

NEWCASTLE BRIDGE CLUB - JUNE COMMITTEE MEETING

Meeting Agenda

Date/Time of Meeting:

Wednesday 10th June 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 13th May 2015.
- 3 Carry-over Issues:
 - 3.1 Telephone wiring update TW
 - 3.2 Honour Board update TW
 - 3.3 Coffee machine trial AM
 - 3.4 Entrance foyer RB
 - 3.5 Redecoration of interior TW
 - 3.6 Non-playing director evaluation - held over TW
 - 3.7 Storm damage - fence repair TW
- 4 Sub-committee Reports:
 - 4.1 Strategic Plan
 - 4.2 Teaching
 - 4.3 Social activities
 - 4.4 Congress
 - 4.5 Publicity
- 5 Correspondence
- 6 Treasurer's Reports
- 7 General Business:
 - 7.1 <100 Masterpoint Championship
 - 7.2

Meeting Minutes

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

Apologies: A Morris

Agenda Item: Minutes 13 May 2015 **Presenter:** G Rummey

Discussion: Anita moved and Pam 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.

Agenda Item: Wednesday playing session time **Presenter:** T Wagstaff

Discussion: Tony requested that committee ratify the decision to rescind the motion that Wednesday sessions would start at 1:00pm. Wednesday sessions would now revert to a 10:30am start. That request was supported without dissent.

Carry Over Items:

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

Discussion: Still no movement by Telstra on repairing the wiring.

Conclusions: Matter remains incomplete.

Action: Monitor progress.

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

Agenda Item: Honour Board update **Presenter:** T Wagstaff

Discussion: Tony is now in possession of two quotes; from Premier at \$3,313 and from Purnell at \$3,245. Further discussion indicated that Bernie Atkins could be interested in providing boards which would then need to be inscribed. Tony would confirm and prepare a fresh estimate.

Conclusions: Honour boards updating ongoing.

Action: Provide a revised price for the whole project.

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

Agenda Item: Coffee Machine Trial **Presenter:** T Wagstaff

Discussion: Committee noted the poor response from the supplier of the equipment and the fact that no member had been prepared to take on responsibility for ongoing maintenance of the machine. Rosalie moved and Ken seconded a motion to have the machine returned to the supplier. That motion was carried by a majority vote with two members abstaining.

Conclusions: Advise vendor that the trial had not been a success and return the equipment.

Action: Completed, machine removed following the meeting.

Agenda Item: Entrance Foyer **Presenter:** R Broughton

Discussion: Rosalie outlined the work she proposed should be considered to generally upgrade the clubhouse. In the first instance she would get two quotes to have the double door entrance converted to a single door within the existing frame. Other items, reglazing windows, replacing the external awning, repainting, etc. would be dealt with once a logistic programme of works had been determined and appropriate quotations sought. Rosalie, Anita, Ken and Graham would form a sub-group to look at that programme.

Improvement of the foyer raised the question of what was happening with old club photographs. At the moment some had been saved to the office computer with no means for members to access them. Rosalie, Graham and Ken agreed to review and determine how to publish those records.

Conclusions: Submit door replacement estimate.

Action: Obtain a second quote for the work. Review photographic records.

Responsibility: R Broughton **Deadline:** 8 July 2015

Agenda Item: Non-playing Director evaluation **Presenter:** T Wagstaff

Discussion: Eileen reported a favourable comment from one member. However the item has been held over until August's committee meeting.

Conclusions: Decision held over.

Action: Conduct evaluation and report to committee

Responsibility: T Wagstaff **Deadline:** 12 August 2015

Agenda Item: Storm damage **Presenter:** T Wagstaff

Discussion: Repair of the damaged fence would involve removal of a tree stump if the work was to be worthwhile. As the tree stump is not on the Club's property its removal is not the Club's responsibility and would need the co-operation of the owner. Tony was given approval to approach the owner to discuss financing the project with Committee's approval to negotiate should that be necessary in the interests of having the fence properly replaced.

Conclusions: Proceed with fence replacement once the tree stump has been removed.

Action: Negotiate with the neighbour for tree stump removal.

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

Sub-committee Reports

Agenda Item: Strategic Plan **Presenter:** T Wagstaff

Discussion: No report.

Agenda Item: Teaching **Presenter:** J Hill

Discussion: No report.

