

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 3rd August 2016 to start at 0830hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 8th June 2016.
- 3 Carry-over Issues:
 - 3.1 Maintenance and asset advice to members TW/GR
 - 3.2 Electricity accounts TW
 - 3.3 Succession training for key positions GR/TW
 - 3.4 Non-playing director selection procedure GR
 - 3.5 Club Pairs rules amendment PP/GR
 - 3.6 Director instruction covering session movements PP
 - 3.7 Office Manager selection procedure GR
- 4 Member Reports
- 5 General Business:
 - 5.1 New member
 - 5.2 Carpet Cleaner
 - 5.3 Sponsorship support
 - 5.4 2016 AGM
 - 5.5 Hunter Interclub 3rd round
 - 5.6
- 6 Date for the next committee meeting to be set by incoming committee.

Meeting Minutes

Date: 3rd August 2016

Time: 8:30am

In attendance: J Biddlecome, R Broughton, R Hardy, K Rich, P Robinson, T Wagstaff, K Wilks, C Carey (for G Rummey)

Apologies: P Peterson, G Rummey

Agenda Item:

Minutes 8th June 2016 accepted. Moved: T Wagstaff. Seconded: R Broughton.

Carry-over Items:

6.1 Maintenance and asset advice to members- these reports have been issued and Jeff reported they had been well received with good feedback from members.

6.2 Solar Power – Tony presented a quote from Solahart for a 6KW unit that was 'battery ready'. The proposed system would generate an average of 212kwh per week of which 112kwh would be used by the Club with the remaining 100kwh sold back to the grid. At a cost of \$11,800, he estimated payback would take 4.5 years. A battery system capable of storing 6KW presently would cost an additional \$8,500 and was not recommended as that would take about ten years to pay back. It may become feasible in the future should prices reduce or storage capability increase. It was agreed on the motion of Rosalie, seconded Kay, that Tony be empowered to proceed with this proposal as outlined should he be satisfied with all subsequent enquiries of Solahart and subject to any Club conditions relative to the outlay of \$11,800. Carried.

6.3 Succession training for key positions – C Carey has accepted the notion of standing as a committee member at the upcoming AGM with possible secretarial training. The other positions are still be finalized. This matter held over.

6.4 Non-playing director selection procedure – in the absence of Graham, this matter held over.

6.5 Club Pairs rules amendment - completed.

6.6 Director instruction covering session movements - completed.

6.7 Office Manager selection procedure – held over.

7 Member Reports

Tony – The Club's financial records are with the Accountants who are doing final adjustments in liaison with him. Tony estimates there will be an overall loss of \$1,500 but considering some major expenditure this year on painting and rewiring, this was viewed as a reasonable position. Work on next year's budget is ongoing and a preliminary one will be circulated after committee input. A tentative figure is \$17,000 with \$5,000 for unforeseen expenses. The budget should be in place within a month. There is \$113,000 on hand and the Term Deposit has just been rolled over at 2.25%. Tony suggested that a better interest rate could be obtained by changing to Newcastle Permanent and will look into doing this.

Table count for this year is 3840.5 compared to a count of 3787 last year.

The damage to the front door – an insurance claim has been lodged for the entire frame. Estimated cost approximately \$3,687. New door options were discussed.

Action: Tony will investigate changing term deposit, and report on progress with door claim and repairs.

Jeff – advised that shopping centre promotion for upcoming lessons was worth continuing with interest shown and no shortage of volunteers available. The Thursday supervised play was going well and he suggested including a B-grade competition to accompany this. The logistics of an extra competition were explored.

The need for a hand wash station was discussed.

Action: Jeff will report back on guidelines and a proposal, including timing, for the possibility of a Thursday competition.

Ken – reported that Wayne is prepared to continue giving the next set of Bridge lessons.

Ken spoke to the 2016 Congress reports he had issued (2016 Congress Convenor's Report, Congress Running Sheet and Congress Procedures and Food). The congress was a success on many fronts: it made a profit unlike the previous year, there was a wider club attendance and the help of our club members was exemplary. Keeping food costs controlled was considered to have contributed to the profitability. The reports issued should be considered as providing a guide for future Congress convenors. Ken and Rosalie expressed their thanks to all those who helped to make it a success.

The committee expressed its thanks to Ken and Rosalie for a 'job well done'.

Peter – has proposed a Restricted Pairs Championship. To be held over until next meeting.

Roy – explained that he had 3 areas of focus when taking up the President's position 1 year ago – the budget, personal interactions of members, and to see an increase in the number of tables. He stated that he was happy with his time as President and noted that he thought it had been a good year with few personal conflicts between members. He will not be standing again. He thanked the committee for their work over the past year. He concluded by stating that as the Club expands it must grapple with the option of staying as a volunteer-run operation or of moving towards professional management.

8 General Business

8.1 New member. Geoff Lee after an absence of some years and with a troublesome past at this club has applied for membership. It was moved by Ken and seconded by Roy that this request be approved but subject to the proviso of zero offending behaviour into the future.

Action: Graham to write to Geoff and include the caution discussed above.

8.2 Carpet Cleaner. This appliance is to be scrapped and professional carpet cleaning sought in the future.

8.3 Sponsorship support. It was moved by Roy and seconded by Jeff that the poster relating to Elena Moskovsky's bridge representation be placed on the Club Noticeboard and posted to the webpage for one month.

