

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 8th April 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies. J. Biddlecombe, R. Broughton
- 2 Minutes of previous committee meeting dated 11th March 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 2015 Country Carnival JH
 - 3.5 Coffee machine AM
 - 3.6 Entrance foyer RB
 - 3.7 Substitutes in three week events PP/KW
- 4 Sub-committee Reports:
 - 4.1 Strategic Plan
 - 4.2 Teaching
 - 4.3 Social activities
 - 4.4 Congress
- 5 Correspondence
- 6 Treasurer's Reports
- 7 General Business:
 - 7.1 Defibrillator
 - 7.2 Shade cloth cover for bbq
 - 7.3 Publicity
 - 7.4 Making the club a happy place
 - 7.5 Survey of member attitudes toward Wed day session
 - 7.6 Painting of interior
 - 7.7 Non playing directors
- 8 Date for the next committee meeting

COMMITTEE MEETING MINUTES

Date: 8 April 2015 **Time:** 8:30 am

In attendance: J Hill, A Morris, P Peterson, P Robinson, G Rummey, E Sellers, A Stiller, T Wagstaff, and K Wilks.

Apologies: J Biddlecombe, R Broughton

Agenda Item: Minutes 15 March 2015 **Presenter:** E Sellers

Discussion: Alison moved, and Peter seconded, that the minutes be accepted. The motion was carried unanimously. Tony signed the minutes 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 the complaint he has lodged with Telstra has not yet been resolved.

Conclusions: Situation remains unacceptable.

Action: Ongoing

Responsibility: T Wagstaff **Deadline:** 13 May 2015

Agenda Item: Data projector project **Presenter:** G Rummey

Discussion: A standardised format is now in place for all power point presentations. If members wish to display information on the big screen, they are advised to speak to Graham or another committee member beforehand.

Conclusions: Completed

Action: Nil

Agenda Item: Future Honour Boards **Presenter:** T Wagstaff

Discussion: Honour Boards to be updated.

Conclusions: Deferred.

Action: Provide further information.

Responsibility: T Wagstaff **Deadline:** 8 April 2015

Agenda Item: 2015 Country Pairs Carnival **Presenter:** J Hill

Discussion: Janet advised that the Regional Final was to be organised by Hans Tiller, Lake Macquarie BC. She suggested that the Club enter pairs only to the novice and restricted categories; entrants to be selected from Tuesday sessions. As no date has been set for the regional final, it is difficult to set firm qualifying sessions. When the date of the final has been determined, Janet will set the Tuesday qualifying sessions.

Conclusions: Dates for event require finalisation.

Action: Set dates.

Responsibility: J Hill **Date:** 13 May 2015

Agenda Item: Coffee Machine Purchase **Presenter:** A Morris
Discussion: Alison spoke to a discussion paper which outlined two options. Committee considered many factors associated with having a machine. These included cost, functionality and practicality issues. A motion by Peter, seconded by Alison, to conduct a one week trial of a selected machine was carried by three votes to one with three abstentions.
Conclusions: Trial to be undertaken.
Action: Arrange, conduct and evaluate trial.
Responsibility: A Morris **Date:** 13 May 2015

Agenda Item: Entrance Foyer **Presenter:** R Broughton
Discussion: A plan is being made by Rosalie to improve and enhance the entrance foyer. The matter is not urgent and will await her return.
Conclusions: Deferred.
Action: Provide details.
Responsibility: R Broughton **Deadline:** 13 May 2015

Agenda Item: Substitutes in three week events **Presenter:** P Peterson / K Wilks
Discussion: Ken and Peter revisited this issue following the last meeting. As confusion exists regarding the phrase 'original member' in the second paragraph of the section of Rules & Regulations, they recommend that the entire sentence be omitted. Recommendation unanimously accepted.
Conclusions: Substitute paragraph of the Rules & Regulations to be amended.
Action: Sentence to be removed.
Responsibility: G Rummey **Deadline:** 13 May 2015

Sub-committee Reports

Agenda Item: Strategic Plan Report **Presenter:** T Wagstaff
Discussion: Graham could report that with Ken's assistance, the computer's file structure had been rebuilt. No other items of the report were discussed.
Conclusions: Continue to monitor progress on the report.
Action: Ongoing
Responsibility: T Wagstaff **Deadline:** 8 March 2015

