

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: 14th December 2017 to start at 1315hrs.

Agenda Items:

- 1 Apologies
- 2 Minutes of previous committee meeting dated Friday 17th November 2017
- 3 Correspondence
 - 3.1 Email from Graham Rummey JB
- 4 Carry-over Issues:
 - 4.1 Pianola update KW
 - 4.2 Hunter Interclub Coordinator update JB
 - 4.3 2018 Program (booklets, changes to competitions) KW/Julie
 - 4.4 NBC 50th anniversary All
 - 4.5 Carpet replacement JB
 - 4.6 Action plan for KW's absence All
- 5 Financial Reports TW
- 6 New Business:
 - 6.1 Christmas Parties – review/recommendations June/all
 - 6.2 Petty cash KW
 - 6.3 Safe combination KW
 - 6.4 Partner finder KW
 - 6.5 GNOT/Country Teams subsidies KW
 - 6.6 Convenors for 2018 events JB
 - 6.7 Tablecloths JB
- 7 Date for the next committee meeting

NEWCASTLE BRIDGE CLUB

Minutes of Committee Meeting

Date / Time of Meeting: Thursday 14 December 2017 starting at 1.10pm

Attendees: J Biddlecombe, J Boyd, J Butel, A Kearney, P Peterson, D Puddicombe, T Wagstaff, K Wilks

1 APOLOGIES: R Balmer.

Jeff advised that Ruth has resigned from the Committee for personal reasons, effective immediately, but has agreed to continue doing the PowerPoint slides (which she does so well). There is no requirement to find a replacement committee member, but the position is open if any members are interested.

2 MINUTES: Jeff moved that the minutes from the meeting on 17 November 2017 be accepted. Ken seconded the motion. Ailsa queried item 4.7 (Club Pairs) namely: "a decision was reached to add 4 sessions of 3 events". It was agreed that the intent was "4 events of 3 rounds" (reflected in the 2018 Program Booklets). The minutes were accepted, and Jeff signed the minutes as a true record of the meeting.

3 CORRESPONDENCE:

3.1 Recommendation from Graham Rummey re Life Membership for Tony Wagstaff: Jeff detailed the process to date: (1) submission by Graham Rummey 21/11/17 with reference to the criteria; (2) decision of subcommittee consisting of President, Vice President and a past President based on compliance with Life Membership guidelines; (3) email to committee (except nominee) re decision of sub-committee and request for decision/vote with reference to criteria and guidelines. All criteria had been met and committee voted unanimously to accept the nomination. Jeff presented Tony with a Life Membership certificate.

Action: Relevant documentation to be filed (JB)

3.2 Other correspondence: Tony gave an update on a matter raised by a member regarding the Financial Report for FY 2016/2017. Tony advised that he had agreed to investigate if a pre-AGM release of financials is possible for 2017/2018, and if the accountants could separate out some costs (cleaners) on the P & L as suggested. The matter is considered closed.

Action: Record of communication to be filed in the Correspondence folder (Julie)

4 CARRY-OVER ISSUES:

4.1 Pianola Trial: Decision to go with Pianola has been communicated to members. Member database is now up to date and the Access database will not be maintained. We have been billed to cover the period until the end of the year and will be invoiced for 2018 calendar year. Instructions have been written and communicated to all scorers. Reaction from members has been mostly favourable.

Action: Complete.

4.2 Hunter Interclub Coordinator:

No progress.

Action: Send email to all club secretaries advising that no-one from our club is prepared to take on the role and if anyone is interested, they are welcome to take it on.

4.3 2018 Program:

Club's Administration Rules and Regulations have been updated to reflect the changes agreed at the last meeting. Booklets have been printed and are now available. A few members have requested that the program be emailed. We agreed to do this via Pianola. Julie advised there is a suitable format PDF and would save it in the Program folder.

Action: Complete

4.4 NBC 50th anniversary:

Only suggestion to date is a lunch with "good food and wine". No decision reached.

Action: Ongoing discussion

4.5 Carpet Replacement:

Carpet has been ordered and will arrive in the country in January. Laying will be either Monday 22/1 or 29/1 (will impact day session but not the evening session). We will need 4-5 volunteers to assist with moving furniture and office equipment. Jeff advised he has a plan for the day.

