

NEWCASTLE BRIDGE CLUB

Committee Meeting 16th December 2015

Date/Time of Meeting: Wednesday 16th December 2015 to start at 0830 hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 11th November 2015.
- 3 Carry-over Issues:
 - 3.1 Budget supporting promotion of bridge lessons JB
 - 3.2 Insurance cover bridgemate units in transit TW
 - 3.3 Congress catering budget for approval RB
 - 3.4 2014/2015 expenditure discrepancy TW
 - 3.5 Bereavement card supply PR
 - 3.6 Maintenance and asset replacement schedule TW
 - 3.7 Maintenance to exterior of the premises RB
- 4 Member Reports
- 5 General Business:
 - 5.1 Wednesday bridge
 - 5.2 Handicap system
 - 5.3 Backup for committee members
 - 5.4 Director and scorer training
 - 5.5 Electricity billing
 - 5.6 Octogenarians
 - 5.7 Committee meeting starting time
 - 5.8
- 6 Date for the next committee meeting 10th February at 0830hrs

Minutes

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

Apologies: None

Before proceeding with the meeting Roy expressed on behalf of the Club its thanks to Kay for successfully organising last week's Christmas festivities.

Agenda Item: Minutes 11th November 2015 **Presenter:** G Rummey

Discussion: Graham 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:

3.1 Budget for Lessons. Jeff reported that a budget for lessons had been prepared. He also reported that an application to the NSWBA for funds to support marketing had been successful to the tune of \$283.

3.2 Insurance cover. Cover for any bridgemate units in transit between venues would be an additional cost on the Club's existing policy. Ken had checked insurances with TBIB and discovered that its equivalent policy would be approximately half the price of the Club's existing policy. Committee recommended that a new policy be taken out.

3.3 Congress catering. Rosalie requested that this item be held over.

3.4 2014/2015 expenditure discrepancy. Tony had looked further into this item which arose at the 2015 AGM. It appears that expenditure against this item in the 2013/2014 financial year had been misrepresented due to an accounting error. Prize monies awarded each year were commensurate.

3.5 Bereavement cards. Pam had looked further into an acceptable supply for obtaining these cards. Committee accepted Pam's proposal for an alternative supply of cards. Ken had arranged purchase of a "Newcastle Bridge Club" stamp for use with the new cards.

3.6 M&A Schedule. Item on hold until the New Year.

3.7 Exterior Maintenance. Rosalie had prepared a comprehensive proposal for maintenance repairs and painting the exterior fabric of the premises. Work agreed and accepted by Committee was preliminary repair of the building \$1001, provision of a replacement shed \$1520 and repainting \$6450. Rosalie's proposed colours for the repaint were also approved. Work to commence in February 2016.

Member Reports for the period ending 16th December 2015:

Roy Hardy - copy attached

Roy requested that his item covering Wednesday bridge sessions be taken off the agenda. Accepted. Other items for discussion have been listed under 'General Business'.

Jeff Biddlecombe - copy attached

Flyers are being distributed for the lessons in February. A table will be set up at Kotara Fair on 24th January where the lessons will be advertised and prospective learners will be able to sign up. Volunteers to participate would be welcomed.

Graham Rummey - copy attached

Renewed membership stood at approximately 126 at the last count. That number would be more by now. In addition to the correspondence listed a request had been received regarding hire of the club premises. That request would be refused on principle as would all other requests.

Tony Wagstaff - copies attached

Tony reported that income was slightly up against the target figure as subscriptions were being paid earlier than anticipated. Expenses were slightly lower than budget with less expended on refreshments and

electricity. Members should note that though the surplus from bridge appeared to be down at the moment income against general expenditure is positive. Unusual maintenance costs are giving rise to the apparent deficit.

At the end of November, the budget was \$4,211 in debit. However, funds on hand were \$104,811.

Kay Rich - copy attached

The costs associated with Christmas festivities were preliminary pending the cost of drinks consumed. Kay estimated that cost would be between \$300 to \$400's.

Ken Wilks - copy attached

A schedule for the proposed playing days over the Christmas period would be put together for display on the webpage and on the monitor at the Club.