Agenda Item: Teaching **Presenter:** J Hill
Discussion: Janet drew attention to the set of lessons being offered soon by Ken. She announced that a subcommittee meeting is to be held to discuss two ongoing issues: improving the integration of those completing lessons into mainstream sessions and streamlining the partner arranger system.
Conclusions: Issues to be addressed.
Action: Convene meeting and provide recommendations.
Responsibility: J Hill **Deadline:** 13 May 2015

Agenda Item: Social Events **Presenter:** R Broughton
Discussion: Committee noted that catering provided on the Saturday and Monday of the Easter weekend appeared to be very well received by members. Catering would be arranged for Anzac Day and be required for the Regional Final of the Country Teams event on 17th May.
Conclusions: Social events are ongoing.
Action: Continue to cater for events during the year.
Responsibility: A Morris **Deadline:** 13 May 2015

Agenda Item: NBC Congress 2015 **Presenter:** E Sellers
Discussion: Eileen reported that brochures have been distributed and that Paul Lavings had donated pens for use at the Congress. A few entries have been received. She will visit the venue after the school holidays to check on the readiness of amenities.
Conclusions: Planning is progressing.
Action: Continue preparations.
Responsibility: E Sellers **Deadline:** 13 May 2015

Agenda Item: Correspondence **Presenter:** G Rummey
Discussion: Items on the correspondence register were discussed - copy attached.
1 Reply to Club's response to letter of complaint by visitor;
2 Notice from Australia Bridge about an Australia-Wide novice teams event. Janet to investigate;
3 Request from member for more notification of cancelled sessions. Tony had apologised to that member;
4 Notification from Tilligerry BC advising change of date to 19th July for H-I-C Autumn Teams event.
Conclusions: Follow up action required as noted.

Treasurer's reports:

Agenda Item: Performance Report - copy attached **Presenter:** T Wagstaff
Discussion: In the absence of Jeff, Tony presented the financial performance for the year to the end of March. Subscriptions noted as below budget. Graham to analyse the number of outstanding subscriptions.
Agenda Item: Finance Report - copy attached **Presenter:** T Wagstaff
Discussion: Cash on hand noted as \$111,873. Token usage continues at 69% of table fees collected.
Conclusions: The reports were accepted on the motion of Ken seconded by Peter.
Action: Nil

General Business:

Agenda Item: Defibrillator **Presenter:** E Sellers
Discussion: In response to the request of a member, purchase of this equipment was considered. Committee agreed that acquisition of such equipment was not a practical idea.
Conclusions: Completed.
Action: Nil.

Agenda Item: Shade cover for barbeque **Presenter:** P Robinson
Discussion: Pam stated that there is no overhead protection for the cook when at the bbq. Committee considered that purchase of an umbrella would suffice. Eileen added that the shed door had come off its hinges in strong winds and required attention.
Conclusions: Both matters to be considered.
Action: Investigate further.
Responsibility: T Wagstaff / E Sellers **Deadline:** 13 May 2015

Agenda Item: Publicity **Presenter:** A Morris
Discussion: Discussion took place concerning the type of items suitable for featuring on the website. Committee agreed that member success in state and national congresses is worthy of acknowledgment but only significant achievement would be noted.
Conclusions: Note-worthy items to be posted.
Action: Submit news items for posting.
Responsibility: A Morris **Deadline:** 13 May 2015

Agenda Item: Making the club a happy place **Presenter:** T Wagstaff
Discussion: Committee considered that progress is being made in this area.
Conclusions: Ongoing.
Action: Continue various initiatives.
Responsibility: All **Deadline:** ongoing

Agenda Item: Member survey **Presenter:** G Rummey
Discussion: A survey questionnaire had been devised to test member's satisfaction for session times on Wednesday and Friday. Committee gave feedback on the document and endorsed its usage.
Conclusions: Survey document approved.
Action: Make amendments and start distribution of the survey this week.
Responsibility: G Rummey **Deadline:** 13 May 2015

Agenda Item: Painting of interior **Presenter:** T Wagstaff
Discussion: Committee had received a quote from a painter known by some members to provide a quality service. Discussion led to the view that two other quotes were required before a contract can be awarded and that details would be determined once a contractor was known.
Conclusions: Planning is progressing.
Action: Obtain further quotes.
Responsibility: T Wagstaff **Deadline:** 13 May 2015

Agenda Item: Friday Bridge and Side Tables

Presenter: T Wagstaff

Discussion: Committee endorsed Tony's action to employ a non-playing director for the Friday session commencing this week. That initiative will be on a trial basis for a three month period with Ken taking on the role. Favourable comments had been received regarding the purchase of side tables. Tony's action to proceed with their purchase was also endorsed - see attached copy of email dated 30th March.

