



Committee Meeting Agenda

Date/Time of Meeting: 19th July 2018 to start at 1.15pm

Agenda Items:

- 1 Apologies:** June Boyd
- 2 Minutes of previous Committee meeting** dated Thursday 7th June 2018
- 3 Correspondence**
 - 3.1 Letter from Port Macquarie Hastings Bridge Club
- 4 Carry-over Issues:**
 - 4.1 NBC 50th anniversary - update Jeff
 - 4.2 Replacement of old dealing machine Ken
- 5 Financial Reports:** Tony
- 6 New Business:**
 - 6.1 2018 Congress: review / feedback / recommendations (NB venue) Jeff /all
 - 6.2 Thursday morning Bridge – 150 MP restriction Ken
 - 6.3 AGM preparation (any special resolutions?) All
 - 6.4 Correction of scoring errors Ken
- 7 Date for the next committee meeting:**
Thursday 9th August at 1.15pm



Minutes of Committee Meeting

Date / Time of Meeting: Thursday 19 July 2018 starting at 1.15 pm

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

1 APOLOGIES: J Boyd

2 **MINUTES:** Jeff moved that the minutes of the meeting from 07 June 2018 be accepted. Ken seconded the motion. The minutes were accepted, and Jeff signed the minutes as a true record of the meeting.

3 CORRESPONDENCE:

3.1 *Letter from Port Macquarie Hastings Bridge Club (PMHBC)*

A letter from the Secretary of PMHBC (Susanne Hollis) dated 2/4/2018 was received in June (see attached). It referred to a discussion between a PMHBC member (Len Pascoe) and an NBC member, when Len played at NBC earlier this year. Len was told by the NBC member (not named) that he'd phoned PMHBC re getting a game but was told "no-one played their system and were not good enough to get a game at Hastings". The matter was reported to the PMHBC Committee who were very concerned. The Secretary apologised and advised that if any of our members wished to play at PMHBC to contact the club and they would be very welcome.

Action: Julie to respond to Susanne Hollis thanking her for the apology. No further action is possible as the NBC member was not named in the correspondence.

4 CARRY-OVER ISSUES:

4.1 *NBC 50th Anniversary:*

There are now approximately 90 people attending the event, so the Club's contribution will be higher than previously indicated. A \$200 security bond is required and 50% of the food cost is payable a week prior to the event.

Action: Jeff to continue with organizing the event and will call for assistance as required.

4.2 *Replacement of Old Dealing Machine:*

Ken advised that both dealing machines will be replaced by brand new ones so that both machines will have the same operating system and software. Ken is awaiting delivery of the machines.

Action: Ken to provide trade-in figure to Tony.

5 FINANCIAL REPORTS:

Tony tabled the Financial Reports to end of June 2018 but emphasized that the reports were not yet final for FY 2017/2018.

5.1 *Performance Report:*

Key points noted were that Table Fees were \$1379 less than last year; Congress income was \$1360 below last year (but for fewer tables); total expenses were \$4246 higher than last year. Total surplus

for the year is now estimated to be \$15010 (\$9000 less than last year). Tony commented that last year was exceptional.

5.2 Finance Report:

Tony reported that the interest rate payable for the Online Saver account has been reduced from 1.25% to 0.50%. There was discussion about the options available, including bonds and other investment opportunities.

Action: Tony will further explore the options and prepare a motion to be tabled at the AGM.

Overall table numbers for the year were 1.3% down on last year. The most significant improvement was Thursday sessions, which were 58.6% up on last year.

Jeff moved that the Financial Reports be accepted; the motion was seconded by Ken and the reports were unanimously accepted.

6 NEW BUSINESS:

6.1 2018 Congress Review

Jeff had circulated his report prior to the meeting (see attached) as the basis for discussion and feedback. Issues raised included chaos at the cleaning up / loading phase, the effort to set up and clean up; also, the uncertainty about the amount of cakes, etc that would be available on the second day. The question was asked why we have the Congress offsite; it had been suggested that the Congress be held over 2 weekends (Open; Novice/Restricted) at our Club. The benefits would be less handling (packing, unpacking, transportation); the downside would be the restriction in the space available thus restricting table numbers. Parking is another concern. The question was then asked why we have a Congress – the amount of effort is significant for a relatively low return. However, there was a view that given the size of our Club we should have a Congress.

Action: Investigate the potential roadblocks to have the Congress on site (NSWBA – can we have 2 weekends; is the Director available). Ken agreed to contact NSWBA and the Director. Agreed that this will need to be an ongoing discussion to determine the future direction; it will remain on the Committee Meeting Agenda until further notice.

6.2 Thursday Morning Bridge – 150 MP Restriction

The question was raised whether we need to review the 150MP restriction for the Thursday morning Bridge session. After some discussion, it was decided that there is no need to change the current limit. If an issue were to arise with any member/s, it is a discretionary limit and can be discussed at the time.

