

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Friday 06 October 2017 to start at 1315hrs.

Agenda Items:

- 1 Apologies
- 2 Minutes of previous committee meeting dated Friday 11th August 2017
- 3 Correspondence
- 4 Carry-over Issues:
 - 4.1 Carpark maintenance – follow up with contractor JB
 - 4.2 Tree removal JB
 - 4.3 AGM update – matters arising JB / JuB
 - 4.4 Dealing machine KW
 - 4.5 2018 Program including:
 - 4.5.1 Championship pairs format
 - 4.5.2 GNOT qualifiers timing All
 - 4.6 Card tables purchase DP
 - 4.7 Pianola update KW
 - 4.8 Credit card facilities TW
 - 4.9 Hunter Interclub Coordinator update PP
- 5 Financial Reports TW
- 6 General Business:
 - 6.1 2018 Congress – venue JB
 - 6.2 Allocation of duties to Committee members JB
 - 6.3 Confirm appointment of Tournament Director (PP) and Master Points Secretary (KW) JB
 - 6.4 Volunteer driver database JB
 - 6.5 Coffee machines proposal JB
 - 6.6 Newcastle Bridge Club 50th anniversary JB
 - 6.7 Change of cheque signatories (NB. Dongles) TW
 - 6.8 Christmas parties – what, when, who JB
 - 6.9
- 7 Date for the next committee meeting: Friday 10th November 2017

Newcastle Bridge Club: Committee Meeting Minutes

Date/Time of Meeting: Friday 06th October 2017 starting at 1:15pm.

In attendance: J Biddlecombe, J Boyd, J Butel, A Kearney, R Balmer, P Peterson, T Wagstaff

1. **APOLOGIES:** K Wilks
2. **WELCOME TO NEW COMMITTEE MEMBERS:** Jeff welcomed the new committee with a special mention to the 3 new members - June Boyd, Ailsa Kearney and Ruth Balmer. Tony moved that the positions of Tournament Director (Peter Peterson) and Master Points Secretary (Ken Wilks) be re-confirmed. Jeff seconded the proposal and the motion was unanimously accepted.
3. **MINUTES:** Tony moved that the minutes from the meeting on 11th August 2017 be accepted. Peter seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.
4. **CORRESPONDENCE:** Two items were discussed – (1) Roy Hardy's request to celebrate the Club's 50th anniversary (2018) – ref. item 7.5 below; and (2) Howard Bridgman's request that a noticeboard be available for members to promote events, etc. other than Bridge. After discussion, it was agreed that it would be difficult to manage and so stick with previous decisions that Club noticeboards only be used for Bridge matters.

Action: Jeff to advise Howard.

5. CARRY-OVER ITEMS:

- 5.1 **Carpark Maintenance:** There has been no rain since the last meeting so there have been no issues. Jeff has discussed the matter with the contractor who advised verbally that the fix would last.

Action: Jeff to request contractor to put his assurances in writing.

- 5.2 **Tree Removal:** Jeff reported he'd requested an update from the managing agent (as instructed by the property owner). During our meeting, the agent emailed Jeff advising that Council approval was received 5/10/17 and that the contractor would get the work underway w/c 9/10.

Action: Ongoing.

- 5.3 **Follow up re AGM:** Graham Rummey has issued the minutes and amended the Constitution in accordance with the resolution passed re Clause 36.

Action: Julie to lodge Form A6 (Application to register change of objects or constitution) and Tony to lodge Form A12 (Annual summary of financial affairs) with Fair Trading. Both actions required no later than 20/10/17.

- 5.4 **Dealing Machine:** Ken advised we are still using the new machine which has been performing reasonably well. It will be exchanged for a brand-new machine during the Spring Nationals (18-22/10). The backup machine will be used during that period.

Action: Ken to report back at the next committee meeting.

- 5.5 **Portable Card Tables:** Several new card tables have been purchased and we are close to the target of 50 tables.

Action: Completed.

- 5.6 **Pianola:** 90-day trial commenced early September; approx. 30% of members have registered. Ken is currently doing all the uploading of results as it is not straightforward (a fix is being developed).

