

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 6th August 2014 to start at 0830 hrs.

Agenda Items:

- 1) Apologies.
- 2) Minutes of previous committee meeting dated 9th July 2014.
- 3) Carry-over Issues:
 - 3.1 2015 Congress venues TW
 - 3.2 Session announcement format TW
 - 3.3 Fire Drills BW
 - 3.4 Shed and tables TW
 - 3.5 Telephone wiring BW
 - 3.7 Servicing of air conditioner GR
 - 3.8 Participation survey ES
 - 3.9 Admin assistant duties TW
 - 3.10 Chair cleaning GR
 - 3.11 Signage BW/AM
- 4) Strategic Plan Report.
- 5) Correspondence.
- 6) Treasurer's Reports.
- 7) General Business:
 - a Fees for members transferring between clubs;
 - b AGM, 14th September
- 8) Date for the next committee meeting

Bridge Committee Meeting

Date: 6 August 2014

Time: 8:30 am

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

Apologies: Nil

Minutes

Agenda item: Minutes 9 July 2014. **Presenter:** G Rummey

Discussion: Pam moved that the minutes be taken as read. Alison seconded the motion and the minutes were accepted. Tony signed them as being a true record of the previous committee meeting.

Carry over items

Agenda item: 2015 Congress **Presenter:** A Wagstaff

Discussion: Alison reported that she has made preliminary investigation of several venues which seem to be suitable. St Josephs at The Junction was looking promising for a cost of \$900 for the week-end. Tony and Bernie Adcock would visit the school to take specific measurements and make a final decision.

Tony with Alison and Rosalie to investigate further venues.

A list of consumables used in 2014 would help management of the congress.

Conclusions: Further consideration required.

Action items:

Person responsible **Deadline**

✓ Investigate other venues.

T Wagstaff

10/09/14

✓ Provide consumables listing

A Stiller

Agenda item: Session announcement format **Presenter:** T Wagstaff

Discussion: A precise format has not yet been finalised but there would be a folder kept current with reminders to cover issues regarding all upcoming events. Committee emphasised that a set of rules for substitutes in three-week events be included in the folder.

Conclusions: Completed

Action items:

Person responsible **Deadline**

✓ Nil

Agenda item: Fire drills. **Presenter:** B Webster

Discussion: Fire drill completed successfully on Tuesday 15th July.

Conclusions: Completed.

Action items:

Person responsible **Deadline**

✓ Nil

Agenda item:	Shed and tables	Presenter:	T Wagstaff
Discussion:	Decision taken not to proceed with purchase of a second storage shed.		
Conclusions:	Completed		
Action items:		Person responsible	Deadline
✓ Nil.			
Agenda item:	Telephone wiring.	Presenter:	B Webster
Discussion:	Frustration with tidying the loose wiring outside the premises continues. Tony will provided details to resolve the issue.		
Conclusions:	Telstra to be used as the Club's provider.		
Action items:		Person responsible	Deadline
✓ Request Telstra to replace exposed cable.		T Wagstaff	10/09/14
Agenda item:	Participation Survey Report (attached)	Presenter:	E Sellers
Discussion:	Eileen tabled the report and spoke to several salient findings. Committee was pleased with the finding that the majority of members reported satisfaction with their experience at the club. Discussion took place on various aspects of other findings and recommendations. Salient issues would be incorporated as part of Committee's overall strategic planning.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Nil			
Agenda item:	Servicing of air conditioner.	Presenter:	G Rummey
Discussion:	Graham confirmed that Fernair has serviced the a/c unit quarterly. However the office a/c requires attention.		
Conclusions:	Have split air unit serviced.		
Action items:		Person responsible	Deadline
✓ Contact Fernair		G Rummey	10/09/14
Agenda item:	Admin Assistant Duties	Presenter:	T Wagstaff
Discussion:	Tony reported that these duties had been reviewed from which an amended list of duties had been accepted. Apart from one-off tasks, the extra duties concerned webpage and Compscore2 maintenance.		
Conclusions:	Duties finalised.		
Action items:		Person responsible	Deadline
✓ Nil.			
Agenda item:	Chair Cleaning	Presenter:	G Rummey
Discussion:	Graham reported that the chairs have been cleaned.		
Conclusions:	Completed		
Action items:		Person responsible	Deadline
✓ Nil			

