabled at the next meeting. Janet acknowledged that the teaching sub-committee needed to be reconvened.		
Conclusions:	Update plan.		
Action items:		Person responsible	Deadline
✓ Provide 2015 Strategic Plan		T Wagstaff	6/08/14
✓ Reconvene the teaching sub-committee		J Hill	

Agenda item:	Correspondence	Presenter:	G Rummey
Discussion:	Graham table the correspondence register of mail received since the last committee meeting - copy attached. Brief discussion took place concerning articles for the Club's newsletter. Peter to provide a Director's article and Anita to provide a copy of the Congress Report for inclusion in the next edition.		
Conclusions:	Members to be encouraged to feed items of interest to Graham.		
Action items:		Person responsible	Deadline
✓			

Treasurer's Reports:		Presenter:	J Hill
Performance:	Janet tabled a copy of the Performance Report to the end of June. She noted that it was an interim End of Year Report as depreciation figures had not been included. The trends toward increasing participation rates on Tuesdays and declining rates on Fridays were discussed. It was noted that bridge sessions were becoming increasingly available elsewhere to the detriment of participation at the Club. Further investigation of these trends seems warranted.		
	Income for the year was \$99,830 and expenses for the year were \$72,356 giving a surplus of \$27,474. With interest added, the total surplus was \$29,486.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Investigate trends in participation.		E Sellers	6/08/14

Finance:	Janet tabled a copy of the Finance Report to the end of June. She reported that it is pleasing to note that token usage now is at 71%.		
	Cash on hand stood at \$105,098.		
Conclusions:	Bruce moved and Rosalie seconded acceptance of the reports. They were unanimously accepted.		
Action items:		Person responsible	Deadline
✓ Nil.			

General Business:			
Agenda item:	Administrative Assistant Clerical duties	Presenter:	G Rummey
Discussion:	A summary article concerning changes to the duties of the assistant and the need to increase the hours in which to achieve these duties had been circulated - copy attached. The change in requirements from this position was discussed generally the outcome from which was to have the Executive committee determine the duties required.		
Conclusions:	Rosalie moved and Alison seconded to increase duty time by up to 3 hours. The motion was unanimously accepted.		
Action items:		Person responsible	Deadline
✓ Executive to liaise with incumbent re specific duties.		T Wagstaff	6/08/14

Agenda item:	Condition of Chairs.	Presenter:	P Robinson
Discussion:	Pam reported that some chairs seem damaged and/or worn.		
Conclusions:	Contract with supplier requires review.		
Action items:		Person responsible	Deadline
✓ Investigate further.		G Rummey	6/08/14
Agenda item:	Signage on building	Presenter:	A Morris
Discussion:	Alison reminded committee that there is no longer signage on our building. Bruce reported that the previous sign is being updated. Alison recommended that a larger, more conspicuous sign be installed.		
Conclusions:	Lack of external signage is unsatisfactory.		
Action items:		Person responsible	Deadline
✓ Consider further.		B Webster/A Morris	6/08/14

Date for the next committee meeting to be 6 August at 8:30am.

Meeting concluded at 10:00am.

Confirmed to be a true record of the meeting.

Tony Wagstaff
6th August 2014

Committee Meeting 9th July 2014

Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	Stewart Roach	What's Trumps article	21/06
	Item for inclusion in the next edition re Tuesday's Italian Day celebration plus photos.		nil
2	Stewart Roach	What's Trumps article	24/06
	Tuesday attendance hit 20 tables.		nil
3	Stephanie Grove	Bridge for Brains	2/06
	Final results for 2014 challenge		
4			
5			

Correspondence Out:

1	Toronto BC	Newcastle Congress	26/06
	appreciation of help towards congress.		nil
2	Charlestown BC	Newcastle Congress	26/06
	appreciation of assistance for congress.		nil
3	Newcastle Permanent BS	Newcastle Congress donation	26/06
	thanking it for sponsorship.		nil
4	NSWBA	Congress Report	26/06
	submission of report and estimate of masterpoint costs.		26/06
5	Members	Webpage logon password.	22/06
	distribution of means to access member section of the webpage.		nil
6			
7			

