

# NEWCASTLE BRIDGE CLUB

## Committee Meeting Agenda

**Date/Time of Meeting:** Wednesday 8<sup>th</sup> July 2015 to start at 0830 hrs.

**Agenda Items:**

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 10<sup>th</sup> June 2015.
- 3 Carry-over Issues:
  - 3.1 Telephone wiring update TW
  - 3.2 Honour Board update TW
  - 3.3 Entrance foyer RB
  - 3.4 Non-playing director evaluation - held over TW
  - 3.5 Storm damage - fence repair TW
  - 3.6 NSW <100 Masterpoint event JH
  - 3.7 Sessions for single players JH
- 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 Individual event;
  - 7.2 Bench seat;
  - 7.3 AGM
  - 7.4
- 8 Date for the next committee meeting

## NEWCASTLE BRIDGE CLUB - COMMITTEE MEETING

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

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

**Apologies:** J Hill, J Biddlecombe

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**Agenda Item:** Minutes 10 June 2015 **Presenter:** G Rummey

**Discussion:** Ken moved and Eileen 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.

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### 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:** 5 August 2015

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

**Discussion:** Tony reported that Bernie Atkins would be providing new boards which would then be inscribed by Purnell Trophies & Giftware.

**Conclusions:** Completed.

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

**Discussion:** The maintenance sub-group had determined that it would be in order to proceed with replacement of the foyer internal doors without impacting upon other work proposed. A quote for that work had been received in the order of \$2,600.

Rosalie proposed approval be given to proceed with the work. The proposal was seconded by Ken and passed by Committee with one abstention.

**Conclusions:** Proceed with the work.

**Action:** Engage contractor to undertake replacement of the doors.

**Responsibility:** G Rummey **Deadline:** 5 Aug 2015

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

**Discussion:** Performance to be reported at August's committee meeting.

**Conclusions:** Held over to next meeting.

**Action:** Conduct evaluation and report to committee.

**Responsibility:** T Wagstaff **Deadline:** 5 August 2015

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**Agenda Item:** Storm damage **Presenter:** T Wagstaff  
**Discussion:** Tony has been discussing with owners of adjacent, affected properties and would have a quote for the work. Graham had asked for a second quote for comparison. Tree stump removal is to be part of those quotes.  
**Conclusions:** Submit quotes for approval at August's meeting.  
**Action:** Chase quotes and the approval of neighbours to share costs.  
**Responsibility:** T Wagstaff **Deadline:** 5 August 2015

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**Agenda Item:** NSW <100 Masterpoint Event (UHMP) **Presenter:** T Wagstaff  
**Discussion:** Member's response to Janet's asking for whether there would be any interest in entry to this event had not been encouraging from Tuesday session players. A letter had been received from NSWBA enquiring whether the Club would be participating. That letter would be handed to Janet for further action such as making enquiries at other playing sessions to gauge member's interest. The feeling was that members generally were not overly interested in chasing masterpoints.  
**Conclusions:** Promote the event further.  
**Action:** Gauge member reaction and respond to NSWBA.  
**Responsibility:** J Hill **Deadline:** 5 August 2015

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**Agenda Item:** Floaters **Presenter:** T Wagstaff  
**Discussion:** Janet had prepared a report for the Teaching Sub-committee - see below. That report indicated that there were insufficient members willing to volunteer their time to the concept of having players available at sessions to play with single attendees. Tony would have Janet report on the response she had received from members.  
**Conclusions:** Hold item over to August's meeting.  
**Action:** Further explanation regarding actual member response to the concept.  
**Responsibility:** J Hill **Deadline:** 5 August 2015

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#### **Sub-committee Reports**

**Agenda Item:** Strategic Plan **Presenter:** T Wagstaff  
**Discussion:** No report.

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**Agenda Item:** Teaching **Presenter:** J Hill  
**Discussion:** Janet's report was circulated before the meeting - copy attached. The format of Supervised Play would become more structured with masterpoints available commencing from Wednesday 15 August. Anita advised that she would no longer be involved in those sessions. Committee's appreciation of her support and input up to this time was expressed. Completion of Ken's successful series of intermediate lessons was also noted.

