

# NEWCASTLE BRIDGE CLUB

## Committee Meeting Agenda

**Date/Time of Meeting:** Wednesday 14<sup>th</sup> May 2014 to start at 0830hrs.

**Agenda Items:**

- 1) Apologies.
- 2) Minutes of previous committee meeting dated 9<sup>th</sup> April 2014.
- 3) Carry-over Issues:-
  - 3.1. Club Webpage progress RB
  - 3.2. Front fence options BW
  - 3.3. Session announcement format TW
  - 3.4. Clubhouse greenery AM
  - 3.5. Re-wiring of premises BW
- 4) Strategic Plan Report
- 5) Correspondence - see attached correspondence register.
- 6) Treasurer's Reports.
- 7) General Business:-
  - a. Triangles for team events
- 8) Date for the next general meeting.

# NEWCASTLE BRIDGE CLUB

## Committee Meeting

**Date:** 14 May 2014

**Time:** 8:30am

**Attendees:** R Broughton, J Hill, P Robinson, E Sellers, A Stiller, B Webster, K Wilks

**Apologies:** A Morris, P Peterson, G Rummy, T Wagstaff

### *Minutes*

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**Agenda item:** Minutes 9th April 2014. **Presenter:** E Sellers

**Discussion:** Janet moved that the minutes be taken as read and be accepted. Ken seconded the motion and the minutes were accepted. In the chair, the Vice President Bruce confirmed that the minutes are to be signed as being a true record of the previous committee meeting.

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#### **Carry over items:**

**Agenda item:** Club Webpage progress. **Presenter:** K Wilks

**Discussion:** The subcommittee was congratulated for producing the new website. Discussion took place on various aspects of the design and accessibility to Ipads. Ken stated that uploading of timely matters, the calendar, and other aspects of fine tuning are being addressed continuously.

**Conclusions:** Completed

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

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**Agenda item:** Front fence options **Presenter:** B Webster

**Discussion:** Bruce reported that two quotes had been submitted. On Ken's motion, seconded by Pam, Committee moved to award the contract to the chosen supplier.

**Conclusions:** Completed

**Action items:** **Responsibility:** **Deadline:**  
✓ Inform successful firm of decision. B Webster asap

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**Agenda Item:** Session announcements. T Wagstaff

**Discussion:** The matter was deferred until Tony's return.

**Conclusions:** In abeyance

**Action items:** **Responsibility:** **Deadline:**  
✓

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**Agenda item:** Clubhouse Greenery **Presenter:** A Morris

**Discussion:** Consideration of hiring plants and other options was made. Committee's decision was not to hire and to discontinue housing of any greenery in the building.

**Conclusions:** Completed.

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

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**Agenda item:** Re-wiring of premises. **Presenter:** B Webster

**Discussion:** Bruce reported that several safety and efficiency improvements have been made to the wiring. He emphasised that relocation of the switch to the men's amenities to outside the entry door provides a safer and more practical system. The outdoor sensor light is now on permanently and the telephone system has been updated.

**Conclusions:** Completed.

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

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**Strategic Plan Initiatives:** **Presenter:** T Wagstaff

**Item:** Initiatives in abeyance for this month.

**Discussion:**

**Conclusions:**

**Action items:** **Responsibility:** **Deadline:**  
✓

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**Correspondence Register:** **Presenter:** G Rummey

**Discussion:** Eileen tabled the correspondence register of mail received since the last committee meeting - copy attached. She outlined details on correspondence received.

**Conclusions:** Completed.

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

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**Treasurer's Reports:** **Presenter:** J Hill

**Performance:** Janet tabled a copy of her Performance Report for April 2014 - copy attached. Discussion took place. The operating profit remains slightly down on 2013 figures.

**Conclusions:** Completed.

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

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**Finance:** Janet tabled a copy of her Finance Report - copy attached.

