

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 10th September 2014 to start at 0830 hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 6th August 2014.
- 3 Carry-over Issues:
 - 3.1 2015 Congress venues and consumables list TW/AS
 - 3.2 Telephone wiring TW
 - 3.3 Servicing of air conditioner GR
 - 3.4 Novice membership to Central Coast KW
 - 3.5 Fees for members changing home club TW
 - 3.6 2014 AGM arrangements PR/ES
 - 3.7 Club Teams event PP
- 4 Strategic Plan Report.
- 5 Correspondence - see attached correspondence register.
- 6 Treasurer's Reports.
- 7 General Business:
 - 7.1 Wednesday GNOT qualifying;
 - 7.2 Dealing machine;
 - 7.3 Playing card condition;
 - 7.4 Webpage update
 - 7.4.1 letterhead;
 - 7.4.2 automatic deletion of posts;
 - 7.4.3 member data security.
 - 7.5 A5 printer for teams' hand records;
 - 7.6 Ladies toilet refit;
 - 7.7 Recycle signage;
 - 7.8 Annual subs for Committee members - see attached proposal;
 - 7.9
- 8 Date for the next committee meeting to be determined by incoming committee.

NEWCASTLE BRIDGE CLUB - COMMITTEE MEETING

Date: 10 September 2014

Time: 8:30 am

In attendance: R Broughton, J Hill, A Morris, P Peterson, P Robinson, E Sellers, A Stiller, T Wagstaff, B Webster and Ken Wilks

Apologies: G Rummey

Agenda Item: Minutes 11 July 2014 **Presenter:** E Sellers

Discussion: Rosalie moved that the minutes be taken as read. Ken 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: 2015 Congress Venues and consumables list **Presenters:** T Wagstaff / A Morris

Discussion: Alison and Tony reported that a great deal of research has gone into exploring alternate venues. Since all appear to have shortcomings, it may be preferable to retain the current venue. Amenities at that location could possibly be improved. It was also agreed that providing additional details to the current consumables list is not feasible.

Conclusions: Further consideration required.

Action: Finalise investigation and make recommendation.

Responsibility: T Wagstaff / A Morris **Deadline:** 8 October 2014

Agenda Item: Telephone Wiring **Presenter:** T Wagstaff

Discussion: Tony reported that a recently booked visit from a Telstra representative had not taken place. He is hopeful that that will occur quite soon.

Conclusions: Continue investigation.

Action: Liaise with Telstra

Responsibility: T Wagstaff **Deadline:** 8 October 2014

Agenda Item: Servicing of Air Conditioner **Presenter:** G Rummey

Discussion: Graham sent word that both air conditioners have been serviced and are now working well.

Conclusions: Completed

Action: Nil

Agenda Item: Novice Membership to Central Coast **Presenter:** K Wilks

Discussion: Ken stated that individual invitations have been distributed to targeted members. It was agreed that Central Coast be informed of our appreciation of the invitation and requested to send bulk flyers in future.

Conclusions: Completed

Action: Nil

Agenda Item: Fees for members changing home club **Presenter:** T Wagstaff
Discussion: Tony advised that the Club's normal fee structure applies.
Conclusions: Completed
Action: Nil

Agenda Item: 2014 AGM arrangements **Presenter:** P Robinson
Discussion: Pam reported that catering arrangements are in place. Committee expressed concern that numbers expected on the day appear to be low. Discussion took place regarding the timing and future arrangements for AGMs.
Conclusions: Completed.
Action: Nil

Agenda Item: Club Teams event **Presenter:** P Peterson
Discussion: The logistics of this event were discussed. These included the need to avoid having a triangle, issues emerging due to running a 'normal' bridge session simultaneously, and parking. Six 10 board matches over two Saturdays was considered ideal.
Conclusions: Club Teams event to be scheduled.
Action: Incorporate dates into 2015 calendar.
Responsibility: P Peterson / G Rummey **Deadline:** 8 October 2014

Agenda Item: Strategic Plan Report **Presenter:** T Wagstaff
Discussion: No report this month
Conclusions: Ongoing
Action: Nil

Agenda Item: Correspondence **Presenter:** E Sellers
Discussion: The correspondence register was tabled and brief discussion took place. Required responses will be made on Graham's return.
Conclusions: Correspondence pending
Action: Respond to selected incoming correspondence.
Responsibility: G Rummey **Deadline:** 8 October 2014

Treasurer's reports:

