

NEWCASTLE BRIDGE CLUB – COMMITTEE MEETING

Meeting Agenda

Date/Time of Meeting: Wednesday 7th September 2016 to start at 0830hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 3rd August 2016.
- 3 Carry-over Issues:
 - 3.1 Solar power update TW
 - 3.2 Succession training for key positions GR/TW
 - 3.3 Non-playing director selection procedure GR
 - 3.4 Office Manager selection procedure GR
 - 3.5 Front door repair TW
 - 3.6 Thursday competition JB
 - 3.7 Member letter GR
 - 3.8 Sponsorship support KW
 - 3.9 AGM organisation GR/JB
 - 3.10 Clock replacement, draught excluder GR
- 4 Member Reports
- 5 General Business:
 - 5.1 Expenditure policy
 - 5.2 Graded Pairs, change of date
 - 5.3
- 6 Date for the next committee meeting to be set by incoming committee.

Meeting Minutes

Meeting started: Meeting opened at 11:00am

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

Apologies: P Peterson, K Rich

Agenda Item:

Minutes 3rd August 2016 accepted. Moved: Rosalie Broughton. Seconded: Ken Wilks. Signed: Roy Hardy.

Carry-over Items:

6.1 Solar Power: Tony reported that he is with some difficulty attempting to understand the hourly electricity consumption at the Club before proceeding and locking-in the system capacity. A 5KW system and the quote in an amount of \$10,764 from Solahart are favoured. Tony is preparing a summary to be presented to the AGM.

6.2 Succession training for key positions: The incoming committee should keep this item on the agenda when it takes over.

6.3 Non-playing director selection procedure: Graham tabled a procedure for selection of a Non Playing Director. Item 4 of the procedure was rejected and Item 3 of the procedure amended to apply "as and when required". Graham proposed acceptance of the amended selection procedure which was seconded by Rosalie and unanimously passed. An amended copy of the procedure is attached.

6.4 Office Manager Selection procedure: placed in abeyance.

6.5 Front door repair: Tony reported that the front door had been replaced but that an appropriate door closing mechanism still needed to be resourced.

Action: Tony to make further enquiries towards changing the door locking mechanism.

6.6 Restricted Sessions: Jeff proposed a format for running an extra session specifically for Restricted Players. Ken seconded the proposal. The proposal was unanimously accepted. The sessions would commence on Thursday 10th November.

Action: Jeff to provide a flyer and display to advertise these sessions.

6.7 Member letter: Graham confirmed that a membership letter had been issued.

6.8 Sponsorship: Ken confirmed that action regarding sponsorship support of Elena Moskovsky had been completed.

6.9 A.G.M arrangements: Members had been arranged to support providing a BBQ after the A.G.M. An estimated number of people attending would be needed.

Action: Graham to provide a register for members to indicate intention to attend the A.G.M.

6.10 Equipment provision: A replacement clock and a draught excluder had been installed.

7 Member Reports

7.1 Tony: Tony tabled his financial reports to the end of August, copies attached.

The Performance Report showed a surplus of \$6,325 and is ahead of the budget forecast. Funds on hand are \$123,069. The Term Deposit remains with ANZ as its rate is better than Newcastle Permanent.

Tony also tabled for comment the proposed budget for 2016-17, copy attached.

8 General Business

8.1 Expenditure Policy: Graham tabled for committee approval the previously drafted policy. Rosalie seconded the policy which was unanimously accepted. A copy of the policy is attached.

8.2 Round 8 of Graded Pairs: Rosalie tabled a proposal to change the date of the eighth round of the Friday Graded Pairs event, copy attached. The proposal was accepted in theory but confirmation is required that B Grade players accept the change.

Action: Peter Peterson to check with B Grade players at the next graded pairs session.

8.3 Office Manager absence: Ken advised that he is to be away for a period but that appropriate cover for his absence had been arranged.

8.4 Standby Player Sessions: Committee accepted that an extension of the concept of running other sessions for single players would be advantageous. Those sessions could be Monday afternoon, Wednesday daytime and Saturday afternoon. Acceptance of establishing more single player sessions would rely upon the willingness of members to volunteer as standby players.

Action: Graham to canvas support for the sessions.

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

The next meeting will be the Annual General Meeting on 24 September 2016 at 11am.

Meeting concluded at 9.30am.

Confirmed to be a true record of the meeting.

Jeff Biddlecombe

21st October 2016

Non Playing Director Selection Procedure

Background

The Club has introduced using a non playing director (NPD) to control some of its bridge sessions.

