

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 11th March 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies. J. Biddlecomb, J.Hill, G. Rummey
- 2 Minutes of previous committee meeting dated 11th February 2015.
- 3 Carry-over Issues:
 - 3.1 Telephone wiring update TW
 - 3.2 Data projector project GR
 - 3.3 Purchase of additional Honour Boards TW
 - 3.4 Soil pipe repair RB
 - 3.5 Name badge logo AS
 - 3.6 2015 Country Carnival JH
 - 3.7 Newcastle 2015 Congress ES
- 4 Sub-committee Reports:
 - 4.1 Strategic Plan
 - 4.2 Teaching
 - 4.3 Social activities
- 5 Correspondence
- 6 Treasurer's Reports
- 7 General Business:
 - 7.1 Entrance Foyer
 - 7.2 Defibrillator
 - 7.3 Shade cloth cover for bbq
 - 7.4 Substitutes in three week events
 - 7.5 Publicity
 - 7.6 Making the club a happy place
- 8 Date for the next committee meeting

COMMITTEE MEETING MINUTES

Date: 11 March 2015

Time: 8:30 am

In attendance: R Broughton, P Peterson, P Robinson, , E Sellers, A Stiller, T Wagstaff, and Ken Wilks.

Apologies: J Biddlecombe, J Hill, A Morris, G Rummey

Agenda Item: Minutes 11 February 2015

Presenter: E Sellers

Discussion: Ken moved that the minutes be accepted. Anita 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: Telephone Wiring Update

Presenter: T Wagstaff

Discussion: Tony advised that he has lodged a complaint with Telstra who have responded that they are awaiting funding to address the problem. Committee agreed that this is not good enough and that consulting the ombudsman could be the next option.

Conclusions: Situation is unacceptable

Action: Consider options

Responsibility: T Wagstaff

Deadline: 8 April 2015

Agenda Item: Data projector project

Presenter: R Broughton

Discussion: Deferred

Conclusions: Presentations on big screen to be standardised.

Action: Determine guidelines and design display template

Responsibility: G Rummey

Deadline: 8 April 2015

Agenda Item: Future Honour Boards

Presenter: T Wagstaff

Discussion: Tony is considering suppliers for the new teams and pairs boards. It was agreed that the President Honour Board would be replaced with a more legible one.

Conclusions: Honour Boards to be updated

Action: Choose preferred option.

Responsibility: T Wagstaff

Deadline: 8 April 2015

Agenda Item: Soil Pipe Repair

Presenter: R Broughton

Discussion: Rosalie advised that repairs have been done.

Conclusions: Completed

Action: Nil.

Agenda Item: Name badge logo

Presenter: A Stiller

Discussion: Anita confirmed that the club logo will be incorporated into new badges. She has received a few orders to date and will submit the order when ten applications are made. Rosalie announced that an item re the new name badge format will soon be uploaded to the website. A power point slide will also be displayed from next week.

Conclusions: Completed.

Action: Nil.

Agenda Item: 2015 Country Pairs Carnival

Presenter: J Hill

Discussion: Committee noted the message from Janet that conduct of this event would be more feasible in May. Detailed discussion will take place at the April meeting.

Conclusions: Deferred.

Action: Provide details.

Responsibility: J Hill

Deadline: 8 April 2015

Agenda Item: Purchase of dishwasher and coffee machine **Presenter:** R Broughton
Discussion: Following a request from a member, Rosalie has investigated further. Committee discussed both matters and considered information currently at hand.
Conclusions: Retain existing dishwasher and consider alternative action at its end of life.
Gather information on coffee machine options.
Action: Present coffee machine options to committee for decision.
Responsibility: R Broughton **Deadline:** 8 April 2015

Sub-committee Reports

Agenda Item: Strategic Plan Report **Presenter:** T Wagstaff
Discussion: Deferred.
Conclusions: Continue to monitor progress on the report.
Action: Ongoing.
Responsibility: T Wagstaff **Deadline:** 8 March 2015

Agenda Item: Teaching Report **Presenter:** A Stiller
Discussion: Anita advised that she has prepared an outline of procedures followed for the practice sessions held for those who have completed beginners' lessons. The outline will be distributed to committee members to promote consistency of leadership in this area.
Conclusions: Adopt outline as a guideline.
Action: Distribute outline to committee members.
Responsibility: A Stiller **Deadline:** 8 April 2015

Agenda Item: Social Events **Presenter:** R Broughton
Discussion: Rosalie has prepared a list of all events requiring catering and/or social support.
Conclusions: List available for forward planning.
Action: Distribute list to subcommittee chair and members.
Responsibility: R Broughton **Deadline:** asap

Agenda Item: NBC Congress 2015 **Presenter:** E Sellers
Discussion: Eileen tabled the brochure and background information regarding the forthcoming congress. Following discussion of details and on the motion of Ken, seconded by Pam, the programme was accepted.
Conclusions: Brochure and details are suitable to proceed.
Action: Continue preparations.
Responsibility: E Sellers **Deadline:** 8 April 2015

Agenda Item: Correspondence **Presenter:** T Wagstaff
Discussion: The correspondence register was tabled and items discussed.
1 Email from Bruce Baguley seeking clarification of the use of system cards. Peter has prepared a statement of clarification as stated below. Tony will respond to Bruce's email.
This Club is affiliated with the NSWBA and plays under their regulations. One of those regulations states that "each pair shall have on the table ... a legible system card ... " Accordingly, all players should ensure that they have a completed system card available for their opponents at all times.
2 Letter from a visitor registering a complaint about the behaviour of a club member. The matter has been referred to the Grievance Committee.
3 Letter to club visitor advising of follow-up action relative to the above complaint.
Conclusions: Follow up action required as noted.