Action: Ken to send a follow-up email to members who are yet to register; advise committee if membership database is included in the trial and if so, what needs to be done; and the date when trial ends.

5.7 Credit Card Facilities: Tony presented a summary of the costs – approx. \$570 p.a. It could be break-even with a \$1/transaction fee. After discussion, the consensus was that most members would probably opt to pay cash to avoid the fee. It was agreed not to proceed.

Action: No further action.

5.8 Hunter Interclub Coordinator: Caroline Carey had indicated she was prepared to continue as coordinator, but has since sent an email to the contrary (with us as the contact). The HIC competition is on in 2 weeks – Peter will ask for volunteers then. Tony will also approach John Stuart.

Action: Review at next meeting.

5.9 2018 Program: The format for open championship pairs was discussed at length but no consensus was reached - except that the current format (qualifying events on Wed, Thu night and Sat) was less than ideal and needed to be reviewed. Time is of the essence (the 2018 program needs to be finalized so booklets can be printed). It was decided to make no change to the restricted pairs (i.e. a 3-week event on Tuesdays), and schedule a single Sunday for the open pairs championship.

Action: It was agreed that a sub-committee consisting of Tony, Ken, and Peter would discuss then propose the format, criteria and working movement for the 2018 open championship pairs.

6. FINANCIAL REPORTS: Tony tabled the financial reports to the end of September – copies attached.

6.1 Performance Report: Tony noted that YTD performance is below budget and LY. Table numbers are down for all sessions except Monday night and Thursday day. Expenses are line ball except for R & M (due mainly to a late charge for kitchen refurbishments relating to LY). The difference in Masterpoints expenses is also a timing issue.

6.2 Finance Report: There was some discussion about SV sessions (Wed night and Thurs morning) – i.e. would more members attend 2 sessions / week if the sessions were spaced further apart? One suggestion was to transfer Wed night to Tues night (in 2018).

Action: Consider implementing the change for 2018 Program

Ailsa moved that the reports be accepted, seconded by Julie and unanimously accepted.

7. NEW BUSINESS:

7.1 2019 Congress venue: The Bini Shell at Jesmond HS is due to be demolished (timing TBA but should be OK for 2018). Jeff has researched some alternate venues and has eliminated some (clubs are not cost effective because they don't allow self-catering). The best options are probably school halls, maybe the Jockey Club, etc. We need parking, kitchen facilities (refrigeration, oven, hot water), toilets, room for 50+ tables, 200+ chairs, overhead projector, computer facilities and speaker system. The event is usually held on the 3rd weekend in June.

Action: Ruth offered to assist Jeff in the search; Jeff will provide a list of the venues he has already investigated.

7.2 Committee member duties: There was discussion re the re-allocation of duties due to the changes in membership.

The following was agreed:

Congress – Jeff Biddlecombe, David Puddicombe

Championship Pairs – Peter Peterson

Premises (contracts, etc) – David Puddicombe

Purchasing (except for items mentioned elsewhere) – Office Administrator

3rd Thursday nibbles – Jeff Biddlecombe, Peta Carney

Coffee, Savoury Biscuits – Pam Robinson

Milk – Jeff Biddlecombe (currently)

Promotion (PowerPoint presentations, etc) – Ruth Balmer

Social events: June Boyd, Ailsa Kearney

Action: Tony to prepare list of events that require catering; Ken to advise which events he convenes; Tony to review key holders.

7.3 Volunteer driver database: Jeff detailed a plan to develop a database of members who are available to transport other members to/from Bridge sessions. Those requiring the service would access the database and arrange a lift as required.

Action: Jeff will prepare a form for members to fill in so that a database can be set up.

7.4 Coffee machine proposal: Proposal has been received for the supply of a fully maintained coffee machine and consumables on a user pays basis (\$2/cup). Jeff advised that he had canvassed the idea with members - there was no interest. Committee consensus was not to proceed.

Action: Jeff will inform Effie of the decision.

