

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

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

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 9th September 2015.
- 3 Carry-over Issues:
 - 3.1 List of members willing to support Tuesday Sessions KW
 - 3.2 Answering machine message KW
 - 3.3 Teaching Job Specification KW
 - 3.4 Meeting dates for General Meetings GR
 - 3.5 Membership fees KW
 - 3.6 Daytime teaching sessions JB
 - 3.7 Non-playing director for Club Championships PP
- 4 Member Reports
- 5 Correspondence
- 6 Treasurer's Report
- 7 General Business:
 - 7.1 AGM items raised for further discussion
 - 7.1.1 Congress prize money;
 - 7.1.2 Competitions item of Treasurer's Report;
 - 7.1.3 Prize money for events; and
 - 7.1.4 Accumulation of money in Club's account.
 - 7.2 Volunteer table fees
 - 7.3 2017 Bridge Programme
 - 7.4 Loan of Bridgemates
 - 7.5
- 8 Date for the next committee meeting 16th December at 0830hrs

MEETING MINUTES

Date: 11 November 2015

Time: 8:25 am

In attendance: R Hardy, J Biddlecombe, R Broughton, P Peterson, P Robinson, K Rich, G Rummey, T Wagstaff and K Wilks.

Apologies: None

Agenda Item: Minutes 9 September 2015

Presenter: G Rummey

Discussion: Tony moved and Ken seconded that the minutes be accepted. The motion was carried unanimously. Roy signed the minutes as being a true record of the previous committee meeting.

Carry Over Items:

Dealt with under Member Reports

Member Reports for the period ending 11th November 2015:

Ken Wilks - copy attached

A stand-by list of members had been put together for Tuesday and Friday sessions. Approval given to Ken requesting Shane Weldon to post those lists to the webpage.

Committee had accepted that stand-by players if required to play would not incur a table fee.

The message on the telephone answering machine had been updated.

Job specifications for the Teaching Coordinator and the Office Administrator had been completed and were approved.

A table of fees for new members had been prepared for approval. New member fees were approved at the following rates based upon charges incurred by the Club from ABF and NSWBA:

- If joining in the period January to September, the full amount;
 - If joining in October, \$20; and
 - If joining in November or December, \$10.
-

Graham Rummey - copy attached

Committee meeting dates had been set for the next twelve months.

Internal painting and refurbishment of the windows had been completed.

NSWBA had issued correspondence calling for nominations of club representatives to stand on the NSWBA Council. Submission to be resolved by the Secretary.

2016 Programme practically ready for printing.

Continued publishing of items to the webpage for which a policy has been determined.

Format of the minutes would be changed to meet the current style of meeting management. The storage of paperwork flowing out of the meetings would also be reviewed.

In discussion with Tony, the long term maintenance and asset replacement schedule would be reviewed and posted. That schedule would provide members with an explanation of how accumulated funds would be used.

Jeff Biddlecombe - copy attached

Proposal to promote bridge lessons was accepted but would require approval of a budget before proceeding. Submission of budget proposal to Tony for acceptance.

Peter Peterson - copy attached

Peter had given consideration to the use of non-playing directors at Club championship events but was not inclined to adopt that approach. Decision accepted.

Peter's request for the hire of Bridgemates would need additional information to cover insurance of the units whilst not at the Club's premises. Tony to look into the issue.

Tony Wagstaff - copies attached

Tony would continue to put out monthly reports. He was not impressed by the 1.9% interest rate offered on the Term Deposit and would see if that could be improved. Also, he was considering applying for a TFN to avoid the unnecessary deduction of tax on interest earned.

The figures of the long term maintenance and asset replacement schedule would be reviewed.

At the end of October, the budget was \$771 in debit and funds on hand were \$107,061.

Rosalie Broughton - copy attached

Option 1 of Rosalie's congress prize money schedule approved by Committee.

Catering proposal requires an approved budget, otherwise submission accepted.

Kay Rich - copy attached

Arrangements regarding catering of events and Christmas parties under control.

Pam Robinson - copy attached

Tasks in hand.

Roy Hardy

Graham, Jeff, Ken and Peter to form a sub-committee to consider events that could be incorporated into the 2017 Calendar to increase session attendance. Other committee members to provide ideas that would support that objective.

New Business:

2015 AGM Issues

1. The amount of prize money being offered at the congress had been approved as recorded above. No further action required.
 2. 2014/15 expenditure was lower and required an explanation. Tony to look into and respond.
 3. Event prize money was less than the amount to enter said events. Committee determined that the level of prize monies would remain as set. A best performing 'novice' prize was rejected.
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4. The long term maintenance and asset replacement schedule would explain the reason for having accumulated funds.
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Brickwork Rendering

Rosalie had prepared a proposal for rendering brickwork prior to proceeding with external painting. The proposal would be resubmitted with a revised price to cover painting of the rendered surface.