Agenda item:	Signage	Presenter:	A Morris
Discussion:	Alison reported that she has obtained three quotes for new signage. Discussion took place concerning the offers and the disparity in the prices. Rosalie moved, seconded by Graham that Tony follow up on and accept the preferred option.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Nil			
Agenda item:	Strategic Plan Report	Presenter:	T Wagstaff
Discussion:	Tony tabled and talked to a list of suggested strategies for 2014-2015 - copy attached. Committee endorsed inclusion of each item into the ongoing strategic planning process.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Nil.			
Agenda item:	Correspondence Register	Presenter:	G Rummey
Discussion:	Graham tabled and spoke to the correspondence register for July - copy attached. An additional item publicising the Novice Congress at the Central Coast on 13/14 September was also tabled. Brief discussion took place concerning that Club's request to be notified of our club members who would qualify.		
Conclusions:	Comply with request		
Action items:		Person responsible	Deadline
✓ Respond with list of names		K Wilks	asap
Treasurer's Reports:		Presenter:	J Hill
Performance:	Janet tabled a summarised copy of the profit and loss statement for July - copy attached. Next meeting's report would revert to standard.		
Conclusions:	Completed.		
Action items:		Person responsible	Deadline
✓ Nil.			
Finance:	Janet tabled a copy of the Finance Report for July - copy attached. Cash on hand stood at \$107,682.		
Conclusions:	Janet moved and Ken seconded acceptance of the reports. The reports were unanimously accepted.		
Action items:		Person responsible	Deadline
✓ Nil.			

Agenda item: Membership Fees. **Presenter:** G Rummey
Discussion: Graham raised the issue of what is the appropriate fee for a new member joining the Club part way through the year who has already paid a home club registration fee elsewhere. Committee agreed that the fee should not differ from the current policy. However, Janet, Ken and Tony will determine whether any change to the policy could be considered.

Conclusions: Investigate further.

Action items:	Person responsible	Deadline
✓ Determine the appropriate fee.	T Wagstaff	10/09/14

Agenda item: 2014 AGM **Presenter:** G Rummey

Discussion: Committee noted that the AGM would take place as scheduled. Application forms for committee nomination will be made available. A sausage sizzle will be offered following the meeting.

Conclusions: AGM details to be prepared.

Action items:	Person responsible	Deadline
✓ Provide secretarial support.	G Rummey/E Sellers	14/09/14
✓ Organise sausage sizzle.	P Robinson	

Agenda item: Club Teams Event **Presenter:** P Peterson

Discussion: Peter considered that the format for this competition should be reviewed following completion of the 2014 event as the event had gone ahead to a format not entirely as he thought Committee had accepted. He accepted that now was too late to make any changes.

Conclusions: Review format.

Action items:	Person responsible	Deadline
✓ Propose any competition changes	P Peterson	10/09/14

Date for next committee meeting to be 10th September at 8:30 am.

Meeting concluded at 10:00 am.

Confirmed to be a true record of the meeting.

Tony Wagstaff
10th September 2014

NBC Participation Survey Report

Background

Committee has noted that Tuesday attendance rates continue to rise while Friday's numbers appear to be slowly declining. A survey form was designed to investigate possible reasons for these trends. The survey was distributed to players at each session between 14 and 21 July. Members were asked to complete one form only.

Outcomes

Overall results were collated. As Tuesday was of particular interest, that data was analysed separately. Since Wednesday's attendance rates are the second highest in the week - and a cursory review suggested that the data contained some interesting information - that day was also analysed separately. Monday, Thursday, Friday, and Saturday sessions did not appear to contain information which differentiated from that found in the overall data.