Agenda Item: Social Events **Presenter:** E Sellers
Discussion: Eileen reported that wine had been ordered for the Congress. Catering to be organised for next week when the latest session of lessons will be completed. Catering would also be required for after the Club Pairs Final being held on Sunday 21st June.
Conclusions: Alison to be alerted to those requirements.
Action: Continue to cater for events during the year.
Responsibility: A Morris **Deadline:** 8 July 2015

Agenda Item: NBC Congress 2015 **Presenter:** E Sellers
Discussion: Eileen reported all appeared on track for a successful congress. 45 tables were expected at each session. Helpers had been organised for Friday, Saturday and Sunday. The caterers would be in attendance for morning tea, lunch and post session nibbles.
Rosalie expressed concern that the Club Pairs Final would not take place unless someone took ownership of the event. Qualifying events had been completed and Tony was assembling a field. Peter agreed to take over running the event in liaison with Tony.
Conclusions: Planning is progressing.
Action: Continue preparations.
Responsibility: E Sellers **Deadline:** 12 June 2015

Agenda Item: Publicity **Presenter:** T Wagstaff
Discussion: Publishing of congress results to the webpage was not happening despite Christo Moskovsky's efforts to report relevant successes. Christo was to be commended for his efforts and in future would be asked to submit the details to Graham for him to post articles to the webpage.
Meanwhile, a fresh look is required on how to promulgate club news to the general public.
Conclusions: Review club policy on publicity.
Action: Generate articles of congress results for the webpage.
Responsibility: G Rummey **Deadline:** 8 July 2015

Agenda Item: Correspondence **Presenter:** G Rummey
Discussion: Items on the correspondence register were discussed - copy attached.
1 Message from John Shield concerning Bathurst Bridge Club's novice tournament - noted;
2 Message Jenny Swanson concerning Maitland bridge Club's novice congress - noted that this congress has been cancelled;
3 Message from Joan Butts regarding two workshops to be held at Maitland Bridge Club - noted;
4 Message from Louise requesting knowledge about Solo Clubs in Newcastle - none known.
Conclusions: Follow-up action on items.
Responsibility: G Rummey **Deadline:** asap

Treasurer's Reports

- Agenda Item:** Performance Report - copy attached **Presenter:** J Biddlecombe
- Discussion:** Jeff presented the performance report to the end of April. He noted income was slightly up over last year, otherwise performance was generally on track with budget.
- Agenda Item:** Finance Report - copy attached **Presenter:** J Biddlecombe
- Discussion:** Cash on hand noted as \$112,992. He would check around to see if a better rate could be obtained for the investment funds when the date for their renewal became due.
- Conclusions:** The reports were accepted on the motion of Ken seconded by Janet.
- Action:** Nil
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General Business:

- Agenda Item:** NSW <100 Masterpoint Pairs Championship **Presenter:** T Wagstaff
- Discussion:** Advice had been received from NSWBA concerning a new State Championship for players with less than 100 masterpoints. Committee accepted that it would be prudent for the Club to show interest in the event and would run qualifying sessions to determine entrants. The Club would need to liaise with other local clubs also interested in participating. Janet agreed to investigate the event further.
- Conclusions:** Club to enter players to the event.
- Action:** Make enquiries and organise qualifying sessions.
- Responsibility:** J Hill **Deadline:** 1 September 2015
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- Agenda Item:** Office printer **Presenter:** K Wilks
- Discussion:** Ken reported that the Brother printer in the office was regularly showing error messages regarding maintenance. He had checked around and come to the conclusion that this was a Brother devised process by which more business is generated. He would engage a local service agent to manage maintenance of the machine with full confidence that the machine did not need replacement.
- Conclusions:** Proceed.
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- Agenda Item:** Bridgemate malfunction **Presenter:** K Wilks
- Discussion:** Ken reported that two bridgemates were resisting all attempts to make them functional. The solution seemed to be return of those units to Sweden as there is no longer an agent in Australia. That solution did not seem viable. As their value had been written down, Tony was prepared to write them off in favour of eventually replacing them with new units.
- Conclusions:** Replace units in accordance with details of the Strategic Plan.
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Agenda Item: Session floaters **Presenter:** J Hill

Discussion: To encourage players without partners for whatever reason to come to bridge, Janet advised Committee that she was considering compiling a list of members who were prepared to play with members who came to sessions without a partner. She would need a bank of members prepared to attend sessions on the understanding that they may not be required. Those members could expect to play for free if required. The concept developed for introduction at sessions on Tuesdays and Fridays.

