

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Friday 21st October to start at 1330hrs.

Agenda Items:

1. Apologies.
2. Minutes of previous committee meeting dated 7th September 2016.
3. Carry-over Issues:
 - 3.1. Solar power update TW
 - 3.2. Succession training for key positions GR/TW
 - 3.3. Office Manager selection procedure GR
 - 3.4. Front door repair TW
 - 3.5. Thursday competition JB
 - 3.6. Round 8 of Friday Graded Pairs PP
 - 3.7. Extra standby player sessions GR
4. Financial Reports
5. General Business:
 - 5.1. Committee member responsibilities
 - 5.2. 5 year maintenance plan
 - 5.3. Issues from 2016 AGM
 - 5.4. 2017 Programme
 - 5.5. Session attendance incentive
 - 5.6.
6. Date for the next committee meeting.

Meeting Minutes

Time of Meeting: Meeting commenced at 1:10pm.

In attendance: J Biddlecombe, P Peterson, D Puddicombe, E Di Stefano, E Roach, P Carney, T Wagstaff and G Rummey

Jeff welcomed the newly elected members to the committee. He echoed his enthusiasm towards having a comfortable and successful working relationship for the year ahead.

Agenda Item:

1. Apologies: K Wilks.

2. Previous Minutes: Tony moved that the minutes from the meeting on 7th September 2016 be accepted. Graham seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

3. Carry-over Items:

3.1. Solar Power: Tony provided a brief overview of this item for the benefit of the new committee. He reported that Solahart would have the new system installed by midday on Monday 24th October. He advised that the company was prepared to offer club members a discount should any member wish to install a solar system using that company.

Action: Graham to place an item on the webpage advising of that offer.

3.2. Succession training for key positions: The need to provide support for the treasurer and the secretary was explained. Peta and Enza accepted providing support to Tony and Graham respectively.

Action: Tony and Graham to brief Peta and Enza on the respective duties.

3.3. Office Manager Selection procedure: Graham advised that documentation had been prepared for as and when an appointment to the position was required. Enza queried whether within the constitution Ken as office manager was rightfully entitled to stand and vote on committee. His standing needed to be confirmed.

Action: Graham to check the constitution.

3.4. Front door repair: Tony reported that though the front door had been replaced Koala Glass would be calling back to adjust the closing damper mechanism. He reported that the repair had cost approximately \$3,300 of which \$2,600 had been recovered through insurance. He was still hoping to recover some of the difference from the insurance company.

3.5. Restricted Thursday Sessions: Jeff reported that the sessions would be commencing on Thursday 10th November.

3.6. Friday Graded Pairs Round 8: Peter could confirm that B Grade players had accepted moving the date of the final round back to 2nd December.

3.7. Additional Standby Player Sessions: Following the increase in table numbers when the concept of having standby players for members without partners, Jeff wished to see this facility extended to other sessions. Extending the concept to Monday and Saturday afternoons was accepted, but applying the concept to Wednesday daytime would not be pursued at this stage. Standby rosters for those two additional sessions would need to be developed.

Action: Jeff to canvass members for support of being standby players on Mondays and Saturdays.

4. Financial Reports: Tony tabled his financial reports to the end of September, copies attached.

4.1. Performance Report: The Performance Report showed a surplus of \$7,305 and is ahead of the budget forecast. Though income was slightly down against the budget, the performance report was showing a surplus as expenses were also down largely due to non payment so far this year of the insurance policy. That payment was due January 2017 and was expected to be lower than previous policy payments with the change in the Club's insurer.

4.2. Finance Report: Funds on hand are \$121,266. The Term Deposit is due for renewal at the end of October at which time Tony would consider options for a favourable return.

5. General Business

5.1. Committee Member responsibilities: Jeff explained that as the incoming committee took over management of club duties, its members would be expected to pick up the responsibilities previously performed by departing committee members. He identified 4 roles which he needed to be accepted. Those roles and the responsible members would be:

Allocation of event prizes	Tony and David
Publicity	Peta
Social events	Effie
2017 Congress organisation	Jeff, David and Enza

The responsible persons were not expected to operate in isolation but to form sub-committees under their direction to achieve their objectives. There is plenty of information available for them to consult.

5.2. 5-year Maintenance Plan: This had been circulated to committee for members to be aware of its existence. Tony would be rolling this over for the next 5-year period.

Action: Tony to update the plan.

5.3. AGM Issues: Key issues arising from the AGM that needed to be considered were discussed.

5.3.1. Bridgemate Display: The change to displaying only percentages achieved had been implemented. Members were still divided over acceptance of that change but should note that it would now take a special meeting of club members to initiate reconsideration of the decision.

5.3.2. Championship Teams Event: The timing to hold this significant club event had been amended in order to maximise club membership participation. The event would continue to be held on Saturdays.

5.3.3. Split Sessions: The success of holding split sessions would be judged by the response to members attending the proposed restricted Thursday sessions.

5.4. 2017 Program: Graham outlined how the annual program sessions were configured, and how red masterpoints and prizes were allocated. As an option to relieve congestion of events throughout the year, Enza proposed taking the Mixed Teams event out of the calendar. Dave seconded the proposal which was unanimously accepted. Effie raised the issue of incorrect member contact details in the program and that now would be a good time for members to advise any changes.