Bereavement Cards

Pam to investigate options for the purchase of bereavement cards.

Wednesday Play

Attendance on Wednesday was below budget, as were attendance numbers at other sessions. No clear indication discussed as to how that decline might be arrested. Committee determined to stay with the present status but to be mindful of ways to encourage attendance.

The date for next committee meeting to be 16 December at 8:30 am.

Meeting concluded at 9:50 am.

Confirmed to be a true record of the meeting.

Roy Hardy

16th December 2015

Monthly Report September 2015

Committee Member: Ken Wilks

Targets

1. Create job specification for Teaching Coordinator
2. Recommend a fee structure for new members joining throughout the year
3. Implement a standby roster of players for Tuesday and Friday sessions

Actions

1. Completed the job specification for the Teaching Coordinator
2. Completed the recommendation for a fee structure for new members
3. Completed Job Specification for Office Administrator.
4. Raised the issue of whether standby players should pay if they are required to play. It was decided that they would not be required to pay.
5. Implemented the standby players system for Tuesday sessions. This is proving to be very popular with both standby players getting a game thus far.
6. Compiling a list of standby players for Friday sessions
7. Assisted Graham in preparing the 2016 program.
8. Assisted Graham in preparing a table of tasks against which we could record a budget figure and then expenditure to reflect performance.
9. Provided Rosalie with information for dealing instructions on how to display deal files in alphabetical order and how to rename a deal file
10. Determined how to include the deal statistics on the hand record print outs
11. Resolved issues with printing A5 hand records

Other Issues

1. I don't believe that we should drop Thursday night sessions. While ever we are getting a minimum of 3 tables it should be continued. That equates to \$66 per session for say 50 weeks which gives a total income of \$3300 per year.

From 16 July to date Thursday has averaged 4 tables per week.

Monthly Report for October 2015

Committee Member: **Graham Rummey**

Area of Responsibility	Action	Outcome
Building & Ground Maintenance	1. Budget undefined and required for performance reporting;	
	2. Windows repaired and re-glassed	Completed September, final cost \$2,900.
	3. Painting contract for internal surfaces awarded;	Contract price \$5,850
	4. Maintenance "Sinking Fund" estimate prepared for comment	Circulated
	5.	
Secretarial & Documentation	1. Budget undefined and required for performance reporting;	
	2. Meeting dates to be 16 th Dec and two-monthly thereafter	next meeting 16 th December
	3. 2016 programme booklet preparation practically complete	member names, red masterpoint events to add and a final booklet check made.
	4. Current membership 291;	
	5. Correspondence: a. NSWBA seeking nominations for club rep on Council;	Seek interest
	6. Management of extra documents being generated to be considered.	see issue below
Publicity	1. Budget undefined and required for performance reporting;	
	2. Event results published for Regional Country Carnival Hunter Final, congresses at Great Lakes, Muswellbrook, Armidale and, Port Stephens, and Hunter Interclub Spring Session;	Ongoing task
	3. Webpage publishing policy determined.	Members submit articles to Graham with a copy to admin. computer.

Issues:

- Recording of minutes from November. I propose that the minutes become a record of decisions taken on submissions received beforehand and determined on the day. Copies of those submissions will be appended to the minutes. This approach will result in storage of a huge amount of paperwork. Is there another approach?
- Performance reporting. Each responsible person needs an approved budget within which to operate and against which to report monthly progress. I do not know the budget set against the areas for which I am responsible. Hopefully those figures can become clear following November's meeting.

Monthly Report October 2015

Committee Member: Jeff Biddlecombe

Targets

1. Increase Club Membership through Increased Bridge Lessons.

Actions

1. Check availability of Wayne Morgan to continue giving the bridge lessons, including the extra day lessons.

RESULT: Wayne has agreed to run both an evening session (Tuesday, 7pm to 9pm) and a morning session (Thursday 10am to 12 am) for a trial for the first half of the year. Jeff B will assist at both sessions plus along with any other volunteers.

Lessons will be run such that people can swap from night to day if required.

Cleaners are finished on Thursday morning between 9 am and 9:15 am.

Lessons to commence late February

2. Check suitability of holding a recruitment desk at Westfield Shopping Centre to encourage potential members and learners.

RESULT: Westfield does supply space for these types of events for non-profit organisations but require us to provide Public Liability Indemnity (see forms to be presented at next meeting). I have spoken to our Insurance people and they informed me that we are covered by the Australian Bridge federation. I have contacted their broker and he is sending me the current Certificate of Currency.

A proposed date would be sometime mid-January and I suggest Thursday from 2 pm to 6pm (will need some volunteers beside myself and one other).

