

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 13th May 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies. R Broughton, P Peterson.

- 2 Minutes of previous committee meeting dated 8th April 2015.

- 3 Carry-over Issues:
 - 3.1 Telephone wiring update TW
 - 3.2 Honour Board update TW
 - 3.3 2015 Country Carnival JH
 - 3.4 Coffee machine trial AM
 - 3.5 Entrance foyer - held over RB
 - 3.6 Competition Rules for substitutes in three week events GR
 - 3.7 Shade cover for bbq ES
 - 3.8 Shed door TW
 - 3.9 Wd/Fri Survey progress GR
 - 3.10 Redecoration of interior TW
 - 3.11 Non-playing director evaluation - held over TW

- 4 Sub-committee Reports:
 - 4.1 Strategic Plan
 - 4.2 Teaching
 - 4.3 Social activities
 - 4.4 Congress
 - 4.5 Publicity

- 5 Correspondence

- 6 Treasurer's Reports

- 7 General Business:
 - 7.1 Storm damage
 - 7.2 Bridge for Brains

- 8 Date for the next committee meeting

COMMITTEE MEETING MINUTES

In attendance: J Biddlecombe, J Hill, P Robinson, G Rummey, E Sellers, A Stiller, T Wagstaff and K Wilks.

Apologies: R Broughton, A Morris, P Peterson

Agenda Item: Minutes 8 April 2015 **Presenter:** E Sellers

Discussion: Ken moved, and Eileen seconded, that the minutes be accepted. The motion was carried unanimously. Tony signed them as being a true record of the previous committee meeting.

Carry Over Items:

Agenda Item: Telephone Wiring Update **Presenter:** T Wagstaff

Discussion: Tony advised that Telstra has made contact and informed him that resolution of the issue has been approved. It will be some months before the work can be done.

Conclusions: Matter remains incomplete.

Action: Monitor progress.

Responsibility: T Wagstaff **Deadline:** 10 June 2015

Agenda Item: Honour Board update **Presenter:** T Wagstaff

Discussion: Tony is awaiting further quotes. The cost is expected to be some \$3000. Discussion took place regarding the need to maintain the honour board tradition. It was accepted that it is worthwhile.

Conclusions: Honour boards will be updated.

Action: Provide further information.

Responsibility: T Wagstaff **Deadline:** 10 June 2015

Agenda Item: 2015 Country Pairs Carnival **Presenter:** J Hill

Discussion: Janet reported that no interest in participation was expressed by Tuesday players. Louis Koolen had been informed that the Club will not be taking part in the event.

Conclusions: Completed.

Agenda Item: Coffee Machine Trial **Presenter:** A Morris

Discussion: This item was deferred until more information is available.

Conclusions: Trial to be undertaken.

Action: Arrange, conduct and evaluate trial.

Responsibility: A Morris **Date:** 10 June 2015

Agenda Item: Entrance Foyer **Presenter:** R Broughton
Discussion: Rosalie will speak to her plan on her return.
Conclusions: Deferred.
Action: Provide details
Responsibility: R Broughton **Deadline:** 10 June 2015

Agenda Item: Substitutes in three week events **Presenter:** G Rummy
Discussion: Graham reported that the ambiguous phrase has been removed and that current Rules and Regulations regarding substitutes are up to date.
Conclusions: Completed.

Agenda Item: Shade cover for BBQ **Presenter:** T Wagstaff
Discussion: An outdoor umbrella and stand have been purchased for use when required. They are housed in the shed.
Conclusions: Completed.

Agenda Item: Shed door **Presenter:** T Wagstaff
Discussion: Concern had been raised regarding the propensity of the shed door to become detached in heavy winds. Following consideration of all possibilities, it was agreed to retain the current arrangement of propping the said door and monitoring the situation. High winds could also damage the main entrance door. In those circumstances the door would be kept locked and members directed to use the rear entrance. A sign to that effect was required.
Conclusions: Have a sign devised for attachment to the front door.
Action: Design an appropriate signage.
Responsibility: T Wagstaff **Deadline:** 10 June 2015

