

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 10th February 2016 to start at 0830hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 16th December 2015.
- 3 Carry-over Issues:
 - 3.1 Insurance policy to cover bridgemate units in transit KW
 - 3.2 Congress catering budget for approval RB
 - 3.3 NBC rubber stamp for bereavement cards KW
 - 3.4 Maintenance and asset replacement schedule TW
 - 3.5 CompScore and handicaps KW
 - 3.6 Electricity accounts TW
 - 3.7 Application form amendment KW
 - 3.8 Intimidation and bridge etiquette PP
- 4 Member Reports
- 5 General Business:
 - 5.1 Backup for committee members
 - 5.2 Director and scorer training
 - 5.3 Country Teams
 - 5.4 Budget for committee members
 - 5.5 Bridgemate App
 - 5.6 HIC trophies
 - 5.7
- 6 Date for the next committee meeting 13 April at 8:30hrs

NEWCASTLE BRIDGE CLUB - COMMITTEE MEETING

Date: 10th February 2016

Time: 8:30 am

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

Apologies: None

Agenda Item: Minutes 16th December 2015 **Presenter:** G Rummey

Discussion: The minutes were unanimously accepted as being a true record of the previous committee meeting. Roy signed the minutes.

Carry Over Items:

3.1 Insurance Policy. Tony had put in place a new insurance policy with Calibre Insurance. That policy covers bridgemate units in transit between venues.

3.2 Congress catering. Rosalie submitted a budget to cover anticipated congress catering expenses - copy attached. She specifically requested that committee endorse her approach to catering for special dietary requirements. Rosalie proposed acceptance of the budget. That proposal was seconded by Peter and unanimously accepted.

3.3 Rubber NBC Stamp. Ken reported that stamp had been purchased.

3.4 M&A Schedule. Tony was close to having this schedule completed.

3.5 Handicaps. Ken had submitted to Roy an outline of the limitations with CompScore's ability to provide handicaps.

3.6 Electricity Accounts. Item placed on hold pending further information.

3.7 Application Form. Ken reported that the form had been amended and the Club's Member database changed to include member emergency contact details. Graham to follow up obtaining that information from existing members.

3.8 Intimidation. Peter had successfully spoken to specific sessions on the Club's expectations from members regarding etiquette. His presentation had been well received.

Member Reports for the period ending 16th December 2015:

Roy Hardy - copy attached

Issues for discussion covered under 'General Business'.

Jeff Biddlecombe - copy attached

Jeff reported that there had been a good attendee response for the next lessons. He proposed canvassing those responders to look at improving the promotion of future lessons. Suggestions from committee included promotion earlier in the day and closer to the date of the lessons.

Rosalie Broughton - copy attached

Issues were discussed in 'General Business'.

Peter Peterson - copy attached

Peter confirmed the apparent success of his presentation.

Tony Wagstaff - financial reports attached

Tony reported that income was slightly up against the target figure. Expenses continued to be slightly lower than budget. In the Performance Report, Tony had included an updated forecast for the budget as at 31st December. He had also assigned specific budget items to responsible persons.

The Table count per session section of the Financial Report now includes a prior year count for comparative purposes.

At the end of January, the budget was \$362 in debit and funds on hand were \$107,170.

Tony proposed acceptance of the reports. Ken seconded the proposal and those reports were unanimously accepted.

Ken Wilks - copy attached

Ken reported all actions completed.

Graham Rummey - copy attached

Painting and shed replacement had been delayed by weather. Repainting should be completed by Friday 12th February and the shed rescheduled for installation on Wednesday 17th February.

As of 9th February, 44 memberships from 2015 had not been renewed. A PowerPoint slide would be prepared for display of outstanding memberships.

Ideas for session changes in the 2017 programme that might encourage increased attendance were still up for discussion. The concept of a Restricted Pairs Club Championship could be accommodated even in this year's programme but the rules for such an event needed clarification. Peter agreed to give that some more thought. A Restricted Teams Club Championship was not endorsed. Split sessions, elite competitions, special events were considered.

Rosalie agreed to investigate introducing monthly sessions for stronger players.

General Business:

5.1 Backup for committee members. Roy expressed concern that key members of the committee needed a support member to step into their position should ever he need arise. Those members to give consideration for a suitable substitute.

