



Committee Meeting Agenda

Date/Time of Meeting: 11th October 2018 to start at 1.15pm

Agenda Items:

- 1 Apologies:** Howard Bridgman
- 2 Minutes of previous Committee meeting** dated Thursday 9th August 2018
- 3 Correspondence**
 - 3.1 Email from Margaret Thorn re vouchers for open play..... Rosalie
- 4 Carry-over Issues:**
 - 4.1 2019 Congress – update..... Jeff
 - 4.2 Fabric for Tablecloths..... Rosalie
- 5 Financial Reports**Tony
- 6 New Business:**
 - 6.1 AGM follow-up:
 - 6.1.1 Ratify Rosalie's nomination for Committee..... All
 - 6.1.2 Endorse MP Secretary & Tournament Director..... All
 - 6.1.3 Allocate duties.....Jeff
 - Maintenance management
 - 2019 Congress
 - Other Club tournaments
 - Publicity officers
(promotion/advertising of events, competitions, lessons, newsletter)
 - 6.2 Friday Graded Pairs..... Jeff
 - 6.3 Restricted Club Championship..... Jeff
 - 6.4 Life Members' Board.....Jeff
 - 6.5 Web site maintenance..... Ken
 - 6.6 2019 Program..... All
 - 6.7 Strategic Plan..... Jeff
 - 6.8 Change of cheque signatories..... Tony
 - 6.9 Emergency contact details – access..... Rosalie
 - 6.10 Catering sub-committee for 2019..... Ailsa
 - 6.11 GNOT feedback – induction; beer.....Ailsa
 - 6.12 General business.....All
- 7 Date for the next committee meeting:**
Thursday 8th November at 1.15pm



October Committee Meeting: MINUTES

Date	Thursday 11 October 2019	Time	1:15pm – 2:55pm
Attendees	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Tony Wagstaff, Ken Wilks		
Apologies	Howard Bridgman		

Jeff opened the meeting at 1:15pm and welcomed the new Committee members

1. **MINUTES:** Jeff moved that the minutes of the meeting from 09 August 2018 be accepted. Tony accepted the motion, which Ken seconded. Jeff signed the minutes as a true record of the meeting.

2. CORRESPONDENCE:

2.1. *Email from Margaret Thorn:*

Margaret Thorn has suggested that vouchers be awarded to winners in Restricted sessions as encouragement to play in open sessions. It was agreed that the idea was worth pursuing, with the following provisos:

- Vouchers redeemable at a Monday pm, Wednesday, Friday or Saturday session would be awarded to the 2 winning pairs in the Thursday session
- Players would not be eligible if they had previously played at an open session 3 or more times
- Players would need to have a partner
- Vouchers would not be transferable (so would need to be different to current vouchers)

Action: Introduce in the new year on a trial basis for 3 months; Julie to advise Margaret

2.2. *Correspondence from Lambourne Partners re Financials for FY 2017/2018*

Tony advised that Lambourne Partners had raised an issue re a cheque for prize money being drawn to cash with nothing in the accounts as reference. Tony advised that the matter had been resolved and that no further action was required.

2.3. *Ratify Rosalie Broughton's nomination for Committee*

Jeff noted that a member had queried the timing of Rosalie's nomination to the Committee and advised that it was received verbally 8 days before the AGM but documented 3 days later (2 days less than stipulated in the Constitution). The nomination therefore needed to be ratified by the Committee. All present accepted the nomination. No further action is required.

3. CARRY-OVER ISSUES:

3.1. *Update on 2019 Congress:*

Nothing further to report at this stage. The venue will most likely be the hall at Kotara South Primary School.

Action: Jeff and Julie to visit the school w/c 15/10; Jeff to select a small group to help with the planning and organization of the Congress.

3.2. Tablecloths

Rosalie advised that the fabric has been delivered; Sharon Martin has agreed to cut it. The person who sewed the cloths last time has agreed to do it at a cost of \$12/cloth and will commence the job in January.