Conclusions: Trial to commence on Friday 10th April.

Action: Conduct and evaluate trial.

Responsibility: T Wagstaff

Deadline: July 2015

Date for next committee meeting to be 13 May at 8:30 am.

Meeting concluded at 10:00 am.

Confirmed to be a true record of the meeting.

Tony Wagstaff

13th May 2015

Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	Clare Tunbridge	response to Club action over complaint	19/3/15
	thanking the Club for dealing with her complaint		none
2	Australian Bridge	Australian-Wide Novice Pairs	3/4/15
	invitation for entry to event		
3	Gary Baunach	Event cancellations	3/4/15
	request for more notice when sessions are cancelled		
4	Pat Healy	H-I-C Autumn session	7/4/15
	Change of event date from 2/8/15 to 19/7/15		none
5			

Correspondence Out:

1			
2			
3			

Performance to Budget for year to date Mar-15

	Note	Actual	Budget	Previous Year	Budget for Year
Income					
Monday day		9,787	8,922	11,326	13,998
Monday night		4,716	4,110	5,045	6,108
Tuesday day		14,027	13,092	13,796	19,926
Wednesday day		9,165	9,828	10,942	14,802
Thursday night		4,325	2,880	4,192	4,506
Friday day		9,270	8,130	7,376	12,258
Saturday day		10,496	8,820	10,204	13,680
Wednesday night + Thursday support		3,565	3,400	210	5,400
<i>Table Fees Sub-total</i>		65,351	59,182	63,091	90,678
Congress		0	0	0	9,960
Weekend Club Events		0	0	0	0
Joining Fees		0	0	70	0
Subscriptions		7,920	8,900	8,925	9,400
Country Teams (Net)		0	0		100
GNP Regional finals		487	0	0	0
Board Dealing		1,095	1,080	995	1,440
Lessons		0	0	548	700
Other Income		300	0	320	0
Total Income		75,153	69,162	73,949	112,278
Expenses					
Accounting		1,540	1,500	0	1,500
Advertising		0	0	0	0
Capitation		34	0	3,585	4,000
State affiliation		2,250	2,415	2,268	2,415
Directors		90	200	25	200
Bank Charges		0	30	80	30
Congress		1,197	0	276	7,500
Computer expenses		908	1,710	1,785	2,280
Consumables		2,670	3,750	3,156	5,000
Depreciation		0	0	0	7,000
Donations		0	0	0	360
Electricity		3,542	3,900	3,836	5,200
General		28	75	54	125
Insurance		3,400	3,400	3,435	3,400
Lessons		0	0	0	0
Office Equipment		303	630	0	840
Postage		325	50	295	100
Printing and Stationery		2,383	2,700	2,731	3,600
Prizes		3,368	3,150	2,768	4,200
Rates		6,676	6,276	6,070	8,368
Refreshments		3,237	3,870	3,895	5,160
Repairs and Maintenance	B	4,988	3,960	4,555	5,280
Subscriptions/Membership		53	150	149	150
Social		2,794	420	258	420
Masterpoints		1,505	1,500	2,234	3,000
State/National comps	A	2,148	2,050	1,990	2,300
Telephone		890	1,035	1,009	1,380
Wages - Office		7,241	7,220	4,529	9,836
Cleaner		7,200	7,020	6,710	9,360
Total Expenses		58,770	57,011	55,693	93,004
Surplus/(deficit) from Bridge		16,383	12,151	18,256	19,274
Other Income					
Interest Income		264	1,523	2,012	3,040
Total surplus (deficit)		16,647	13,674	20,268	22,314

NOTE						
A - GNOT - \$ 1781, State Mixed Pairs - \$100, State Open Pairs - \$468						
B - Includes Repairs to Hot Water Service						

FINANCE REPORT Mar-15

Cash position

		Int Rate	Maturity
Cheque account	\$8,469		
		(\$4,000 transferred from Online Saver to Cheque Account for Capitation fees)	
Business Online Saver	\$23,744		
Term Deposit	\$79,660	2.50%	May-15
	\$111,873.00		

Game Tokens

	Qty	Value
Blue Tokens "in play"	1,000	\$6,000
Liability on Books (Pre Paid Table Fees-White)		\$4,221.00

Latest white token count shows a discrepancy of 8

Latest blue token count shows no discrepancy

	Mar-15	Mar-14
Average Tables	69.5	
Token Use	69%	67%