

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Wednesday 9th September 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 5th August 2015.
- 3 Carry-over Issues:
 - 3.1 Sessions for single players review GR
 - 3.2 Psych bid article for webpage GR
- 4 Sub-committee Reports:
 - 4.1 Strategic Plan
 - 4.2 Teaching
 - 4.3 Social activities
 - 4.4 Congress
 - 4.5 Publicity
 - 4.6 Maintenance
- 5 Correspondence
- 6 Treasurer's Reports
- 7 General Business:
 - 7.1 Medical emergency response;
 - 7.2 Committee meeting schedule;
 - 7.3 Responsibilities and reporting;
 - 7.4 AGM items raised for further discussion
 - 7.4.1 Congress prize money;
 - 7.4.2 Competitions item of Treasurer's Report;
 - 7.4.3 Prize money for events; and
 - 7.4.4 Accumulation of money in Club's account.
 - 7.5
- 8 Date for the next committee meeting

MEETING MINUTES

Date: 9 September 2015 **Time:** 8:45 am

In attendance: R Hardy, R Broughton, P Peterson, P Robinson, K Rich, G Rummey, T Wagstaff and K Wilks.

Apologies: J Biddlecombe

Agenda Item: Minutes 5 August 2015 **Presenter:** G Rummey

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

Carry Over Items:

Agenda Item: Sessions for un-partnered players **Presenter:** G Rummey

Discussion: The concept of having a member rostered to attend sessions and play with un-partnered players if required was outlined. Ken was prepared to trial this concept at Tuesday and Friday sessions and would be seeking member support to be that floating player. Only Tuesday and Friday sessions would be considered at the moment.

Conclusions: Committee agreed to the trial. Ken to proceed with establishing a pool of players prepared to support the concept.

Responsibility: K Wilks **Deadline:** 11 November

Agenda Item: Psych Bids **Presenter:** G Rummey

Discussion: The article for publication to the webpage had not been completed. The incident of alleged psych bidding had been resolved. Psych bidding occurs when member's bidding is not in accordance with details on their system card which behoves members to table a system card and for the details on that card to be comprehensive.

Conclusions: Completed.

Sub-committee Reports

Roy reviewed responsibilities under Section 5 of the Strategic Plan assigning a responsible person to manage each of the objectives. Roy expressed his wish that each person would be responsible for the relevant areas and have a targeted budget approved for their responsibilities. He felt it was essential that each manager nominate a back-up to assist and cover for absences. A summary copy of the tasks is attached. Specific items were then discussed.

Agenda Item: Building and Ground Maintenance **Presenter:** G Rummey

Discussion: Kay to manage operation of the dishwasher.

Rosalie proposed acceptance of tender to repair of the windows, in an amount of \$2900. The proposal was seconded by Graham and unanimously approved by committee. Provision of fly screen to the windows was not supported on the basis that as design of the doors did not suit screens then complete protection would not be possible.

Agenda Item: Secretarial and Documentation **Presenter:** G Rummey

Discussion: Ken to change the message on the answering machine to reflect office hours when the Club could be contacted.

Agenda Item: Social/Catering **Presenter:** K Rich

Discussion: Kay would become responsible for this activity.

Agenda Item: Teaching **Presenter:** J Biddlecombe

Discussion: Jeff would be asked to take on responsible for this activity. Roy asked that a J&P Specification be prepared to cover what that responsibility would entail.

Janet Hill was prepared to continue looking after supervised play sessions.

Conclusions: Prepare J&P Specification.

Responsibility: K Wilks **Deadline:** 11 November

Agenda Item: Congress **Presenter:** T Wagstaff

Discussion: Tony was asked to chair this responsibility. Rosalie would control catering for the event.

Agenda Item: Publicity **Presenter:** G Rummey

Discussion: Graham would be the responsible person for activities associated with publicity.

Agenda Item: Correspondence **Presenter:** G Rummey

Discussion: Correspondence not reported at this meeting.

Conclusions: Continue monitoring correspondence.

Responsibility: G Rummey **Deadline:** 11 November

Treasurer's Reports

Agenda Item: Performance Report - copy attached **Presenter:** T Wagstaff

Discussion: Tony presented the performance report to the end of August. He commented that table fees were generally down but that no other points could be drawn from the first report of the year. The report was showing a surplus of \$759.

Agenda Item: Finance Report - copy attached **Presenter:** T Wagstaff

Discussion: Cash on hand noted as \$107,995. Tony asked for approval to his presentation of table numbers for the month. The table would provide a clear indication of any change to session attendance.

Conclusions: The reports were accepted on the motion of Graham seconded by Rosalie.