Action: No further action

4. FINANCIAL REPORTS:

4.1. YTD Performance to Budget:

Table fees are below budget but favourable to last year. Expenses are mostly favourable to budget as is profit.

4.2. Treasurer's Report:

The interest rate for the Online Saver account is negligible and is really not worth having. Tony will look to redistribute the funds between the cheque account and the Term Deposit when it is next due for renewal. Tony advised that the interest rate on Term Deposits continue to fall and it may be worth looking at other banks for a more competitive rate.

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

5. NEW BUSINESS:

5.1. AGM Follow -up:

5.1.1. Ratify Rosalie's nomination for Committee: Refer Item 3.3

5.1.2. Endorse MP Secretary and Tournament Director:

Tony moved that Ken Wilks be endorsed as Master Point Secretary, and Peter Peterson as Tournament Director. Vincia seconded the motion which was unanimously accepted.

5.1.3. Allocation of duties:

The following responsibilities were discussed and agreed:

- **Maintenance management:** Vincia
- **Congress Convenor:** Jeff (who will select a sub-committee)
- **Convening of Club Tournaments:**
 - Country Teams & State Pairs Qualifiers:* **Ailsa**
 - Mixed Pairs & Club Championships* (need focus and promotion): **Rosalie**
 - GNOTs:* **Ken**
- **Publicity** (promotion & advertising – for events, competitions, lessons):
Caroline to head up with support from **Howard** and **Vincia**. Tools discussed included PowerPoint slides, flyers, Pianola mailouts, maybe Facebook.
Action (Caroline):
 - **Prepare a publicity proposal for the next Committee meeting**
 - **Publicize recent results (Club Championship, GNOTs, Graded Pairs)**

Tony commented that Directors/Scorers need a guide on how to “drive” the PowerPoint slide presentations.

5.2. Friday Graded Pairs

There is concern that interest is declining – the number of A Grade players is getting smaller each year perhaps because there are no new entrants to the A Grade level. The other issue is that as the year progresses, the number of players reduces, due in part to demotivation driven by there being no chance of winning. Is it worth including in the 2019 Program?

Action: Julie to email members to see whether or not there is any interest in the event and if so, what grade they would be. No reply = no interest.

5.3. Restricted Club Championship

This event is currently played over 3 rounds on Tuesday. Rosalie proposed it be incorporated into the Club Open Pairs event but run as 2 separate fields. Ken commented that the current regulations for the Club Open Pairs provide for 39 boards to be played in the afternoon session (but only if there were 7 tables), which he believed was too many. He proposed that the regulations be changed to provide a more balanced program. All were in favour of both proposals.

Action: Include Restricted Club Championship in Club Open Pairs in 2019 Program; Tournament Director to provide more appropriate wording for the regulations

5.4. Life Members' Board

Jeff proposed to have a board in the Club to display Life Members (current and initial members including deceased). It was stressed that we must ensure no-one is overlooked. Also, not to have gold printing on a brown background (hard to read in the Club lighting).

Action: Jeff to progress for review / approval by Committee

5.5. Website Maintenance:

Ken explained that the website is maintained by Shane Welldon (who designed and implemented it). Shane hosts the site, resolves problems and updates WordPress / plugins as new versions are released. The cost is \$110 p.a. for hosting and \$60/hr for any additional work.

Shane previously worked for himself, but now works fulltime for an employer. Since this change, he has been difficult to contact such that the current arrangement is no longer acceptable. Ken therefore had investigated alternative providers:

- **Redback Solutions:** In business since 1999, 7 employees. Cost would be \$330 p.a. to host, plus provide WordPress updates. The cost to resolve major issues would be \$165/hr. Shane Welldon is employed by Redback but would not necessarily be involved.
- 2nd quote: \$540 p.a. to host; \$75/hr for problem solving.
- 3rd quote: Don't host.