Action: Ken to adjust webpage and reply to Chris Moskovsky's email.

8.4 2016 AGM– agreed to hold a BBQ for attending members after the meeting which will start at 11am. Stewart Roach to be approached to run this. Four new committee members will be required for 2017 – President, Vice President, and 2 others.

Action: Jeff to organize the BBQ.

8.5 Hunter Interclub 3rd round. The convenor, John Stuart (Charlestown Bridge Club) has requested the loan of items e.g. tables. The dealing of boards only will be charged to CBC with any damage of loaned equipment to be made good.

Action: Rosalie will liaise with John and the tournament director Peter Peterson.

- 8.6 Saturday Teams competition.** Rosalie requested advice re the movement. It was decided that a New England Relay movement be used with 4 boards per round for a total of 40 boards. Christo Moskovsky to be Director and Tony the Scorer.
- 8.7 Life Member** – it has been moved that Graham Rummey be awarded the status of Life Member. A comprehensive approval process has been used for the first time to approve of this award. A letter to Graham was issued.
- 8.8 Clock replacement** - There has been a request from members that the clock near the kitchen be replaced. Pam also suggested that an “attached door draught-stopper” and a pneumatic door closer be purchased for the back door.

Action – Graham be asked to have these requests attended to.

9 Date for the next committee meeting to be set by incoming committee.

The next meeting will be the Annual General Meeting on 24 September 2016 at 11am.
Roy to convene an extra committee meeting if needed before this date.
Meeting concluded at 9.45am.

Confirmed to be a true record of the meeting.

Roy Hardy
7th September 2016

Proposed 2016-17 Budget

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Newcastle Bridge Club														Budget	Prelim	Variance	
2	2016-17 Budget														16-17	16-18	%	
3	Month by Month																	
4		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
5		4	4	5	4	5	4	4	4	5	4	5	4					
6	Income																	
7	Table Fees	7,960	7,768	10,030	7,846	9,070	5,508	6,366	7,566	10,030	7,534	10,030	7,846	15,000	97,554	90,769	7.5%	
8	Congress														15,000	15,760	-4.8%	
9	Weekend Club Events														0	0		
10	Subscriptions					500	5,000	4,000	500						10,000	10,275	-2.7%	
11	Country Teams														0	1,136	-100.0%	
12	Board Dealing	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,647	-8.9%		
13	Other income												500	500	0	#DIV/0!		
14																		
15	Total Income	8,086	7,893	10,166	7,871	8,886	10,833	10,481	8,181	10,166	7,668	10,166	23,471	124,664	118,687	4.2%		
16																		
17	Expenses																	
18																		
19	Accounting Fees		1,800												1,800	1,700	-5.9%	
20	Advertising														0	0		
21	Capitation	50	50	50	50	50	50	50	50	3,900	50	50	50	4,450	4,337	-2.6%		
22	Cleaning	760	760	950	760	950	760	760	760	950	760	950	760	9,880	9,724	-1.6%		
23	State affiliation							2,400						2,400	2,223	-8.0%		
24	Directors								200					200	0	#DIV/0!		
25	Bank Charges													0	0	#DIV/0!		
26	Congress											500	12,500	13,000	12,728	-2.1%		
27	Computer expenses	25	25	25	25	25	25	25	25	25	25	25	25	300	300	#DIV/0!		
28	Consumables	330	330	330	330	330	330	330	330	330	330	330	330	3,960	3,870	-2.3%		
29	Depreciation													7,000	7,000	0.0%		
30	Donations												300	300	240	-25.0%		
31	Electricity		1,350			1,350			1,350				1,350	5,400	4,958	-8.9%		
32	Insurance	200						2,000						2,200	3,822	42.4%		
33	Lessons	100							100					200	127			
34	Misc Equipment	75	75	75	75	75	75	75	75	75	75	75	75	900	807	-11.5%		
35	Printing & stationery	250	250	250	250	250	250	250	250	250	250	250	250	3,000	2,844	-5.5%		
36	Prizes	525	525	525	525	525	525	525	525	525	525	525	525	6,300	5,838	-7.9%		
37	Rates	2,200	400		1,840		400	1,840		400	1,840			8,920	8,785	-1.5%		
38	Refreshments	300	300	300	300	300	300	300	300	300	300	300	300	3,600	3,150	-14.3%		
39	Repairs	500	500	500	500	500	500	500	500	500	500	500	500	6,000	5,860	-2.4%		
40	Subs/Membership								100					100	54	-85.2%		
41	Socials	100	100	100	100	100	2,000	100	100	100	100	100	100	3,100	2,317	-33.8%		
42	Masterpoints				700			900				700		700	3,000	2,583	-16.1%	
43	State/National comps		1,200								200		200	1,600	3,411	53.1%		
44	Telephone	110	110	110	110	110	110	110	110	110	110	110	350	1,560	1,567	0.4%		
45	Wages - Office	950	760	950	760	760	950	760	760	950	760	760	950	10,070	9,847	-2.3%		
46	Wages - NPD	500	350	500	400	400	500	400	400	450	400	400	400	5,100	4,960	-2.8%		
47																		
48	Total Expenses	8,876	8,886	4,886	8,726	6,726	8,176	9,026	6,836	8,086	8,726	8,726	24,816	104,340	102,762	-1.5%		
49																		
50	Surplus/(deficit) from Bridge	1,110	-882	6,480	1,248	3,870	1,468	1,488	2,368	1,080	834	3,430	-1,344	20,214	18,836	20.1%		
51																		
52	Other Income & Expense																	
53	Interest Income	30	400	30	30	400	30	30	400	30	30	400	30	1,840	1,588			
54	Loss on Asset disposals													-500	-500			
55	Unusual Expenses						-5,000							-5,000	-17,866			
56																		
57	Total surplus (deficit)	1,140	-882	6,620	1,278	-830	1,488	1,488	2,768	1,120	884	3,830	-1,314	17,064	-1,631			
58	Cumulative	1,140	648	6,068	7,344	6,714	6,202	6,698	12,464	13,674	14,638	16,368	17,064					

