

NEWCASTLE BRIDGE CLUB

Committee Meeting

Date: 12th February 2014

Time: 8:25am

Attendees: T Wagstaff, R Broughton, A Morris, P Peterson, P Robinson, E Sellers, A Stiller, B Webster, K Wilks and G Rummey.

Apologies: J Hill.

Minutes

Agenda item: Minutes 4th December 2013. **Presenter:** G Rummey

Discussion: Ken moved that the minutes be taken as read and be accepted. Anita seconded the motion and the minutes were accepted. Tony signed the minutes as being a true record of the previous general meeting.

Carry over items:

Bridge teacher workshop. **Presenter:** E Sellers

Agenda item:

Discussion: Eileen reported that arrangements were well in hand with regard to the workshop taking place on 15/16th February. 41 people had signed up for the workshop and a further 7 for the lesson. Printing of pamphlets, etc would be completed in time. Refreshments for morning tea would be provided.

Conclusions: Completed.

Action items:	Responsibility:	Deadline
✓ Purchase refreshments.	P Robinson	15/02/14

Club Webpage progress. **Presenter:** R Broughton

Agenda item:

Discussion: The sub-committee tabled its report recommending acceptance of the tender of *Shaneweldon web development* for a redesign of the Club's webpage - copy attached. Ken outlined details of the proposal which was unanimously accepted. Committee voted for inclusion of a championship roll within the content.

Conclusions: Award the contract and proceed with design.

Action items:	Responsibility:	Deadline:
✓ Finalise webpage content.	R Broughton	21/02/14

Lunchtime Sessions - progress. **Presenter:** A Morris

Agenda item:

Discussion: Alison reported a setback with starting these sessions in that the provider could not start until May 2014. Otherwise planning was progressing. A course of 6 lessons would be offered at \$20 per head, including lunch and wine. Committee accepted concept as a promotional exercise and agreed that lessons would start around 22nd May.

Conclusions: Continue with course preparation.

Action items:	Responsibility:	Deadline:
✓ Finalise and distribute course advertising flyer.	A Morris	13/05/14

Clubroom illumination.

Presenter:

B Webster

Agenda item:

Discussion: Work successfully undertaken.

Conclusions: Complete.

Action items:

Responsibility:

Deadline:

✓ Nil.

First Aid information dissemination.

Presenter:

G Rummey

Agenda item:

Discussion: Graham reported that an item regarding first aid had been inserted into What's Trumps Edition #8.

Conclusions: Completed.

Action items:

Responsibility:

Deadline:

✓ Nil.

Housekeeping duties.

Presenter:

A Stiller

Agenda item:

Discussion: Anita had checked with members the nature of housekeeping duties that were being undertaken around the premises. She could favourably report that work was being completed in a timely fashion without the necessity to direct action. The issue was further discussed under the item covering Strategic Plan Initiatives.

Conclusions: Completed.

Action items:

Responsibility:

Deadline:

✓ Nil.

Event Substitution rules.

Presenter:

G Rummey

Agenda item:

Discussion: The NSWBA had eventually responded to enquiries concerning the application of its rules on substitutes. The response was not helpful so Peter and Graham recommended that the Club adopt the ABF rules permitting only one substitute in a three week pairs event. Committee accepted that decision.

Conclusions: Completed.

Action items:

Responsibility:

Deadline:

✓ Ensure Club *Rules and Regulations* reflect that decision.

G Rummey

13/03/14

2013 Christmas Parties.

Presenter:

G Rummey

Agenda item:

Discussion: The schedule of sessions over the Christmas and New Year period had been displayed on the Club's whiteboard.

Conclusions: Completed.

Action items: **Responsibility:** **Deadline:**
 ✓ Nil.

Director's meeting.

Presenter: P Peterson

Agenda item:

Discussion: Peter reported a successful discussion group had been conducted between 17 of the Club's directors. A summary report of that meeting had been circulated to all directors - copy attached. Action out of the meeting was being implemented with occasional items to be inserted into the newsletter.