Completed forms comprised 124 which account for 45% of the total current membership (276). Results therefore provide a valid picture of the membership's views on the issues presented.

Overall Results

Length of time at NBC ranged from less than 1 year to 48 years, representative of the overall membership.

Reasons for playing at particular sessions were given as availability of partner, work or life commitments, and established routine. Some additional comments were made by Tuesday and Wednesday players (see below).

Preferences for session timing reflected the sessions currently on offer. There were very few particular suggestions. These were to introduce a Thursday session similar to Tuesday, encourage more participation in evening sessions, introduce ranked sessions, and increase the time allocation for each board. An anonymous respondent offered to organise a 'Super Sunday' with special prizes. There was no suggestion to alter existing times. There was no mention of the weekend affecting attendance. There is a tenuous indication that many of those who play in day time sessions would value a tea break.

Of particular interest is the data gathered from the question which asked for suggestions to ***enhance the bridge experience***. Seventy two respondents (59%) provided no response while 32 (26%) stated that they were happy with things as they are. The remaining 15% gave frivolous comments or added information found elsewhere in this report.

Results: Tuesday players

Tuesday players comprise the largest group in the Club. Sixty six survey forms were submitted by Tuesday players. Of those attending on Tuesdays, 22 (37%) have been members for less than 3 years, 27 (45%) for 4 - 10 years, five represent 10 years of membership, and three reported 30 years or more. Thirty four of those playing on Tuesday (52%) attend only on Tuesday.

The remainder (48%) play on other days as follows:

Mon afternoon	13
Mon evening	3
Wednesday	4
Thurs evening	2
Friday	16
Saturday	11

Reasons for playing on Tuesday were given as follows:

Convenient/suitable day or time	30
Social/enjoyable	25
Stimulating	5
Non threatening	5
Partner available	4

Offerings identified as enhancing the player's experience are consistent with the above reasons for playing on this day:

BBQs/lunches	26
Tea breaks	26
Tutorials	13
Drinks/nibbles	11
Mentoring	7
Spot prizes	5
Supervision	4

Results: Wednesday players

Wednesday players comprise the second largest group in the Club. Fifty three survey forms were submitted by Wednesday players. Of those attending on Wednesdays, seven (13%) have been members for less than 3 years, 15 (28%) for 4 - 10 years, 15 (28%) represent 10 - 30 years of membership and 16 (30%) report 30 years or more. At least two respondents stated that they are original members of 46 years standing, having joined in September 1968. Well over half (58%) have been members for over 10 years, with 1/3 having more than 30 years experience. Ten (19%) of those playing on Wednesday attend only on Wednesday.

The majority (81%) play on other days as follows:

Mon afternoon	25
Mon evening	6
Tuesday	5
Thurs evening	7
Friday	20
Saturday	21

Reasons for playing on Wednesday were given as follows:

Convenient/suitable day or time	43
Partner available	10
Social/enjoyable	3
Stimulating	3

Offerings identified as enhancing the player's experience are consistent with the above reasons for playing on this day:

BBQs/lunches	7
Drinks/nibbles	7
Tea breaks	4
Spot prizes	3
Mentoring	2

Conclusions/interpretation

Overall, the data demonstrates that there is a high degree of satisfaction with the current situation. The Club offers a variety of sessions to suit all preferences. While there is general homogeneity across the week, the days on which attendances are at the highest levels have distinctive cultures.

Tuesdays provide social activities in a environment which is less competitive than other days. Less experienced players attend on this day. It is somewhat surprising, however, to find that members with 4 - 10 years experience comprise a slightly larger group than those with experience of under four years. Tuesday results clearly show the value participants place on socialising. They also demonstrate the appeal of learning opportunities and rewards.

More than half those attending on Tuesday do not attend on other days. Over 60% of those who do play on another day play on only one other day. In the majority of cases that day is Friday, followed closely by Monday afternoon.

