

# NEWCASTLE BRIDGE CLUB

## *Committee Meeting Agenda*

**Date/Time of Meeting:** Friday 10<sup>th</sup> February 2017 to start at 1330hrs.

**Agenda Items:**

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 18<sup>th</sup> November 2016.
- 3 Minutes of committee meeting dated 11<sup>th</sup> November 2016.
- 4 Minutes of special general meeting dated 10<sup>th</sup> December 2016.
- 5 Carry-over Issues:
  - 5.1 Succession training briefing GR/TW
  - 5.2 Promotion of standby player sessions PC
  - 5.3 Neon light replacement GR
  - 5.4 Graded Pairs promotion PC
  - 5.5 Second session timer KW
  - 5.6 Kitchen stove review KW
  - 5.7 Medical Incident Procedure E/D-S
  - 5.8
- 6 Financial Reports.
- 7 General Business:
  - 7.1 Cheque signatories;
  - 7.2 Constitution clauses;
  - 7.3
- 8 Date for the next committee meeting, Friday 10<sup>th</sup> March 2017.

## MEETING MINUTES

**Attendance:** Jeff Biddlecombe, Tony Wagstaff, Peter Peterson, Effie Roach, Peta Carney, Ken Wilks and Enza Di Stefano ( Minutes taker).

**Apologies:** Graham Rummey and David Puddicombe.

**Minutes of the Previous Meeting:** Minutes were accepted as true and accurate. Moved by Tony and seconded by Peter – all in favour.

### Business Arising from the Minutes:

1. Succession Training – it was felt that Enza was fine with the Secretarial Duties; Tony and Peta are to meet and go through the accounts.
2. Standby Sessions: Peta has prepared slides and these have been shown on the TV screen during sessions. Jeff has spoken about the standby players at different sessions. Jeff explained that currently there are 3 people undertaking the Standby roster and to make matters more streamlined Jeff proposed that the Office Administrator take on this role, which Ken stated should take approx. 2-3 hours per quarter to undertake. Peta seconded this motion – all in favour.
3. Neon light tubes replacement with LED tubes and starters – costing will be approx. \$1,500. Tony proposed that the neon tubes be replaced; Jeff seconded the motion – all in favour.
4. Friday Graded Pairs Competition – this has been well patronised. Prizes are allocated by the number of players in each grade.
5. Second Session Timer – Ken explained that this was extremely expensive and has identified the timer can be displayed on the large TV screen. However, the cursor appears on the screen when using the computer and TV screen – Ken is to continue investigating a remedy.
6. A new oven has been purchased and installed in the kitchen. Disappointment was expressed that the committee members were not aware of the purchase of the oven – and now there is no cook top which precludes using it for BBQ's etc. If there had been consultation a more appropriate stove could have been bought.
7. Medical Incident Procedure – the Committee agreed on the Procedure with the removal to the reference of undertaking CPR. Enza to update. Effie suggested a fold away bed – Effie to get a costing for the next Meeting. Jeff is to get a costing for the screening.

### Financial Report:

Tony presented the financial report which showed Income above Budget – looking very favourable.

- Tony noted that a new Card Dealing Machine had been purchased.
- Tony's proposal to invest \$20,000 in two listed Trusts was discussed. The committee was not satisfied with the security offered for such an investment so did not accept the proposal and agreed for the funds to be placed in Bank Term Deposits.
- Enza queried the over budget of Non Playing Director Fees – Tony explained that since the budget was formulated there has been an increase of Non Playing Director Days.
- Enza asked if the committee members could have a copy of the Office Administrators Job Description, so that the committee was aware of Ken's duties and his days of work. Ken clarified that he undertook Office Administration Duties and that the Non Playing Director Role was separate. Ken stated that he would send out the Office Administrator Job Description and Non Playing Director Role. Non Playing Directors were given \$60 for the session and the Office Administrator was paid on an hourly rate for the hours worked – this varied.

Peta moved to accept the financial report, Effie seconded – all in favour.

**General Business:**

Signatories: This needs to be updated with the removal of Rosalie Broughton and the inclusion of David. David (currently away on holidays) is to be asked by Tony.

Tony moved that David be included as a signatory; seconded by Peta – all in favour.

Hunter Regional Final Country Teams: Newcastle Bridge Club had put a proposal to host this, however it was rejected on the basis that the costings were too high.