Future meetings would be scheduled on a six monthly time frame.

Committee confirmed the Club's policy that any members wishing to become directors would be encouraged to source training for themselves and on successful completion of the course be reinstated the costs incurred.

Conclusions: Completed.

Action items: **Responsibility:** **Deadline:**
 ✓ Nil.

Presenter: T Wagstaff

Strategic Plan Initiatives:

Item: Volunteer duties. R Broughton

Discussion: Rosalie tabled a schedule of volunteer duties being performed in administration of the Club's activities - copy attached. Additional items were identified, errors noted and queries resolved. Rosalie commented that appointment of Session Officers had not been a success. Committee agreed that the session director should be responsible for nominating a member to complete the essential duties of closing up the Club's premises at the end of play.

Conclusions: Redraft schedule for Committee acceptance.

Action items: **Responsibility:** **Deadline:**
 ✓ Review schedule and inform directors of their responsibility. R Broughton 13/03/14

Item: Mentoring by senior members. A Stiller

Discussion: Anita tabled a report on mentoring activities - copy attached. She also tabled a report received from Wayne Morgan covering the success of his lesson delivery - copy attached. Discussion centred around these two reports. Committee concluded that following Joan Butts' presentation the item would be re-visited and the Club's policy on lessons and supervised play be determined.

Committee did agree that starting from now, monies raised at supervised play sessions should be directed back into the Club's coffers.

Conclusions: Review whole policy after Joan Butts' presentation.

Action items:	Responsibility:	Deadline:
✓ Convene a special meeting to discuss lessons in general.	G Rummey	21/02/14

Presenter: G Rummey

Correspondence Register:

Discussion: Graham tabled the correspondence register of mail received since the last committee meeting - copy attached.

Ken queried the item referring to printing of results from the webpage. The method of how to print results had been explained to the enquirer.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil.		

Presenter: J Hill

Treasurer's Reports:

Performance: Tony tabled the Performance Report to the end of January 2014 - copy attached. Ken queried why consumables were well above budget. That was explained by mis costing of items against wrong categories and would be corrected for the next report. The report showed a surplus income of \$17,051.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil.		

Finance: Tony tabled the Finance Report to the end of January 2014 - copy attached. Currently the cash position shows a credit of \$97,119. Ken moved, seconded by Rosalie that the reports be accepted. The proposal was unanimously accepted.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil		

General Business:

Sanitary hand cleaner.	Presenter:	E Sellers
------------------------	-------------------	-----------

Agenda item:

Discussion: Eileen had been requested to raise the issue of providing bottles of sanitary hand cleaner liquid around the clubhouse. Proposal not accepted.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil		

Country Teams Regional Final.	Presenter:	K Wilks
-------------------------------	-------------------	---------

Agenda item:

Discussion: Ken had received confirmation from Louis Koolen that it would be in order for the Club to hold this year's Regional Final. He had prepared an estimate of the cost to host the event including team's entry to the next round, director's fee, and master points. Committee approved an entry fee of \$90 per team to cover those costs.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil.		

2014 Congress.

Presenter:

A Stiller

Agenda item:

Discussion: Anita could confirm that Callaghan Campus would again be the venue for the Congress.

Conclusions: Decision accepted.

Action items:	Responsibility:	Deadline:
✓ Confirm Matthew McManus' availability to direct.	A Stiller	12/03/14

Hunter Interclub Autumn Session.

Presenter:

P Peterson

Agenda item:

Discussion: Peter reported a successful event held this session in which 30 teams participated.

Conclusions: Completed.

Action items:	Responsibility:	Deadline:
✓ Nil.		

Date for the next general meeting to be 12th March 2014.

Meeting concluded at 10:00am.

Confirmed to be a true record of the meeting.

Tony Wagstaff

12/03/2014