In contrast, the stimulating competitive environment is an attraction mentioned by several **Wednesday** respondents; social factors were mentioned by very few. The demographic profile

of this day also differs dramatically from Tuesday. Two thirds of Tuesday players have less than 10 years experience while 1/3 of Wednesday players have more than 30 years experience.

An additional contrast is represented by the data on proposed enhancing factors. Wednesday players reported little interest in socialising, with several stating that they are just there to play bridge and would prefer no other activities.

Wednesday players are similar to those playing on Tuesday, however, in that amongst those playing an additional day there is a preference for Monday afternoon and Friday sessions.

Recommendations

Participants attend various sessions according to their own life styles. The perception that the starting time of 9:30 am could be an inhibiting factor was not supported.

In order to redress the balance of session attendance, however, these considerations may be worthwhile:

- In consultation with regular Friday players, ensure that interpersonal support for novice players is the convention on that day.
- Actively promote the flow of learner players to Friday sessions.
- Following the model currently employed on Fridays, establish a regular programme of tutorials on that day. Fortnightly or monthly sessions seem ideal. Publish topics and dates in advance for six months.
- Canvas members for their willingness to act as mentors and their opinions as to how a mentoring system might be instigated.
- At sessions where there is no sit out table, allow for a tea break.
- Provide a regular social programme for all sessions on a monthly or bi-monthly basis. For example, morning and afternoon teas could be 'special' once a month, drinks and nibbles could be offered at evening sessions; a light lunch could be shouted on Wednesday.
- Maintain Tuesday and Wednesday sessions as they are.

Eileen Sellers
6 August 2014

Strategic Plan Strategies suggested for 2014-15

PREMISES

Clean up rear section of car park – exposed plumbing & paving
New signage in place
Enhance foyer
Feasibility of acquiring adjacent property developed

PLAYING & SOCIAL ENVIRONMENT

Large viewing screen for scores, teaching, etc
Initiatives to improve table etiquette
Replace faulty Bridgemates
Regular 'celebration' after three week events
Wi-fi available to members on premises

RECRUITMENT & MARKETING

Ongoing marketing strategy to be developed
Strategy for attracting young players – school age?

IMPROVEMENT PATHWAYS

Arrange at least two skills improvement opportunities
Transition plan for moving learners into regular sessions
Consider new Thursday supervised play session

COMMUNICATIONS

Effectiveness of pre-session announcements
Regular articles for our website

COMPETITIONS

Maximise participation in club events by our members
Review of prize money
Recruitment of Directors & Scorers

FINANCIAL PERFORMANCE

Asset replacement schedule and reviewed relative to projected Club income
Manual of accounts prepared, for consistent expense recording

ADMINISTRATION

Consider alternative office layouts
Clean up computer files
Electronic filing system evaluated

4th August, 2014

Committee Meeting 6th August 2014

Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	Mollymook BC On display	Bridge congress details	10/07 nil
2	Jan Davidson Noted and included.	Provide contact details to Member List	11/07 nil
3	NSWBA NBC no longer enters this event - ignored	Changes to entry details for SWP	11/07 nil
4	Peter Richardson Rosalie providing the training	Scorer training	15/07 nil
5	Diana Ellis Event details on display	Hunter Interclub details for 3rd August	15/07 nil
6	Kerrie Eyers Discuss in committee 06/08/14	Bridge competition	30/07
7	Kings & Queens BC brochure displayed on notice board	Winter Teams Congress brochure	24/07 nil

Correspondence Out:

- 1
- 2
- 3

FINANCE REPORT

Jul-14

Cash position

		Int Rate	Maturity
Cheque account	\$15,048	low	
Business Online Saver	\$14,420		
Term Deposit	\$78,214	3.15%	Nov-14

\$107,682.00

Game Tokens

	Qty	Value
Tokens "in play"	942	
Liability on Books		\$3,731

Average tables : 74 Token use 71%