Treasurer's reports:

Agenda Item: Performance Report **Presenter:** T Wagstaff
Discussion: In the absence of Jeff, Tony presented the financial performance for the year to 8th February. While the year-to-date performance is close to budget, a projection for the full year indicates that the surplus will be slightly lower at approximately \$20,000.
Agenda Item: Finance Report **Presenter:** T Wagstaff
Discussion: Cash on hand remains at \$112,000.
Conclusions: The reports were accepted on the motion of Ken seconded by Peter.
Action: Nil

Agenda Item: Maintenance and Asset Replacement Schedule **Presenter:** T Wagstaff
Discussion: The schedule, showing likely expenditure over the next ten years, was re-presented. As it is expected that several major items will need to be purchased shortly after the reported term, further funds are required in reserve.
Conclusions: The Club requires an annual cash surplus in excess of \$20,000.

General Business:

Agenda Item: Entrance Foyer **Presenter:** R Broughton
Discussion: Rosalie presented a detailed proposition for improving the entrance foyer. She further suggested that Committee consider upgrading of doorway to the main room.
Conclusions: Entrance foyer options remain under consideration.
Action: Investigate further.
Responsibility: R Boughton **Deadline:** 8 April 2015

Agenda Item: Substitutes in three week events **Presenter:** P Robinson
Discussion: Considerable discussion took place re the wording of the current guidelines, particularly the use of the phrase 'original member.' Some members questioned the need for such regulation, stating that currently the director has the discretion to decide. Others felt that clarification was necessary.
Conclusions: Ambiguity should be minimised.
Action: Prepare a guidelines update.
Responsibility: P Peterson/ K Wilks **Deadline:** asap

Date for next committee meeting to be 8th April at 8:30 am.
Meeting concluded at 10:20am.
Confirmed to be a true record of the meeting.

Tony Wagstaff
8th April 2015

Performance to Budget for year to date: Feb-15

	Note	Actual	Budget	Prior Year	Full Year Budget
Income					
Monday day		8,821	8,922	10,192	13,998
Monday night		4,264	4,110	3,971	6,108
Tuesday day		12,472	13,092	12,327	19,926
Wednesday day		8,349	9,828	9,705	14,802
Thursday night		3,845	2,880	3,604	4,506
Friday day		8,275	8,130	6,655	12,258
Saturday day		9,483	8,820	9,035	13,680
Wednesday night + Thursday support		3,045	3,400		5,400
<i>Table Fees Sub-total</i>		<u>58,554</u>	<u>59,182</u>	<u>55,489</u>	<u>90,678</u>
Congress		0	0	0	9,960
Weekend Club Events		0	0	0	0
Joining Fees		0	0	70	0
Subscriptions		7,520	8,900	8,830	9,400
Country Teams (Net)		0	0	-962	100
GNP Regional finals		0	0		0
Board Dealing		989	1,080	889	1,440
Lessons		0	0	225	700
Other Income		787	0	205	0
Total Income		<u>67,850</u>	<u>69,162</u>	<u>64,746</u>	<u>112,278</u>
Expenses					
Accounting		1,540	1,500	1,320	1,500
Advertising		0	0	0	0
Capitation		34	0	0	4,000
State affiliation		2,250	2,415	2,268	2,415
Directors		90	200	25	200
Bank Charges		0	30	80	30
Congress		810	0	21	7,500
Computer expenses		908	1,710	1,037	2,280
Consumables		2,242	3,750	2,890	5,000
Depreciation		0	0	0	7,000
Donations		0	0	0	360
Electricity		2,200	3,900	2,477	5,200
General		102	75	2	125
Insurance		3,400	3,400	3,435	3,400
Lessons		0	0	247	0
Office Equipment		303	630	0	840
Postage		153	50	137	100
Printing and Stationery		2,324	2,700	2,446	3,600
Prizes		2,960	3,150	2,572	4,200
Rates		6,260	6,276	6,070	8,368
Refreshments		2,575	3,870	3,407	5,160
Repairs and Maintenance		3,344	3,960	3,579	5,280
Subscriptions/Membership		53	150	201	150
Social		2,717	420	259	420
Masterpoints		1,505	1,500	2,234	3,000
State/National comps	A	2,149	2,050	1,990	2,300
Telephone		829	1,035	1,031	1,380
Wages - Office		6,409	7,220	4,133	9,836
Cleaner		6,264	7,020	5,984	9,360
Total Expenses		<u>51,421</u>	<u>57,011</u>	<u>47,845</u>	<u>93,004</u>
Surplus/(deficit) from Bridge		16,429	12,151	16,901	19,274
Other Income					
Interest Income		264	1,523	3,152	3,040
Total surplus (deficit)		<u>16,693</u>	<u>13,674</u>	<u>20,053</u>	<u>22,314</u>

NOTE: A GNOT \$ 1781 State Mixed Pairs -\$100 State Open Pairs 468
Prior Year Figures are for Jan 14, Feb 14 figures not found