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**Agenda Item:** Social Events **Presenter:** A Morris  
**Discussion:** Alison acknowledged input from the social group would be required at conclusion of the second round of the Club Teams qualifying events on 8 August. This event would be given more publicity through the webpage.  
Ken would be covering arrangements for the GNOT final on 30 August.  
**Conclusions:** Current events in hand.  
**Action:** Continue to cater for events during the year.  
**Responsibility:** A Morris **Deadline:** 5 August 2015

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**Agenda Item:** NBC Congress 2015 **Presenter:** E Sellers  
**Discussion:** Eileen tabled her congress report - copy attached. Committee were very appreciative of her efforts in managing the event. Shortcomings in running the event were of concern especially the ad-hoc manner in which tasks were undertaken. Those issues would need to be addressed for future events.  
Ken had submitted the Congress Report to NSWBA and a letter of thanks would be sent to Matthew MacManus. Matthew had been asked to direct next year's congress.  
**Conclusions:** Completed.

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**Agenda Item:** Publicity **Presenter:** T Wagstaff  
**Discussion:** Christo was forwarding congress results for Graham to post to the webpage. Otherwise, any articles of possible interest to members would be submitted through Ken or Graham.  
**Conclusions:** Continue to generate articles for posting to the webpage.

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**Agenda Item:** Correspondence **Presenter:** G Rummey  
**Discussion:** Items on the correspondence register were discussed - copy attached.  
1 Lambourne & Partner's had submitted a reminder concerning vetting the Club's books for the year - noted;  
2 Letter from NSWBA concerning two State events, the UHMP and an Individual Championship. The letter would be handed to Janet for attention.  
3 Graham had received a quote for electrical rewiring and was expecting a second quote for comparison. The quote was for \$5,318.50. Rosalie proposed that Graham be given approval to proceed with the work at his discretion regarding costs. That proposal was seconded by Tony and accepted.  
**Conclusions:** Follow-up action on items.  
**Responsibility:** G Rummey **Deadline:** asap

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## Treasurer's Reports

<b>Agenda Item:</b>	Performance Report - copy attached	<b>Presenter:</b>	T Wagstaff
<b>Discussion:</b>	Tony presented the performance report to the end of June. He noted income was slightly up over last year, and expenses were also higher in line with that increase. The report was showing a surplus of \$25,272.		
<b>Agenda Item:</b>	Finance Report - copy attached	<b>Presenter:</b>	T Wagstaff
<b>Discussion:</b>	Cash on hand noted as \$119,660. The term deposit had been rolled over with ANZ.		
<b>Conclusions:</b>	The reports were accepted on the motion of Graham seconded by Ken.		
<b>Action:</b>	Nil		

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## General Business:

<b>Agenda Item:</b>	Individual Event	<b>Presenter:</b>	G Rummey
<b>Discussion:</b>	Running an individual event had been proposed by Andrew Struik. Discussion on this item was held over as it needed further input regarding the implications involved in running such a competition.		
<b>Conclusions:</b>	More background required on such an event.		
<b>Action:</b>	Investigate such events.		
<b>Responsibility:</b>	G Rummey	<b>Deadline:</b>	5 August 2015

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<b>Agenda Item:</b>	Bench seat	<b>Presenter:</b>	G Rummey
<b>Discussion:</b>	Janet had put in a proposal to acquire a bench seat.		
<b>Conclusions:</b>	More detail required.		
<b>Action:</b>	Provide more details.		
<b>Responsibility:</b>	J Hill	<b>Deadline:</b>	5 August 2015

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<b>Agenda Item:</b>	2015 AGM	<b>Presenter:</b>	G Rummey
<b>Discussion:</b>	A reminder to current committee members that nominations would be required for the next committee. Tony advised that he would not be standing for president.		
	The date of the AGM was brought forward by one week to 5 September with a start time of 11:00am. That revised date to be publicised and the meeting would be followed with a BBQ.		
<b>Conclusions:</b>	Completed.		

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<b>Agenda Item:</b>	Hunter InterClub	<b>Presenter:</b>	E Sellers
<b>Discussion:</b>	Eileen noted that members of the Club were no longer showing an interest to participate in this competition. She felt a greater effort should be put in encouraging teams to enter what is a local event initially developed to provide competitive bridge to newer players. The next event would be at Tilligerry on 19 July. Ken had changed the webpage events calendar to reflect that change. Future Club programme booklets would not include a specific date for the three events.		
<b>Conclusions:</b>	Concept to be supported by promotion.		