Rosalie Broughton - copy attached

The other matters of Rosalie's report were discussed in 'General Business'.

General Business:

5.1 Wednesday bridge. Taken off the agenda.

5.2 Handicap system. Without system support from the scoring programmes there is a deal of input needed to support any concept involving handicapped results. Ken undertook to make enquiries of Peter Busch about the capabilities of CompScore.

Action: Ken to discuss CompScore capabilities to provide session handicaps before the next meeting.

5.3 Committee member backup. Held over.

5.4 Director/Scorer training. Held over.

5.5 Electricity billing. There appear to be substantial financial benefits should the Club investigate this item further. Philip Hocking to be approached to prepare a submission covering conversion to residential billing.

Action: Tony to request Philip Hocking's support to prepare a submission on electrical costing for presentation to the next committee meeting.

5.6 Octogenarians. On the suggestion of Helen Johnson, the Club would provide a means of recording member emergency contact numbers. Ken and Graham are to amend documents towards that objective.

Action: Ken to amend the application form; Graham to provide more fields in the Club database before the next committee meeting.

5.7 Meeting starting time. Committee elected to leave the starting time as is, at 8:30am.

5.8 Intimidation. Roy had raised the issue of a perception that newer players were feeling intimidation from players of longer standing. Committee was not in agreement over the context of 'intimidation' to support taking action in favour of the newer players. However, it was agreed that towards the end of a series of lessons advice should be provided to the newer players of what to expect when playing a normal session of bridge, and also that Peter would give some thought towards preparing an introductory spiel for Directors to deliver at the start of a daytime session. Sending out a general letter to all members concerning the atmosphere being created at daytime sessions was not supported.

Action: Peter to prepare an introductory talk covering perceived intimidation for him to present at daytime sessions commencing in February 2016.

The date for next committee meeting to be 10th February 2016 at 8:30 am.

Meeting concluded at 9:40am.

Confirmed to be a true record of the meeting.

Roy Hardy

10th February 2016

MONTHLY REPORT NOVEMBER 2015

COMMITTEE MEMBER-ROY HARDY

TARGETS-

1. Financial-Assist in achieving budget.
2. Other- Help Jeff with Daytime teaching when requested.
3. Aim for an overall increase of five in table numbers

ACTIONS.

I have directed Jeff to the ABF Website/Marketing where it may be possible to obtain a grant for marketing endeavours.

Discussed the Wednesday situation with several members. It appears that large number of or members who do not wish to play for a full day now attend Quick Tricks which regularly has 10-12 tables. There are several possible avenues to address our situation-

1. Change the Wednesday to a morning session only-previously reviewed.
2. Run a parallel session to the current one starting either at 9-30 or 10am but finishing at 1pm-This could cause parking headaches.
3. Run parallel sessions from 10am with parking controls to allow the early session to leave without disruption.
4. Stay as we are. PLEASE DISCUSS.

Further to my proposal for a review of the programme for 2016 I submit my previously published comments for Graham's Committee-

- 1, Hold both an Open Pairs/Teams and a restricted Pairs /Teams Championship.
2. Review having the mixed pairs/teams on Thursday nights.
3. Charge a competition entry fee for major events and include in prize pool.

HANDICAPS.

I have looked at the Handicap system and propose a revamp based upon SEPARATE SESSIONS. Each ought to be unique in respect of membership handicaps and each member will have a handicap for each session in which they play [Now they have an overall handicap] Once re-established it will be possible to give proper handicap prizes –say for one pair each month for each session. I propose that if such a scheme is approved that there be a monthly entry fee of a dollar per person PLEASE DISCUSS.

OTHER ISSUES.

I would appreciate some indication of who is responsible for backup for Graham and Tony in particular should circumstances require it.

Can we continue attempting to train members to direct and to score even though we are using Ken on two occasions?

Bernie Atkins suggested the Kotara High School may prove to be a good venue for the congress.

ITEMS FOR COMMITTEE MEETING.

- 1 Wednesday Bridge.
2. Handicap System proposal.
3. Backup for committee members.
4. Director and Scorer training.