Committee approval

At the general meeting on 8th April 2015 committee endorsed Tony Wagstaff's proposal to appoint a NPD to Friday sessions with a remuneration of \$50 per session. The engagement was introduced on a trial basis for review within three months.

At the general meeting on 5th August 2015 from a submission prepared by Rosalie Broughton and Tony Wagstaff and on a motion of Anita Stiller committee accepted that the Club employ a NPD for bridge sessions as and when required. The sessions accepted for NPD supervision were Tuesdays and Fridays with the proviso that the decision could be reviewed in the future.

Current situation

Ken Wilks has been in the position of NPD for those sessions with occasional assistance from Peter Peterson when Ken has been unavailable. At the time of his appointment Ken was considered the most suitable member for the position as he was the only director with the full range of knowledge to carry out the duties.

Committee accepted the appointment without canvassing whether any other director from within the Club would be interested in acquiring the necessary skills, have the right personality and be available.

The duties for the NPD appear under Appendix A.

The desirable qualifications for the NPD appear under Appendix B.

Future considerations

NPD Sessions

Sessions at which the services of the NPD are used have been those at which single players have now been welcomed. Those sessions require a greater degree of management by a dedicated director. Other sessions to consider could be special events where a participating player would be disadvantaged by having director responsibilities as well as playing at the same time.

Use of a NPD at other sessions could be considered in the future but extension of the services to existing sessions is not considered essential at present.

Remuneration

The Club currently pays the NPD \$50 per session. The Treasurer considers increasing that amount to \$60 (say), though not commercially viable is affordable under the current arrangement.

Member Expertise

Members have been relied upon in the past to direct and to score bridge sessions. Retention of that expertise should be maintained and additional members encouraged to actively participate in that aspect of playing bridge.

Should the NPD not be available then without competent directors and scorers the ability of the Club to manage bridge sessions could become an issue.

NPD Rostering

Currently the rostering of directors and scorers to any sessions is co-ordinated by Janet Hill. In the event that a nominated member is not able to honour a commitment then that member either arranges a stand-in member or advises Janet and she nominates an alternative. When the NPD has been absent, a substitute has been found. The stand-in NPD has not been advertised.

Proposed Non Playing Director Selection Procedure

The following proposal is the process that shall apply for selection of a NPD.

1. A NPD selection committee consisting of the Tournament Director, the President and the Treasurer shall implement the selection procedure for appointment to the position.
2. Sessions at which NPD's officiate shall be:
 - sessions where single players are welcome;
 - special events at which the nominated director prefers to play and not be involved in directing the event.
3. The position of NPD shall be internally advertised as and when required. Applications will be accepted by the selection committee from any directors who satisfy the qualifications listed.
4. Payment per session shall be as prescribed by the Treasurer in the approved forward budget.
5. At the time of appointing the NPD a deputy NPD shall be nominated from the applicants who will be prepared to stand-in whenever the NPD is unavailable.

Summary

The Club has operated using a Non Playing Director on Tuesdays and Fridays since April 2015. That role has been favourably accepted by the membership without adverse comment. The duties to act as NPD and the qualifications required to fill that position are defined. The frequency a NPD may be required in the future has been left in abeyance pending further review. A procedure for selecting a director to the role has been proposed.

Recommendation

It is recommended that the selection procedure for appointment of a director to the position of non playing director be accepted.

Acceptance of the selection procedure to appoint a director to the position of Non Playing Director confirms acceptance of the duties attached to that position and the necessary qualifications required of the directors who may apply. Acceptance leaves the current sessions at which a NPD is used in place but does not exclude consideration of making use of that service at other sessions in the future.

Appendix A

Non Playing Director Duties

The actions below are the duties of a Non Playing Director at any sessions they supervise. The Director is expected to control all aspects of the session including the conditions under which play takes place.

Before the Session

- Turn on lights and air conditioning;
- Open side door;
- Put out "standby player" parking spot sign if necessary;
- Put table money bags and slips on all tables;
- Ensure that there are sufficient bidding slips on all tables;
- Ensure that there are 4 pens on all tables;
- Ensure that there are 2 side tables at each table;
- Ensure that there is a garbage bin at each table;
- Set up the room to suit the proposed session movement;
- Determine the appropriate movement for the table numbers/event using the movement schedule;
- Set up the movement in Compscore2;
- Hand out pre-dealt boards;
- Announce winners from previous session, make any other announcements and describe the movement to be used;
- Ensure that substitute forms are completed when necessary; and
- For Howell movements print and distribute table cards.