4.6 Ken's absence April / May 2018

Handover for what needs to be done will happen during March. **Action:** KW/Julie

5 FINANCIAL REPORT:

Income from table fees continues to be a concern relative to Budget. While there has been a slight improvement in the last few months, the Budget is probably on the high side. Forecast for the remainder of the year will be reviewed as part of the mid-year update. Renewal of subscriptions is currently favourable but is due to timing. Expenses are slightly unfavourable primarily due to issues previously discussed (R & M). We are seeing the benefits of the solar panels and light globe replacement.

Dave advised that the Tuesday session had queried if the number of prizes allocated to the teams event could be increased to reflect the number of players. Tony advised that the prize money schedule is determined to reflect the number of tables already.

Action: Dave to report back; Tony to update the prize money schedule for 2018.

Ailsa moved that the Financial Reports be accepted; Dave seconded the motion.

6 NEW BUSINESS:

6.1 Christmas Parties - Review and Recommendations:

Consensus was that parties were well organized; good feedback from members re the quality and quantity of food. Congratulations (especially to June) for a job well done with the organization, coordination and budget management. Only concern was the Tuesday session.

Action: Review format for food distribution for the Tuesday session due to the large number of people (approximately 90). Options proposed included tables at the front of the club room as well as at the back, allocate plates by table, no alcohol before the commencement of the party.

6.2 Petty Cash:

Ken expressed a concern that a non-committee member was paying out of petty cash (which is kept in the safe) and queried the need for petty cash. After discussion it was agreed that reimbursement is best handled using EFT and to get rid of petty cash.

Action: KW to implement change; JB to advise the member concerned

6.3 Safe Combination:

Agreed that a maximum of 3 committee members need to know the safe combination (JB, KW, TW). **Action:** Change combination; inform those who need it (KW)

6.4 Partner Finder:

Following a concern expressed by a new member re how well the current Partner Finder system works, Ken suggested we encourage members to use Pianola.

Action: KW to investigate and advise members

6.5 GNOT/Country Teams Subsidies:

Ken explained that the Rules and Regulations had been updated for Open Club Pairs, Restricted Pairs, Club Teams and Mixed Pairs and that members need to have played 6 sessions at the Club in the preceding 12 months to be eligible to win. In the case of the GNOT, Country Teams and State Open Pairs, members can still play if they don't meet this criteria, but if they go forward, their entry fees will not be paid (pro-rated based on number in the team who are not eligible).

Ken also indicated that he wants to provide a lunch after the Tuesday Restricted Pairs championship.

6.6 Convenors for 2018 Events:

Jeff detailed the Rosalie's proposal for 2018 events requiring Convenors (Club Pairs Championship, Graded Pairs, Restricted Pairs Championship, Club Teams Championship, Country Teams Qualifying, Mixed Pairs, State Pairs Qualifying). Convenors are confirmed for the State Pairs Qualifying and Mixed Pairs. Graded Pairs is a priority because it commences in March.

Action: Ailsa agreed to follow up with Rosalie to progress

6.7 Tablecloth Replacement:

As discussed at the last meeting, Rosalie had suggested we consider sourcing fabric for new tablecloths and use the current ones for spares and congresses. Committee was reluctant to commit to this expenditure at this time.

Action: Advise Rosalie (JB)

7 NEXT COMMITTEE MEETING:

The next committee meeting will be Thursday 08 February commencing at 1.15pm (the 2nd Thursday in the month). **(NB. There will be no meeting in January)**

