

# NEWCASTLE BRIDGE CLUB

## *Committee Meeting Agenda*

**Date/Time of Meeting:** Friday 12<sup>th</sup> May 2017 to start at 1315hrs.

**Agenda Items:**

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 11<sup>th</sup> April 2017.
- 3 Carry-over Issues:
  - 3.1 Succession training update GR
  - 3.2 Medical Incident Procedure redraft JB
  - 3.3 Constitution changes Special Meeting GR
  - 3.4 Resignation formal response GR
  - 3.5 Committee performance letter resolution JB
  - 3.6 Carpark Maintenance GR
  - 3.7 Coffee cup replacement GR
  - 3.8 Audio speakers for session timer KW
  - 3.9
- 4 Financial Reports.
- 5 General Business:
  - 5.1 2017 Congress update;
  - 5.2 Country Teams Regional final
  - 5.3 New 2017 Laws of Duplicate Bridge
  - 5.4
- 6 Date for the next committee meeting, Friday 9<sup>th</sup> June 2017.

## ***Committee Meeting Minutes***

**Date/Time of Meeting:** Tuesday 12<sup>th</sup> May 2017 starting at 1: 15pm.

**In attendance:** J Biddlecombe, J Butel, P Peterson, D Puddicombe, E Roach, T Wagstaff, K Wilks and G Rummey

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Jeff introduced Julie Butel to committee members. Julie would be filling the vacant position created following Enza Di Stefano's resignation. Her position onto committee was formally accepted.

**Agenda Item:**

**1. Apologies:** P Carney.

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**2. Previous Minutes:** Tony moved that the minutes from the meeting on 11<sup>th</sup> April 2017 be accepted. David seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

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**3. Carry-over Items:**

**3.1 Succession training for key positions:** Julie was prepared to cover Graham's secretarial duties. Graham would explain the work involved, the procedures in place and provide support to assist her to become familiar with the role.

**Action:** Graham to provide support to Julie.

**3.2 Medical Incident procedure:** The procedure had been redrafted as required.

**Action:** Peter to reissue the procedure with the additional clause.

**3.3 Constitution Changes:** Arrangements were in hand for the Special Meeting being held on Saturday 20<sup>th</sup> May.

**3.4 Resignation:** A formal response accepting Enza's resignation had been issued.

**3.5 Committee Performance:** All issues concerning resolutions arising from the letter had been cleared to the satisfaction of all parties involved.

**3.6 Carpark Maintenance:** Graham had discussed with the contractor the work necessary to complete the original programme for installation of a stable parking area. The quotation was being prepared. Members would need to be advised that the work would be proceeding as the anticipated expenditure would exceed \$10,000.

**Action:** Graham to finalise a quotation for committee approval and member advice.

**3.7 Coffee Cups:** Graham advised that replacement coffee cups have been purchased.

**3.8 Audio Speakers:** Ken advised that speakers had been purchased and were ready to be used when required.

**3.9 Tree Removal:** Jeff advised that approval to remove the offending tree was proceeding slowly within council.

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**4 Financial Reports:** Tony tabled the financial reports to the end of April - copies attached.

**4.1 Performance Report:** Tony noted that table fees were slightly ahead of budget due mainly to the interest in supervised sessions. Subscriptions were ahead of budget and additional income was being generated from board dealing for other clubs. Notably for expenses, rates were ahead of budget due to timing of their payment. The Performance Report showed a surplus of \$26,393.

**4.2 Finance Report:** Funds on hand are \$129,436. The term deposit would remain with ANZ.

Tony moved that the reports be accepted, seconded by David and they were unanimously accepted.

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## **5. General Business**

**5.1. 2017 Newcastle Congress:** Jeff could report that al was on track regarding preparation for this year's congress. He noted that volunteers for some specific tasks still needed to be canvassed. Ken reminded committee that stand-by players would be needed especially for Saturday's pairs event, one pair for the open section and one pair for the restricted section.