Action: No further action required now

6.3 Preparation for AGM

The AGM is scheduled for 22/9. If there are any special resolutions, they need to be tabled by the end of August. The only issue previously raised was that relating to Bridgemate scores.

Action: Jeff to advise the timeframe and action required to the member who raised the issue.

6.4 Correction of Scoring Errors

Ken advised that occasionally there are requests to correct scores well after the session has ended. It was proposed that the policy be that errors can be corrected up to 24 hours after the results have been posted on the website, and that the pair making the request must prove that their opponents have agreed to the change (e.g. by presenting an email, etc.). All were in favour of the proposal.

Action: Julie to email members advising them of the policy.

6.5 Promotion of events not related to Bridge at the Club

It was reported that there is some confusion about the type of activities that can be promoted at the Club (raffles, event flyers, etc.). It was reiterated that only Bridge related activities can be promoted at the Club (as was agreed in the October 2017 Committee Meeting when the matter had been raised by a member).

Action: No further action

6.6 Tablecloths

It has been mentioned by the member who launders the tablecloths that they are showing signs of wear; it was also noted that there was a shortage at the Congress.

Action: It was agreed that we should revisit the availability and cost of fabric (Rosalie)

7 NEXT COMMITTEE MEETING:

The next committee meeting will be Thursday 09 August commencing at 1.15pm

Meeting concluded at 2.20 pm

Jeff Biddlecombe 9/08/2018

Confirmed to be a true record of the meeting

Newcastle Bridge Club
Performance to Budget for year(NOT FINAL)

	Note	June	YTD June 2018			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Update	
Income								
Tuesday/Wednesday SV play			7,460	8,520	9,846	8,520	7,200	
Thursday day			14,341	11,832	8,762	11,832	14,500	
Thursday night	A		2,344	4,680	4,042	4,680	2,344	
Friday day			14,418	15,792	15,738	15,792	14,200	
Saturday day			10,742	11,976	11,387	11,976	11,100	
Monday day			9,729	11,340	11,098	11,340	9,800	
Monday night			6,078	5,190	5,491	5,190	6,000	
Tuesday day			21,505	21,336	21,067	21,336	21,500	
Wednesday day			11,033	11,736	11,598	11,736	10,900	
<i>Table Fees Sub-total</i>		0	97,650	102,402	99,029	102,402	97,544	
Congress			14,230	16,000	15,590	16,000	16,000	JeB
Subscriptions			11,290	11,500	11,325	11,500	10,700	
Country Teams/GNOT/HICT (Net)			1,984	1,700	1,972	1,700	1,700	
Board Dealing			1,571	1,800	2,229	1,800	1,900	TW
Other Income			372	300	474	300	400	
Total Income		0	127,097	133,702	130,619	133,702	128,244	
Expenses								
Accounting			1,700	1,800	1,700	1,800	1,700	TW
Advertising			41	0		0	100	JeB
Capitation (ABF)			4,516	4,850	4,779	4,850	4,300	JuB
Cleaning			9,962	10,000	9,762	10,000	10,300	JuB
Affiliation Fee (NSWBA)			2,844	2,600	2,538	2,600	2,850	JuB
Directors			235	200	240	200	225	PP
Congress			12,226	14,000	13,112	14,000	14,000	JeB
Computer Systems			1,011	300	0	300	1,000	TW
Consumables			5,733	4,200	3,982	4,200	4,200	TW
Depreciation	B		8,000	8,000	7,081	8,000	8,000	TW
Donations			248	200	192	200	200	JuB
Electricity			3,307	4,000	4,537	4,000	3,400	TW
Insurance			2,406	2,400	2,309	2,400	2,300	TW
Training			0	200	0	200	200	JeB
Misc Equipment				1,500	1,803	1,500	1,200	TW
Printing, Stationery, Post			4,515	3,300	3,253	3,300	4,000	JuB
Prizes			6,033	6,400	6,844	6,400	6,400	KW
Rates			10,762	11,200	10,632	11,200	11,200	TW
Refreshments			4,053	3,900	3,804	3,900	3,900	KW
Repairs and Maintenance			5,647	4,800	4,844	4,800	5,800	DP
Subscriptions/Memberships			95	100	44	100	100	TW
Social			3,301	2,600	1,480	2,600	3,600	?
Masterpoints			2,906	3,000	2,882	3,000	3,000	KW
State/National comps			2,042	3,100	2,997	3,100	2,500	TW
Telecommunications			1,312	2,000	1,893	2,000	1,300	TW
Office Wages & Super			10,401	10,400	10,322	10,400	10,400	TW
Wages - NPD			9,880	9,360	7,900	9,360	10,300	TW
Total Expenses		0	113,176	114,410	108,930	114,410	116,475	
Surplus/(deficit) from Bridge		0	13,921	19,292	21,689	19,292	11,769	
Other Income & Expenses								
Interest Income			1,889	1,840	1,975	1,840	1,900	TW
Gain(Loss) on Asset disposals	B,C		-800	0	337			TW
Unusual Expenses				0	0			TW
Total surplus (deficit)		0	15,010	21,132	24,001	21,132	13,669	