ROY HARDY
2/12 15

Monthly Report December 2015

Committee Member: Jeff Biddlecombe

Targets

1. Increase Club Membership Through Increased Bridge Lessons

Actions

1. Check availability of Wayne Morgan to continue giving the bridge lessons, including the extra day lessons.
RESULT: Wayne has agreed to run both an evening session (Tuesday, 7pm to 9pm) and a morning session (Thursday 10am to 12 am) for a trial for the first half of the year. Jeff B will assist at both sessions plus along with any other volunteers.
Lessons will be run such that people can swap from night to day if required.
Cleaners are finished on Thursday morning between 9 am and 9:15 am.
Lessons to commence Tuesday 24th Feb 7-0pm and Thursday 10-12am
Ken has put times and dates on Web
2. Check suitability of holding a recruitment desk at Westfield Shopping Centre to encourage potential members and learners.
RESULT: Westfield have verbally agreed to a Thursday time of 21st January where a desk will be manned from 2pm to 6 pm.
A sandwich board has been ordered and should be due for pick-up this week, cost \$195
100 colour fliers have also been printed, to be picked up at same time.
The necessary paperwork has been sent to Westfield management but so far, no formal acknowledgement (they are very busy with the opening of the new Roof Top floor at Westfield and the various sales going on).
3. Improve promotion of upcoming lessons by:
 - Advertising on 2NURFM (as per Ken's suggestions) to be done in January;
 - Flyers and posters prepared in house;
 - Distribute the flyers at various sites, viz:
 - Shopping Centre Notice Boards (Westfield, The Junction, Market Town, Charlestown)
 - Recreation Clubs
 - University and Technical College Union Notice Boards
 - Doctor surgeries, Newsagencies, Hairdressing and Barber saloons etc
 - Alzheimer Centre
 - Hospitals
 - (Distribution still to be done).
4. Check appropriateness and details for erecting a display sign at Club's boundary.
RESULT: There is a lot of both pedestrian and car traffic going past our site due to Railway Station and several medical and other facilities and we are losing out on a potential source of advertising here.
I originally looked at electronic signs but they are a "tad" dear. However a sign similar to those at schools and churches can be erected for about \$2500 which includes the sign, 170 letters and numbers, posts and bolts and installation (see flyer at December meeting).
5. Wayne's lessons for the last part of this year have been completed with 9 people finishing. There was a small celebration on Tuesday 1st December last part with some very nice sandwiches and fruit cake arranged by Kay (well done and well appreciated by the participants). Each of the "graduates" has received three complimentary tokens for any playing session.
6. Wayne has agreed to follow up on the "dropouts" as to why and if they still want to do lessons.
7. I have submitted an application into NSW Bridge Association for a grant for the above costs associated with the member recruitment drive. So far, I have not received anything back but I did ask for any response to be directed to the Club.

**Treasurers Report
November 2015**

Funds on hand at 30 November 2015

		Int Rate	Maturity
Cheque account	\$8,975		
Online Saver	\$15,020	1.40%	On call
Term Deposit	\$80,816	1.90%	31-Jan-16
	\$104,811		

Table count per session

		5 Mths to November		
		Budget	Actual	Variance
Monday	Afternoon	198.0	187.0	-11.0
	Night	105.0	88.5	-16.5
Tuesday	Morning	374.0	376.5	2.5
Wednesday	Day	238.0	200.0	-38.0
	Night(SV)	176.0	159.0	-17.0
Thursday	Night	110.0	100.5	-9.5
Friday	Morning	220.0	223.5	3.5
Saturday	Afternoon	256.0	247.5	-8.5
Total		1677.0	1582.5	-94.5

Profit & Loss Comments

Major variations to budget in November

* Table fees	Budget	Actual
Ave per week	75	71.1

* Subscription intake higher than anticipated for the month

Year to date comments

Overall, \$2,000 better than budget currently, with some expenses lower than anticipated. Some of this is timing ie. electricity

Other matters followed up during the month

- * Updating the Asset Upkeep schedule is outstanding and should be completed early in the New Year
- * Bridgemates insurance cover. There is no present cover for these units when they are off-premises. Quote from Markey for cover is too expensive at \$495 for year. Need a solution for this, at least for the Annual Congress.
- * AGM enquiry regarding spending on Competitions much less than prior year. Prior year looks higher, but is at a similar level of spend after allowing for income received. Net spend 2015 \$4,608, 2014 \$4,646
- * Have application form for a Tax file Number. Presently considering ramifications.

