

# Newcastle Bridge Club

## *Committee Meeting Agenda*

**Date/Time of Meeting:** Friday 18<sup>th</sup> November to start at 1330hrs.

**Agenda Items:**

1. Apologies.
2. Minutes of previous committee meeting dated 21<sup>st</sup> October 2016.
3. Minutes of committee meeting dated 11<sup>th</sup> November 2016.
4. Carry-over Issues:
  - 4.1. Solahart discount offer GR
  - 4.2. Succession training briefing GR/TW
  - 4.3. Support for additional standby player sessions JB
  - 4.4. 5 year maintenance plan update TW
  - 4.5. Member contact details GR
  - 4.6. Session attendance incentive JB
  - 4.7.
5. Financial Reports.
6. General Business:
  - 6.1. 2017 Programme;
  - 6.2. 2017 Prize schedule;
  - 6.3. 2017 Country Teams Regional Final hosting;
  - 6.4. NPD for Thursday session approval;
  - 6.5. NSWBA Club representative;
  - 6.6.
7. Date for the next committee meeting, Friday 16<sup>th</sup> December.

## ***Meeting Minutes***

**In attendance:** J Biddlecombe, E Di Stefano, E Roach, P Carney, K Wilks and G Rummey

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### **Agenda Item:**

**1. Apologies:** P Peterson, D Puddicombe and T Wagstaff.

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**2. Previous Minutes:** Enza moved that the minutes from the meeting on 21<sup>st</sup> October 2016 be accepted. Graham seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

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**3. Previous Minutes:** Graham tabled the minutes from the additional general meeting dated 11<sup>th</sup> November 2016. Items 2 and 4 had been misreported. The minutes would be redrafted and presented to the next general committee meeting.

**Action:** Graham to correct the minutes.

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### **4. Carry-over Items:**

**4.1 Solar Power:** Graham had issued notices advising members of Solahart's discount offer.

**4.2 Succession training for key positions:** Enza and Peta yet to be advised where assistance can be provided.

**4.3 Action:** Tony and Graham to brief Peta and Enza on the respective duties.

**4.4 Support for additional stand-by sessions:** Jeff advised that a fresh list for support would need to be circulated. Call for volunteers by posting a request via the webpage and by emailing members. Jeff proposed that a voucher should be given to stand-by volunteers who upon not being required to play then leave. Enza seconded the proposal which was then passed unanimously.

**4.5 Action:** Ken to issue an email to members for Tuesdays and Fridays, Graham to post a general note to the webpage.

**4.6 5-year Maintenance Plan:** Item held over.

**4.7 Member contact details:** Graham had urged members to update their contact details before the 2017 Programme booklet was finalised for publication.

**4.8 Session Attendance Incentives:** Jeff spoke to his proposal for increasing attendance numbers - copy attached. Committee decided not to implement that approach at the moment but on the suggestion of Effie given the popularity of social functions held after bridge sessions Committee agreed to hold occasional nibble and drink sessions on Monday afternoons and Friday lunchtimes. The frequency of those sessions would be monthly for each session and they would commence in February 2017 and be monitored for impact.

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**5 Financial Reports:** In Tony's absence the financial reports to the end of October were tabled, copies attached.

**5.1 Performance Report:** The Performance Report showed a surplus of \$2,425. Effie queried why an expenses item 'Donations' with a \$300 allocation? Tony would need to respond to that query.

**5.2 Action:** Tony to respond to the query.

**5.3 Finance Report:** Funds on hand are \$123,731.

Enza moved that the reports be accepted, seconded by Jeff and they were unanimously accepted.

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## **6. General Business**

**6.1. 2017 Programme:** Graham could report that the programme booklet had been prepared with input from Ken and Rosalie Broughton and that the booklet was with the printers being assembled.

**6.2. 2017 Prize Money:** A nominal prize money allocation had been prepared by the previous committee. That allocation had been applied to cover events in the 2017 Programme and was now tabled for acceptance. Graham moved that the prize allocation be accepted. Jeff seconded the proposal which was unanimously passed.