7.5 NBC 50th anniversary: NBC will turn 50 in August 2018 - we will commemorate the milestone in an appropriate way. Options discussed included a catered dinner, a memorial booklet, etc.

Action: To be discussed at the next meeting – we need some ideas.

7.6 Change of cheque signatories: Tony moved that Graham Rummey be removed as signatory and replaced by Julie Butel. The motion was seconded by Peter and unanimously accepted.

Action: Tony to organize the forms for signing.

7.7 Christmas parties (and other social events): It is the usual practice to have a party for each session starting in the first week of December (funded by the club) - organizers are needed! (Effie and Stewart organized them last year). After discussion it was decided to set up a social sub-committee. June agreed to head it up and recruit the team (including members who are not on the committee). Suggestions included Jennie, Effie, Peta, Belinda, Aisla, Ruth.

Action: June to action

7.8 Request for a copy of Director's Call book: Peter advised that one director had requested that the club purchase a copy of "Director's Call" for each director. After discussion, the consensus reached was that directors should purchase their own copy if they wanted one, as a club-owned copy is available on location for session management.

Action: Jeff agreed to discuss it with the director concerned.

8. NEXT COMMITTEE MEETING:

The next committee meeting will be Friday 10th November commencing at 1.15pm (the 2nd Friday of the month)

Meeting ended at 3:05 pm.

Jeff Biddlecombe 17/11/2017

Confirmed to be a true record of the meeting.

NEWCASTLE BRIDGE CLUB

Report for Committee Meeting

Friday 06 October 2017

Dealing machine

We are still using the new dealing machine and it has been performing reasonably well.

I will be exchanging it for a brand new machine while I am at the Spring Nationals 18-22 October.

During this period, the dealers will need to use the backup machine.

2018 Program

1. *Championship Pairs Format*

The current format of running qualifying events on Wednesday, Thursday night and Saturdays was not successful with only 8 pairs competing in the final.

I suggest that we consider doing the following in 2018

- Do not have any qualifying events
- Set a date on a Sunday to run the Pairs Championship
- Require that pairs pre-enter
- Specify that unless we receive at least 14 pairs, the event will not be run.

2. *GNOT Qualifying*

The qualifying events should be programmed to be completed at least two weeks before the Regional Final to give the coordinator time to organise the final.

Pianola Update

We have commenced the trial of Pianola and all members were sent an invitation to register and create a user name and password so they could access Pianola. At this stage only about 107 members have created a user name and password, ie approximately 1/3 of the members, a rather disappointing response.

I can send a follow up email to those members that have not yet registered, requesting that they please advise if they are interested. Committee perhaps should discuss how they want to proceed.

Uploading the results to Pianola is not really straight forward so for the duration of the trial, I will do all the uploading. Pianola have told me that they are currently building a mechanism for scoring program vendors to integrate their software with Pianola so that it can be a one-click process from within the scoring program. CompScore2 is likely to be one of the first to take advantage of this facility. So hopefully if we do decide to go ahead with Pianola, that functionality will be available.