Meeting concluded at 2.25pm

Confirmed to be a true record of the meeting

Jeff Biddlecombe 8/2/18

Newcastle Bridge Club

Performance to Budget for year to date

	Note	Nov	YTD Nov 2017			Full Year	
		Actual	Actual	Budget	Prev Yr	Budget	Update
Income							
Monday day		800	4,006	5,028	4,528	11,340	
Monday night		660	2,499	2,394	2,377	5,190	
Tuesday day		2,134	9,007	9,384	9,211	21,336	
Wednesday day		1,161	4,634	5,028	5,227	11,736	
Wednesday SV play		772	3,447	3,696	4,265	8,520	
Thursday day		1,308	5,550	5,160	2,606	11,832	
Thursday night		408	1,558	1,980	2,114	4,680	
Friday day		1,561	6,370	7,152	6,525	15,792	
Saturday day		1,042	4,256	5,148	4,781	11,976	
<i>Table Fees Sub-total</i>		9,846	41,327	44,970	41,634	102,402	0
Congress				0		16,000	
Subscriptions			4,625	1,000	2,580	11,500	
Country Teams/GNOT/HICT (Net)		4,475	776	800	1,088	1,700	
Board Dealing		436	1,160	750	916	1,800	
Other Income		120	177	0	300	300	
Total Income		14,877	48,065	47,520	46,518	133,702	0
Expenses							
Accounting			1,700	1,800	1,700	1,800	
Advertising				0		0	
Capitation (ABF)			28	250	71	4,850	
Cleaning		774	4,259	4,230	4,114	10,000	
Affiliation Fee (NSWBA)				0		2,600	
Directors				200		200	
Congress				0		14,000	
Computer expenses				125		300	
Consumables		762	1,792	1,750	1,311	4,200	
Depreciation				0		8,000	
Donations				0		200	
Electricity		722	1,566	2,000	2,426	4,000	
Insurance				200		2,400	
Training			225	100	44	200	
Misc Equipment			698	625	350	1,500	
Printing, Stationery, Post		48	1,452	1,375	1,194	3,300	
Prizes		960	2,648	3,000	2,760	6,400	
Rates		493	5,603	5,500	5,489	11,200	
Refreshments		372	1,641	1,625	1,516	3,900	
Repairs and Maintenance		79	3,913	2,000	1,442	4,800	
Subscriptions/Memberships		50	95	0	44	100	
Social		560	1,127	500	392	2,600	
Masterpoints			707	700	674	3,000	
State/National comps			1,291	1,700	1,581	3,100	
Telecommunications		111	614	750	596	2,000	
Wages - Office		1,018	4,333	4,400	4,001	10,400	
Wages - NPD		1,050	4,490	3,960	2,500	9,360	
Total Expenses		6,999	38,182	36,790	32,205	114,410	0
Surplus/(deficit) from Bridge		7,878	9,883	10,730	14,313	19,292	0
Other Income & Expenses							
Interest Income			935	890	1,009	1,840	
Loss on Asset disposals				0			
Unusual Expenses				0	0		
Total surplus (deficit)		7,878	10,818	11,620	15,322	21,132	0
Notes:							

**Newcastle Bridge Club
Treasurers
Report
November 2017**

Funds on hand at 30 November 2017		Int Rate	Maturity
Cheque account	\$13,320		
Online Saver	\$32,358	1.25%	On call
Term Deposit	\$84,847	2.05%	31-Jan-18
	\$130,525		

Table count per session

		November YTD				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	215.0	177.5	-37.5	-21.1%	193.5	-16.0	-8.3%
	Night	105.0	109.0	4.0	3.7%	105.0	4.0	3.8%
Tuesday	Morning	391.0	374.0	-17.0	-4.5%	385.5	-11.5	-3.0%
Wednesday	Day	215.0	204.5	-10.5	-5.1%	227.5	-23.0	-10.1%
	Night(SVP)	154.0	151.5	-2.5	-1.7%	184.5	-33.0	-17.9%
Thursday	Day	215.0	239.5	24.5	10.2%	120.0	119.5	99.6%
	Night	88.0	69.0	-19.0	-27.5%	94.5	-25.5	-27.0%
Friday	Morning	298.0	274.0	-24.0	-8.8%	279.0	-5.0	-1.8%
Saturday	Afternoon	220.0	184.0	-36.0	-19.6%	204.0	-20.0	-9.8%
Total		1901.0	1783.0	-118.0	-6.6%	1793.5	-10.5	-0.6%
5 Week Moving Average			76.5			76.1		

Profit & Loss Comments - year to date

v Budget Table fee income is down by \$3,600 or 118 tables - small turn around now evident for October & November months, but full year targets unlikely to be met.
Higher receipts in November of 2018 subs than forecast
Expenses over due to Repairs - kitchen re-work cost carried over from last year, plus cost of updating fire protection equipment
YTD profit of \$10,818, slightly below budget \$11,620

v Last Year Table fee income remains close to prior year, but subscriptions collected in November this year well ahead of last year - this will come back over the next few months.
Expenses remain higher due to Repairs - see above. Also Non Playing Director - extra session v last year, and session payment increased to \$70

**Tony Wagstaff
10 December
2017**