**Conclusions:** Ken moved acceptance of the reports, seconded by Rosalie and these were unanimously accepted.

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

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**General Business:**

<b>Agenda item:</b>	Triangle Movements for Team Events.	<b>Presenter:</b>	K Wilks
<b>Discussion:</b>	Ken reported that a review of Committee's previous decision to employ the McManus Triangle option had been requested . Committee reaffirmed that every effort will be made to ensure that no triangle exists. If it does occur, officials will make the necessary decisions on the day.		
<b>Conclusions:</b>	Completed		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Nil			
<b>Agenda item:</b>	Interim report, Teaching Subcommittee	<b>Presenter:</b>	J Hill
<b>Discussion:</b>	Janet led discussion of the report - copy attached.		
<b>Conclusions:</b>	Subcommittee to monitor teaching events on an ongoing basis.		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Ongoing oversight		J Hill	
<b>Agenda item:</b>	Signatories to financial accounts	<b>Presenter:</b>	J Hill
<b>Discussion:</b>	Janet stated that it is wise to update the signatories list periodically. The committee agreed to add K Wilks to this list.		
<b>Conclusions:</b>	Janet moved acceptance of the alterations, seconded by Pam and this was unanimously accepted.		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Visit bank to effect changes		J Hill	
<b>Agenda item:</b>	Bridgmate Feedback	<b>Presenter:</b>	K Wilks
<b>Discussion:</b>	Ken stated that, although the present Bridgmate system is imperfect, it would be best to leave it as is. Committee agreed.		
<b>Conclusions:</b>	No action required		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Nil			
<b>Agenda item:</b>	Kitchen duties - Thursday night	<b>Presenter:</b>	B Webster
<b>Discussion:</b>	Following comments from Friday players that the kitchen has been left untidy, Janet agreed to follow up on the matter.		
<b>Conclusions:</b>	To be addressed		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Attend to the matter.		J Hill	asap
<b>Agenda item:</b>	Congress preparation	<b>Presenter:</b>	A Stiller
<b>Discussion:</b>	Anita stated that plans are progressing well. Discussion concerning transport of tables and supplies ensued. The possibility of seconding a player's ute as opposed to hiring a vehicle was raised.		
<b>Conclusions:</b>	In abeyance		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓ Publicise need for vehicle/ obtain quotes		Directors/ B Webster	asap

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<b>Agenda item:</b>	A Taste of Bridge preparation	<b>Presenter:</b>	A Morris
<b>Discussion:</b>	Alison sent word that enrolment numbers are low. She stated that she would like another week before deciding whether or not to proceed. Committee agree that further marketing may be useful.		
<b>Conclusions:</b>	In abeyance		
<b>Action items:</b>		<b>Responsibility:</b>	<b>Deadline</b>
✓	Contact Alison and await decision.	B Webster/A Morris	asap

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**Date for the next committee meeting to be 11<sup>th</sup> June 2014 at the new time of 3:15pm.**

Meeting concluded at 9:35am.

Confirmed to be a true record of the meeting.

*Tony Wagstaff*  
*11<sup>th</sup> June 2014*

**Newcastle Bridge Club**  
**Committee Meeting 14<sup>th</sup> May 2014**

**Correspondence Register:**

Item	Correspondent	Subject	Date
	Action		Reply

**Correspondence In:**

1	Peter Kieran in abeyance	Bridge Teachers and 2014 Country Carnival	3/4/14
2	Tilligerry BC posted on notice board and announced at sessions.	Swiss Pairs Congress details	5/4/14 nil
3	Maitland BC advice of the Club's participation in the event	Country Carnival	12/4/14 nil
4	Peter Kieran advice that four Hunter Region Clubs are participating in the event.	Country Carnival update	12/4/14 nil
5	Maitland BC posted on congress notice board.	Super Novice Congress Sunday 22 <sup>nd</sup> June	15/4/14 nil
6	NSWBA	Voluntary Workers Insurance	6/5/14
7	NSWBA	State Open Pairs	6/5/14
8			

**Correspondence Out:**

1	Email to Lynn Kalmin Appreciation	Education Support from NSWBA	25/4/14
2	Newcastle P B S In abeyance	Pen donation for Congress	6/5/14
3			
4			
5			