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**Agenda Item:** Club championship events **Presenter:** R Broughton

**Discussion:** In Rosalie's preparation of schedules relating to club events she needed a responsible person for the Club Pairs and the Club Teams championships.

Peter acknowledged that as Tournament Director he was nominally responsible for convening those two events and was happy to accept that role. Should he be absent at the time of their being held he would ensure another person was asked to deputise on his behalf.

**Conclusions:** Completed.

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**Agenda Item:** Membership joining fees **Presenter:** K Wilks

**Discussion:** Ken tabled a summary of costs to the Club for ABF capitation and for NSWBA affiliation through the year if members are signed up later in the year - copy attached. Presently, members joining after 30 June pay half fees and if joining after 31 October pay full fees for the coming year.

The costs to the Club for ABF capitation and for NSWBA affiliation through the year are:

If joining before October	to ABF \$15	to NSWBA \$9.
If joining during Oct to Dec	to ABF \$6.50	to NSWBA \$9 before 31 October or to NSWBA \$0 after 31 October

Under those conditions Committee recognised that the Club is subsidising new members joining after 30 June up to \$6.50. No decision was taken to change the status quo.

**Conclusions:** Completed.

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Date for next committee meeting to be 5 August at 8:30 am.

Meeting concluded at 10:00 am.

Confirmed to be a true record of the meeting.

*Tony Wagstaff*

*5<sup>th</sup> August 2015*

## **TEACHING SUBCOMMITTEE REPORT - JULY MEETING**

### **BEGINNERS LESSONS**

The first set of lessons for the year has just ended and over 75% completed the course. Wayne commented that the format this term has worked well and he has been able to devote more time each session to playing hands. Using the television monitor has definitely streamlined the lessons. It is important that we make every effort to retain these students. I held an impromptu meeting with Wayne, Tony and Ken and we decided to keep the current teaching model with two intakes a year. There will still be 14 weeks of lessons but Wayne is being encouraged to increase the number of practice boards per session from 4 to 8. It has been decided to change the lesson night to Tuesday night so as not to conflict with the supervised play.

### **SUPERVISED PLAY**

Ken drew our attention to an article by Bill Jacobs for the Victorian Bridge Association which outlined a more formalised approach to supervised play and we decided to implement this on Wednesday nights. We would aim to play 15 boards at nine minutes a board and would be able to masterpoint it. While it makes life more difficult for the supervisor Ken and Tony have offered to score remotely if required and it will mean the newer players become more confident in a duplicate session and learn to use the bridgemates. Players can consult notes or cheat sheets and the roaming supervisor will provide advice when called. The new system is expected to commence shortly. It will mean a slightly later finishing time and Anita has decided she will not be continuing as a supervisor. Thanks to her for running this program on her own for the last couple of years.

Thursday supervised play is continuing for the time being. Some of the latest crop of beginners has taken the place of the previous group.

### **INTERMEDIATE LESSONS**

These have just finished. The participants completed a comprehensive evaluation sheet at the end of the course and Ken passed with flying colours. 21 of the students registered for the course completed the evaluation and all of them rated it excellent or very good. The participants seemed happy with a course of 6 lessons and indicated that they would be interested in attending such a course every 6 months. Ken has suggested that clumps of 3 or 4 lessons might be better. The students indicated a variety of topics they thought should be covered. The most requested of these were card play, leads and defence. The next task for the sub-committee is to plan the next set of lessons, probably for early next year.

### **FLOATERS**

I had a very poor response to my request for people to volunteer to be floaters Tuesday and Fridays so I don't think it is worth persevering.

## 2015 CONGRESS REPORT

NBC Committee Meeting 8 July 2015

### Background

The annual NBC Congress was held for the fourth consecutive year at the 'Bini', Callaghan College Senior Campus, Jesmond. Attendance was comparable to that in previous years with 45 tables at the Saturday pairs session on 13 June and 44 tables at the Sunday teams session on 14 June. For the first time, a catering service was employed at this venue. Accordingly, fees were set at \$40 per head, an advance of \$10 on previous years. This report is a determined attempt to provide an objective account of the weekend. It is prepared by the Convenor, Eileen Sellers, following feedback from all who attended and a debriefing meeting - held at the Convenor's instigation - with the Committee President, Tony Wagstaff, and Vice-president, Rosalie Broughton.