**5.2. Country Teams Regional Final:** Ken alerted committee that this event was due to be held at the Club on Sunday 4<sup>th</sup> June. A convenor, a director and domestic help would be required to ensure success in running the final. Dave agreed to convene the event, with help, to ensure support was in place where required.

**Action:** Peter to advise his availability to direct. Effie to manage support for the catering.

**5.3. 2017 Laws of Duplicate Bridge:** Ken advised that the Club had received notification that new laws had been authorised by the ABF regarding duplicate bridge. Many changes had been made and those would need to be digested. NSWBA was running a free tutorial session over the week-end on 5<sup>th</sup>/6<sup>th</sup> August on those changes. Committee agreed to support the expenses of any nominated member willing to attend that session.

**Action:** Peter to analyse the new laws and provide feedback to directors of relevant changes affecting bridge play at the Club.

**5.4. Tuesday Competitions:** Ken was following up on an agreement to spread prizes for winners of pairs events held on Tuesdays. Determining winners on the basis of two sections over a three week event was not practical. He advocated combining the two sections and then distributing the equivalent prize money over the top six placegetters. That approach was accepted by committee.

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**6. Next committee meeting:** The next committee meeting would be Friday 9<sup>th</sup> June to start at 1:15pm.

Meeting end at 2:10pm.

Confirmed to be a true record of the meeting.

*Jeff Biddlecombe*  
*9<sup>th</sup> June 2017*

Performance to Budget for year to date

	Note	Mar	YTD April 2017			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Update	
<b>Income</b>								
Monday day		732	9,103	9,468	9,327	11,574	11,000	
Monday night		318	4,507	4,482	4,293	5,394	5,400	
Tuesday day		1,459	17,490	18,264	18,343	22,152	21,500	
Wednesday day		901	9,736	9,858	9,759	12,072	12,100	
Wednesday SV play		766	8,355	7,872	5,881	9,600	10,200	
Thursday night		258	3,394	2,368	4,464	3,024	4,000	
Thursday day		830	6,805	4,404	1,787	5,430	8,200	
Friday day		903	12,771	12,096	10,043	14,904	15,500	
Saturday day		804	9,630	10,242	10,994	12,564	11,600	
<i>Table Fees Sub-total</i>		<b>6,971</b>	<b>81,791</b>	<b>79,054</b>	<b>74,891</b>	<b>96,714</b>	<b>99,500</b>	
Congress		550	550	0	320	15,000	15,000	
Subscriptions		135	10,635	10,000	9,255	10,000	10,700	
Country Teams/GNOT/HICT (Net)			1,088	800	805	900	1,500	
Board Dealing		96	1,822	1,100	1,366	1,500	2,200	
Other Income			300	0		500	300	
<b>Total Income</b>		<b>7,752</b>	<b>96,186</b>	<b>90,954</b>	<b>86,637</b>	<b>124,614</b>	<b>129,200</b>	
<b>Expenses</b>								
Accounting			1,700	1,800	1,700	1,800	1,700	TW
Advertising				0		0	0	JB
Capitation (ABF)		4,343	4,421	4,350	3,943	4,450	4,500	GR
Cleaning		1,355	8,601	8,170	8,041	9,880	10,300	GR
Affiliation Fee (NSWBA)			2,538	2,400	2,223	2,400	2,500	GR
Directors				200		200	200	PP
Congress		122	122	0	359	13,000	13,000	JB
Computer expenses				250		300	300	KW
Consumables		282	2,676	3,500	2,233	4,200	4,200	TW
Depreciation				0		7,000	7,000	TW
Donations				0		300	300	GR
Electricity			3,743	3,600	3,658	4,500	4,500	TW
Insurance			2,133	2,200	3,656	2,200	2,200	TW
Training			132	200		200	200	JB
Misc Equipment			1,211	750	787	900	1,200	TW
Printing, Stationery, Post		423	2,512	2,550	2,069	3,050	3,000	GR
Prizes			5,256	5,100	4,696	6,120	6,000	DP
Rates		2,108	10,257	8,122	8,785	10,231	10,300	TW
Refreshments		220	3,014	3,000	2,423	3,600	3,600	KW
Repairs and Maintenance		133	3,172	4,000	5,461	4,700	4,000	GR
Subscriptions/Memberships			44	100	52	100	100	JB
Social		69	1,213	2,800	2,055	3,000	2,000	ER
Masterpoints		832	1,595	2,150	1,836	2,800	2,400	KW
State/National comps			1,758	2,800	2,505	3,500	3,600	TW
Telecommunications		226	1,664	1,100	1,336	1,560	2,000	TW
Wages - Office		386	7,817	8,600	8,117	10,400	9,500	TW
Wages - NPJ		480	6,160	4,920	4,000	6,000	8,200	TW
<b>Total Expenses</b>		<b>10,979</b>	<b>71,739</b>	<b>72,662</b>	<b>69,935</b>	<b>106,391</b>	<b>106,800</b>	
<b>Surplus/(deficit) from Bridge</b>		<b>-3,227</b>	<b>24,447</b>	<b>18,292</b>	<b>16,702</b>	<b>18,223</b>	<b>22,400</b>	
<b>Other Income &amp; Expenses</b>								
Interest Income		443	1,946	1,410	1,555	1,840	1,900	TW
Unusual Expenses	A				-23,638	-5,000	-5,000	TW
<b>Total surplus (deficit)</b>		<b>-2,784</b>	<b>26,393</b>	<b>19,702</b>	<b>-5,381</b>	<b>15,063</b>	<b>19,300</b>	