**6.3. Country Teams Regional Final:** The Club was expecting to be asked whether it would be interested in hosting the 2017 Regional Final of the Country Teams. Ken provided an explanation of what that would involve before asking for Committee's decision on being involved. Committee agreed that provided conditions were favourable to the Club then it would submit an application to the NSWBA to host the event. A suitable date for holding the final was Sunday 25<sup>th</sup> June.

**6.4. NPD approval:** Jeff's decision to appoint Ken to the position of NPD for Thursday morning supervised and restricted sessions was supported.

**6.5. Club Representative for NSWBA Outer Metropolitan Zone:** Notification had been received from NSWBA that nominations for this position were being invited. Committee agreed that the Club would not be putting forward a representative for consideration.

**6.6. External Request:** The Club had received a request for member support regarding playing '500' during January 2017. Enza had also been contacted directly on that matter and had dealt with it.

**6.7. Special General Meeting:** A letter had been lodged with the Club on Monday 14<sup>th</sup> November calling for a special general meeting. Paperwork was in order for that to take place. The date set for the meeting was Saturday 10<sup>th</sup> December 2016 at 12 noon. A appropriate proxy form had been prepared for members use should they be unable to attend. That would be made available and attached to the email message advising members of the meeting.

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**7. Next committee meeting:** The next committee meeting would be Friday 16<sup>th</sup> December.

Meeting concluded at 2:30pm.

Confirmed to be a true record of the meeting.

*Jeff Biddlecombe*

16<sup>th</sup> December 2016

**Subject: Incentive program**

After doing a snap analysis on our playing members in October which had each member's attendance from Oct 15 to Oct 16 at our club, it showed the following:

Of the 280 players, the number games per group are as follows;

Games 80+	55 members;
Games 60 - 80	9 members;
Games 50-60	20 members
Games 40-50	53members; and
Games 40 and less	143 members

As you can see, the majority play less than 60 games per year ( just better than 1/week)

If we could get (say as a minimum) 30 members to play at least 15 times more per year, we could then raise an extra \$2700 per year

An incentive could be an annual draw for 4 eligible people to win free Membership fees plus 20 free vouchers each for session plays. That would cost \$620, still leaving a potential increase of over \$2000 per year.

I think it is worth a trial for a year or two to see if we get more or less than the 30 in the example.

If we go ahead, there are some questions to answer:

1. When would it start (can do pro rata)?
2. Do we include all players or just those that we are trying to come more often?
3. How about holding the draw at the AGM?
4. Any others?

Regards

Jeff

**Performance to Budget for year to date**

	Note	Month Actual	YTD October 2016			Full Year		Resp
			Actual	Budget	Prev Yr	Budget	Up Date	
<b>Income</b>								
Monday day		734	3,393	3,978	3,621	11,574		
Monday night		342	1,740	1,824	1,591	5,394		
Tuesday day		1,595	7,214	7,344	7,491	22,152		
Wednesday day		836	4,100	4,182	3,772	12,072		
Wednesday SV Play		710	3,129	3,264	2,600	9,600		
Thursday night		289	1,406	1,168	1,494	3,024		
Thursday SV Play		456	1,861	1,818	805	5,430		
Friday day		1,145	4,955	5,304	4,353	14,904		
Saturday day		821	3,716	4,386	5,028	12,564		
<i>Table Fees Sub-total</i>		<b>6,928</b>	<b>31,514</b>	<b>33,268</b>	<b>30,755</b>	<b>96,714</b>		<b>0</b>
Congress				0	100	15,000		
Subscriptions		35	285	0	445	10,000		
Country Teams/GNOT/HICT (Net)			992	800	705	900		
Board Dealing		314	716	500	477	1,500		
Other Income			96	0		500		
<b>Total Income</b>		<b>7,277</b>	<b>33,603</b>	<b>34,568</b>	<b>32,482</b>	<b>124,614</b>		<b>0</b>
<b>Expenses</b>								
Accounting		50	1,700	1,800	1,700	1,800		TW
Advertising				0		0		JB
Capitation (ABF)			71	200	214	4,450		GR
Cleaning		935	3,366	3,230	3,366	9,880		GR
Affiliation Fee (NSWBA)				0		2,400		GR
Directors				0		200		PP
Congress				0		13,000		JB
Computer expenses				100		300		KW
Consumables		297	891	1,400	1,038	4,200		TW
Depreciation				0		7,000		TW
Donations				0		300		GR
Electricity			1,209	1,350	1,148	4,500		TW
Insurance				200	3,505	2,200		TW
Training			44	100		200		JB
Misc Equipment			78	300	265	900		TW
Printing, Stationery, Post		31	506	1,050	819	3,050		GR
Prizes		168	1,864	2,040	2,248	6,120		?
Rates			2,956	2,954	2,521	10,231		TW
Refreshments		278	1,268	1,200	1,229	3,600		KW
Repairs and Maintenance		-74	1,196	1,600	1,857	4,700		GR
Subscriptions/Memberships		44	44	0	54	100		JB
Social		60	170	400	696	3,000		?
Masterpoints			674	650	653	2,800		KW
State/National comps			1,581	2,060	2,087	3,500		TW
Telecommunications		103	423	440	432	1,560		TW
Wages - Office		957	3,100	3,400	2,977	10,400		TW
Wages - NPD		480	1,840	1,860	1,550	6,000		TW
<b>Total Expenses</b>		<b>3,329</b>	<b>22,981</b>	<b>26,334</b>	<b>28,359</b>	<b>106,391</b>		<b>0</b>
<b>Surplus/(deficit) from Bridge</b>		<b>3,948</b>	<b>10,622</b>	<b>8,234</b>	<b>4,123</b>	<b>18,223</b>		<b>0</b>