Agenda Item: Performance Report **Presenter:** J Hill
Discussion: Janet tabled a summarised copy of the profit and loss statement for July - copy attached.
Conclusions: Completed
Action: Nil

Agenda Item: Finance Report **Presenter:** J Hill
Discussion: Janet tabled a copy of the Finance Report for July - copy attached. Cash on hand stood at \$107,328.
Conclusions: Ken moved and Bruce seconded acceptance of the reports. The reports were unanimously accepted.
Action: Nil

General Business:

Agenda Item: Wednesday GNOT qualifying **Presenter:** P Peterson
Discussion: Peter stated that this year's format of 18 boards per session has not been popular. Ken suggested that next year the event be played over two weeks with 3 x 12 board matches each day. Committee agreed.
Conclusions: GNOT events to be scheduled
Action: Incorporate dates into 2015 calendar
Responsibility: Peterson / G Rummey **Deadline:** 8 October 2014

Agenda Item: Dealing machine **Presenter:** R Broughton
Discussion: Rosalie and Ken related that they have had a servicing tutorial by the dealing machine representative which led to two suggestions. They proposed that the Club buy tools to allow in-house servicing every three months and that an external service be arranged every two years. The cost of the latter service would be minimal. They also recommended that a trade in be made in 2015 at an approximate cost of \$3500. Committee unanimously approved these recommendations.
Conclusions: Maintain and replace machine as agreed
Action: Make appropriate arrangements
Responsibility: R Broughton/ K Wilks **Deadline:** 2015

Agenda Item: Playing card condition **Presenter:** E Sellers
Discussion: Rosalie explained that research into the ideal cards to be used in the machines was underway. It is advised in the meantime that members leave a note in the daily boards asking for replacement as required. Committee agreed that the above mentioned actions concerning the dealing machine would also address this matter.
Conclusions: Completed
Action: Nil

Agenda Item: Webpage update **Presenter:** K Wilks
Discussion: Following considerable discussion, Eileen moved and Alison seconded the motion that a letterhead adopting the new logo be prepared. The motion was passed. Committee also approved the addition of a plug in to allow for automatic deletion of posts at an approximate cost of \$100. In addition, the issue of member data security has been resolved.
Conclusions: Completed
Action: Nil

Agenda Item: Water Cooler **Presenter:** R Broughton
Discussion: It was brought to Committee's notice that there is an accumulation of water under the water cooler.
Conclusions: Water cooler is not functional.
Action: Employ plumber to repair water cooler
Responsibility: B Webster **Deadline:** 8 October 2014

Date for next committee meeting to be 8th October at 8:30 am, pending approval of the incoming committee.

Meeting concluded at 9:55 am.

Confirmed to be a true record of the meeting:

Tony Wagstaff

8 October 2014

Committee Meeting 10th September 2014

Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	Brad Coles, ABF	State-Wide Pairs	02/08
	Newcastle not participating.		19/08
2	Peter Kieran	Regional rep update	14/08
3	Pauline Gumby	NSWBA programme for 2015	22/08
	Provided details for NBC Congress dates but Pauline still requires a completed form to be submitted.		
4	Liz Fanos	<ol style="list-style-type: none"> 1. NSWBA Newsletter; 2. ABF Marketing Special Grants; 3. ABF marketing update for club admin. 	Aug 14
	possible inclusion on webpage under links but club administrators to be aware of publications.		nil
5			

Correspondence Out:

1			
2			
3			

Performance to Budget for year to date

Aug-14

Interim Report

	Note	Actual	Budget	Prior Year	Full Year	
					Budget	
Income						
Monday day		2,138	2,256	2,811	13,998	
Monday night		1,181	1,104	1,163	6,108	
Tuesday day		3,154	3,618	3,501	19,926	
Wednesday day		2,301	2,766	2,877	14,802	
Thursday night		816	834	1,107	4,506	
Friday day		2,008	2,322	1,770	12,258	
Saturday day		2,175	2,322	2,774	13,680	
Wednesday night		675	900		5,400	
<i>Table Fees Sub-total</i>		14,448	16,122	16,003	90,678	
Congress	B	809	0	0	9,960	
Weekend Club Events		0	0	70	0	
Joining Fees		0	0	230	0	
Subscriptions		18	0		9,400	
Country Teams (Net)		0	0	346	100	
GNP Regional finals		0	0		0	
Board Dealing		352	240	302	1,440	
Lessons		0	0		700	
Other Income		682	0	40	0	
Total Income		16,309	16,362	16,991	112,278	
Expenses						
Accounting		0	0	0	1,500	
Advertising		0	0	0	0	
Capitation		0	0	0	4,000	
State affiliation		0	0	0	2,415	
Directors		90	0	25	200	
Bank Charges		0	30	80	30	
Congress		810	0	21	7,500	
Computer expenses		113	380	708	2,280	
Consumables		847	800	382	5,000	
Depreciation			0	0	6,000	
Donations		0	0	0	360	
Electricity		0	1,300	1,236	5,200	
General		-41	0	-134	125	
Insurance		3,435	3,400	3,435	3,400	
Lessons		0	0	0	0	
Office Equipment		0	140	378	840	
Postage		2	0	60	100	
Printing and Stationery		668	600	288	3,600	
Prizes		480	700	252	4,200	
Rates		2,466	2,092	2,295	8,368	
Refreshments		1,071	860	154	5,160	
Repairs and Maintenance		41	880	829	5,280	
Subscriptions/Membership		0	0	0	150	
Social		0	40	6	420	
Masterpoints		0	0	702	3,000	
State/National comps	B	1,490	1,800	25	2,300	
Telephone		186	230	187	1,380	