Notes:

A - Unusual expenses

Re-wire	5,566
Foyer	2,860
Window	2,912
Painting	12,300
Chairs	

5,000

**Treasurers Report  
April 2017**

<b>Funds on hand at 30 April 2017</b>		<b>Int Rate</b>	<b>Maturity</b>
Cheque account	\$13,195		
Online Saver	\$32,275	1.25%	On call
Term Deposit	\$83,966	2.10%	31-Jul-17 New rate to be confirmed
	<b>\$129,436</b>		

**Table count per session**

		<b>10 Mths to April</b>				<b>Prior Year comparison</b>		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	405.0	390.5	-14.5	-3.7%	398.5	-8.0	-2.0%
	Night	197.0	198.5	1.5	0.8%	192.5	6.0	3.1%
Tuesday	Morning	761.0	734.0	-27.0	-3.7%	771.0	-37.0	-4.8%
Wednesday	Day	443.0	425.5	-17.5	-4.1%	425.0	0.5	0.1%
	Night(SVP)	328.0	361.5	33.5	9.3%	297.5	64.0	21.5%
Thursday	Day	136.0	302.5	166.5	55.0%	28.0	274.5	
	Night	194.0	151.0	-43.0	-28.5%	194.0	-43.0	-22.2%
Friday	Morning	504.0	547.0	43.0	7.9%	428.5	118.5	27.7%
Saturday	Afternoon	437.0	411.5	-25.5	-6.2%	463.5	-52.0	-11.2%
<b>Total</b>		<b>3405.0</b>	<b>3522.0</b>	<b>117.0</b>	<b>3.3%</b>	<b>3198.5</b>	<b>323.5</b>	<b>10.1%</b>

Five week moving average table count per week  
 End of April 2017 77.0 tables  
 End of April 2016 75.9 tables

Slow down evident from prior month

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

- \* Profit above budget at the 'Surplus from Bridge' level - actual \$24,447, budget \$18,292
- \* Largely due to table fees +2,200. Expenses savings on R&M and Social offset by Rates over (timing?).
- \* Gain versus prior year mostly due to increased table count and member subscriptions.
- \* Expenses up for NPD & Rates (timing?), offset by general savings other areas

**Other matters followed up since last meeting**

Just following up, calculated return available from alternative placement of funds suggested at February meeting - \$20,000 would have yielded 5.16% annualised compared to ANZ term deposit rate of 2.1%.

**Tony Wagstaff  
9 May 2016**