

Newcastle Bridge Club

Committee Meeting Agenda

Date/Time of Meeting: Friday 16th December to start at 1330hrs.

Agenda Items:

1. Apologies.
2. Minutes of previous committee meeting dated 18th November 2016.
3. Minutes of committee meeting dated 11th November 2016.
4. Minutes of special general meeting dated 10th December 2016.
5. Carry-over Issues:
 - 5.1. Succession training briefing GR/TW
 - 5.2. Support for additional standby player sessions KW/GR
 - 5.3. 5 year maintenance plan update TW
 - 5.4. Financial item regarding 'donations' TW
6. Financial Reports.
7. General Business:
 - 7.1. Neon light replacement;
 - 7.2. Graded Pairs feedback;
 - 7.3. Second timer;
 - 7.4. Kitchen stove;
 - 7.5.
8. Date for the next committee meeting, Friday 10th February 2017.

Meeting Minutes

Time of Meeting: Meeting commenced at 13:10.

In attendance: J Biddlecombe, D Puddicombe, P Carney, P Peterson, T Wagstaff, K Wilks and G Rummey

1. Apologies: E Di Stefano and E Roach.

2. Previous Minutes: Minutes from the general committee meeting dated 18th November, from the additional general meeting dated 11th November and from the special general meeting dated 10th December were all tabled.

Amendments to the minutes of 18th November concerning phraseology had been made. Corrections had been applied to the minutes of 11th November. Graham proposed that all three sets of minutes now be accepted. Jeff seconded the proposal and the minutes were approved.

Jeff signed all three copies of the minutes.

3. Carry over Issues:

a. **Succession training:** Tony is in discussions with Peta. Graham has yet to start discussions with Enza.

b. **Additional Stand-by Player sessions:** There had been member support for introducing standby players at Monday afternoon and Thursday morning sessions. Jeff had drawn up rosters for those two days. A standby player would be available on Mondays from 2nd January 2017.

Action: Peta to provide powerpoint slide for display of additional standby sessions.

c. **5-year Maintenance Plan:** Tony tabled the updated version of this ongoing schedule of repairs and replacement - copy attached. Graham proposed acceptance of the schedule. Jeff seconded the proposal which was unanimously passed.

d. **Donations:** Tony had circulated an explanation of why the financial report contained an item headed "Donations". The item covered the Club's continued support for Bridge 4 Brains.

5. Treasurer's Reports: Tony tabled his reports for the period up to 30th November - copies attached.

5.1. Performance report: Tony noted that table fees were ahead of budget forecast and that expenses were less than budget figures. Surplus for the year to November was \$14,898.

5.2. Financial report: The return on the Club's Term Deposit is running at 2.1%. That deposit is due for renewal at the end of January 2017 at which time Tony will see what other rates may be available. Funds on hand stand at \$117,228.

Jeff moved acceptance of the Treasurer's Reports. Dave seconded the motion and the reports were accepted.

6. General Business:

6.1. Neon Light Replacement: Jeff Conroy of *Light Solutions Australia* had approached the Club offering to replace the neon fluorescent lamps at cost with a more effective and efficient light.

The savings available would complement savings generated by the Club's move to solar energy. Committee was genuinely interested in the offer but would request supporting information concerning the proposal.

Action: Graham to follow through with Jeff Conroy providing those details.

- 6.2. Graded Pairs feedback:** Jeff reported that feedback concerning the success of running the Friday Graded Pairs competition was all positive. The event had been included in the programme for 2017. It would be run over 10 months commencing on the first Friday in February. Participants could expect their best 7 results to be considered, 6 results with their regular partner, in the final assessment. The cost would again be an entry fee of \$5 per player with the Club adding \$7.50 per player to the prize money pool.

Action: Peta to prepare a powerpoint slide informing members of the competition regulations for 2017.

- 6.3. Second session timer:** Jeff had received a request to install a second session time clock to be used specifically when split sessions are being played. Committee agreed to the purchase of a second timer.

Action: Ken to source and have installed a second timer.

- 6.4. Kitchen Stove:** Jeff had been advised that the stove in the kitchen was no longer reliable for heating snacks. Before purchasing a new stove, Committee agreed that the reason it no longer was effective should be investigated.

Action: Ken to have the condition of the stove confirmed using the manufacturer's maintenance company.