Ken advised that Shane will bundle it up so that it can work on another provider's hosting. He added that major problems are rare. All agreed that the current situation is unacceptable and agreed with Ken's proposal to switch to Redback. It was also agreed to make the transition as soon as possible rather than wait till next year.

Action: Ken to progress

5.6. 2019 Program

Julie advised that the copy for next year's Program Booklet needs to be ready for printing by late November. Key decisions include prize allocations, Red MP events, sessions for Country Teams and GNOTs, sessions on a Public Holiday Monday. Ken also mentioned that he needs

to clarify Red MP situation for State Qualifying – i.e. 4 sessions or 4 events? Peter outlined the current situation with H.I.C. and it was agreed not to include its events in the Program.

Action:

- ***Julie, Rosalie and Vincia to meet (with prior input from Ken) to progress the calendar***
- ***Tony to determine prize allocation by session***
- ***Julie to email members re phone number / preference for inclusion in booklet***

5.7. Strategic Plan

Jeff advised that we will be reviewing the Strategic Plan in February 2019. In the meantime, he asked for all to read the current document.

5.8. Change of Cheque Signatories

Tony proposed that David Puddicombe be removed as a cheque signatory and that Vincia Martin be added. Ken accepted the motion and Ailsa seconded it.

Action: Tony to progress; also check with David if he has a dongle

5.9. Emergency Contact Details

Rosalie raised a concern that Directors and Scorers do not know where the Emergency Contact information is kept. Ken advised that it is in the office and up to date.

It was agreed that the information be put in a red folder and left at the front desk.

Action: Rosalie to prepare the folder, Ken to email directors re location, Julie to include question re change of emergency contacts in the email re phone numbers for the booklet.

5.10. Catering Sub-Committee 2019

It was agreed to prepare a roster for catering when the 2019 Program is finalized. It was also agreed not to have a committee to organize Xmas parties this year. Instead, each session will arrange a party at their own expense in lieu of paying table fees on that day.

5.11. GNOT Feedback

Ailsa commented on there being no orientation for visitors at our events (e.g. toilets, cups, fire evacuation, etc); also feedback from a member re there being no beer available after events. It was agreed that we do not supply beer due to cost and potential consequences.

Action: Ailsa to prepare a document to cover orientation for events; Jeff to advise member re decision on beer

5.12. General Business

Howard emailed a request that we consider paper cups instead of plastic ones for the water cooler due to the problems with plastic recycling in Australia.

Action: Investigate the options - Ken

6. NEXT COMMITTEE MEETING:

The next Committee Meeting will be held Thursday 8th November starting at 1:15pm

Meeting concluded at 2.55pm.