15/16 Est

15/16 Est

**Newcastle Bridge Club
Treasurers Report
June 2016**

Funds on hand at 30 June 2016

		Int Rate	Maturity
Cheque account	\$11,539		
Online Saver	\$20,181	1.55%	On call
Term Deposit	\$82,164	2.25%	31-Jul-16
	\$113,884		

Table count per session

		Full Year			Prior Year comparison		
		Budget	Actual	% Var	Pr Year	Variance	% Var
Monday	Afternoon	467.0	481.5	3.1%	558.0	-76.5	-13.7%
	Night	236.0	232.0	-1.7%	258.0	-26.0	-10.1%
Tuesday	Morning	891.0	915.0	2.7%	825.0	90.0	10.9%
Wednesday	Day	570.0	515.0	-9.6%	543.0	-28.0	-5.2%
	Night(SV)	406.0	353.0	-13.1%	204.0	149.0	73.0%
Thursday	Night	248.0	241.0	-2.8%	261.5	-20.5	-7.8%
Friday	Morning	485.0	555.5	14.5%	539.0	16.5	3.1%
Saturday	Afternoon	583.0	547.5	-6.1%	598.5	-51.0	-8.5%
Total		3886.0	3840.5	-1.2%	3787.0	53.5	1.4%

Growth over LY mostly due to Wednesday Night session

Profit & Loss Comments for year to date

Full year accounts submitted to Lambourne Partners for final entries and checking
Estimated position only per separate attachment

Budgets have been drafted for 2017 and require input from those responsible for certain areas

Other matters followed up since last meeting

Have been unable to find time to sort out Term Deposit which currently stands to be rolled over again
with ANZ Bank unless we instruct otherwise this week

Solar Power. Was unsatisfied with how Ausave approached the savings forecast and have told them
we would not be committing to their proposal. Have asked Solahart to quote also, but still waiting for this

**Tony Wagstaff
2 August 2016**

Monthly Report for August 2016

Committee Member: Jeff Biddlecombe

Targets

1. Increase Club Membership Through Increased Bridge Lessons

Actions

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

RESULT: Wayne has agreed to run the evening session (Tuesday, 7pm to 9pm) and Ken Wilks will run the morning session (Thursday 10am to 12 am). 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.

2. Another recruitment session was held at Westfield Shopping Centre on 14th July with 9 people signing up and 10 flyers taken by interested people. Many thanks to the volunteers who helped man the desk: John Jeffery, Peter Goodwin, Lorraine Cowling, Phil and Anne Robinson, Maureen Rippon and Prue Haydon
3. Promotion of lessons was also carried out with flyers at shopping centres, libraries, University notice boards and other venues. Word of mouth has been proven to be a main method as well as Web sites.
4. With the supervised play now firmly established on Thursday afternoon, consideration should now be given to holding a B Grade competition at the same time as the supervised class as proposed earlier this year. Anecdotal evidence is showing that this will be well received as an alternate session here rather than at other venues.
5. Other feedback from members has been the following suggestions:

Hand Wash Station situated either near kitchen or main room entrance

Another session clock/timer as we now have Friday and potentially Thursday where this may be valuable.

2016 Congress Report

The 2016 congress was a resounding success with table numbers increasing over 2015. A big thank you must be given to all the members who gave of their time to assist with the many background jobs that need to be completed. Without this help the congress simply would not happen.

Although I was named as convenor, it must be realised that it was a two person job with Rosalie Broughton being co convenor. In my opinion the job requires two people who can work together to share the load as it is a huge task to organise and run the congress.

Helpers

The list is too great to mention all who did assist with following tasks:

- Packing up at the club on Friday before the congress
- Travelling to the Bini shell on Friday and unpacking and setting up the venue ready for the start of play on Saturday
- Cleaning up at conclusion of play on Saturday and setting up for the start of play on Sunday
- Helping in the kitchen both days
- Being standby players
- Providing flower arrangements
- Cooking the cake and slices and gluten free snacks
- Collecting and returning borrowed card tables
- Collecting ordered goods
- Purchasing of items when on special
- Returning hired equipment
- Cleaning and packing up at conclusion of play on Sunday
- Unpacking at the club on Sunday night
- Organising the prize money
- Directing parking

Alex Marton and his son provided the external assistance and ute to transport the items to and from the venue and they were excellent. We recommend that they be used again if they are available.

Parking

This year we discovered that there is quite a lot of parking near the Bini shell that can be utilised for those players with disabilities. It is necessary to have parking attendants at the entrance and at the roundabout near the Bini shell to direct people to the appropriate areas.