Action: Relevant committee members to look into succession training for their positions.

5.2 Director/Scorer training. Rosalie was having some success with training members to score but had no support for director training. Directing Monday afternoon sessions was becoming an issue.

5.3 Country Teams. NSWBA had amended the financial regulations regarding how clubs ran the event. Clubs were expected to submit all takings to the NSWBA and then claim expenses thus not retaining any profit generated by hosting finals. The Club was reluctant to become involved in those early rounds should there be no financial incentive. Decision left in abeyance pending advice from the local representative.

Action: Ken to contact Paul Rooms to learn whether any Hunter Club had shown interest.

5.4 Budgets for Responsible Persons. Tony had assigned budget figures within the annual budget.

5.5 Bridgemate App. Ken provided details about and demonstrated the Bridgemate computer app. It came at a cost of €4 pa to members but would draw on the Club's WiFi allowance if adopted by members. The Club's system would require adjustment to provide member access to data. Committee's impression was that the app would do nothing to enhance member's playing abilities and if used could slow down play.

5.6 H-I-C Trophies. Tony queried the Club's commitment to engraving of the trophies awarded annually to winners of these events. That also raised the issue of the event's future and Newcastle's involvement. Committee agreed that the Club should no longer feel obliged to engrave the trophies. Responsibility for engraving should be decided within the H-I-C group.

Action: Graham to seek clarification on which club and whom had taken over administration if H-I-C. Depending on the outcome of that enquiry, he would then canvas a club member to be Newcastle's representative.

5.7 Saturday Social. Pam reported that the self-funded social event held on 7th February had been attended by 30 members and had been well received. Committee agreed that holding a social would not be formalised but that it could be held occasionally on an ad-hoc basis.

The date for next committee meeting to be 20th April 2016 at 8:30 am.

Meeting concluded at 9:40am.

Confirmed to be a true record of the meeting.

Roy Hardy

20th April 2016

Congress Budget Estimate for 2016

Ken and I are aiming to achieve 46 tables per day and have based the figures accordingly.

Income	46 @ \$40/player/day	14,720
Expenses		
Admin costs		7,548
Consumable costs		344
Catering Costs		<u>4,655</u>
Total		12,547
Estimated Profit		2,173

The following shows the estimated income and expenses with fewer tables

Tables/day	Income	Expenses
40	\$12,800	\$12,036
41	\$13,120	\$12,147
42	\$13,440	\$12,258
43	\$13,760	\$12,368
44	\$14,080	\$12,480
45	\$14,400	\$12,584

Notes:

Admin costs include such items as Director, Hall Hire, transporting of equipment to and from club premises, caddy both days and prize money of \$3,640

Special Dietary Requirements

To avoid many problems we strongly recommend we adopt the same policy as Great Lakes by having the following wording on our brochure.

“Light sandwiches and fresh fruit will be provided both days. Should you have special dietary requirements please provide your own lunches”

You can see by the above figures the importance of extra table attendances. We need to encourage our newer players to attend and really publicise the fact that we have two fields for the Swiss Pairs and that we have increased the prize money.

R Broughton

February 7th 2016

MONTHLY REPORT FEBRUARY 2016

COMMITTEE MEMBER-ROY HARDY

TARGETS-

1. Financial-Assist in achieving budget.
2. Other- Help Jeff with Daytime teaching when requested.
3. Aim for an overall increase of five in table numbers

ACTIONS.

1. Helped Peter complete his presentation to members.
2. Can the committee consider setting up single session handicaps on Tuesdays and offer a monthly prize
3. List of IDEAS for 2017 programme.
 - 3.1 Hold both open and restricted pairs and teams competitions.
 - 3.2 Review using Thursday nights for major competitions.
 - 3.3 Examine the possibility of holding split sessions for experienced and inexperienced players.
 - 3.4 Hold a one off elite competition with high entry fee and good prizes
 - 3.5 Hold a one off Novice competition as above.

ISSUES FOR COMMITTEE.

1. Backup for committee members.
2. Director and scorer training.
3. Country Teams.
4. Identification of specific cost items in the budget for individual committee members to manage.