**Tony Wagstaff
10-Nov-15**

Performance to Budget for year to date

	Note	YTD November 2015			Full Year	
		Actual	Budget	Prev Yr	Budget	Update
Income						
Monday day		4,365	4,620	5,675	10,890	
Monday night		2,011	2,394	3,015	5,370	
Tuesday day		9,000	8,976	7,823	21,384	
Wednesday day		4,567	5,316	5,951	12,726	
Wednesday night + Thursday support		4,225	3,520	1,875	8,120	
Thursday night		2,304	2,508	2,735	5,646	
Friday day		5,248	5,280	5,484	11,640	
Saturday day		5,911	6,012	5,864	13,680	
<i>Table Fees Sub-total</i>		37,631	38,626	38,422	89,456	
Congress		100	0		14,000	
Weekend Club Events			0		0	
Subscriptions		2,080	500	815	8,500	
Country Teams (Net)			0		0	
Board Dealing		783	560	671	1,350	
Other Income			0		500	
Total Income		40,594	39,686	39,908	113,806	
Expenses						
Accounting		1,700	1,650	1,540	1,650	
Advertising			0		0	200
Capitation		214	0	14	3,700	
Cleaning		4,114	4,180	3,927	10,070	
Affiliation Fee (NSWBA)			0	2,250	2,400	
Directors			0	90	200	
Bank Charges			0		0	
Congress			0	810	12,000	
Computer expenses			125	227	300	1,000 website mods
Consumables		1,256	1,650	1,602	3,960	
Depreciation			0		7,000	
Donations			0		200	
Electricity		1,148	2,500	1,158	5,000	
General		6	25	-51	100	
Insurance		3,505	3,700	3,400	3,700	
Lessons			0		0	
Misc Equipment		252	250	418	600	
Postage			50	72	200	
Printing and Stationery		818	1,500	1,049	3,600	
Prizes		2,728	2,250	2,312	5,400	
Rates		4,352	4,440	4,173	8,920	
Refreshments		1,095	2,150	1,903	5,160	
Repairs and Maintenance		2,496	2,500	2,403	6,000	
Subscriptions/Memberships		53	0	53	100	
Social		1,189	500	88	3,200	
Masterpoints		653	750	810	3,200	
State/National comps		1,800	1,200	1,662	1,600	
Telephone		432	550	454	1,560	
Wages - Office		3,709	4,180	3,771	10,070	
Wages - NPD		1,950	2,150	0	5,100	
Total Expenses		33,470	36,300	34,135	104,990	
Surplus/(deficit) from Bridge		7,124	3,386	5,773	8,816	
Other Income						
Interest Income		81	1,420	1,629	2,870	
Unusual Expenses	A	-11,416	-11,000		-11,000	
Total surplus (deficit)		-4,211	-6,194	7,402	686	
Notes:						
A - Unusual expenses	Writing	5,566		0		
	Paint inside	5,850		0		

Monthly Report for November 2015

Responsible Nominee - Graham Rummey

Area of Responsibility	Action	Outcome
Building & Ground Maintenance	1. Budget requested; Building \$30,000, Grounds \$5,500	to be approved
	2. Price obtained for minor maintenance items; <ol style="list-style-type: none"> preparation of building prior to paint application to external surface, \$660; preparation of garden shed roof, \$121; relay pavers to rear of premises, \$341. 	Scope to be discussed before proceeding with the work. Contractor's insurance policies have been sighted.
	3. Cleaning windows and concrete pavement, \$178.20.	completed, invoice for payment requested.
Secretarial & Documentation	1. Budget requested; \$600	to be approved
	2. Programme booklets delivered.	to be distributed
	3. 2017 programme ideas.	Agenda item for discussion.
	4. Correspondence: <ol style="list-style-type: none"> NSWBA seeking nominations for club rep on Council; NSWBA Country Carnival event cancelled for 2016; NSWBA 2016 affiliation fees, \$2223; NSWBA 2016 Calendar; Singleton Library U3A enquiry for teaching bridge; and Maitland Bridge Club enquiry re annual awards. 	<ol style="list-style-type: none"> nominations closed before follow-up action; nfa; paid; details in calendar checked and correct; advice provided; and Ken to respond.
	5. Files for retention of extra documents put in place.	completed.
	6. 2016 membership subscriptions are being collected.	as at 6/12/15, 98 of 291 members renewed.
Publicity	1. Nominal budget amount requested; \$100	to be approved
	2. Results published to webpage for Taree Swiss Teams and State Open Pairs.	Ongoing task
	3. Webpage publishing policy determined that Members submit articles to Graham with a copy to admin@newcastlebridge.org.	Committee acceptance of policy required.