Notes:

A - Thursday night discontinued

B - Estimates, not yet finalized

C - Mainly old carpet to be written off

Newcastle Bridge Club									
Treasurers Report									
June 2018									
Funds on hand at 30 June 2018			Int Rate		Maturity				
	Cheque account	\$12,208							
	Online Saver	\$32,398	0.50%	On call					
	Term Deposit	\$85,701	2.00%	31-Jul-18					
		\$130,307							
Table count per session									
			June YTD				Prior Year comparison		
			Budget	Actual	Variance	%	Pr Year	Variance	%
	Tue & Wed	Night(SVP)	355.0	334.0	-21.0	-6.3%	428.5	-94.5	-22.1%
	Thursday	Day	493.0	618.5	125.5	20.3%	390.0	228.5	58.6%
	Thursday	Night	208.0	106.0	-102.0	-96.2%	180.0	-74.0	-41.1%
	Friday	Morning	658.0	618.0	-40.0	-6.5%	674.0	-56.0	-8.3%
	Saturday	Afternoon	512.0	462.5	-49.5	-10.7%	486.5	-24.0	-4.9%
	Monday	Afternoon	485.0	427.0	-58.0	-13.6%	477.0	-50.0	-10.5%
	Monday	Night	228.0	266.0	38.0	14.3%	241.5	24.5	10.1%
	Tuesday	Morning	889.0	897.5	8.5	0.9%	885.0	12.5	1.4%
	Wednesday	Day	502.0	485.5	-16.5	-3.4%	507.0	-21.5	-4.2%
	Total		4330.0	4215.0	-115.0	-2.7%	4269.5	-54.5	-1.3%
Profit & Loss Comments - full year									
	v Budget	Table fee income below budget by \$4,752							
		Congress lower by \$1,770, part compensated by lower expenses							
		Expenses - Savings on congress \$1,774 & Electricity \$693. Offset by overs on							
		Printing & Stationery \$1,215 & Social \$701							
		Estimated profit of \$15,010, is below budget \$21,132							
	v Last Year	Table fee income is below prior year by \$1,379 (1.4%). Overall revenue is lower by							
		\$3,522, with Congress revenue the other significant change							
		Expenses are higher by \$4,246 or 3.9%. Main increases are in Non Playing Director							
		+\$1,980 (thrid session included this year), Social +\$1,821 & Printing & Stationery							
		+\$1,262. Electircity was reduced by \$1,230 or 27%							
		The full year profit is now estimated to be \$15,010							
Tony Wagstaff									
July 2018									

2018 Congress Report

The 2018 congress was another success with team table numbers at 44 and pair table numbers at 42. A big thank you must be given to all the members who gave of their time to assist with the many background jobs that need to be completed. Without this help the congress simply would not happen.

Although I was named as convenor, it is evident that two people are required to help out with at least one lady to concentrate on the food allocation.

Helpers

The list is too great to mention all who did assist with following tasks:

- Packing up at the club on Friday before the congress
- Travelling to the Bini shell on Friday and unpacking and setting up the venue ready for the start of play on Saturday
- Cleaning up at conclusion of play on Saturday and setting up for the start of play on Sunday
- Helping in the kitchen both days
- Being standby players
- Providing flower arrangements
- Cooking the cakes and slices and gluten free snacks
- Collecting and returning borrowed card tables
- Collecting ordered goods
- Collecting extra pie oven
- Purchasing of items when on special
- Returning hired equipment
- Unpacking cards from wallets
- Cleaning and packing up at conclusion of play on Sunday
- Unpacking at the club on Sunday night
- Organising the prize money
- Directing parking
- Preparing deal files
- Dealing required number of boards

Alex Marton and his son, Ralph, provided the external assistance and ute to transport the items to and from the venue and they were excellent. We recommend that they be used again if they are available.

Parking

Again this year the parking near the Bini shell on top level was not utilised totally by those players with disabilities. If we are here again next year we should advertise it better. It is necessary to have parking attendants at the entrance and at the roundabout near the Bini shell to direct people to the appropriate areas. The exit gate on the first day had not been opened and this caused some traffic chaos until it was opened.