The committee decided that Tony is to respond stating that Newcastle Bridge Club is not prepared to host the event unless the proposal put forward is accepted.

Thursday Night Session: Effie asked whether it is viable for this session to continue in light that table numbers are down and it is a struggle to get numbers. Most of the players play on a Monday night, which has better attendance. After some discussion it was suggested that the players who do attend Thursday night be asked how they feel – ultimately the Club wants to encourage play not abandon it.

Social Get Togethers: Peta attended Monday & Friday mornings to gauge interest for social drinks and nibbles after Bridge sessions – no-one was interested.

Catering After Club Events: Effie asked if there was a list of events that the Club caters for after Events (like Club Team Events etc) as it appears that it occurs on some days and not others. Ken & Tony are to look at a list of events that have catering after.

Cleaning of Carpet & Chairs: Effie presented a quotation for the Cleaning; Enza is to obtain another quote – before the committee make a decision.

Email Received today from Rosalie Broughton – email tabled and read.

It was resolved that Peter is to respond to the email stating that although it was not ideal to have the movement shortened it would appear to be the best outcome.

**Constitution Clauses:**

Jeff stated that he was not in agreement with the recommendations that were made by the Sub-committee with respect to the two Clauses relating to Employees being on the Committee and clarification of "ex-officio" positions on the committee. Jeff gave his opinion on why he believed that Ken should be allowed to be a committee member and the Constitution be changed to allow this. After much discussion Jeff stated that a sub committee comprising Roy Hardy, Ian Walker and himself would look at alternate wording for the Constitution to allow paid employees to be on the committee. This would be presented along with the other sub-committee recommendations at the next Committee Meeting to be discussed and voted upon.

Meeting Closed at 3.15pm. Next committee Meeting Friday 10<sup>th</sup> March 2017.

Confirmed to be a true record of the meeting.

*Jeff Biddlecombe*  
*10<sup>th</sup> March 2017*

**Performance to Budget for year to date**

	Note	Dec/Jan	YTD January 2017			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Up Date	
<b>Income</b>								
Monday day		1,658	6,374	6,426	6,546	11,574	10,700	
Monday night		756	3,259	3,114	2,864	5,394	5,800	
Tuesday day		3,105	12,689	12,648	12,588	22,152	22,150	
Wednesday day		1,675	7,113	6,660	6,479	12,072	12,500	
Wednesday SV Play		1,406	5,828	5,376	3,960	9,600	10,400	
Thursday night		416	2,602	1,568	2,862	3,024	5,000	
Thursday day		1,450	4,202	3,108	1,182	5,430	6,900	
Friday day		2,328	9,131	8,352	7,195	14,904	16,000	
Saturday day		1,873	6,829	6,888	7,927	12,564	11,600	
<i>Table Fees Sub-total</i>		<b>14,667</b>	<b>58,027</b>	<b>54,140</b>	<b>51,603</b>	<b>96,714</b>	<b>101,050</b>	
Congress				0	100	15,000	15,000	
Subscriptions		6,195	8,775	9,500	7,495	10,000	9,500	
Country Teams/GNOT/HICT (Net)			992	800	805	900	1,100	
Board Dealing		316	1,232	800	1,022	1,500	2,000	
Other Income		0	396	0		500	500	
<b>Total Income</b>		<b>21,178</b>	<b>69,422</b>	<b>65,240</b>	<b>61,025</b>	<b>124,614</b>	<b>129,150</b>	
<b>Expenses</b>								
Accounting			1,700	1,800	1,700	1,800	1,700	TW
Advertising				0		0	0	JB
Capitation (ABF)		7	77	350	272	4,450	4,500	GR
Cleaning		1,590	5,703	5,700	5,610	9,880	9,900	GR
Affiliation Fee (NSWBA)		2,538	2,538	2,400	2223	2,400	2,500	GR
Directors				0		200	200	PP
Congress				0		13,000	13,000	JB
Computer expenses				175		300	300	KW
Consumables		337	1,644	2,450	1,645	4,200	3,500	TW
Depreciation				0		7,000	7,000	TW
Donations				0		300	300	GR
Electricity		115	2,541	2,700	2,278	4,500	3,900	TW
Insurance		2,133	2,133	2,200	3,505	2,200	2,200	TW
Training		88	132	100		200	200	JB
Misc Equipment		260	590	525	426	900	900	TW
Printing, Stationery, Post		591	1,758	1,800	1,719	3,050	3,000	GR
Prizes		672	3,432	3,570	3,064	6,120	6,000	DP
Rates			5,489	5,538	6,550	10,231	10,300	TW
Refreshments		569	2,078	2,100	1,665	3,600	3,600	KW
Repairs and Maintenance		670	2,112	2,800	4,464	4,700	4,000	GR
Subscriptions/Memberships			44	100	54	100	100	JB
Social		752	1,144	2,500	1,965	3,000	3,000	ER
Masterpoints		89	763	1,500	1,217	2,800	2,800	KW
State/National comps		132	1,713	2,600	2,505	3,500	3,600	TW
Telecommunications		601	1,198	770	1,009	1,560	2,000	TW
Wages - Office		1,515	5,516	6,000	5,665	10,400	9,500	TW
Wages - NPD		1,560	4,060	3,420	2,750	6,000	8,200	TW
<b>Total Expenses</b>		<b>14,219</b>	<b>46,365</b>	<b>51,098</b>	<b>50,286</b>	<b>106,391</b>	<b>106,200</b>	
<b>Surplus/(deficit) from Bridge</b>		<b>6,959</b>	<b>23,057</b>	<b>14,142</b>	<b>10,739</b>	<b>18,223</b>	<b>22,950</b>	
<b>Other Income &amp; Expenses</b>								
Interest Income		453	1,461	950	1,059	1,840	1,800	TW
Unusual Expenses	A				-17,188	-5,000	-5,000	TW
<b>Total surplus (deficit)</b>		<b>7,412</b>	<b>24,518</b>	<b>15,092</b>	<b>-5,390</b>	<b>15,063</b>	<b>19,750</b>	