**Other Income & Expenses**

Interest Income	16	527	490	103	1,840		TW
Unusual Expenses	A			-11,338	-5,000		TW
<b>Total surplus (deficit)</b>	<b>3,964</b>	<b>11,149</b>	<b>8,724</b>	<b>-7,112</b>	<b>15,063</b>	<b>0</b>	

Notes:

A - Unusual expenses	Re-wire	5,566	
	Foyer	2,860	
	Window	2,912	
	Chairs		5000

**Funds on hand at 31 October 2016**

		Int Rate	Maturity	
Cheque account	\$13,909			
Online Saver	\$27,192	1.30%	On call	
Term Deposit	\$82,630	2.10%	31-Jan-17	?
	\$123,731			

Ran out of time to negotiate term deposit so on ANZ rollover default rate

**Table count per session**

		4 Mths to Oct				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	170.0	145.0	-25.0	-17.2%	155.0	-10.0	-6.5%
	Night	80.0	77.0	-3.0	-3.9%	70.5	6.5	9.2%
Tuesday	Morning	306.0	302.5	-3.5	-1.2%	313.0	-10.5	-3.4%
Wednesday	Day	187.0	178.5	-8.5	-4.8%	165.5	13.0	7.9%
	Night(SVP)	136.0	134.0	-2.0	-1.5%	130.0	4.0	3.1%
Thursday	Aft - (SVP)	68.0	83.0	15.0	18.1%	0.0	83.0	
	Night	80.0	63.5	-16.5	-26.0%	66.0	-2.5	-3.8%
Friday	Morning	221.0	212.0	-9.0	-4.2%	185.0	27.0	14.6%
Saturday	Afternoon	187.0	158.5	-28.5	-18.0%	213.0	-54.5	-25.6%
Total		1435.0	1354.0	-81.0	-6.0%	1298.0	56.0	4.3%

Five week moving average table count per week      Last week Sep      76.4 tables  
 Last week Oct      76.1 tables

**Profit & Loss Comments for year to date**

- \* Profit above budget at the 'Surplus from Bridge' level - actual \$10,622, budget \$8,234
- \* Largely due to expenses savings on consumables, competitions & wages. Nothing major we did get further recovery on front door insurance claim \$455

Gain versus prior year largely due to different timing for insurance payment

**Other matters followed up since last meeting**

\* Solar power now in place and operative for two weeks. Estimated savings:

	kWh		Savings(\$)
System production (Known)	443		
5% loss on conversion	-22	421	
Sold back to Grid (Known)		185	10.18
Used by Newcastle Bridge Club		236	73.16
			<u>83.34</u>

System projected savings on track after two (sunny!) weeks, may struggle in Winter  
 I can monitor the system performance on my home computer

**Tony Wagstaff**  
**14 Nov 2016**