There has been a suggestion that, at the same time, we have 4 people playing bridge during that time and, if accepted, then more volunteers required (minimum of 5 at a time and may be able to roster some.)

We would also need to make up some suitable eye-catching sandwich boards to place near the tables to direct any potential members.

3. Improve promotion of upcoming lessons by:
 - i. Advertising on 2NURFM (as per Ken's suggestions)
 - ii. Improving the look, colour and visibility of Wayne's flyers (have we any graphic design people in the club or know of any)
 - iii. Distribute the flyers at various sites, viz:
 - a. Shopping Centre Notice Boards (Westfield, The Junction, Market Town, Charlestown);
 - b. Recreation Clubs;
 - c. University and Technical College Union Notice Boards;
 - d. Doctor surgeries, Newsagencies, Hairdressing and Barber saloons, etc;
 - e. Alzheimer Centre; and
 - f. Hospitals.
4. Check appropriateness and details for erecting a display sign at Club's boundary

RESULT: There is a lot of both pedestrian and car traffic going past our site due to Railway Station and several medical and other facilities and we are losing out on a potential source of advertising here. I originally looked at electronic signs but they are a "tad" dear. However, a sign similar to those at schools and churches can be erected for about \$2500 which includes the sign, 170 letters and numbers, posts and bolts and installation (see flyer at November meeting).

5. Review results of above at Committee meetings.

Monthly Report October 2015

Committee Member: Peter Peterson

Proposal to hire Bridgemates for use in local Congresses

At present, I am regularly asked to direct the annual Port Stephens Teams Congress as well as most Hunter Interclub events. I have a Bridgemate server and the necessary software to run a congress using Bridgemates. However, to date, I have had to score these events manually, since the clubs involved have not had ready access to Bridgemates.

Committee members will be aware of the obvious advantages of having computer-based scoring available. The advantages include not just the ease of scoring and directing, but also the enhanced reporting of the event, allowing full hand records and contracts to be displayed in the web results pages. The availability of Bridgemates would therefore improve the quality of experience of the event from all perspectives.

I therefore request permission from the Newcastle Bridge Club to hire the Club's Bridgemates (for a fee to be determined) for use in local congresses where I am acting as Congress Director. I would collect the Bridgemates from the Club after close of play on the Saturday, and return them to the Club on the Sunday evening so that they would be ready for use on Monday. There would therefore be no disruption to the local needs of the Club.

I ask the Committee to consider this proposal at the November meeting.

Yours sincerely

Peter Peterson

Tournament Director

Performance to Budget for year to date

	Note	YTD October 2015			Full Year	
		Actual	Budget	Prev Yr	Budget	Update
Income						
Monday day		3,621	3,780	3,554		10,890
Monday night		1,591	1,938	1,851		5,370
Tuesday day		7,491	7,344	4,876		21,384
Wednesday day		3,772	4,428	3,647		12,726
Wednesday night + Thursday support		3,405	2,880	1,045		8,120
Thursday night		1,494	2,052	1,395		5,646
Friday day		4,353	4,320	3,281		11,640
Saturday day						13,680
Table Fees Sub-total		30,755	31,722	23,102		89,456
Congress		100	0			14,000
Weekend Club Events			0			0
Subscriptions		428	0	55		8,500
Country Teams (Net)			0			0
Board Dealing		477	460	458		1,350
Other Income						500
Total Income		31,760	32,182	23,615		113,806
Expenses						
Accounting		1,700	1,650	1,540		1,650
Advertising			0			0
Capitation		214	0	14		3,700
Cleaning		3,366	3,420	2,431		10,070
Affiliation Fee (NSWBA)			0			2,400
Directors			0	90		200
Bank Charges			0			0
Congress			0	810		12,000
Computer expenses			100	128		300
Consumables		1,038	1,320	1,077		3,960
Depreciation			0			7,000
Donations			0			200
Electricity		1,148	1,250	1,158		5,000
General		1	25	-41		100
Insurance		3,505	3,700	3,400		3,700
Lessons			0			0
Office Equipment		252	200	286		600
Postage		-1	50	2		200
Printing and Stationery		819	1,200	1,034		3,600
Prizes		1,900	1,800	1,356		5,400
Rates		2,521	4,440	2,466		8,920
Refreshments		1,747	1,720	814		5,160
Repairs and Maintenance		7,437	9,000	1,155		17,000
Subscriptions/Memberships		36	0	53		100
Social		168	400	88		3,200
Masterpoints		653	750	810		3,200
State/National comps	B	1,382	1,200	1,772		1,600
Telephone		432	440	274		1,560
Wages - Office	A	2,844	3,420	2,187		10,070
Wages - NPD		1,450	1,750	0		5,100
Total Expenses		32,612	37,835	22,904		115,990
Surplus/(deficit) from Bridge		-852	-5,653	711		-2,184
Other Income						
Interest Income		81	120	100		2,870
Total surplus/(deficit)		-771	-5,533	811		686
Notes:						
A - Wages incl Super						
B - State/National Comps						
GNOT			1,262	1,294		