Action: Graham to put out a general request that members update their contact details.

5.5. Session Attendance Incentives: Jeff was keen to develop incentives to generally increase session attendance but more particularly attendance at evening sessions. He presented a few ideas.

Action: Jeff to table concepts for consideration and development.

5.6. Sunday Social Events: Occasional social events on Sundays could be organised as a means of encouraging greater member participation in club activities. The social sub-committee could look at including such an activity in its program of events.

6. Next committee meeting: The next committee meeting would be Friday 18th November.

Meeting concluded at 3:20pm.

Confirmed to be a true record of the meeting.

Jeff Biddlecombe

18th November 2016

Performance to Budget for year to date						
		YTD September 2016			Full Year	
	Note	Actual	Budget	Prev Yr	Budget	Up Date
Income						
Monday day		2,659	3,042	2,733	11,574	
Monday night		1,398	1,482	1,322	5,394	
Tuesday day		5,619	5,616	5,721	22,152	
Wednesday day		3,264	3,198	3,046	12,072	
Wednesday SV Play		2,419	2,496	2,075	9,600	
Thursday night		1,117	912	1,188	3,024	
Thursday SV Play		1,405	1,362	565	5,430	
Friday day		3,810	4,056	3,326	14,904	
Saturday day		2,895	3,354	4,048	12,564	
<i>Table Fees Sub-total</i>		24,586	25,518	24,024	96,714	0
Congress			0		15,000	
Subscriptions		250	0	358	10,000	
Country Teams/GNOT/HICT (Net)		992	800	705	900	
Board Dealing		552	400	371	1,500	
Other Income		96	0		500	
Total Income		26,476	26,718	25,458	124,614	0
Expenses						
Accounting		1,650	1,800	1,700	1,800	
Advertising			0		0	
Capitation		71	150	214	4,450	
Cleaning		2,431	2,470	2,431	9,880	
Affiliation Fee (NSWBA)			0		2,400	
Directors			0		200	
Congress			0	-100	13,000	
Computer expenses			75		300	
Consumables		593	1,050	752	4,200	
Depreciation			0		7,000	
Donations			0		300	
Electricity		1,209	1,350	1,148	4,500	
Insurance			200	3,505	2,200	
Training		44	100		200	
Misc Equipment		78	225	255	900	
Printing, Stationery, Post		476	750	312	3,050	
Prizes		1,696	1,530	1,732	6,120	
Rates		2,956	2,954	2,521	10,231	
Refreshments		990	900	771	3,600	
Repairs and Maintenance		1,271	1,200	1,612	4,700	
Subscriptions/Memberships			0		100	
Social		110	300	168	3,000	
Masterpoints		674	650	653	2,800	
State/National comps		1,581	2,060	2,087	3,500	
Telephone		319	330	323	1,560	
Wages - Office		2,143	2,600	1,973	10,400	
Wages - NPD		1,360	1,380	1,200	6,000	
Total Expenses		19,652	22,074	23,257	106,391	0
Surplus/(deficit) from Bridge		6,824	4,644	2,201	18,223	0

Other Income & Expenses						
Interest Income		481	460	81		1,840
Unusual Expenses	A			-11,338		-5,000
Total surplus (deficit)		7,305	5,104	-9,056		15,063
Notes:						
A - Unusual expenses	Re-wire			5,566		
	Foyer			2,860		
	Window			2,912		
	Chairs					5000

Finance Report:		September 2016							
Funds on hand at 31 September 2016					Int Rate	Maturity			
	Cheque account		\$11,441						
	Online Saver		\$27,195		1.30%	On call			
	Term Deposit		\$82,630		2.25%	31-Oct-16			
			\$121,266						
Term Deposit requires to be rolled or otherwise placed, at end of this month									
Table count per session									
			3 Mths to Sep			Prior Year comparison			
			Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon		130.0	113.5	-16.5	-14.5%	117.0	-3.5	-3.0%
	Night		65.0	62.0	-3.0	-4.8%	58.5	3.5	6.0%
Tuesday	Morning		234.0	235.5	1.5	0.6%	238.5	-3.0	-1.3%
Wednesday	Day		143.0	142.0	-1.0	-0.7%	133.5	8.5	6.4%
	Night(SVP)		104.0	103.5	-0.5	-0.5%	103.8	-0.3	-0.3%
Thursday	Aft - (SVP)		52.0	64.0	12.0	18.8%	0.0	64.0	
	Night		60.0	51.0	-9.0	-17.6%	52.5	-1.5	-2.9%
Friday	Morning		169.0	163.0	-6.0	-3.7%	141.5	21.5	15.2%
Saturday	Afternoon		143.0	123.5	-19.5	-15.8%	171.5	-48.0	-28.0%
			1100.0	1058.0	-42.0	-4.0%	1016.8	41.2	4.1%
Fall away in Saturday session evident									
Profit & Loss Comments for year to date									
* Profit above budget at the 'Surplus from Bridge' level - actual \$6,824, budget \$4,644									
* Largely due to expenses savings on consumables, competitions & wages									
Other matters followed up since last meeting									
* Solar power We are committed to Solahart - Cost \$10,500, five year payback									
Installation scheduled for Monday 24 October am.									
Members can get a kick back of \$200 on their private installation over next year									
Tony Wagstaff	15 Oct 2016								