### Venue

The venue is quite suitable due to its large capacity, the moderate hiring cost, and the availability of ample parking. In previous years, shortcomings in several areas were found. These included inadequate lighting - both internally and externally, failings in electronic equipment, untidiness and a poor standard of cleanliness. These issues had been partially resolved; external lighting, untidiness and lack of cleanliness remain problematic, albeit to a lesser extent.

### Catering

With few exceptions, participants reported to the Convenor that they enjoyed the food, finding it to be sufficient and of a high standard. There seemed to be an adequate supply of a variety of offerings and little wastage. Gluten free and vegetarian options were especially appreciated. Delivery was timely and food was fresh.

Shortcomings identified by others at the debriefing were at odds with the above as follows:

- Presentation of tea, coffee, sugar was poor.
- Insufficient cakes and slices were provided.
- Bread used for sandwiches was not fresh.
- Food was not hot.
- Food was insufficient on Sunday night.
- Several bottles of wine were opened unnecessarily.
- An oversupply of milk was purchased. (The club was able to use the excess during regular sessions over subsequent days.)

The disparity between these views is worrying and puzzling. It is not possible to assess the accuracy of either perspective or to quantify the feedback from the participants as a whole.

The workload involved with the event is considerable. This applies not only to the Convenor but to many others as well. Administrative issues as well as physical duties during the weeks prior to and over the course of the event contributed to a heavy time commitment. The Convenor is very appreciative of the efforts of many members and non-members who made invaluable contributions.

The introduction of catering reduced the need for volunteer workers, primarily those in the kitchen and during the day. As usual, the Director managed proceedings very smoothly with little need for assistance. His professional manner was extremely reassuring to everyone and no doubt set the tone. Arguably, the Convenor and two part time helpers adequately attended to daily issues. Two young men and a ute were contracted to transport equipment at a reasonable cost. Having additional helpers may have enhanced activities, particularly in the service of drinks and topping up of supplies.

### Cost

It is clear that the cost of the Congress has exceeded the budget. The main cause of the excess was catering. This can be attributed to working to a table estimate calculated on the Thursday evening of



96 for the weekend; actual table numbers were 89. There may also have been a misunderstanding between costing for special meals within the overall allocation. The blow out is unacceptable and represents a problem in management by the Convenor for which she accepts full responsibility.

Other costs may also be problematic. Full details of expenditure have not as yet been seen by the Convenor. Importantly, the time costs are also excessive. Many of the latter can be minimised by improved organisation of the event; an attempt to address them appears below under recommendations.

### **Issues arising**

While a general evaluation of the weekend is positive, several issues remain:

*Cost* - While planning for precise catering needs is not possible, there is considerable room for improvement. This situation will be addressed through various strategies to be considered in the coming year.

*Transport* - Many people contributed to the onerous exercise of moving all the gear from place to place. While the convenor had a plan to track inventory, the plan could not be executed due to ineffective communication, pre-emptive action by several helpers and time constraints. A more disciplined approach to this area has the potential to reduce stress and unnecessary repetition and represents an area in need of great improvement.

*Communication* - Many shortcomings in communication were evident. Publication of event results was delayed due to miscommunication regarding responsibilities of Committee members, lack of guidelines as to the various roles of club members and poor knowledge of historical practices and the 'how and who' of tasks led to considerable time wastage.

### **Recommendations**

- 1) Ensure that the venue upgrades its standards of lighting, tidiness and cleanliness by making frequent contact with the school.
- 2) Reassess overall catering needs generally. Liaise with the caterer to refine costing. Consider variation in menu and/or alternate catering services. Place additional emphasis on pre-ordering special meals on the brochure.
- 3) Appoint an additional person to oversee transport. This 'foreman' would work with the convenor to plan smooth operations, supervise workers and track inventory.
- 4) Appoint an additional person as 'offsider' to the Convenor to assist in the planning and execution of the weekend activities and work closely with the Convenor and the foreman.
- 5) Promote the current approach to the Congress more actively and widely to ensure that all members are aware of expectations.
- 6) Document various aspects of the club's operations as a baseline for all our activities, including the annual Congress. These include - but are not limited to - role descriptions and stock inventories.