Performance to Budget for year to date

Jun-14

Interim Report

	Note	Actual	Budget	Prior Year	Full Year	
					Budget	
Income						
Monday day		15,021	14,928	12,871	14,928	
Monday night		6,582	6,786	7,617	6,786	
Tuesday day		19,160	16,902	16,822	16,902	
Wednesday day		14,538	15,150	16,428	15,150	
Wednesday night		965	0			
Thursday night		5,566	4,812	5,588	4,812	
Friday day		9,841	11,820	11,744	11,820	
Saturday day		13,677	15,390	14,459	15,390	
<i>Table Fees Sub-total</i>		85,350	85,788	85,529	85,788	
Congress	B	2,840	2,800	3,420	2,800	
Weekend Club Events		0	180	20	180	
Joining Fees		70	120	90	120	
Subscriptions		9,282	7,400	7,273	7,400	
Country Teams (Net)		67	150	151	150	
GNP Regional finals		0		586		
Board Dealing		1,314	1,500	1,453	1,500	
Lessons		225	0			
Other Income		682	520	666	520	
Total Income		99,830	98,458	99,188	98,458	
Expenses						
Accounting		1,320	1,210	1,205	1,210	
Advertising		130	0	0	0	
Capitation		3,585	4,000	3,889	4,000	
State affiliation		2,268	2,415	3,095	2,415	
Directors		25	300	0	300	
Bank Charges		80	30	15	30	
Computer expenses		2,093	2,400	1,457	2,400	
Consumables		5,192	3,000	2,733	3,000	
Donations		614	0	-47	0	
Electricity		5,116	5,040	4,826	5,040	
General		124	900	814	900	
Insurance		3,435	3,435	3,350	3,435	
Lessons		371	0			
Office Equipment		607	1,200	986	1,200	
Postage		325	360	325	360	
Printing and Stationery		3,442	3,600	3,472	3,600	
Prizes		2,948	4,200	3,364	4,200	
Rates		8,144	7,380	7,112	7,380	
Refreshments		4,904	6,900	6,204	6,900	
Repairs and Maintenance		5,056	5,400	10,399	5,400	
Subscriptions/Membership		149	0			
Social		258	850	459	850	
Masterpoints		2,921	2,800	2,596	2,800	
State/National comps	B	2,211	1,200	1,162	1,200	
Telephone		1,372	1,080	971	1,080	
Wages - Office		6,525	6,600	6,279	6,600	
Cleaner		9,141	9,120	8,976	9,120	
Total Expenses		72,356	73,420	73,642	73,420	

Surplus/(deficit) from Bridge	27,474	25,038	25,546	25,038	
Other Income					
Interest Income	2,012	3,233	3,952	3,233	
Total surplus (deficit)	29,486	28,271	29,498	28,271	

NOTE

A GNOT 1741 State Mixed Pairs 231 State Open Pairs 240

B 305 Masterpoints yet to be paid for

* Depreciation not included

FINANCE REPORT

Jun-14

Cash position

		Int Rate	Maturity
Cheque account	\$12,491	low	
Business Online Saver	\$14,393		
Term Deposit	\$78,214	3.15%	Nov-14

\$105,098.00

Game Tokens

	Qty	Value
Tokens "in play"	942	
Liability on Books		\$3,151

Average tables : 70 Token use 71%

NBC 2014 CONGRESS

At this stage, I'm unaware of the financial outcome of our latest Congress, but I understand we will be banking a profit. It seems to have been successful [according to comments received] in other aspects; the one exception being that, although the outside lighting to and from the car park was greatly improved, it was still not completely adequate. Also, some of the ceiling lights within the venue were not working, thus creating problems for some players.

Our Director, Matthew McManus, was, as usual, calm, efficient, pleasant and thoroughly professional. We are very lucky to have Matthew's expertise and he has been asked to return next year.

The number of players attending the Congress averaged those of previous years. Players from the Hunter Valley, the Central Coast, Bathurst, Muswellbrook and Sydney were present. The field was split into Open and Restricted [including Novice] events for the first time for both Pairs and Teams. This new format met with general approval and should be continued in the future.

Prize winners are listed in the excellent report provided by Tony Wagstaff and posted on our website. Christine Williams kindly photographed winners and her snaps are also featured in the Congress section of our website. This information has been copied to John McIlrath for inclusion in the next edition of the NSWBA's *Congress eNews*.

The increase in prize money bestowed on winners and place getters this year was appreciated by most players, although some feel it was inadequate. I support the view that, as only a few people win prizes, and not all of them are members of the NBC, it is better that the bulk of any profit is used by the club for the benefit of all our members.