Wages - Office	1,585	1,424	1,119	9,836
Cleaner	1,683	1,560	1,584	9,360
Total Expenses	14,926	16,236	13,632	92,004
Surplus/(deficit) from Bridge	1,384	126	3,359	20,274
Other Income				
Interest Income	2,012	58	242	3,040
Total surplus (deficit)	3,396	184	3,601	23,314

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

Aug-14

Cash position

		Int Rate	Maturity
Cheque account	\$7,662		
Business Online Saver	\$21,452		
Term Deposit	\$78,214	3.15%	Nov-14
	\$107,328.00		

Game Tokens

		Qty	Value
Tokens "in play"		942	
Liability on Books			\$3,731
	Aug-14	Aug-13	
Average Tables	73	77	
Token Use	73%	67%	

Item 7.5 - A5 printer for Teams' Hand Records

Currently we go off site to print hand records for the following events

Congress	1800 copies
GNOT regional final	420 copies
State Team Regional	420 copies
Total cost	\$818.40

This does not take into account the time taken for the member to actually go to Officeworks or similar and the time taken waiting whilst the printing is being done.

We have 11 days of other Team events within the club and the Hunter Inter Club once per year for Quick Tricks where we print hand records on A4 paper that really should be produced on A5. This totals approximately 1,660 copies.

Our current printer is capable of printing A5 however it is very time consuming, fiddly and complicated from the dealing software perspective. Further to this I often need to work remotely via TeamViewer to generate the deal files but one needs to be physically at the printer to set up for A5. This can be overcome by simply having a printer dedicated to A5 printing.

The printer would produce approximately 3,000 pages with the initial toner. When replacing the toner you would purchase a long print that will yield 8,000 pages. The current price of a new toner is \$175.

Option 1

Purchase a Brother HL-5450DN printer from Gary Brown Office Supplies	329.00
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Option 2

Purchase the same printer via the internet delivered	255.00
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Item 7.6 - Ladies Toilet refit

After the building was renovated Anne Robinson kindly donated the spare toilet roll holders and toilet brushes for the ladies and disabled facilities. These are now rusty and will soon leave marks on the tiles. The current toilet roll holders are very fiddly to change, and more times than not the stopper on the roll holder falls off and rolls along the floor into another cubicle. Maybe this is why so many members are reluctant to change the roll when it becomes empty.

The following are various proposals to overcome the issues stated above.

Option 1

Remove existing toilet roll holder. This will leave 4 screw holes approx. 10cm long.

Place a chrome plated plate 30cm x 4 cm and to that attach **2 toilet holders** that are simple to use requiring a one handed action to change.



Costing for above

8 x toilet roll holder (2 for each cubicle & 2 for disabled)	234.00
4 x chrome plated plates	100.00
Labour to arrange and make the chrome plates, remove existing holders & fit new ones approximately	200.00

Replace existing toilet brushes with plastic brushes purchased from Woolworths x 4 34.50

Total cost for option 1 \$568.50



Option 2

Toilet roll refit as in option 1 534.00

Replace existing toilet brushes with better looking holders purchased from Pillow Talk x 4 120.00

Total cost for option 2 \$654.00



Option 3

Toilet roll refit as in option 1	534.00
Replace existing toilet brushed with wall mounted holders that match the roll holders and will leave nothing on the floor making it much better for cleaning and appearance x 4	177.00
Labour to fit the above approximately	100.00
Total cost for option 3	\$811.00