During the Session

- Return standby player sign to office;
- Collect the money;
- Import the names into Compscore2 and correct any errors;
- Call the movement;
- Observe the state of play to ensure the session runs smoothly;
- Consider penalties for consistent slow play;
- Adjudicate on any rules of play when called to do so;
- Apply appropriate disciplinary measures for breach of etiquette immediately any incidents occur; and
- Ensure coffee cups are returned to kitchen and washed.

After the Session

- Ensure that players tidy up and empty garbage bins;
- Score the session and copy results to web site;
- File copies of results;
- Collect boards and place in office;
- Place hand record folder in office and dispose of any spare hand records;
- When appropriate, provide the Tournament Director with any reports to cover extraordinary happenings during the session, disciplinary issues, appeals, etc.
- Ensure timer, microphone, air conditioning, dish washer and all lights are turned off; and
- Ensure that windows are closed and locked and that the office and all external doors are locked.

Appendix B

Non Playing Director Qualifications

- Should be an experienced director;
- Desirable but not essential qualified at C2 level or above;
- Expert knowledge of bridge mates and how to use them including:-
 - Changing scores;
 - Replacing faulty units; and
 - Recovering when incorrect section and/or tables numbers are entered.
- Expert knowledge of Compscore2 including how to:-
 - Score Mitchell movements;
 - Score Howell movements;
 - Score swiss teams;
 - Score round robin teams;
 - Score single session teams;
 - Score session with 2 sections;
 - Score across the field;
 - Curtail movements;
 - Use the CS2 viewer if required;
 - Change movements; and
 - Score fouled boards.
 - Upload to web page and to check deal files displayed.

Newcastle Bridge Club
Performance to Budget for year to date

	Note	YTD August 2016			Full Year		Ownership
		Actual	Budget	Prev Yr	Bud 16/17	Up Date	
Income							
Monday day		1,890	2,106	1,716	11,574		
Monday night		1,062	1,026	883	5,394		
Tuesday day		4,154	3,888	3,614	22,152		
Wednesday day		2,308	2,214	2,025	12,072		
Wednesday SV Play		1,758	1,728	1,405	9,600		
Thursday night		744	656	672	3,024		
Thursday SV Play		1,080	906	370	5,430		
Friday day		2,613	2,808	2,118	14,904		
Saturday day		1,941	2,322	2,805	12,564		
<i>Table Fees Sub-total</i>		17,550	17,654	15,608	96,714	0	
Congress			0	100	15,000		
Subscriptions		180	0	288	10,000		
Country Teams/GNOT/HICT (Net)		1,088	800	705	900		
Board Dealing		456	300	238	1,500		
Other Income			0		500		
Total Income		19,274	18,754	16,939	124,614	0	
Expenses							
Accounting			0	1,700	1,800		Tony
Advertising			0		0		Roy
Capitation			100		4,450		Graham
Cleaning		1,683	1,520	1683	9,880		Graham
Affiliation Fee (NSWBA)			0		2,400		Graham
Directors			0		200		Peter
Congress			0		13,000		Rosalie
Computer expenses			50		300		Ken
Consumables		513	700	602	4,200		Tony
Depreciation			0		7,000		Est Tony
Donations			0		300		Roy
Electricity		1,209	1,350	1,148	4,500		Tony
Insurance			200	3,505	2,200		Tony
Training		44	100		200		Roy
Misc Equipment		78	150		900		Tony
Printing, Stationery, Post		234	500	224	3,050		Graham
Prizes		1,060	1,020	1,108	6,120		Pam
Rates		2,956	2,954	2,521	10,231		Tony
Refreshments		609	600	547	3,600		Ken
Repairs and Maintenance		536	800	1,257	4,700		Graham
Subscriptions/Memberships			0		100		Roy
Social			200	26	3,000		Kay
Masterpoints			0		2,800		Ken
State/National comps		1,460	2,060	1,967	3,500		Tony
Telephone		216	220	213	1,560		Tony
Wages - Office		1,872	1,800	1,191	10,400		Tony
Wages - NPD		960	900	750	6,000		Tony
Total Expenses		13,430	15,224	18,442	106,391	0	
Surplus/(deficit) from Bridge		5,844	3,530	-1,503	18,223	0	
Other Income & Expenses							
Interest Income		481	430	57	1,840		Tony
Loss on Disposals							
Unusual Expenses	A			-5,566	-5,000		Tony
Total surplus (deficit)		6,325	3,960	-7,012	15,063	0	
Notes:							
A - Unusual expenses	Re-wire		5,566		5,566		
	Paint				12,300		
	Chairs				5,000		