Catering

Rosalie Broughton put an enormous effort into calculating quantities of food required per head, asking members to supply slices and cakes, arranging the kitchen helpers and in organising the preparation and serving. Rosalie is to be congratulated as the effort was richly rewarded with everything running smoothly and with plenty of food for everyone.

We did not cater for special dietary needs and this did not cause any problems nor deter people from playing in the congress. We only had 3 enquiries about this and when it was pointed out that it was specified on the brochure and the NSWBA web site entry page the players accepted the situation.

2016 Congress Report

Obviously the players really enjoy the hot snacks at the conclusion of play on Sunday with the party pies, Asian snacks, sausage rolls and little frankfurts being eaten as fast as they could be served.

Lunches

Comments have been made that it would be easier if we did not provide lunch. This is not so, the delivery of the sandwiches is one of the simpler parts of the congress. From a 'food' perspective the work is in providing food throughout the day, at the conclusion of play on the Sunday and in finding at least **ten** non Congress playing members to work in the kitchen throughout the weekend.

Congress Format

This year we decided to run the Swiss Pairs with separate N/S and E/W fields with prizes for 1st, 2nd & 3rd in both fields and this proved to be a very popular innovation

The split up of entries can be seen in the following table. Figures for 2015 have been included as a comparison

Event	No. Tables 2016	No. Tables 2015
Swiss Pairs		
Open	31	28
Restricted	10	17 Inc. Novice
Novice	8	
Total	49	45
Swiss Teams		
Open	38	36
Restricted	6	8 Inc. Novice
Novice	4	
Total	48	44
Total	97	89

The calculated breakeven point was 40 tables each day. Our goal was to achieve 46 tables each day and it was very pleasing to see that we actually achieved a total of 97 tables.

Costing

The largest outlay for the congress, apart from the prize money, is the food costs, comprising 32% of the total cost.

We were under budget for the food because we managed to purchase the hot snacks and the cheeses when they were on special at the supermarkets at half price. It is really worthwhile making the effort to do this and we would strongly recommend that it be considered for future congresses. A big thank you to those members who supplied the cakes and slices and did not claim for the ingredients. This also helped to keep food costs under budget.

In 2016, the total prize money was \$3860 as compared to \$2910 for 2015, an increase of 32.64%. This increase was mainly due to having N/S and E/W separate fields in the Swiss pairs.

The director's fees increased in 2016 from \$20 to \$21 per table for the first 20 tables and from \$10 to \$10.50 per table for additional above 20 per day. We were unaware of this increase.

2016 Congress Report

The 2016 congress resulted in a profit of \$2965 as compared to a loss of \$1397 in 2015. This was due to the extra tables and a much stricter control of costs, especially in the food costs.

Sponsorship

We approached TBIB, Paul Lavings, Red Plum and The ANZ Bank for sponsorship for the congress. Paul Lavings provided 300 pens and TBIB provide \$220 in sponsorship whilst the others declined.

It is recommended that an effort be made for future congresses to obtain sponsorship.

Procedures

We have put together a document (Congress Procedures) outlining the procedures we followed to run the congress in 2016. We have also created another document (Congress Running Sheet & Food) detailing the food details, the helpers necessary and a time line for when helpers are required.

It is hoped that these two documents can be used as a guide for running future congresses.

Ken Wilks
2016 Congress Convenor

Newcastle Congress Procedures

Apply to NSWBA for Congress Date

This will be completed by the Office Administrator or the Secretary usually in June each year

Arrange Venue

Current venue is the Bini Shell, Callaghan College Senior Campus, Janet Street, Jesmond
Make a tentative booking well in advance

Arrange Director

Current director is Matthew McManus
Book him 12 months in advance

Prepare Budget

- Check cost of printing of brochure
- Check director's fees
- Check hall hire
- Check cooler hire and cost of bottles of water
- Check pie warmer hire

Three Months Prior

- Email webmaster@nswba.com.au to obtain a sign on for the Entry Administration web page on the NSWBA web site. This is necessary so that entries can be changed and/or deleted and to be able to change some of the details about the congress.
- Liaise with Pauline Gumby to ensure that the convenor's details are correct and that all online entries are emailed to the convenor's email address.
- Confirm the Director, Matthew McManus, who will have been asked at close of previous Congress. He will want to use Bridgemates and NBC does not have sufficient quantity so ask him to provide the required extras.
- Decide on prize money and cost and prepare brochure. Have at least 2 other people check the brochure for correctness. Print 150 copies.
- Arrange for copy of brochure to be posted on NBC website and email a copy of the brochure to webmaster@nswba.com.au for inclusion on the NSWBA web site.
- Post out brochures to clubs that were represented at previous year's congress – see attached list (exclude local clubs). Addresses are on the ABF website.
- Email the brochure to all local clubs, Sydney clubs and other clubs whose members may enter, eg Port Macquarie, Taree etc.
- Check that lunch caterer is available

One Month Prior

- Organise a deposit for the venue – can be paid by direct deposit
- Confirm with lunch caterer the type of food to be supplied and quantities per head (do not cater for special dietary requirements)