General Business:

Agenda Item: Medical emergency **Presenter:** G Rummey

Discussion: Anita Stiller had submitted an e-mail suggesting that the Club might wish to review its practices to handle medical emergencies. Graham had consulted George Hatherall for his advice as a past paramedic on how the emergency quoted by Anita had been handled. George's response was that the Club could have done nothing more than the action that followed. Committee agreed to take no further action on this matter.

Conclusions: Completed.

Agenda Item: Committee meeting schedule **Presenter:** G Rummey

Discussion: Roy with the help of Tony had put together a schedule for next year's meetings on the basis of one every two months. That schedule would be circulated to committee members. In addition to meetings, Roy would expect monthly reports from each of the responsible managers submitted through Graham for dispersion to members via e-mail.

Conclusions: Circulate schedule of meeting dates.

Responsibility: G Rummey **Deadline:** asap

Agenda Item: AGM items for review **Presenter:** G Rummey

Discussion: Held over until the next meeting.

Conclusions: Include in next meeting's agenda.

Responsibility: G Rummey **Deadline:** 4 November

Agenda Item: Half-year fees **Presenter:** P Robinson

Discussion: Pam sought clarification on what the amount should be for members joining after mid-year. At the moment there would be no change to the approved policy. Ken and Graham to prepare a submission for the next meeting

Conclusions: Review NSWBA and ABF charges.

Responsibility: K Wilks/G Rummey **Deadline:** 11 November

Agenda Item: Calendar programme **Presenter:** G Rummey

Discussion: The calendar for events during 2016 would be assembled soon. Were there any events from this year's programme that this committee would like to amend? Committee accepted that the programme stay similar to this year's events.

Conclusions: Completed.

Agenda Item: Day time teaching session **Presenter:** R Hardy

Discussion: Roy would ask Jeff to investigate options for running teaching sessions during the daytime.

Conclusions: Examine possibilities.

Responsibility: J Biddlecombe **Deadline:** 11 November

Agenda Item: Non playing directors for major Club Events **Presenter:** P Robinson

Discussion: Pam asked that consideration be given to the utilisation of a non playing director for the qualifying rounds of the Club's major events. Peter would look into the options.

Conclusions: Consider the feasibility of providing a non playing director for those events.

Responsibility: P Peterson **Deadline:** 11 November

The tentative date for next committee meeting to be 11 November at 8:30 am.

Meeting concluded at 9:55 am.

Confirmed to be a true record of the meeting.

Roy Hardy

11th November 2105

Performance to Budget for year to date						
		YTD August 2015			Full Year	
	Note	Actual	Budget	Prev Yr	Budget	Update
Income						
Monday day		1,716	1,890	2,468	10,890	
Monday night		883	1,026	1,333	5,370	
Tuesday day		3,614	3,672	3,515	21,384	
Wednesday day		2,025	2,214	2,625	12,726	
Thursday night		672	1,026	920	5,646	
Friday day		2,118	2,160	2,296	11,640	
Saturday day		2,805	2,538	2,423	13,680	
Wednesday night + Thursday support		1,775	1,440	775	8,120	
<i>Table Fees Sub-total</i>		15,608	15,966	16,355	89,456	
Congress		100	0		14,000	
Weekend Club Events			0		0	
Subscriptions		288	0	38	8,500	
Country Teams (Net)			0		0	
Board Dealing		238	230	353	1,350	
Lessons		28	0		500	
Other Income			0		0	
Total Income		16,262	16,196	16,746	113,806	
Expenses						
Accounting		50	1,650	0	1,650	
Advertising		0	0	0	0	
Capitation		0	0	0	3,700	
Cleaner		1,683	1,710	1,683	10,070	
Affiliation Fee (NSWBA)		0	0	0	2,400	
Directors		0	0	90	200	
Bank Charges		0	0	0	0	
Congress		0	0	810	12,000	
Computer expenses		0	50	118	300	
Consumables		603	660	846	3,960	
Depreciation		0	0	0	7,000	
Donations		0	0	0	200	
Electricity		1,148	1,250	0	5,000	
General		-7	0	-21	100	
Insurance		3,505	3,500	3,400	3,700	
Lessons		0	0	0	0	
Office Equipment		0	100	0	600	
Postage		-1	0	2	200	
Printing and Stationery		232	600	688	3,600	
Prizes		1,108	900	852	5,400	
Rates		2,521	2,600	2,466	8,920	
Refreshments		542	860	677	5,160	
Repairs and Maintenance		6,483	7,000	146	17,000	
Subscriptions/Membership			0	0	100	
Social		26	200	0	3,200	
Masterpoints			0	0	3,200	
State/National comps	B	1,262	1,200	1,490	1,600	
Telephone		213	220	186	1,560	
Wages - Office	A	1,247	1,710	1,584	10,070	
Wages - NPD		750	850	0	5,100	
Total Expenses		21,365	25,060	15,017	115,990	
Surplus/(deficit) from Bridge		-5,103	-8,864	1,729	-2,184	