Confirmed to be a true record of the meeting

Jeff Biddlecombe 8/11/2018

Newcastle Bridge Club								
Performance to Budget for year to date								
		Month	YTD September 2018			Full Year		
	Note	Actual	Actual	Budget	Prev Yr	Budget	Update	Resp
Income								
Evening SV play		523	1,971	2,184	1,891	8,424		
Thursday day		1,006	3,552	4,056	3,263	15,144		
Thursday night				0	934	0		
Friday day		1,262	3,821	4,056	3,697	14,928		
Saturday day		840	2,878	2,730	2,398	10,494		
Monday day		825	2,577	2,730	2,617	10,134		
Monday night		480	1,662	1,794	1,497	6,150		
Tuesday day		1,424	5,471	5,616	5,340	21,264		
Wednesday day		714	2,819	3,042	2,615	11,454		
Table Fees Sub-total		7,074	24,751	26,208	24,252	97,992	0	
Congress				0		14,000		JeB
Subscriptions		105	280	0	150	11,500		TW
Country Teams/GNOT/HICT/Club weekend		110	398	900	776	1,900		TW
Board Dealing		96	300	450	312	1,800		TW
Other Income				0		400		TW
Total Income		7,385	25,729	27,558	25,490	127,592	0	
Expenses								
Accounting		1,760	1,760	1,800	1,700	1,800		TW
Advertising				0		0		JeB
Capitation (ABF)				50	28	4,550		JuB
Card dealing		A 114	354	375		1,500		TW
Cleaning		774	2,517	2,548	2,517	10,192		JuB
Affiliation Fee (NSWBA)				0		2,900		JuB
Directors				200	225	200		PP
Congress				0	200	12,000		JeB
Computer Systems				300	66	1,200		TW
Consumables		822	1,407	1,260	1,136	5,040		TW
Depreciation				0		8,000		TW
Donations				0		250		JuB
Electricity			879	900	845	3,400		TW
Insurance				200		2,500		TW
Printing, Stationery, Post		82	596	975	1,101	3,900		JuB
Prizes		974	1,866	1,900	1,118	6,400		KW
Rates			3,397	3,400	2,817	12,000		TW
Refreshments		211	751	1,050	896	4,200		KW
Repairs and Maintenance		294	506	975	2,452	3,900		?
Subscriptions/Memberships				0		100		TW
Social		109	3,093	3,300	385	6,000		JB
Masterpoints				700	707	3,000		KW
State/National comps		553	654	1,000	1,291	2,000		TW
Telecommunications		102	319	360	324	1,440		TW
Office Wages & Super		748	2,353	2,730	2,289	10,920		TW
Wages - NPD		840	2,660	2,730	2,530	10,920		TW
Total Expenses		7,383	23,112	26,753	22,627	118,312	0	
Surplus/(deficit) from Bridge		2	2,617	805	2,863	9,280	0	
Other Income & Expenses								
Interest Income			443	420	485	2,980		TW
Loss on Asset disposals				0				TW
Unusual Expenses				0				TW
Total surplus (deficit)		2	3,060	1,225	3,348	12,260	0	
Notes:								
A. Not previously shown on separate line								

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Newcastle Bridge Club									
Treasurers Report									
September 2018									
Funds on hand at 30 September 2018				Int Rate	Maturity				
	Cheque account	\$10,908							
	Online Saver	\$32,469	0.40%	On call					
	Term Deposit	\$86,133	2.70%	30-Nov-18					
		\$129,510							
Table count per session									
			September YTD				Prior Year comparison		
			Budget	Actual	Variance	%	Pr Year	Variance	%
	Tue/Wed	Night(SVP)	91.0	85.0	-6.0	-7.1%	82.0	3.0	3.7%
	Thursday	Day	169.0	154.5	-14.5	-9.4%	142.0	12.5	8.8%
	Thursday	Night	0	0.0			41.5	-41.5	
	Friday	Morning	169.0	164.0	-5.0	-3.0%	158.0	6.0	3.8%
	Saturday	Afternoon	117.0	124.5	7.5	6.0%	104.0	20.5	19.7%
	Monday	Afternoon	117.0	111.5	-5.5	-4.9%	113.5	-2.0	-1.8%
	Monday	Night	78.0	73.0	-5.0	-6.8%	66.0	7.0	10.6%
	Tuesday	Morning	234.0	227.5	-6.5	-2.9%	223.0	4.5	2.0%
	Wednesday	Day	130.0	119.0	-11.0	-9.2%	117.0	2.0	1.7%
	Weekend events			8.0					
	Total		1105.0	1067.0	-38.0	-3.6%	1047.0	20.0	1.9%
Profit & Loss Comments - Three months to September									
	Profit of \$3,060 to date is ahead of budget and slightly below last year								
	Table fees are below budget, despite being an encouraging 2% higher than this time last year								
	Key factors in expenses are Social +\$2,708 over last year due to the 50 year celebration, and Repairs & Maintenance lower by \$1,946. Other savings to date are likely due to timing of expenses coming through.								
Tony Wagstaff									
October 2018									