Newcastle Congress Procedures

- Decide on food for arrival each day, post congress hot food and gluten free snacks
- Organise members who are prepared to supply slices etc. Ask members to cut and/or butter cakes and slices prior to bringing to the congress.
- Organise members for the Friday before the congress who are prepared to help load the gear to be taken to the venue and attend the venue to unload and set up ready for the congress. Normally cannot get into the venue until 2.30pm so supply lunch (pizzas) for those Friday players prepared to stay back after bridge to help.
- Organise members who are prepared to help in the kitchen for both days
- Organise flower arrangements
- Organise dealing of the boards with Dealing Coordinator. Number of sets of boards required is five sets for every five tables or part thereof, plus one extra set
 - Create the deal files for all sessions and email the .DLM files to the director
 - The director will deal the boards for Sunday AM session
- Begin dealing boards when sets of boards are available
 - Ask dealers to ensure that cards being dealt are in good order
 - Use the plastic wallets for the Saturday AM session
- Print hand records on A5 paper for each match - 80% of the field
- Organise ordering of required supplies
- Arrange a standby pair for both Open and Restricted pairs on the Saturday and possibly a restricted team for the Sunday depending on entries.
- Arrange for paid caddies if required
- Arrange to borrow card tables from Charlestown and/or Toronto if necessary
- Arrange for a member to take photographs

Week Of Congress

- Print pairs and teams score books
- Arrange for the cash for prizes to be collected from the bank
- Prepare envelopes for the prizes
- Prepare envelopes for the tables
- Finalise numbers with the lunch caterer

Day Before

- Oversee transporting items to the venue
- Collect keys around 1:30pm from the Deputy Headmaster and ask him to take you to the Bini shell
 - Check the toilets, sound system, lighting and kitchen
 - Get explicit instructions on turning the lights on and off
 - Obtain a phone number in case of emergencies.
 - The keys give you access to the cleaners store which has the reserve stock of garbage bins, bin liners, toilet paper and mops

Newcastle Congress Procedures

- Oversee setting up the venue
 - Tables
 - Ensure sufficient space is left between the card tables to enable the Director and players to have good movement between rows (6 tables per row). Separate open and restricted
 - The Director needs two trestle tables to be set up in front of the stage
 - Toilets
 - Ladies toilet will need to be set up with a table to hold the hand towels, tissues and soap holder
 - Food stations
 - Set up two food stations each side of room ensuring the urns are NOT close to the fire alarms
 - Kitchen
 - The oven has only 1 oven tray another two are required
 - Entry
 - 2 x trestle tables under the kitchen window (for lunches & fruit)
 - 1 x trestle table opposite side for (for lunches)
 - Place spare chairs around the perimeter of the hall for people to put articles on and/or to sit on while waiting for the first seating draw to be called
 - 3 flower arrangements (provided by members)
 - 1 x large for the stage RHS
 - 1 x medium for the front entry table
 - 1 x medium for the ladies toilet

Each Day Of Congress

- Arrive about 8am to open up and turn on lights, heaters (if required) and urns.
- Have helpers and parking monitors arrive at 8.30
- On Saturday at conclusion of play set up tables, toilets and food stations ready for Sunday
- When the Saturday AM matches finish
 - have a 'helper' unpack the wallets putting each pack of cards into a snaplock plastic bag
 - stack the empty wallets into 1-10 11-20 21-30 sets and rubber band them

End Of Congress

- Ask NBC players to stay back to clean up and pack items ready for transport back to the bridge club
- Have helpers at the club ready to unload and store items returned
- Keep a count of supplies not used so as to obtain a true cost of running the congress

After The Congress

- Obtain the number of sessions, tables and master points for each event from the director as soon as possible

Newcastle Congress Procedures

- Complete the NSWBA Congress Report, calculating the license fee (report is available for download from the NSWBA web site)
- Send the report to the NSWBA along with the license fee

The master points for the congress will not be awarded until the license fee has been paid.

Food Quantity Suggestions

- Work on 3 pieces of food/head/day for Scones/Cakes/Slices in total
- Sandwiches 1¼/head/day
 - 1 x 1½ plate marked 'Director'
 - 1 x plate/table with 4 sandwiches/plate
 - Balance to be plated and divided onto the two food stations
- Fruit
 - Saturday 1½ pieces/head – count what is left at the end of the day to ascertain quantity required for Sunday
- Anti Pesto Platters – 1 on each food station just prior to completion of Match 5 both days.
 - This was popular but can be quite expensive.
- Hot Food Sunday – work on 4 pieces of hot food/head.

Costs can be lowered by diligent purchasing of food when on special. Check supermarket specials and purchase cheeses and the hot food packets when they are on special at half price.

For more details of food quantities and helpers required see the document

Congress Running Sheet & Food

Newcastle Congress Procedures

Items and quantities used for 97 tables over the two days (2016 Congress)