### **Conclusion**

The Convenor is keen to address the shortcomings of the 2015 Congress. The Vice-President has offered to assist in implementation of the above recommendations. It is envisaged that with this strategy, the 2016 Congress will be an improved success.

Eileen Sellers

4 July 2015

## Committee Meeting 8<sup>th</sup> July 2015

### Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

### Correspondence In:

1	Lambourne & Partners	Vetting of Club's books for 2015	7/7
	bring to Committee's attention		
2	Liz Fanos, NSWBA	upcoming State events	7/7
	raise in committee		
3	Jimmy The Chippy	electrical work quotation	7/7
	raise in committee		
4			
5			

### Correspondence Out:

1			
2			
3			

**Performance to Budget for year to date**

**Jun-15**

	Note	Actual	Budget	Prior Year	Full Year	
					Budget	
<b>Income</b>						
Monday day		13,061	12,588	15,021	13,998	
Monday night		6,062	5,556	6,582	6,108	
Tuesday day		19,406	17,916	19,160	19,926	
Wednesday day		12,507	13,626	14,538	14,802	
Thursday night		6,077	4,146	5,566	4,506	
Friday day		12,482	11,226	9,841	12,258	
Saturday day		14,136	12,552	13,677	13,680	
Wednesday night + Thursday support		4,715	4,900	965	5,400	
<i>Table Fees Sub-total</i>		88,446	82,510	85,350	90,678	
Congress		14,120	9,960	2,840	9,960	
Weekend Club Events		168	0	0	0	
Joining Fees		0	0	70	0	
Subscriptions		8,485	9,400	9,282	9,400	
Country Teams (Net)			100	67	100	
GNP Regional finals		487	0	0	0	
Board Dealing		1,439	1,440	1,314	1,440	
Lessons			700	225	700	
Other Income		300	700	682	0	
<b>Total Income</b>		<b>113,445</b>	<b>104,810</b>	<b>99,830</b>	<b>112,278</b>	
<b>Expenses</b>						
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		160	200	25	200	
Bank Charges		0	30	80	30	
Congress		15,008	7,500		7,500	
Computer expenses		1,139	2,280	2,093	2,280	
Consumables		3,715	5,000	5,192	5,000	
Depreciation		0	7,000	0	7,000	
Donations		216	360	614	360	
Electricity		3,542	5,200	5,116	5,200	
General		52	125	124	125	
Insurance		3,575	3,400	3,435	3,400	
Lessons		0	0	371	0	
Office Equipment		594	840	607	840	
Postage		325	100	325	100	
Printing and Stationery		3,457	3,600	3,442	3,600	
Prizes		4,382	4,200	2,948	4,200	
Rates		8,383	8,368	8,144	8,368	
Refreshments		4,893	5,160	4,904	5,160	
Repairs and Maintenance	B	5,226	5,280	5,056	5,280	
Subscriptions/Membership		53	150	149	150	
Social		2,895	420	258	420	
Masterpoints		2,228	3,000	2,921	3,000	
State/National comps	A	2,218	2,300	2,211	2,300	
Telephone		1,263	1,380	1,372	1,380	
Wages - Office	C	10,628	9,836	6,525	9,836	
Cleaner		9,630	9,360	9,141	9,360	
<b>Total Expenses</b>		<b>90,774</b>	<b>93,004</b>	<b>72,356</b>	<b>93,004</b>	

<b>Surplus/(deficit) from Bridge</b>	22,671	11,806	27,474	19,274	
<b>Other Income</b>					
Interest Income	2,601	3,040	2,012	3,040	
<b>Total surplus (deficit)</b>	<b>25,272</b>	<b>14,846</b>	<b>29,486</b>	<b>22,314</b>	

**NOTE**

**A** GNOT \$ 1781 State Mixed Pairs \$135.33 State Open Pairs \$ 468 Country Teams -\$169

**B** Includes Repairs to Hot Water Service

**C** Wages plus Super

**FINANCE REPORT**

**Jun-15**

**Cash position**

		Int Rate	Maturity
Cheque account	\$15,005		
Business Online Saver	\$23,839		
Term Deposit	\$80,816	2.50%	Jun-15
	\$119,660.00		

**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

	Jun-15	Jun-15 (No results for Jun-14)
Average Tables	71	
Token Use	73%	