Monthly Report January 2016

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 Tuesday 24th Feb 7-0pm and Thursday 10-12am

Ken has put times and dates on Web
2. Check suitability of holding a recruitment desk at Westfield Shopping Centre to encourage potential members and learners.
RESULT: The recruitment desk was set up on Thursday Jan 21st from 1130 to 5 pm. As a result, there have been 9 people who gave their names and contact numbers and have agreed for me to contact them closer to the first lessons.

17 flyers were handed out to people who expressed interest.

Thanks to go to the following people who helped me pass the time: Norma Keith, Bruce Webster, Lorraine Forward, Jack Fowler, Wayne Morgan, Jill Blenkey, John Jeffery and Jo-Anne Marzato.

As well, there have been 3 couples and 1 individual expressing interest from word of mouth promoting.
3. Improve promotion of upcoming lessons by:
 - Advertising on 2NURFM (as per Ken's suggestions)- to be done in January
 - Flyers and posters prepared in house
 - Distribute the flyers at various sites, viz:
Shopping Centre Notice Boards (Westfield, The Junction, Market Town, Charlestown)
Recreation Clubs
University and Technical College Union Notice Boards, Staff Notice Boards
Doctor surgeries, Newsagencies, Hairdressing and Barber saloons etc
Alzheimer Centre
Hospitals
ACTION: All centres above have had flyers distributed on either Notice Boards or Reception Desks.
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 December meeting).

This has not been followed up further but it is up for suggestion.
5. Wayne has agreed to follow up on the "dropouts" as to why and if they still want to do lessons
ACTION: Still to be followed up, may have results for next meeting.
6. I submitted an application into NSW Bridge Association for a grant for the above costs associated with the member recruitment drive. NSWBF has paid us \$285 for the expenses occurred in the recruitment (the sandwich board and the colour printing of 100 flyers).

Monthly Report January 2016

Committee Member: Rosalie Broughton

Target: Congress Catering Budget
Finding new Directors and Scorers
Coordinate shed removal and installation of new shed in line with exterior painting

Outcomes:

Congress Catering

I am still working on the congress catering and hope to have an outline and costing to all Committee Members by Tuesday of next week.

Directors and Scorers

Our existing players are not interested in doing the Directors' course. Scorers are slightly easier to coerce. Lesley and Charles Bowen-Thomas are being trained for Saturday sessions, Caroline Carey has agreed to train and I am hoping she will be a regular Monday afternoon attendee and Christo Moskovsky is prepared to score as required.

Shed and Painting

My thanks to the Tuesday players that willingly stayed back to reorganise the playing area and unpacking the shed. The old shed will be dismantled today, painting behind the shed area will take place on Thursday and the new shed erected on Friday. If this is completed by the end of play on Friday I will ask players to assist in repacking the shed otherwise it will fall to the Saturday players to assist.

Monthly Report January 2016

Committee Member: Peter Peterson

Welcoming new players

Newcastle Bridge Club has been fortunate recently in having a significant number of new players added to our membership. This is of course a trend that we want to continue, and the Committee is carrying out a number of initiatives to encourage people to take up our favourite pastime.

One thing we need to take note of is that inexperienced players can sometimes feel rather overwhelmed by the pressures of playing competitive Bridge, so our aim should be to make them feel comfortable. It is important for us all – especially the more experienced players – to do our best to make the club atmosphere as non-threatening as possible. And when visitors come to play at our Club, we want them to feel welcome and appreciated.

As a friendly Club what can we do to ensure that new and inexperienced players feel welcome? Here are some of my thoughts:

1. **All players** should observe the rules of ‘etiquette’ at the Bridge table. The relevant expectations are set out clearly in the Programme (page 5). Have a look at this list and make sure you and your partner meet these expectations. In particular:
 - a. Don’t fight with your partner (or your opposition) at the table;
 - b. Don’t hold post-mortems at the table;
 - c. Don’t ‘teach’ other players – unless specifically asked for advice (unsolicited coaching is not always welcome);
 - d. Do make the opponents welcome at your table;
 - e. If you need to call the Director, make sure your opponents realize (i) why you are doing so, and (ii) that this is **not an accusation** of impropriety on their part.
2. **Experienced players** should be prepared to make some allowances for the inexperience of new players.
3. **Inexperienced players** should be aware that they will face a variety of bidding systems and bidding styles. You are allowed to ask what an opponent’s bid means (but only if it is your turn to bid, and if it relevant to your decision about what to call). And remember that as with any new pastime, there is a steep learning curve at the beginning, but the more you play the more fun it becomes.