Other Income						
Interest Income		0	60	59		2,870
Total surplus (deficit)		-5,103	-8,804	1,788		686
Notes:						
A - Wages incl Super						
B - State/National Comps						
GNOT		1,262		1,590		
Mixed pairs				-100		

Financial Report

Funds on hand at 31 August 2015					Int Rate	Maturity
	Cheque account			\$3,362		
	Online Saver			\$23,817	2.00%	On call
	Term Deposit			\$80,816		
				\$107,995		
Table count per session						
			August Average			Next
			Budget	Actual		Month
	Monday	Afternoon	9.0	7.9		9.0
		Night	5.0	4.0		5.0
	Tuesday	Morning	17.0	15.8		17.0
	Wednesday	Day	11.0	8.0	Enid funeral	11.0
		Night(SV)	8.0	8.0		8.0
	Thursday	Night	5.0	3.3		5.0
	Friday	Morning	10.0	9.8		10.0
	Saturday	Afternoon	12.0	13.9	Club teams	12.0
Profit & Loss Comments						
	Major variations to budget					
		* Accounting fee - awaiting bill for EOY work				
		* Others timing also				
	Repairs includes re-wiring of entire building \$5,566					

NOTES FOR BC MEETING 9 SEPTEMBER 2015

SUGGESTIONS FOR FUTURE STEPS

1. MORE BUSINESSLIKE.

HAVE TARGETS ONE YEAR AND THEN TWO YEARS

2. ON INCOME.

AIM FOR SAY 5 EXTRA TABLES EACH YEAR. VALUE SAY
 $5 * 4 \text{ PLAYERS} * \$6 * 45 \text{ WEEKS} = \$5400 \text{ EXTRA INCOME.}$

3. ON EXPENDITURE.

INTERNAL FINANCIAL AUDIT TO START?

SEPARATE FIXED AND VARIABLE COSTS AND ALLOCATE RESPONSIBILITIES.

LET RESPONSIBLE COMMITTEE MEMBERS ASSIST IN PREPARING THEIR PORTION OF THE BUDGET.

SUGGEST SEPARATE PROJECT STYLE BUDGETS FOR MAINTENANCE & CAPITAL (2YEARS) CONGRESS.

4. BUDGETTING

EACH SUB COMMITTEE PRESENTS A \$BUDGET FOR PROJECTS.

WHEN BUDGET IS AGREED CAN PROCEED WITH EXPENDITURE WITH NORMAL FINANCIAL OVERVIEW WITHOUT REFERENCE TO COMMITTEE.

IF COSTS START TO EXCEED BUDGET THEN PROJECT WOULD BE RE-EVALUATED.

MONTHLY RUNNING PROJECT COSTS OUGHT TO BE PREPARED.

POSSIBLE EXPENDITURE LIMITS:

ONE ITEM <\$50 OK TO PROCEED

<\$500 REFER TO FINANCE COMMITTEE.

>\$500 REFER BACK TO COMMITTEE.