- 6.5. Replacement Office printer:** Ken had been advised by the printer technician when he serviced the office printer that the Club would be well advised to look into purchasing a replacement printer next time major maintenance work was required. Replacement rather than repair would prove judicious. Replacement was not anticipated immediately by which time Committee could consider whether to replace the printer with a colour printer.

- 6.6. Medical Incident:** The handling of a recent incident during play when a member became unwell had caused concern. In effect, the Club did not have a defined procedure by which members could have been expected to respond to such an incident. That situation needed to be rectified.

Action: Graham to draft a procedure for Committee to consider.

Date for next meeting: The next committee meeting would be held on Friday 10th February 2017.

Meeting concluded at 14:10.

Confirmed to be a true record of the meeting.

J Biddlecombe

10/2/2017

Additional General Meeting Minutes

Date of Meeting: Friday 11th November 2016

Time of Meeting: Meeting commenced at 1:00pm.

In attendance: J Biddlecombe, P Peterson, E Di Stefano, E Roach, T Wagstaff, K Wilks and G Rummey

The meeting had been convened at short notice to determine an approved direction for specific items that required committee agreement on appropriate action.

Agenda Item:

4. Apologies: D Puddicombe and P Carney.

5. Bridgemate Display: Committee had received a letter requesting that the display on the bridgemate units revert to showing not only percentage achieved but also contracts played for each board. As the change had been initiated in accordance with a majority vote taken at this year's AGM, to accede to that request requires a majority approval vote at a special general meeting of members. The letter does not specifically ask for the convening of a special meeting. However, committee would recognise the intent of the letter and if a revised letter was to be submitted in compliance with constitution requirements for requisitioning a special general meeting then committee would proceed with calling a special general meeting. The signatories to the initial letter would be accepted as satisfying minimum requirement for calling the meeting.

A letter along similar lines had been received from Helen Johnson. That letter would now be answered given the above resolution.

Action: Jeff to convey that decision to the authors of the initial request, Graham to prepare a response to Helen.

6. Constitution amendments: Graham had tabled a document detailing proposed changes to the constitution regarding clauses considered to have been superseded and clauses detailing payment of committee members. Those changes were not accepted but would be considered as part of a review of the whole constitution. Jeff proposed and Tony seconded establishment of a sub-committee consisting of Enza, Graham and Tony for that review. That proposal was accepted unanimously.

Action: The sub-committee to review and present to committee recommended constitution changes.

7. Abuse resolution: Committee expressed concern over the attitude demonstrated by one of the participants involved in a dispute resolution conducted by the grievance sub-committee. That member had shown total disrespect to the sub-committee and in effect to the manner in which the Club conducted its proceedings. Committee acknowledged findings in the report of the sub-committee. However, given the delay in resolving the issue committee determined that with the consent and agreement of members of the sub-committee a letter would be prepared to the effect that until an apology had been made in private to Ken Cruise for the disdain shown towards him then a presence at the Club would not be welcome.

Whether a detailed procedure for the preferred order of data entry and card play during play was briefly discussed but committee did not reach a conclusion on that issue.

Action: Jeff to confirm with grievance sub-committee its acceptance of that approach. Once acceptance had been given, a response would be issued covering the

8. Book promotion: The Club had been approached by John Redfearn from Gosford Bridge Club seeking support for the sale of a bridge/recipe book, the proceeds of which would be donated to Bridge-for-Brains Neuro Research. Committee would not consent to him attending the Saturday afternoon session on 19th November to promote the book. The alternative offer would be put to him that the Club was prepared to put on display copies of the book for any member to purchase and any proceeds from its sale would be returned for his disposal.

Action: Graham to respond directly to John Redfearn along those lines.

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

Meeting concluded at 1:40pm.

Confirmed to be a true record of the meeting.

J Biddlecombe

10/2/2017

Special General Meeting Minutes

Date of Meeting: Saturday 10th December 2016

Time of Meeting: Meeting commenced at 12:00noon.

In attendance: 46 members, see attached Attendance Register.

10. Apologies: K Cruise, E Di Stefano, T Di Stefano and I Walker.

11. Opening statement: The President, Jeff Biddlecombe, welcomed attendees and provided the background as to the calling of the special meeting. The meeting had been requested to vote on the resolution:

"that the decision to only display on Bridgemate units the percentage achieved as each board is scored rather than the result of all scores recorded for that board as approved at the 2016 Annual General Meeting be rescinded."