Item	Number	Comments
butter	1	
caramel cases & fillings	12	Don't use again too expensive
cases - fillings & cream	6	Don't use again
dollop cream	3	Don't use again
catering lunches 1½/person	400	1¼ is enough
coffee	2	
decaf coffee	1	
thickened cream for scones	4 x 600ml	
fruit apples bananas mandarins	500	
gluten free snacks & dry biscuits	4 + 4	2 + 2 each day
pikelets	100	
hot food Sunday evening	See next list	
anti pesto platters served at end of match 5	See next list	Can be quite expensive
jam for scones pikelets	4 jars	
milk full cream 3 litre	6	
milk lite 3 litre	5	
orange juice 2.4 litres	3	
scones Saturday 36 date 60 plain	96	Woodrising Bakery
sugar 2Kgs	2	
Tomato Sauce Chilli Sauce both large	1 & 1	
tea bags	400	
water to go 4 used no return	4	
wine red	8	
wine white	7	
cloth wipes	1	
tissues	2	
hand gloves & food gloves	2 & 1 box 100's	
hand towel paper	33 rolls	
paper plates	115	
paper table cloths	1½ rolls	
polystyrene cups	450	
serviettes	1000	
water cups	150	
wine glasses	150	
wooden stirrers		Club has ample
pie warmer hire	1	And use the club's pie warmer
brochures	250	Only need 150
caddy or paid helpers 1+1	3	Do not need if you have sufficient volunteers
director base rate 40 tables	40	
director additional tables	57	
director bridgemates	16	
director pre dealt boards	13 sets	

Newcastle Congress Procedures

pens Paul Lavings sponsorship	297	
pens purchased	30	
personal score books	410	6 extra per day but not used
bidding pads	10	
urns	2	available at venue

Hot Food Sunday work on 4 pieces/head

12 sausages rolls	Patties Party Pack	Woolworths	12	6	72	Purchase
18 pies	Patties Party Pack	Woolworths	18	6	108	When ½
Asian delights	2x64 2x56 1x48	Woolworths	various	5	288	price
meat balls		Home made	150		150	
mini quiche		Home made	120		120	
Frankfurts		Woolworths	80		80	

Anti Pesto Platters

4 x blue costello cheese	4 x 100gm crackers
olives x 1	4 x 200gm cheeses
B&B Cucumbers x 1	2 x 280 gm sundried tomatoes
red capsicum strips	4 x 100gm crackers
4 brie	shaved meat thin small salami

Cakes and Slices

Saturday	No. Pieces	Sunday	No. Pieces
Scones	96	Pikelets	130
Blini with Smoked Salmon	60	Savoury Quiche slice	20
Zucchini pie	50	Zucchini pie	50
Savoury	30	Little cakes	100
Date Loaf	24	Sultana Cake	36
Caramel Tarts	72	Zucchini pie	48
Iced Date Biscuits	48	Chocolate Cake	52
Sultana Cake	36	Banana Cake	24
Passionfruit Slice	24	Caramel Tarts	72
Carrot Cake	24	Date Bars	60
Banana Cake	24	Passionfruit Slice	24
Date Loaf	48	Ginger Slice	24
Chocolate slice	80	Jelly Slice	24
Little cakes	100	Cake	30
Fruit Cake	36	Gluten Free	48
Carrot Cake	24		
Jelly Slice	24		
Gluten Free	48		

Newcastle Congress Procedures

Items For Transport

Item	Quantity	Comments
AA batteries	12	
Alanon knife – long serrated	1	
Alfoil	1 roll	
Bidding pads	10	
Black Garbage bags	50	Venue supplies
Blue Tak	1	
Boards		Use plastic crates
Bottles of water	6 x 15 L	
Bottles plastic (milk)	4	
Bowls – large white	6	
Bowls – small plastic	8	
Bowls – white china small	4	
Bread & butter knives	4	
Bridgemates	35	Use plastic crate
Buckets from shed	3	
Card holders	4	For glutton free sign
Card tables from Charlestown	6	
Card tables from Toronto	6	
Card tables NBC	39	
Chopping boards plastic	3	
Chux kitchen wipes roll	1	
Coffee - decaf	2 jars	
Coffee -regular	2 large tins	
Cuisipro knives (green/white)	2	
Cushions	14	
Double Adaptor	1	
Envelopes for Saturday	55	
Envelopes for Sunday	55	
Extension Cords	3	
First Aid kit	1	
Foil trays	9	
Garbage bins black	3	
Glad Wrap roll	1	
Jugs glass	2	
Jugs plastic	2	
Liquid soap dispensers	6	
Liquid soap	1 bottle	
Marking pen	2	

Newcastle Congress Procedures

Item	Needed	Comments
Microwave	1	
Oven -trays metal	6	
Oven mitts	2	
Paper plates 180mm	200	
Paper Towels	40 rolls	
Parfait spoons	6	
Pens	350	
Pie Warmer	2	1 ex club/1 hired
Plastic bags for cards	120	
Plastic water glasses	200	
Plastic wine glasses	200	
Platters - large	12	
Platters rectangular	4	
Power boards	3	
Printed Hand records	80% of numbers	Use plastic crate
Scissors	1 pair	
Score Booklets - pairs	204	Depends on numbers
Score Booklets - teams	206	Depends on numbers
Serviettes	1000	
Side tables – glass	24	
Side tables – green plastic	1	
Side tables – white plastic	29	
Spatula	1	
Spray & wipe	1	
Sticky tape	1 roll	
Styrofoam cups	500	
Sugar (2kg bags)	2 bags	
System cards - blank	10	
Tablecloths – black	32	Use plastic crate
Tablecloths - paper	2 rolls	
Tablecloths- blue	10	Use plastic crate
Tablecloths- green	4	Use plastic crate
Tablecloths- purple	32	Use plastic crate
Tablecloths- wide corduroy	3	Use plastic crate
Tea bags	400	
Tea towels	All we have	
Tissues	4 boxes	
Toilet paper rolls	48	
Tongs	6	
Umbrella stand	1	If raining
Washing up liquid	1	
Waste paper bins	43	
Water Cooler	1	
Wine - red	12	
Wine - white	12	
Wooden stirrers	500	