5. STRATEGIC PLANNING/BUSINESS PLAN.

5.1 STAY PUT [WE CAN'T AFFORD TO MOVE] PROBABLY NEED \$500,000 SURPLUS TO CONSIDER IT.

5.2 STAY PUT BUT AIM TO BUY SOMEWHERE AND REBUILD PROBABLY \$1MILLION NEEDED.

5.3 STAY PUT BUT BUY AND ADJACENT BLOCK FOR CARPARKING OR TOTAL REBUILD - A FUTURE OPTION.

ROY HARDY

Strategic Plan Section 5 - Summary of tasks

Area & Responsibility		Assistant	Performed by Volunteers	Employee or Contract	Working
Budget \$	Job Description				
Building & Ground Maintenance - Graham Rummey				James Blenkey	
25	Weed Control	Rosalie	Rosalie/Tony/Bernie Adcock	Contract sometimes	Yes
30	Fertilise Plants	Rosalie	Bernie/Tony/Rosalie		Yes
-	Nature Strip			Contract	Yes
10,000	Cleaners	Graham Rummey		Contract	
	Exterior of building			Contract	
	General			Contract	
30	Garbage		Members	Cleaners	
30	Dishwasher		Members		No
-	Dishwasher monthly bleaching Tea stains		R Antill M Somers	another pair to assist	
-	Laundry	Rosalie	Rosalie/Janet Ritchie/members		
Stock Ordering - Ken Wilks					
	Office supplies			Office Admin	
	Game supplies			Office Admin	
	Kitchen supplies			Office Admin	
	Cleaning supplies			Office Admin	
	Milk		Eileen & Jeff		
	Misc. items as required		Pam/Rosalie/Sharron		
	Photo copying game requisites			Office Admin	
Treasurer - Tony Wagstaff					
	Banking & table fee reconciliation			Office Admin	
	Token selling		Various Members		
	Membership fees		Various Members		
	Prize distribution approx. 25 events		Pam Robinson		
	MYOB		Tony		
	MYOB week by week			Office Admin	
	Preparation of books for Auditor		Ken/Tony		
	Monthly Financial Report		Tony		
	Token reconciliation			Office Admin	
	BAS/Super & Year end Taxation		Tony	Office Admin	
	Oversee bank accounts		Tony		

Strategic Plan Section 5 - Summary of tasks

Area & Responsibility		Assistant	Performed by Volunteers	Employee or Contract	Working
Budget \$	Job Description				
Secretarial and Documentation - Graham Rummey					
	Compliance Regulations	Peter			
	Entries to State Pairs, Mixed Pairs, State Teams	Ken			
	Emails			Office Admin	
	Letters			Office Admin	
	Inter Club Communication		Eileen Sellers		
500	Annual Programme	Ken			
	Answering Machine	Ken		Ken to change message	
	AGM preparation				
	Monthly minutes				
	Committee webpage report				
	Membership Data				
100	Welfare		Jan O'Connor		
Calendar Events - Rosalie Broughton					
	State Events convenor	Ken Wilks	Ken		
	Club Pairs and Club Teams	Peter Peterson	Rosalie to publicise event including regulations		
	Wednesday Teams	Rosalie			
	Tuesday Teams	NPD			
	3 week club events	Pam Robinson			
	Power Point display for above events	Jeff Biddlecombe	Jeff & Eileen		
Master Points					
	Master pointing events	Ken Wilks	Ken		
	ABF membership co-ordination		Ken		
Rosters					
	Directors/Scorers	Rosalie Broughton	Rosalie		
Session Details					
	Movements/instructions	Rosalie Broughton	Ken/Rosalie		

Strategic Plan Section 5 - Summary of tasks

Area & Responsibility		Assistant	Performed by Volunteers	Employee or Contract	Working
Budget \$	Job Description				
Directors - Peter Peterson					
	Updating/advice		Peter Peterson		
	Appeals Committee		Senior directors		
	Directing 2 sessions/wk			NPD	
	Directing 5 sessions/wk		Approx. 18 directors		
Dealers - Rosalie Broughton					
	7 sessions/week + 2 quick tricks & 94 sets for extra events	Approx. 554 sets dealt each year	Ken Cruise/Jill/Bernie/Jeff/Lorraine		
Scorers		Rosalie Broughton			
	Scoring 7 sessions/week		Approx. 16 scorers		
	Special & 3 week events Approx. 23 x 3 week events	Ken Wilks	Ken/Graham	Office Admin	
Social/Catering Subcommittee - Kay Rich					
	Catering Organising/preparing food & drinks 4 club events 1 state event 2 Beginner Lessons Christmas week 7 sessions	Alison will help	Rosalie to provide list, at beginning of year, for events that require catering		
	Special days – Anzac, St Patricks etc	Eileen Sellers	Eileen Sellers		
Teaching Coordinator - Jeff Biddlecombe					
	Beginners	Wayne			
	Supervised Play 2 x members/session	Janet	Ken/Graham/Pam/Eileen		
	Intermediate				
	Promotion of lessons			Jeff to Publicise	
Computers - Ken Wilks					
	Web uploads	Graham	Rosalie Rosters	Office Admin	
	Programmes updates			Office Admin	
	Back ups			Office Admin	
	Archiving old deal files			Office Admin	
	Web Administration			Office Admin	
	Ongoing maintenance			Office Admin	

Strategic Plan Section 5 - Summary of tasks

Area & Responsibility		Assistant	Performed by Volunteers	Employee or Contract	Working
Budget \$	Job Description				
Publicity Officer - Graham Rummey					
	Congress list for monitoring	Rosalie			
	Congress results	Christo Moskovsky			
	List of events to publicise	Rosalie			
	Webpage articles for events listed	Stuart Roach/Alison Morris			
	Power point event presentations	Eileen Sellers			
Congress -					
	Convenor	Ken			
	Catering	Rosalie			