If there is an occasion when any member is finding Bridge uncomfortable please feel free to talk to me or to any member of the committee.

Happy Bridge!

Peter Peterson, Tournament Director

Monthly Report February 2016

Committee Member: Ken Wilks

Targets

1. Get standby roster placed on web site
2. Provide information on handicapping system
3. Obtain further information on the insurance policy being offered by TBIB
4. Purchase Newcastle Bridge Club stamp.
5. A schedule for the proposed playing days over the Christmas period to be created and put on the web and large screen.
6. Change membership form to add emergency details.

Actions

1. Standby roster has been implemented on the web site.
2. Information on the handicapping system provided to Roy Hardy.
3. Required information obtained about insurance policy and the new policy has been taken out with TBIB.
4. Stamp purchased.
5. Christmas playing schedule was put on the web.
6. Membership formed altered.

Monthly Report for February 2016

Responsible Nominee - Graham Rummey

Area of Responsibility	Action	Outcome
Building & Ground Maintenance	1. Budget requested; Building \$30,000, Grounds \$5,500	concept discussed with Treasurer
	2. Price obtained for minor maintenance items; <ol style="list-style-type: none"> a. preparation of building prior to paint application to external surface, \$660; b. preparation of garden shed roof, \$121; c. relay pavers to rear of premises, \$341. 	Excepting shed roof preparation, the work has been completed, contract price \$1161.35.
	3. Repainting to exterior surfaces to commence 3 rd February.	completion by 9 th Feb weather permitting, contract price \$6,450.
	4. Shed to be replaced Friday 5 th February.	replacement cost \$1,520.
Secretarial & Documentation	1. Budget requested; \$600	to be approved
	2. Programme booklets delivered.	additional books available for members
	3. 2017 programme ideas.	Agenda item for discussion.
	4. Correspondence: <ol style="list-style-type: none"> a. Membership payment reminder email sent to 59 members; b. NSWBA details of State Events for 2016 c. 	<ol style="list-style-type: none"> a. monitor response; b. noted for administration of entries c.
	5. 2016 membership subscriptions are being collected.	as at 28/1/16, 69 members to renew.
Publicity	1. Nominal budget amount requested; \$100	to be approved

Issues:

- Acceptance by committee that the minutes are stored as proposed in my Monthly Report for October which was that the minutes become a record of decisions determined on the day for submissions received beforehand. Copies of those submissions to be appended to the minutes. This approach will result in storage of a huge amount of paperwork. Is there another approach?
- Approval to the budgets allocated to responsible persons. Those persons then report on percentage spent as a performance indicator.