Newcastle Congress Procedures

Contacts

Transport: Ute

Alex Marton

Phone: 0412 204 972

Venue

Ian Ross, Deputy Principal

Callaghan College Senior Campus, Janet Street, Jesmond

Phone: 4952-3922

Mobile: 0427 432 804

Email: ian.s.ross@det.nsw.edu.au

Director

Matthew McManus

487 Hazelgrove Road

Hazelgrove 2787

Phone: 6336 2178

Mobile: 0434 081 668

Email: matmc@cia.com.au or

matmc@internode.on.net

Caterer

Barb Morley

Phone: 0402 222 293

Scone Supplier

Woodrising Bakery

3/84 Hayden Brook Rd, Woodrising

Phone: 4950 4525

Pie Warmer Hire

Newcastle Event Hire

Door 9, 49 Advantage Ave, Morisset NSW 2264

Phone: 4970 5377

Email: admin@newcastleeventhire.com.au

Water & Cooler

Water To Go

Phone: 4351 0344

Email: info@watertogo.com.au

Brochures

Who Printing

Unit 8/5 Channel Road, Mayfield West

Phone: 4915 3050

Email: who@whoprinting.com.au

Newcastle Congress Procedures

Score Books

Triton Copy Centre
1/40 Harrison St Cardiff
Phone: 4954 7499
Email: triton@hunterlink.net.au

TBIB

Steve Weil Dip Fin Serv (Brok)
Senior Broker
Tony Bemrose Insurance Brokers
PO Box 300, FORTITUDE VALLEY QLD 4006
Phone: 07 3252 5254 Mobile: 0431570561
Email: steveweil@tbib.com.au

Paul Lavings

68 New South Head Rd
Vaucluse NSW 2030
Phone: 9388 8861
Email: paul@bridgegear.com

Clubs Represented in 2016

ABF Youth	North Shore
Armidale	Nyngan
Brisbane Water	Parramatta
C.Coast Leagues	Peninsula-NSW
Canberra	Pennant Hills
Central Coast	Quick Tricks
Cessnock	Southside
Charlestown	St Geo.Budapest
Concord	Sydney
Hawks Nest	Taree
Hunters Hill	Tilligerry
K&Q Sydney	Tomaree
Lake Macquarie	Toronto
Maitland	Yamba
Merewether	

Congress Running Sheet & Foods

Congress Running Sheet (tasks and assistants)							
Friday 17/6	Time	No. People					
load ute/cars	1.45 p.m.	6					
unload & set up list below	2.30 p.m.	9					
set up playing tables		5					
	Tablecloths/Bins/Side Tables						
set up table supplies		2					
	Pens/Bidding Pads/Bridgemates/Envelope for Fees/Scorebook						
set up 2 food stations		2					
	Urns/Cups/Tea/Coffee/Sugar/Wooden Stirrers/bucket to go under urn/Serviettes Water cups at end of table for water						
check all toilets		1					
check sound system		1					
check lights		1					
set up kitchen		1					
set up entrance		1					
set up directors table		1					
Saturday 18/6							
Stand By Players		2					
Unlock gates	8.00 a.m.	1					
Parking attendants	8.30 a.m.	1					
Valet parking	8.30 a.m.	2					
Photographer		1					
Kitchen preparation							
8.15 to 9.15		4					
8.30 to 12.30		2					
12.30 to 4.30		1					
Caddy & helper	9.00 a.m.	1					
Unpacking card wallets	2 p.m.	1					
Greeting	8.50 a.m.	1					
Toilet Check end of day							

Congress Running Sheet & Foods

assistance to vehicles	4.45 p.m.	1						
Valet Parking	4.45 p.m.	2						
Reset tables for Sunday		4						
Sunday 19/6								
Stand By Players		4						
Unlock gates	8.00 a.m.	1						
Parking attendants	8.30 a.m.	1						
Valet parking	8.30 a.m.	2						
Photographer		1						
Kitchen Preparation								
8.15 to 9.15		4						
8.30 to 12.30		2						
12.30 to 4.30		2						
3.00 to 5.45		1						
Caddy & helper	9.00 a.m.	2						
Greeting	8.50 a.m.	1						
Supplies from Club to Bini	3.00 p.m.	1						
assistance to vehicles	4.45 p.m.	1						
Valet parking	4.45 p.m.	2						
Pack up hall	5.00 p.m.	Members						
Pack up kitchen		Members						
Boards to club and unpack		1						
Club house to unload		4						
Tablecloths to launder								
Pie Warmer hire return								
Extra Card Tables								
Charlestown		6						
Toronto		6						