Treasurers Report

October 2015

Funds on hand at 31 October 2015		Int Rate	Maturity
Cheque account	\$5,375		
Online Saver	\$20,870	1.40%	On call
Term Deposit	\$80,816	1.90%	31-Jan-16
	\$107,061		

Table count per session

		4 Months to October			
		Budget	Actual	Variance	
Monday	Afternoon		162.0	155.0	-7.0
Night	85.0		70.5	-14.5	
Tuesday	Morning		306.0	313.0	7.0
Wednesday	Day		198.0	165.5	-32.5
Night(SV)	144.0		130.0	-14.0	
Thursday	Night		90.0	66.0	-24.0
Friday	Morning		180.0	185.0	5.0
Saturday	Afternoon		212.0	213.0	1.0
Total	1377.0		1298.0	-79.0	

Profit & Loss Comments

Major variations to budget in October

* Table fees	Budget	Actual
Ave per week	76	70.3

Night time sessions & Wednesday continue to be problem areas

* Masterpoint expense is allowed for in October budget

Year to date comments

\$4,800 better than budget currently, with expenses lower than anticipated. Some of this is timing with a large rate bill imminent & allowed for in October.

Tony Wagstaff

06-Nov-15

4 Mths to October

Monthly Report September 2015

Committee Member: Rosalie Broughton

Targets:

1. Finalise person to be Congress Convenor
2. Decide on colours for internal painting of club
3. Prepare budget with catering options for Congress 2016
4. Advise Eileen Sellers of the Committee's appreciation and acceptance of her offer to prepare Power Point Presentations for the big screen

Actions:

1. Ken Wilks has agreed to be the Congress Convenor and I will take the role of Congress Catering
2. I used various colour samples on the walls and in consultation with various members the decision on colours is as follows:
 - a. Windows and their architraves are to be gloss white enamel
 - b. Walls in playing room Hogs Bristle Full Strength Low Sheen Acrylic
 - c. Walls in office, toilets and kitchen to be Hogs Bristle ½ strength

Instyle Painting has been given the job of painting but the decision was taken to delay the painting until Graham returns from his holiday. Whilst I am disappointed in the time lag I can appreciate and am pleased that Graham will be here to coordinate the process

3. I am currently working on a catering budget and ideas for the Congress and will have this ready for the November Committee meeting
4. I spoke with Eileen and she will prepare slides as necessary and pass to Graham for approval and uploading to the scoring computer

Items that require further attention:

1. A method of communication is required for scorers to be advised if they are required to put the bid screen on prior to the commencement of a session
2. Scorers will need further training to be comfortable with using Power Point and the big screen

Other Issues:

1. David Corney has agreed to take over the time clock for watering the camellias
2. Permanent colour/ number plates have been made for board boxes. This should dramatically improve the management of our 34 sets of boards.
3. I am currently writing a new set of dealing and printing of hand record instructions.
4. On Wednesday 7th October two cars, unrelated to bridge, were parked in our premises. I approached one driver to be smartly told there was no signage to say it was private parking. Two new signs have been ordered and will be placed on each side of the entry to our car park. In the meantime an old sign has been resurrected and placed on one side of the car park entry.

Monthly Report for October 2015

Committee Member: Kay Rich

Targets:

1. arrange refreshments after the mixed teams competition.
2. Arrange Christmas celebrations.

Actions:

1. Margaret Geddes to bring date slice, Kay Rich to make sandwiches and to buy orange juice, party pies and Chinese savouries. Alcohol already in stock.
2. Spoke to Pam Robinson about the purchase of new Christmas decorations. Spoke to the treasurer about a budget to supply alcohol, \$6 per head as for 2014. Arranged with Jill Blenkey to be in charge of Tuesday session attendees. Discussed with various members what should be the format for other days? Suggested a break in play for champagne and fruit cake; on Wednesday perhaps provide a lunch, eg pizza??

Other Issues:

1. None.

Comments:

1. Nil.

Monthly Report for September 2015

Committee Member: Pam Robinson

Targets:

1. none assigned

Actions:

1. All prizes have been presented to winners of events.
2. Savoury biscuits usage is about nine boxes per week.
3. Coffee is hard to monitor.

Other Issues:

1. I suggested having monogrammed pens but Tony replied that it was not appropriate at this time owing to the loss we occurred at the 2015 Congress. Pens are supplied by Port Stephens, Tilligerry, Brisbane Waters and Central Coast!!

Comments:

1. none