He explained that on behalf of the members Brigitta Kuegler would be presenting the case for the resolution and that Paul McGrath would speak against the resolution. He would then get the members to indicate their decision on the voting slips provided.

12. Case for the resolution: Brigitta thanked members for their attendance at the meeting. She then succinctly made several points as to why she and her supporters believed that the display on the Bridgemate units should be changed to show board contracts as well as percentage results. Those points included:

- a. make full use of the information that the units could display;
- b. noise level discussion about the results were no louder than when units were not used for scoring;
- c. novice players gained advantage from seeing other contracts bid for specific boards.

The meeting by acclamation showed its appreciation of Brigitta's presentation.

7. Case against the resolution: Paul outlined the case against the resolution. His points included:

- 7.1.** the consequences of disclosing unauthorised information by players discussing board results and the detrimental effect it can have on members being able to enjoy their bridge;
- 7.2.** as an example he quoted from a recent article in the November 2016 Issue of Australia Bridge Magazine where the author had lost an important tournament by virtue of their team members receiving unauthorised information;
- 7.3.** inadvertent entry of board numbers could lead to display of results for a board not yet played;
- 7.4.** early results shown on the units are meaningless until a representative number have been entered;
- 7.5.** the issues in 4.1 would put an unnecessary onus on the Club's directors who are volunteers and wishing to enjoy their bridge and not be involved in handing out unpopular penalties.

Paul's presentation also received appreciation by member's acclamation.

8. Closing remarks: Jeff thanked the presenters for clearly stating their cases. He did not wish to prolong the meeting but invited any other attendee to cover issues that they thought may not have been covered. There was no response to that offer. Instead, the members chose to proceed to the vote.

He emphasised that whatever the outcome of the vote that the decision should be accepted by everyone and that the matter now be closed.

9. Outcome: Member's votes on the slips provided were collected and counted. Initially the votes were **18 for** and **25 against** with **3 abstentions**. Proxy votes were checked that no appointees were at the meeting and that their proxy holders were at the meeting. When those two checks had been confirmed the proxy votes were added to the votes of attendees.

The final outcome of the vote was:

For the resolution, **60 votes** **Against** the resolution, **121 votes**.

Accordingly the resolution was declared as being defeated.

Meeting concluded at 12:30pm.

Confirmed to be a true record of the meeting.