Congress Running Sheet & Foods

Hot Food	No Players + D & H	Supplier	Pieces/box	Boxes	Total
12 sausages rolls/box	Patties Party Pack x 30 pcs	Woolworths	12	7	84
18 pies/box	Patties Party Pack x 30 pcs	Woolworths	18		126
asian delights	2x64 2x56 1x48	Woolworths	various	5	288
Meat balls			150		150
mini quiche			120		120
Frankfurts		Woolworths	60		60
Total					828
Saturday					
Sandwiches	200	B Morley	0402 222 293		300
Scones (paid Colleen to collect)	Sandwiches				96
Blini with Smoked Salmon	49 plates		2 platters		60
Zucchini pie	4 sandwiches/plate				40
Savoury	1 plate x 1½ sandwiches for Director		1		30
Date Loaf					24
Caramel Tarts	10 trays x 102½ sandwiches to be distributed at food stations	purchased			72
Iced Date Biscuits					48
Sultana Cake					36
Passionfruit Slice					24
Carrot Cake					24
Banana Cake					24
Date Loaf					48
Chocolate slice					80
Little cakes					100
Fruit Cake					36
Carrot Cake					24
Jelly Slice					24
Total					790
Fruit Saturday 1½/person	200				300
Bananas		Woolworths			150
Apples					50
Mandarins					100
Sunday					
Sandwiches	200 head	B Morley	0402 222 293		300
Pikelets	Sandwiches				130
Savoury Quiche slice	49 plates				20
Zucchini pie	4 sandwiches/plate				40
Little cakes	1 plate x 1½ sandwiches for Director				100
Sultana Cake					36
Zucchini pie	10 trays x 102½ sandwiches to be distributed at food stations				48
Chocolate Cake					52
Banana Cake					24
Caramel Tarts		purchased			72
Date Bars					60
Passionfruit Slice					24
Ginger Slice					24
Jelly Slice					24
Cake					30
Total					684
Fruit Sunday 1½/person	200 head				
Bananas					0
Apples					100
Mandarins					100

Tournament Director's Report for August 2016

1. One member of the Club is currently studying for the Director's exam to qualify as a club level Director. I will be providing mentoring as necessary.

2. Club Pairs Championships

The Club Pairs Championship finals were held at the Club on Sunday 26 June. This year for the first time the Club held a Restricted Pairs Championship in parallel with the Open Pairs Championship.

- Open Pairs Championship. Parallel Qualifying sessions were held on Wednesday, Thursday and Saturday over three weeks. The top 4 pairs from each session qualified for the final, with the Tournament Director having the right to add the next highest qualifying pair(s) to replace qualifiers who could not attend. The final was held as a 6 table Howell, with the movement repeated morning and afternoon.

Winners of the Open pairs Championship for 2016 were **Ian Walker** and **Bernie Adcock**.

- Restricted Pairs Championship. Qualifying sessions were held on three Tuesdays in March, with the top 10 pairs eligible to proceed to the final, along with the top two Restricted pairs from a Friday three-week event. In the event, no Friday pairs were eligible and available to play. The final was played as a 5 table Howell, with the movement repeated morning and afternoon.

Winners of the Restricted Pairs Championship for 2016 were **Ali Shah** and **Meryl Braidwood**.

In light of my experiences with the 2016 competition, I would like the Committee to consider the following recommendations:

1. Retain the two grades of competition (i.e. Open and Restricted) for the Club Championships for 2017.
2. Qualifying for the Open Pairs final to be run as in 2016.
3. Qualifying for the Restricted Pairs final to be held over three Tuesday sessions closer to the date of the final. Qualifiers to be from the Tuesday Qualifying sessions only, with top 10 pairs qualifying.
4. Committee to consider the possibility of adding an Honours Board for the Restricted Pairs Championship.

Peter Peterson, Tournament Director

Carpet Cleaning

Background

The Club owns a shampoo carpet cleaner, a Bissell PowerWash Powerbrush Select model. The cleaner was purchased many years ago for the sole purpose of cleaning coffee stains from the carpet in the main hall. As the cleaner proved to be ineffective in removing stains of that nature it has not been regularly used.

Recently, when the contract cleaner attempted to make use of the machine she reported that it no longer functioned as designed but just leaked shampoo from the system. Inspection revealed that the bladder unit from inside the tank assembly had perished. The cleaner is no longer functional in its current condition.

The cost of that cleaner model is now valued at \$599.

Options

Servicing and repair of the cleaner has been advised by a representative from Godfreys. Godfreys does not have direct dealings with Bissell.

Dispose of the Unit

As it has not been a successful investment and is not capable of performing to the degree required one option is to discard it.

Repair

If it is only the bladder unit that requires replacement, then that part can be ordered from Bissell. The cost of the part has been quoted at \$32.63 with a postal charge of \$12.50 for delivery.

Servicing and Repair

Contact with Bissell has established that the company does not have a service agency in Newcastle. The closest agency is either in Port Macquarie or Wentworthville, Sydney. Pick-up and return of its products is not offered hence to have the cleaner serviced would require courier delivery to a service centre. That cost alone could be in the order of \$400. The cost for servicing and repair has not been investigated.

Replacement

An alternative option would be to purchase a new shampoo carpet cleaner. The price would depend upon the quality of cleaner considered and could range between \$300 to over \$1000.

Contract carpet cleaning

Occasional cleaning of the carpet by a specialist company could be considered. Several organisations offer these services but none would guarantee removal of coffee stains. A price to clean the carpet has not been sought.

Recommendation

Purchase of the original cleaner has not proved to be a wise decision. Any further pursuit of extending the life of that cleaner could not be supported on economic grounds.

The recommendation would be that the Club no longer rely upon ownership of a shampoo carpet cleaner but that it contracts out that service when carpet cleaning is required.