Issues:

- Acceptance by committee that the minutes are stored as proposed in my Monthly Report for October.
- Approval to the budgets allocated to responsible persons against which they can provide a performance indication.
- Inclusion in meeting agenda of items needing to be discussed and approved, and inclusion of an "Action by" item in minutes.

Monthly Report for December 2015

Committee Member: ***Kay Rich***

Targets:

1. Arrange refreshments for learners at end of course.
2. Arrange Christmas celebrations for week 7th - 12th December.

Actions:

1. Arranged refreshments for learners at end of course. Cost \$25.76 plus alcohol
2. Arranged refreshments for seven sessions of bridge. 59 tables, cost \$540.19 plus alcohol, budget #1316 plus alcohol.
3. Jill Blenkey arranged refreshments for Tuesday. 16 tables, with a budget of \$384.

Other Issues:

1. None.
- 2.

Comments:

1. Nil.
- 2.

Monthly Report November 2015

Committee Member: **Ken Wilks**

Targets

1. Implement a standby roster of players for Friday sessions
2. Get standby roster placed on web site
3. Assist Graham with compilation and checking of program for 2016
4. Implement job numbers in MYOB

Actions

1. Standby roster of players for Friday sessions commenced Friday 4th December.
2. Shane Welldon contacted about standby roster being placed on web site. Discussions are scheduled to take place on Monday 7th December.
3. Program compiled and checked ready for printing.
4. Job numbers assigned and entered into MYOB

Monthly Report November 2015

Committee Member: Rosalie Broughton

Targets:

1. Obtain quote for additional painting if rendering brickwork was to proceed

Action:

Quotation was obtained and is mentioned in my Repairs, Maintenance & Painting document attached.

Other Matters:

1. In reply to Bernie Atkins suggestion of Kotara High School as a possibility for our 2016 congress, I spoke to the school and they no longer rent out their hall.
2. Regarding on-going training of new Directors and Scorers – they are always welcome but the truth is no one is interested. If we had a sudden shortfall of scorers I believe we could coerce a few 'computer literate' players that are currently playing to fill the gaps. Directing is another issue. I have tried to encourage, Peter Peterson gave freely of his time to train three but only one did the exam, so we need to face the fact that our current membership is not prepared to do the exam.
3. Helen Johnson suggested that given we have many octogenarians playing we ask members to carry a small card in their wallet listing any medical emergency details and more importantly their next of kin details for contact purposes.
4. Electricity – we currently spend around \$1,200/quarter on power. Phil Hocking's initial investigation is that we can change to Residential and Time of Day metering. We qualify for Residential as we are a 'not for profit' organisation. The savings could be around \$800/year but our meter would need reconfiguration at a cost of between \$400 to \$1,500.

Tony and Graham have a big workload so I propose we ask Phil to investigate this further, obtain a firm quote for the reconfiguration of the meter and report back to Tony.

Phil did look into Solar Panels. For the Club to be power neutral the cost of installation would be in the vicinity of \$20,000. This would take approximately 4½ years to pay for itself. I assume this is too big a capital outlay at this time.

It would appear the Air Conditioner uses a lot of power, could Phil be asked to investigate better usage methods? There are times when we may only need to use the fan for air circulation, if so then the Directors need to know how to operate the Air Conditioner in this mode.

Rosalie Broughton
November 2015