Catering

In 2016, Rosalie Broughton had put an enormous effort into calculating quantities of food required per head last year and this was used successfully as a guide this year. Members were asked to supply slices and cakes, arranging the kitchen helpers and in organising the preparation and serving. The members involved were congratulated as the effort was richly rewarded with everything running smoothly and with plenty of food for everyone. Special mention needs to be given of Julie Butel who not only was the Congress entry administration person but did a lot of pre work in organising and collecting scorers' books and other items. She also spent both days from about 0800 to 1800 each day in the kitchen. She then backed it up by taking the card table cloths back home and then washed and ironed them.

Special dietary needs were not catered for again this year with it clearly been spelt out in the entry forms and this did not cause any problems nor deter people from playing in the congress. There was only one enquiry about this and when it was pointed out that it was specified on the brochure and the NSWBA web site entry page the player

accepted the situation. On each day, there was positive feedback about the supply of alternative bread and this was a result of recommendations from last year.

Obviously the players really enjoy the hot snacks at the conclusion of play on Sunday with the party pies, Asian snacks, sausage rolls, meat balls and little frankfurts being eaten as fast as they could be served.

On the Friday before the event, it was discovered that the oven was still not working (as per last year). However, the maintenance person was with us and he informed us that the oven had been switched off inside the Switch Panel and was able to reset it.

Lunches

From a 'food' perspective the work is in providing food throughout the day, at the conclusion of play on the Sunday and in finding at least **six** non Congress playing members to work in the kitchen throughout the weekend. This year, we were slightly down on last year's numbers but this was deliberate as there was sufficient for each day. We do need a minimum of three kitchen helpers for preparing and serving the hot food.

Congress Format

Again this year we decided to run the Swiss Pairs with separate N/S and E/W fields with prizes for 1st, 2nd & 3rd in both fields and in the Novice 1st and 2nd and this proved again to be popular.

The split up of entries can be seen in the following table. Figures for 2015 and 2016 have been included as a comparison

Event	No. Tables 2018	No. Tables 2017	No. Tables 2016
Swiss Pairs			
Open	22	39	31
Restricted	20 (inc novice)	7.5	10
Novice		7.5	8
Total	42	45	45
Swiss Teams			
Open	30	42	38
Restricted	14 (inc Novice)	7	6
Novice		1	4
Total	44	50	48
Total	86	95	83

The calculated breakeven point was 40 tables each day. Our goal was to achieve 40+ tables each day and it was very pleasing to see that we actually achieved a total of 86 tables.

Congress Gradings

Based on general feedback from 2017, the Grading Criteria for 2018 was : **Open >300, Restricted 300>100, Novice <100.**

Costing

The largest outlay for the congress, apart from the prize money, is the food costs. Due to lower numbers, this cost was down this year.

We managed to purchase the hot snacks and the cheeses when they were on special at the supermarkets at half price. It is really worthwhile making the effort to do this and we would strongly recommend that it be considered for future congresses. A big thank you to those members who volunteered to supply the cakes and slices for both days. This also helped to keep food costs under budget.

The 2018 congress resulted in a profit of just over \$2000, down from 2017, again due to the lower numbers

With costs always being controlled in future, Congress profit will be beneficial to the Club, despite lower numbers.

Sponsorship

We approached TBIB and Paul Lavings sponsorship for the congress.

Paul Lavings and 4 * \$30 Vouchers and TBIB provide \$500 in sponsorship.

I approached Aveo but with no success for this year but they showed some promise for next year and we should contact them early next year.. So ideas are welcome.

It is recommended that an effort be made for future congresses to obtain sponsorship.

Procedures

We have updated the 2017 Congress Procedures outlining the procedures we followed to run the congress in 2018. We also used the 2017 document (Congress Running Sheet & Food) detailing the food details, the helpers necessary and a time line for when helpers are required, which we have also updated.

These two documents were used as a guide for running this congress and proved to be very helpful. We should continue using and updating these documents for future congresses.

Next Year

The Callaghan College is still planning to demolish the Bini shell and replace it with a hall. If and when that is finished, we will be welcome back to the new facility but the Principal warned that there would be an increase in hall hire.

A suggestion that has been put forward and is being investigated is that we hold the congress over 2 weekends, one for the Open players and the next for the Restricted players and we hold both at our own Club limiting table numbers to 22 for each day. This would eliminate the significant amount of effort by our volunteers to pack up, transport to , set up, dismantle, transport back, unpack and tidy up both the Bini shell and our Clubhouse.

Clubs Represented in 2017

Armidale
Batemans Bay
Brisbane Water
Central Coast
Central Coast Leagues
Cessnock
Charlestown
Hunters Hill
Lake Macquarie
Maitland
Muswellbrook
North Shore
Pennant Hills
Quick Tricks
Sydney
Tilligerry
Tomaree
Toronto
Trumps
Turrumurra

Clubs from 2017 not present this year: Canberra, St. George Budapest, Peninsula and Yamba.

Jeff Biddlecombe
2018 Congress Convenor