Notes:

A - Unusual expenses	Re-wire	5,566	
	Foyer	2,860	
	Window	2,912	
	Painting	5,850	
	Chairs		5,000

**Treasurers Report January 2017**

**Funds on hand at 31 January 2017**

		Int Rate	Maturity
Cheque account	\$19,471		
Online Saver	\$22,218	1.25%	On call
Term Deposit	\$83,538	2.10%	30-Apr-17
	\$125,227		

Term deposit recently rolled at 3 months - ANZ rates better for 3 months than longer term alternatives

**Table count per session**

		7 Mths to January				Prior Year comparison			
		Budget	Actual	Variance	%	Pr Year	Variance	%	
Monday	Afternoon	275.0	264.5	-10.5	-4.0%	279.5	-15.0	-5.4%	
	Night	137.0	138.0	1.0	0.7%	130.0	8.0	6.2%	
Tuesday	Morning	527.0	516.0	-11.0	-2.1%	528.5	-12.5	-2.4%	
Wednesday	Day	300.0	300.5	0.5	0.2%	283.0	17.5	6.2%	
	Night(SVP)	224.0	246.5	22.5	9.1%	199.0	47.5	23.9%	
Thursday	Day	88.0	185.0	97.0	52.4%	0.0	185.0		
	Night	137.0	113.0	-24.0	-21.2%	124.5	-11.5	-9.2%	
Friday	Morning	348.0	379.0	31.0	8.2%	307.0	72.0	23.5%	
Saturday	Afternoon	294.0	284.0	-10.0	-3.5%	333.0	-49.0	-14.7%	
Total		2330.0	2426.5	96.5	4.0%	2184.5	242.0	11.1%	

Five week moving average table count per week	End of January 2017	73.7 tables
	End of January 2016	61.6 tables

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

- \* Profit above budget at the 'Surplus from Bridge' level - actual \$23,057, budget \$14,142
- \* Largely due to table fees +3,900. Expenses savings of \$4,700 from consumables, social, master points and competitions. Some of these are timing and will not remain as savings
- \* Gain versus prior year mostly due to increased table count and expense savings on insurance and repairs & maintenance

**Other matters followed up since last meeting**

- \* Insurance renewed during January. Insured values increased.
- \* First power bill after solar & rate reduction due very soon. Will review to confirm savings.
- \* Decisions taken since last meeting to replace one dealing machine, and the kitchen oven. About \$4,500 all up
- \* Alternative investment path for term deposit funds prepared

**Tony Wagstaff**  
**6 Feb 2017**