**Newcastle Bridge Club
Treasurers Report
August 2016**

Funds on hand at 31 August 2016

		Int Rate	Maturity
Cheque account	\$13,293		
Online Saver	\$27,146	1.55%	On call
Term Deposit	\$82,630	2.25%	31-Oct-16
	\$123,069		

Term Deposit rolled again with ANZ - NPBS rate on offer late July was lower(unusua)

Table count per session

		2 Mths to Aug				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	90.0	80.5	-9.5	-11.8%	73.5	7.0	9.5%
	Night	45.0	46.5	1.5	3.2%	39.0	7.5	19.2%
Tuesday	Morning	162.0	174.0	12.0	6.9%	150.5	23.5	15.6%
Wednesday	Day	99.0	100.0	1.0	1.0%	88.5	11.5	13.0%
	Night(SVP)	72.0	75.5	3.5	4.6%	70.0	5.5	7.9%
Thursday	Aft - (SVP)	36.0	50.0	14.0	28.0%	0.0	50.0	
	Night	40.0	34.5	-5.5	-15.9%	30.0	4.5	15.0%
Friday	Morning	117.0	112.0	-5.0	-4.5%	90.0	22.0	24.4%
Saturday	Afternoon	99.0	83.0	-16.0	-19.3%	118.5	-35.5	-30.0%
Total		760.0	756.0	-4.0	-0.5%	660.0	96.0	14.5%

Good start to year, helped by new Thursday afternoon session

Profit & Loss Comments for year to date

* Table for latest month (Aug)

	Budget	Actual
Ave per week	84.0	85.4

* Profit above budget at the 'Surplus from Bridge' level - actual \$5,844, budget \$3,530

* Expenses savings on most items at this early stage of year

Other matters followed up since last meeting

* Solar power savings now assessed slightly lower at around \$1,800 pa in first year
Expect to have made decision re proceeding by meeting

* Budget final, subject to acceptance. Compared to first run - Table fees Saturday reduced,
NPD allowed at \$60 pd, Repairs & Rates increased, Solar saving of \$900 allowed for second half.

**Tony Wagstaff
3 Sep 2016**

NEWCASTLE BRIDGE CLUB

PROPOSED EXPENDITURE POLICY

Members Authority

Consent from a meeting of members is required before commitment to such expenditure or expenditures that will create debt, or significantly alter the financial position of the Club.

Expenditure on new equipment, or on replacement/maintenance, in excess of \$10,000 in value will be notified in advance to the membership, either by calling a meeting of members or posting a notice advising of the intended purchase.

General Committee

The General Committee shall establish guidelines for expenditures each year by the preparation and approval of an annual budget. It is responsible for all expenditures undertaken during its term of office, either directly or via its appointed sub-committees.

It may not commit to any expenditure requiring prior notification to members, but otherwise shall expend such funds as it considers necessary to undertake the activities of the Club

Executive Committee Members

Any two executive committee members acting together may authorize the expenditure of up to \$1,000 in any one month on matters requiring urgent action, where it is not expedient or deemed necessary, to call a meeting of committee members to consider such expenditure. Reasonable effort shall be made to discuss such matters with those committee members readily available.

General Committee Members

Any general committee member authorised in committee to implement a project may authorise expenditure up to the approved project estimate after having confirmed with the Treasurer that the necessary funds are available.

Sub-committees

Sub-committees may only incur expenditure on matters relative to their delegated responsibility up to pre-agreed levels, or in line with their budget allocation. Any single proposed purchase exceeding \$500 shall require the approval of two executive committee members. Any expenditure approvals shall have regard for the need to provide service for the full twelve months.

Proposal to change the date for Round 8 of the Graded Pairs Competition

Current Scheduled Round 8 Friday 25th November, 2016

Reschedule suggested Round 8 Friday 2nd December, 2016

When preparing the format for the Graded Pairs I did not realise the final session date clashed with the GNOT finals being played at Tweed Heads. Whilst this does not impact on a pairs result in that a pair only needs to play in six of the eight sessions I believe it will spoil the final day of what has been a popular competition.

At present there are 3 'A' Grade pairs playing in the GNOT final with another 2 'A' Grade pairs likely to qualify through the Metropolitan GNOT. Ken Wilks will also be at Tweed.

On the final day of the competition it would be good public relations to serve drinks and food at the completion whilst the Director collates the results and then have the presentation of prizes. It would be rather sad to have 5 pairs missing.

There is quite a bit of preparatory work for Ken in collating the results, the scoring programme alone cannot deal with it and I think it only right that Ken be available to do that.

I propose that at the September Friday competition the Director explain this to both sections and that if the majority of players in both fields are happy with changing the final date to Friday 2nd December then we proceed accordingly.