Conclusions: Concept supported.

Action: Develop guidelines for running sessions for players without partners.

Responsibility: J Hill **Deadline:** 8 July 2015

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

Meeting concluded at 10:00 am.

Confirmed to be a true record of the meeting.

Tony Wagstaff

8th July 2015

Correspondence Register

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	John Shield	Bathurst Bridge Club novice tournament	21/5/15
	advice of the event		
2	Jenny Swanson	Maitland Bridge Club novice congress	27/5/15
	advice of the upcoming event - now cancelled.		
3			
4			
5			

Correspondence Out:

1			
2			

Performance to Budget for year to date

May-15

	Note	Actual	Budget	Prior Year	Full Year	
					Budget	
Income						
Monday day		12,208	11,460	13,854	13,998	
Monday night		5,730	5,004	6,124	6,108	
Tuesday day		17,784	16,308	17,454	19,926	
Wednesday day		11,334	12,450	13,456	14,802	
Thursday night		5,471	3,786	5,128	4,506	
Friday day		11,516	9,936	8,793	12,258	
Saturday day		13,160	11,142	12,763	13,680	
Wednesday night + Thursday support		4,395	4,400	870	5,400	
<i>Table Fees Sub-total</i>		<u>81,598</u>	<u>74,486</u>	<u>78,442</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		8,390	8,900	9,270	9,400	
Country Teams (Net)		0	0	956	100	
GNP Regional finals		487	0	0	0	
Board Dealing		1,333	1,320	1,234	1,440	
Lessons		0	0	225	700	
Other Income		300	0	662	0	
Total Income		92,108	84,706	90,859	112,278	
Expenses						
Accounting		1,540	1,500	1,320	1,500	
Advertising		0	0	130	0	
Capitation		3,403	4,000	3,585	4,000	
State affiliation		2,250	2,415	2,268	2,415	
Directors		125	200	25	200	
Bank Charges		0	30	80	30	
Congress		1,367	200	566	7,500	
Computer expenses		964	2,090	2,049	2,280	
Consumables		3,551	4,600	4,586	5,000	
Depreciation		0	0	0	7,000	
Donations		216	360	614	360	
Electricity		3,542	5,200	5,116	5,200	
General		-36	100	124	125	
Insurance		3,400	3,400	3,435	3,400	
Lessons		0	0	371	0	
Office Equipment		303	770	534	840	
Postage		325	50	325	100	
Printing and Stationery		2,997	3,300	3,426	3,600	
Prizes		3,968	3,850	2,768	4,200	
Rates		8,383	8,368	8,144	8,368	
Refreshments		4,383	4,730	4,661	5,160	
Repairs and Maintenance	B	5,120	4,840	4,787	5,280	
Subscriptions/Membership		53	150	149	150	
Social		2,857	420	258	420	
Masterpoints		2,228	2,250	2,921	3,000	
State/National comps	A	1,330	2,300	2,211	2,300	
Telephone		1,138	1,265	1,372	1,380	
Wages - Office	C	9,303	9,059	5,680	9,836	

Cleaner	8,883	8,580	8,393	9,360
Total Expenses	71,592	74,027	69,898	93,004
Surplus/(deficit) from Bridge	20,516	10,679	20,961	19,274
Other Income				
Interest Income	386	1,523	2,012	3,040
Total surplus (deficit)	20,902	12,202	22,973	22,314

NOTE

A GNOT \$ 1781 State Mixed Pairs \$135.33 State Open Pairs \$ 468 Country Teams -\$1055

B Includes Repairs to Hot Water Service

C Wages plus Super

FINANCE REPORT May-15

Cash position

		Int Rate	Maturity
Cheque account	\$9,522		
Business Online Saver	\$23,810		
Term Deposit	\$79,660	2.50%	Jun-15
	\$112,992.00		

Game Tokens

	Qty	Value
Blue Tokens "in play"	1,000	\$6,000
Liability on Books (Pre Paid Table Fees-White)		\$1,413.00
Liability on Books (Pre Paid Table Fees-Blue)		\$3,018.00
Latest white token count shows a discrepancy of 8		
Latest blue token count shows no discrepancy		

	May-15	May-14 (No results for May-14)
Average Tables	70	
Token Use	72%	