Ken Wilks
Masterpoint Secretary

Newcastle Bridge Club								
Performance to Budget for year to date								
	Note	Sep	YTD Sep 2017			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Update	
Income								
Monday day		690	2,617	3,042	2,659	11,340		
Monday night		462	1,497	1,482	1,398	5,190		
Tuesday day		1,560	5,340	5,616	5,619	21,336		
Wednesday day		727	2,615	3,042	3,264	11,736		
Wednesday SV play		583	1,891	2,184	2,419	8,520		
Thursday day		999	3,263	3,120	1,405	11,832		
Thursday night		234	934	1,170	1,117	4,680		
Friday day		1,132	3,697	4,368	3,810	15,792		
Saturday day		774	2,398	3,042	2,895	11,976		
<i>Table Fees Sub-total</i>		7,161	24,252	27,066	24,586	102,402	0	
Congress				0		16,000	JeB	
Subscriptions		55	150	0	250	11,500		
Country Teams/GNOT/HICT (Net)			775	800	1,088	1,700		
Board Dealing		96	312	450	402	1,800	TW	
Other Income				0		300		
Total Income		7,312	25,489	28,316	26,326	133,702	0	
Expenses								
Accounting			1,650	1,800	1,650	1,800	TW	
Advertising				0		0	JeB	
Capitation (ABF)				150	71	4,850	JuB	
Cleaning		774	2,517	2,500	2,431	10,000	JuB	
Affiliation Fee (NSWBA)				0		2,600	JuB	
Directors				200		200	PP	
Congress				0		14,000	JeB	
Computer expenses				75		300	KW	
Consumables		277	901	1,050	597	4,200	TW	
Depreciation				0		8,000	TW	
Donations				0		200	JuB	
Electricity			845	1,100	1,209	4,000	TW	
Insurance				200		2,400	TW	
Training			225	100	44	200	JeB	
Misc Equipment		92	471	375	98	1,500	TW	
Printing, Stationery, Post		623	1,092	825	504	3,300	JuB	
Prizes		806	1,118	1,300	1,696	6,400	KW	
Rates	A		2,817	3,200	2,956	11,200	TW	
Refreshments		278	914	975	997	3,900	KW	
Repairs and Maintenance		2,154	2,452	1,200	1,270	4,800	DP?	
Subscriptions/Memberships				0		100	TW	
Social		237	349	300	110	2,600	?	
Masterpoints				700	674	3,000	KW	
State/National comps			1,291	1,500	1,581	3,100	TW	
Telecommunications		111	390	450	319	2,000	TW	
Wages - Office		842	2,289	2,600	2,144	10,400	TW	
Wages - NPD		840	2,530	2,340	1,360	9,360	TW	
Total Expenses		7,034	21,851	22,940	19,711	114,410	0	
Surplus/(deficit) from Bridge		278	3,638	5,376	6,615	19,292	0	
Other Income & Expenses								
Interest Income	A	0	27	460	511	1,840	TW	
Loss on Asset disposals				0				
Unusual Expenses				0	0		TW	
Total surplus (deficit)		278	3,665	5,836	7,126	21,132	0	
Notes:								
A Timing difference for interest income and rates payment								

Newcastle Bridge Club									
Treasurers Report									
September 2017									
Funds on hand at 30 September 2017			Int Rate		Maturity				
	Cheque account		\$8,265						
	Online Saver		\$32,330	1.25%	On call				
	Term Deposit		\$83,966	2.05%	31-Oct-17				
			\$124,561						
Table count per session									
			September YTD				Prior Year comparison		
			Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon		130.0	113.5	-16.5	-14.5%	113.5	0.0	0.0%
	Night		65.0	66.0	1.0	1.5%	62.0	4.0	6.5%
Tuesday	Morning		234.0	223.0	-11.0	-4.9%	235.5	-12.5	-5.3%
Wednesday	Day		130.0	117.0	-13.0	-11.1%	142.0	-25.0	-17.6%
	Night(SVP)		91.0	82.0	-9.0	-11.0%	103.5	-21.5	-20.8%
Thursday	Day		130.0	142.0	12.0	8.5%	64.0	78.0	121.9%
	Night		52.0	41.5	-10.5	-25.3%	51.0	-9.5	-18.6%
Friday	Morning		182.0	158.0	-24.0	-15.2%	163.0	-5.0	-3.1%
Saturday	Afternoon		130.0	104.0	-26.0	-25.0%	123.5	-19.5	-15.8%
	Total		1144.0	1047.0	-97.0	-9.3%	1058.0	-11.0	-1.0%
	5 Week Moving Average			77.3			77.9		
Profit & Loss Comments - year to date									
	v Budget	Table fee income is down by \$2,800 or 97 tables, See above for by session details Full year budget is for 1.5% growth over last year, so hopeful this deficit will start to diminish over coming months. No comment on expenses - Sep Qtr master account fee not yet in accounts							
	v Last Year	Table fee income only slightly below last year at this time. Non-playing director fees higher due to roll out to extra sessions Maintenance high due to late charge for kitchen renovation work done last year							
Tony Wagstaff									
1 October 2017									