The work involved in staging the Congress had not diminished from the previous year and, once again, we relied heavily on the good will and hard yakka of stalwart members. It was still necessary to enlist two young men as paid helpers to load, transport and unload material from the club house to Jesmond and return. Players would have noticed a high school student in attendance on both days. Clayton was paid to assist with kitchen and caddy duties. His work helped to lighten the load and was most welcome.

Delicious slices, cakes, biscuits etc. were donated by members. It was noted, however, that the quantity of home baking was considerably less than last year. Fortunately, it was augmented by donations of biscuits etc. purchased by members from supermarkets. Other members agreed to our requests to do some heavy baking and cooking and provided date rolls, zucchini muffins, sausage rolls, meat balls, and quiches.

Gratitude is due to those special people without whom there would be great difficulty in presenting a Congress - and these are the dealers! Thank you all.

We also owe our appreciation to the following people who assisted in various ways:

Garry Baunach	Jeff Biddlecombe	Rosalie Broughton
Jennifer Fowler	Margaret Geddes	Phil Hain
Helen Johnson	Una Lewis	Judy Macansh
Normand Maclaurin	Don Miller	Wayne Morgan
Alison Morris	Jocelyn Neale	Jan Nicol
Peter Peterson	Pam Robinson	Eileen Sellers
Tony Wagstaff	Ellice Schrader	Bruce Webster
Peter Wheatley	Ken Wilks	Colleen Wilson

Thank you also to Toni Penfold and Margaret Carter who had volunteered to help in the kitchen but were called upon to play in the Restricted Pairs on Saturday instead. Had they not done so, it would

have been necessary to send an unregistered pair home. Ian Walker and Joan Hewson did the same favour in the Open Pairs. And, of course, thanks are also due to all those who helped clean up on the Saturday and Sunday evening, and to Merlyn Pritchard - a visiting non-member who assisted in packing items to be transported to Jesmond. If I have overlooked anyone, please accept my sincere apologies.

A final thank you to all who attended and contributed to the good humour and pleasant atmosphere of the weekend. We look forward to seeing all of you again next year.

Anita Stiller,
Convenor,
2014 NBC Congress

Office Administration

Background

Administration of the Club's affairs has until now been done on a voluntary basis with the support of a part time administration assistant. The Club has grown to the point where adoption of a more professional approach has to be considered. Administration of the duties associated with control of financial records and the tasks of conducting bridge sessions smoothly requires a fresh approach.

Responsible Managers

Duties associated with running our Club may be categorised under managers responsible for the following positions:

- Treasurer
- Secretary
- Webpage control
- IT administration
- Card dealing
- Office administration

To provide a more effective unit some of their duties are proposed to be assigned to the Office Administrator working in close co-operation with the Treasurer, Secretary, and card dealers. That solution is not without ongoing implications in that once that path is adopted the Club is committed to employment of an administrator with a good knowledge of information technology and management of bridge sessions. This shifts the emphasis to an employee than has been used in the past with perhaps commitment to a more expensive overhead than has been our experience to date.

Duties

Ken Wilks has identified extra duties to those already written into the J&P Spec of the Admin. Assistant. Some of those duties are ongoing and some are jobs required to clear a backlog of unfinished tasks that have accumulated over the years. The backlog issues would be managed in conjunction with persons now responsible for the items rather than be left to one person to decide which information to keep and which to remove.

These on-going and as-required new duties will extend the office time of the manager for which adequate compensation should be provided. However, the amount of time would vary to the extent that identified hours can only be an indication and an expectation of the extra time that could be claimed by the assistant for completing office administration duties.

Some of the duties have been created due the adoption of a new webpage. Input to this should be a combined effort, with the Office Manager being responsible for any publication to the web.

Summary

The Club has grown to the point where administration of its activities can no longer be expected to rely on voluntary contributions from its members. The duties of the Office Administration Assistant could be expanded to include tasks associated with managing the Club's affairs and the position identified as the Office Administrator.

Clearing of backlog issues would be done by the Office Administrator but not in isolation as decisions would be necessary from members affected by these actions.

Agreement is sought for increasing the weekly hours of the Office Administrator by 3 hours, to an estimated total of 8.5 hours per week. The annual cost of this would approximate \$4,700. If accepted, the Executive will agree the new tasks to be undertaken. It is not proposed to adjust table fees or other income items to cover this.