Agenda Item: Wednesday / Friday Survey **Presenter:** G Rummy
Discussion: Graham led discussion of this exercise reporting that 36% of the membership had contributed. He outlined general trends and highlighted opinions expressed. On his motion, seconded by Ken, Committee agreed to leave Friday sessions as they are and to alter Wednesday sessions. From 1 July, Wednesday sessions will commence at 1 pm. The motion was carried seven to one.
Committee meetings will be held at 11 am on Wednesdays beginning on Wednesday 8 July.
Conclusions: Completed

Agenda Item: Redecoration of interior **Presenter:** T Wagstaff
Discussion: Tony is expecting more quotes for this work.
Conclusions: Decision pending quote availability.
Action: Evaluate quotes and make recommendations.
Responsibility: T Wagstaff **Deadline:** 10 June 2015

Agenda Item: Non-playing Director evaluation **Presenter:** T Wagstaff
Discussion: Members discussed various aspects of this innovation. They included the possible loss of skills by existing directors and scorers and the apparent general acceptance of the initiative. As the instigation of a non-playing director on Tuesdays and Fridays is on a three month trial basis, a decision on this item was deferred until the August meeting.
Conclusions: Initiative to be evaluated at the end of July
Action: Conduct evaluation and report to committee
Responsibility: T Wagstaff **Deadline:** 12 August 2015

Sub-committee Reports

Agenda Item: Strategic Plan **Presenter:** T Wagstaff
Discussion: Tony reported that progress has been made in several areas. These include investigating options to provide a better return on invested funds, obtaining quotes for painting the premises, replacing faulty Bridgemate pads, preparation of a checklist in order to streamline pre-session announcements, and systematic updating of website items. Committee agreed that, rather than regularly producing a newsletter, the membership would be better served by using the website to highlight meeting outcomes. After consideration, rearrangement of the office layout seems unnecessary.
Conclusions: Continue to monitor progress on the plan.
Action: Provide monthly summary giving outcomes from committee meetings.
Responsibility: T Wagstaff / G Rummey **Deadline:** 10 June 2015

Agenda Item: Teaching **Presenter:** J Hill
Discussion: Janet outlined several issues relating to the teaching programme and progression of beginners into the mainstream sessions. Anita will reduce her time overseeing the Wednesday night practice sessions with the assistance of Graham and Eileen.
Conclusions: Several matters to be considered
Action: Distribute discussion paper with recommendations
Responsibility: J Hill **Deadline:** 10 June 2015

Agenda Item: Social Events **Presenter:** E Sellers
Discussion: Eileen reported that morning tea and afternoon drinks and nibbles would be provided for the forthcoming Regional Country Teams final on Sunday 17 May.
Conclusions: Social events are ongoing.
Action: Continue to cater for events during the year.
Responsibility: A Morris **Deadline:** 10 June 2015

Agenda Item: NBC Congress 2015 **Presenter:** E Sellers
Discussion: Eileen reported that the school vice-principal has given his assurance that issues of concern raised last year have been remedied. There are few entries at the moment but that is as expected as there is still some time before the event. She is hopeful that a ute will be available for transport. She will prepare an announcement for Directors to ensure that there is adequate support for the weekend.
Conclusions: Planning is progressing.
Action: Continue preparations.
Responsibility: E Sellers **Deadline:** 10 June 2015

Agenda Item: Correspondence **Presenter:** G Rummey
Discussion: Items on the correspondence register were discussed - copy attached.
1 Message from NSWBA seeking news items for the newsletter;
2 Message from Louis Koolen concerning Country Carnival details;
3 Message of introduction from Louis Koolen to regional representative Paul Rooms.
Conclusions: The Club would not be providing input to the NSWBA newsletter.
Action: Nil

Treasurer's reports

Agenda Item: Performance Report - copy attached **Presenter:** J Biddlecombe
Discussion: Jeff presented the performance report to the end of April. He noted a general increase in expenditure over budget and the previous year but that income was also higher to offset that rise.
Agenda Item: Finance Report - copy attached **Presenter:** J Biddlecombe
Discussion: Cash on hand noted as \$111,895. The placement of investments due for renewal in June and would be reconsidered at that time.
Conclusions: The reports were accepted on the motion of Jeff seconded by Graham.
Action: Nil

General Business:

Agenda Item: Storm Damage **Presenter:** T Wagstaff
Discussion: Some minor problems have been remedied. Tony is obtaining quotes to repair the fence.
Conclusions: Fence requires repair
Action: Obtain quotes and make recommendation
Responsibility: T Wagstaff **Deadline:** 10 June 2015

Agenda Item: Bridge for Brains **Presenter:** A Stiller
Discussion: Anita commented that, since the Club has supported the Bridge for Brains sessions for some years, it could be sensible to offer another charity our support in future. Brief discussion led to the conclusion that the Club should remain with Bridge for Brains as it is a national project specifically designed for bridge clubs.
Conclusions: Complete.
Action: Nil

Agenda Item: Catering for State finals **Presenter:** A Stiller
Discussion: Anita had been approached by members regarding whether the Club would be providing lunch for the upcoming Regional Country Teams final. The merits of that proposal were considered with the decision by Committee that participants were expected to provide their own lunches and that would continue to be the expectation.
Conclusions: Complete.
Action: Nil

Date for next committee meeting to be 10 June at 8:30 am.
Meeting concluded at 10:00 am.
Confirmed to be a true record of the meeting.

Tony Wagstaff
10th June 2015

WEDNESDAY - FRIDAY SURVEY

	WEDNESDAY PLAY						WEDNESDAY LIKELY		FRIDAY AM PLAY				FRIDAY PM LIKELY					
	YES	NO	ALL	HALF	A	B	C	D	YES	NO	YES	NO	9:30	10:00	YES	NO	1:00	1:30
	44	52	27	17	12	6	15	4	20	32	60	36	47	13	7	29	5	2
			61%	39%									78%	22%				
Wed players half day preferred					4	4	9	0										
Wed likely half day preferred					8	2	6	4										
Total Survey Returns											96							

REPORT OF THE TEACHING SUB-COMMITTEE - MAY 2015

CURRENT "STATE OF PLAY"

Beginner's Lessons

These started in February with an enrolment of 39. Last Wednesday there were 26 attendees. Wayne reported that the feedback he is getting is that too much is being covered too quickly.

Supervised Play

Sessions have continued on both Wednesday night and Thursday. Numbers have dwindled on Wednesday night from 4 or 5 tables to 2 or 3 since the new lessons started. Thursday is continuing with two tables and the participants have resisted our suggestions that we abandon it.

Intermediate Lessons

There has been an excellent response to this with over 35 attending the sessions. Feedback has been good and the retention rate has been very high.

SUB - COMMITTEE

A meeting was held early in the month to consider the submission made by the Canberra Bridge Club who has received a grant from the ABF to develop a program to try and retain more novice and restricted players in the club. As a preliminary to this I tried to get some idea of what has happened with those who have participated in the lessons since Wayne took over in 2011. Lessons have been run twice yearly since then with a little over 200 students starting the courses. I do not have figures on how many actually finished each set of lessons. Of these 200, about 30% appear to be still playing bridge outside the home. About 25% are playing at Newcastle mostly on a Tuesday or a Wednesday night and I could identify 14 who have "ventured into the mainstream". I would like to stress this was not a rigorous survey.

At our meeting we examined the CBC submission but came to the conclusion that none of the four strategies adopted was relevant for us at the moment. We will follow their progress with interest. We did decide to do a ring-around of recent lesson participants to try to get some idea of why they are not continuing – my thanks to Anita and Jeff for this. The survey was restricted to those who had attended the course in the last couple of years and shown some interest during the lessons. Unfortunately the results do not shed much light on the programme. Of the 36 who were rung, 8 were disconnected, 8 did not respond to a message that was left, 12 said they may/will return at some time in the future and 7 said they were not interested. There was no pattern in the reasons given for not continuing. Only two said it was too hard and only 1 reported having a bad experience.

We did make a big effort with the last lot of lessons so it is worth examine this group in more detail. 18 of the original 24 finished the course, 6 are playing on Tuesdays, 4 of these have tried other days and most of the others come from time to time on Wednesday night or Thursday. We only appear to have lost three or four of this group.