Treasurer's Reports - End of January 2016

Performance to Budget for year to date

Note	YTD January 2016			Full Year		Ownership
	Actual	Budget	Prev Yr	Budget	Update	
Income						
Monday day	6,546	6,270	7,987	10,890	10,890	
Monday night	2,864	3,204	3,873	5,370	4,700	
Tuesday day	12,588	12,408	11,249	21,384	21,600	
Wednesday day	6,479	7,314	7,664	12,726	11,000	
Wednesday night + Thursday support	5,142	4,600	2,655	8,120	9,600	
Thursday night	2,862	3,138	3,329	5,646	5,300	
Friday day	7,195	6,600	7,566	11,640	12,400	
Saturday day	7,927	7,788	8,452	13,680	13,300	
<i>Table Fees Sub-total</i>	51,603	51,322	52,775	89,456	88,790	
Congress	100	0		14,000	14,000	
Weekend Club Events		0		0	0	
Subscriptions	7,410	8,000	7,240	8,500	8,500	
Country Teams (Net)		0		0	0	
Board Dealing	1,022	790	883	1,350	1,500	
Other Income	100	0		500	500	
Total Income	60,235	60,112	60,898	113,806	113,290	
Expenses						
Accounting	1,700	1,650	1,540	1,650	1,700	Tony
Advertising		0		0	200	Roy
Capitation	273	0	34	3,700	3,700	Graham
Cleaning	5,610	5,890	5516	10,070	10,000	Graham
Affiliation Fee (NSWBA)	2,223	2,400	2250	2,400	2,200	Graham
Directors		0		200	200	Peter
Bank Charges		0		0		Tony
Congress		0	810	12,000	12,000	Rosalie
Computer expenses		175		300	1,000	website mods Ken
Consumables	1,645	2,310	2,013	3,960	3,200	Tony
Depreciation		0		7,000	7,000	Tony
Donations		0		200	200	Roy
Electricity	2,278	2,500	2,200	5,000	4,600	Tony
General		50	115	100	100	Tony
Insurance	3,505	3,700	3,400	3,700	3,600	switch insurer Tony
Training	-1	0	90	0	0	Roy
Misc Equipment	426	350	709	600	600	Tony
Printing, Stationery, Post	1,683	2,200	2,146	3,800	3,500	Graham
Prizes	3,064	3,150	2,312	5,400	5,400	Pam
Rates	6,550	6,680	4,553	8,920	8,900	Tony
Refreshments	1,650	3,010	2,408	5,160	3,000	Ken
Repairs and Maintenance	4,434	3,500	3,076	6,000	6,000	Graham
Subscriptions/Memberships	54	100	53	100	100	Roy
Social	1,966	2,700	2,717	3,200	2,500	Kay
Masterpoints	1,217	1,700	1,505	3,200	3,000	Ken
State/National comps	1,800	1,200	1,663	1,600	1,600	Tony
Telephone	1,009	770	812	1,560	1,500	Tony
Wages - Office	5,664	5,890	5,358	10,070	9,300	Tony
Wages - NPDP	2,750	3,050	0	5,100	5,000	Tony
Total Expenses	49,500	52,975	45,280	104,990	100,100	

Surplus/(deficit) from Bridge

	10,735	7,137	15,618
Other Income & Expenses			
Interest Income	1,043	1,480	1,708
Unusual Expenses	-11,416	-11,000	
Total surplus (deficit)	362	-2,383	17,326

8,816	13,190
2,870	1,400
-11,000	-17,400
686	-2,810

Other Income & Expenses

Interest Income

Unusual Expenses

A

Tony
Paint outside Tony

Total surplus (deficit)

Notes:

A - Unusual expenses

Re-wire 5,566
Paint inside 5,850

Finance Report

Funds on hand at 31 January 2016

		Int Rate	Maturity
Cheque account	\$11,276		
Online Saver	\$15,078	1.40%	On call
Term Deposit	\$80,816	2.20%	30-Apr-16
	\$107,170		

Table count per session

		7 Mths to February			Prior Year comparison	
		Budget	Actual	Variance	Pr Year	Variance
Monday	Afternoon	269.0	280.5	11.5	342.0	-61.5
	Night	141.0	131.0	-10.0	162.5	-31.5
Tuesday	Morning	517.0	528.5	11.5	480.5	48.0
Wednesday	Day	328.0	283.0	-45.0	331.5	-48.5
	Night(SV)	230.0	199.0	-31.0	125.5	73.5
Thursday	Night	138.0	124.5	-13.5	143.0	-18.5
Friday	Morning	275.0	308.5	33.5	328.5	-20.0
Saturday	Afternoon	332.0	333.0	1.0	357.5	-24.5
Total		2230.0	2188.0	-42.0	2271.0	-83.0

Profit & Loss Comments

Major variations to budget in January

* Table fees	Budget	Actual
Ave per week	69	68

* Repairs & maintenance reflects catch-up building & grounds work

Year to date comments

Remains slightly ahead of budget, despite timing difference on rates

Other matters followed up during the month

- * Probable full year result reviewed as at 31 December, and these numbers are shown on the Financial Performance Report under 'Update'. Overall position worsens to loss of \$2,810 solely due to inclusion of outside painting. Other expense areas generally favourable
- * Insurer changed to Calibre Insurance (Munich re affiliate) via TBIB. Bridgmates now covered
- * Also on the Performance Report, I have nominated 'owners' for each expenditure type. Please review these as they should be agreed to at this meeting.
- * Have now included prior year table counts in this report for comparative purposes
- Incomplete
- * Updating the Asset Upkeep schedule
- * Application form for a Tax file Number to enable pursuit of better interest rates

Tony Wagstaff
7-Feb-16