THE WAY FORWARD

1. Re-examine the lessons.
 - a. Do we continue with Wayne;
 - b. If so do we restructure to have a shorter, simpler course followed by an intermediate course six months later? I suggest Ken, Tony and Wayne be involved with this.
2. Re-examine supervised play.
 - a. Move lessons to Tuesday night;
 - b. Possible daytime session.

Correspondence Register:

Item	Correspondent	Subject	Date
	Action		Reply

Correspondence In:

1	Steve Hurley, NSWBA	seeking news items for NSWBA newsletter	3/5/15
	discuss in committee		
2	Louis Koolen	Country carnival details	6/5/15
	inform committee		
3			
4			
5			

Correspondence Out:

1			
2			
3			

Performance to Budget for year to date Apr-15

	Note	Actual	Budget	Prior Year	Full Year Budget
Income					
Monday day		11,176	10,332	10,084	13,998
Monday night		5,286	4,662	6,486	6,108
Tuesday day		16,139	14,700	13,358	19,926
Wednesday day		10,475	11,100	13,597	14,802
Thursday night		4,937	3,336	4,603	4,506
Friday day		10,525	9,162	9,859	12,258
Saturday day		12,090	10,110	12,095	13,680
Wednesday night + Thursday support		4,090	3,900	0	5,400
<i>Table Fees Sub-total</i>		74,718	67,302	70,082	90,678
Congress		0	0	0	9,960
Weekend Club Events		0	0	20	0
Joining Fees		0	0	80	0
Subscriptions		8,270	8,900	7,193	9,400
Country Teams (Net)		0	0		100
GNP Regional finals		487	0	586	0
Board Dealing		1,227	1,200	1,086	1,440
Lessons		0	0	0	700
Other Income		300	0	626	0
Total Income		85,002	77,402	79,673	112,278
Expenses					
Accounting		1,540	1,500	1,205	1,500
Advertising		0	0	0	0
Capitation		3,403	0	3,284	4,000
State affiliation		2,250	2,415	2,057	2,415
Directors		125	200	0	200
Bank Charges		0	30	0	30
Congress		1,209	0	69	7,500
Computer expenses		964	1,900	1,357	2,280
Consumables		3,365	4,200	2,105	5,000
Depreciation		0	0	0	7,000
Donations		0	0	-383	360
Electricity		3,542	3,900	3,570	5,200
General		54	100	92	125
Insurance		3,400	3,400	3,350	3,400
Lessons		0	0	0	0
Office Equipment		303	700	986	840
Postage		325	50	306	100
Printing and Stationery		2,997	3,000	2,845	3,600
Prizes		3,800	3,500	2,416	4,200
Rates		6,676	7,983	5,865	8,368
Refreshments		3,478	4,300	4,514	5,160
Repairs and Maintenance	B	5,049	4,400	6,085	5,280
Subscriptions/Membership		53	150	0	150
Social		2,857	420	400	420
Masterpoints		2,228	2,250	2,391	3,000
State/National comps	A	2,553	2,050	862	2,300
Telephone		1,004	1,150	789	1,380
Wages - Office	C	8,064	8,282	4,869	9,836
Cleaner		7,948	7,800	7,392	9,360
Total Expenses		67,187	63,680	56,426	93,004

Surplus/(deficit) from Bridge	17,815	13,722	23,247	19,274
Other Income				
Interest Income	351	1,523	3,952	3,040
Total surplus (deficit)	18,166	15,245	27,199	22,314
NOTE				
A GNOT \$ 1781 State Mixed Pairs -\$135.33 State Open Pairs \$ 468 Country Teams \$168.19				
B Includes Repairs to Hot Water Service				
C Wages plus Super				

FINANCE REPORT to Apr-15

Cash position

		Int Rate	Maturity
Cheque account	\$8,455		
Business Online Saver	\$23,780		
Term Deposit	\$79,660	2.50%	Jun-15
	\$111,895.00		

Game Tokens

	Qty	Value
Blue Tokens "in play"	1,000	\$6,000
Liability on Books (Pre Paid Table Fees-White)		\$1,509.00
Liability on Books (Pre Paid Table Fees-Blue)		\$3,018.00
Latest white token count shows a discrepancy of 8		
Latest blue token count shows no discrepancy		
	Apr-15	Apr-14
Average Tables	61.5	67
Token Use	68%	67%