J Biddlecombe

10/2/2017

**Long Term Maintenance and Asset Replacement Schedule
November 2016**

Annual cost inflation	3%		Asset Life	Renewal Year	Current Estimated Repl Cost	Required Funding					
	Cost when Acquired	Year Acquired				2017	2018	2019	2020	2021	2022
Description	(some ests)										
Building											
Office Upgrade	\$2,000	1999	26	2025	\$4,313	\$2,986	\$3,152	\$3,318	\$3,484	\$3,649	\$3,815
External lighting	\$1,000	2004	20	2024	\$1,806	\$1,174	\$1,264	\$1,355	\$1,445	\$1,535	\$1,625
Kitchen facilities	\$9,000	2008	15	2023	\$14,022	\$8,413	\$9,348	\$10,283	\$11,218	\$12,152	\$13,087
Blinds for windows	\$2,000	2009	15	2024	\$3,116	\$1,662	\$1,870	\$2,077	\$2,285	\$2,493	\$2,701
Painting inside	\$6,000	2015	8	2023	\$7,601	\$1,900	\$2,850	\$3,801	\$4,751	\$5,701	\$6,651
Painting outside	\$6,300	2015	8	2023	\$7,981	\$1,995	\$2,993	\$3,991	\$4,988	\$5,986	\$6,983
Gutters & Downpipes	\$1,500	2008	20	2028	\$2,709	\$1,219	\$1,355	\$1,490	\$1,625	\$1,761	\$1,896
Roof replacement - main	\$32,000	2008	25	2033	\$67,001	\$24,120	\$26,800	\$29,480	\$32,160	\$34,841	\$37,521
Roof - awning	\$3,000	2008	20	2028	\$5,418	\$2,438	\$2,709	\$2,980	\$3,251	\$3,522	\$3,793
Toilets - Male	\$7,000	2013	15	2028	\$10,906	\$2,908	\$3,635	\$4,362	\$5,089	\$5,817	\$6,544
Toilets - Female	\$6,000	2008	15	2023	\$9,348	\$5,609	\$6,232	\$6,855	\$7,478	\$8,102	\$8,725
Premises rewiring	\$5,500	2015	20	2035	\$9,934	\$993	\$1,490	\$1,987	\$2,484	\$2,980	\$3,477
Storage shed	\$1,540	2016	20	2036	\$2,781	\$139	\$278	\$417	\$556	\$695	\$834
Window renovation	\$2,900	2016	20	2036	\$5,238	\$262	\$524	\$786	\$1,048	\$1,310	\$1,571
Foyer re-model	\$2,900	2016	20	2036	\$5,238	\$262	\$524	\$786	\$1,048	\$1,310	\$1,571
Equipment											
Table cloths	\$1,000	2012	5	2017	\$1,159	\$1,159					
Table cloths(NEW)	\$1,200	2017	5	2022	\$1,391		\$278	\$556	\$835	\$1,113	\$1,391
PA System	\$1,398	2000	20	2020	\$2,525	\$2,146	\$2,273	\$2,399	\$2,525		
PA System(NEW)	\$2,500	2020	20	2040	\$4,515					\$226	\$452
Card Dealer 1	\$3,500	2014	6	2020	\$4,179	\$2,090	\$2,786	\$3,483	\$4,179		
Card Dealer 1(NEW)	\$4,200	2020	6	2026	\$5,015					\$836	\$1,672
Card Dealer 2	\$3,500	2013	6	2019	\$4,179	\$2,786	\$3,483	\$4,179			
Card Dealer 2(NEW)	\$4,200	2019	6	2025	\$5,015				\$836	\$1,672	\$2,508
Chairs	\$13,028	2005	15	2020	\$20,297	\$16,238	\$17,591	\$18,944	\$20,297		
Chairs(NEW)	\$20,300	2020	15	2035	\$31,627					\$2,108	\$4,217
Air Conditioning - Hall	\$15,972	2010	15	2025	\$24,884	\$11,613	\$13,271	\$14,930	\$16,589	\$18,248	\$19,907
Air Conditioning - Office	\$1,436	2014	15	2029	\$2,237	\$447	\$597	\$746	\$895	\$1,044	\$1,193

Carpet	\$5,000	2009	8	2017	\$6,334	\$6,334	\$0	\$0	\$0	\$0	\$0
Carpet (NEW)	\$6,300	2017	8	2025	\$7,981	\$0	\$998	\$1,995	\$2,993	\$3,991	\$4,988
Copier	\$1,600	2012	5	2017	\$1,855	\$1,855	\$0	\$0	\$0	\$0	\$0
Copier(NEW)	\$1,800	2017	5	2022	\$2,087	\$0	\$417	\$835	\$1,252	\$1,670	\$2,087
Bridgemates 1	\$3,975	2010	10	2020	\$5,342	\$3,739	\$4,274	\$4,808	\$5,342	\$0	\$0
Bridgemates(NEW)	\$5,000	2020	10	2030	\$6,720					\$672	\$1,344
Bridgemates 2	\$2,207	2013	10	2023	\$2,966	\$1,186	\$1,483	\$1,780	\$2,076	\$2,373	\$0
Bridgemates(NEW)	\$2,800	2022	10	2032	\$3,763						\$0
Folding Tables	\$1,173	2011	15	2026	\$1,827	\$731	\$853	\$974	\$1,096	\$1,218	\$1,340
Dishwasher	\$3,599	2012	8	2020	\$4,559	\$2,849	\$3,419	\$3,989	\$4,559	\$0	\$0
Dishwasher(NEW)	\$5,000	2020	8	2028	\$6,334					\$792	\$1,584
Large Screen	\$4,199	2014	8	2022	\$5,319	\$1,995	\$2,660	\$3,324	\$3,989	\$4,654	\$5,319
Grounds											
Pathways	\$3,200	1992	40	2032	\$10,439	\$6,524	\$6,785	\$7,046	\$7,307	\$7,568	\$7,829
Fence - rear	\$1,000	2008	10	2018	\$1,344	\$1,210	\$1,344				
Fence - rear(NEW)	\$1,300	2018	10	2028	\$1,747			\$175	\$349	\$524	\$699
Fence - front	\$4,663	2014	25	2039	\$9,763	\$1,172	\$1,562	\$1,953	\$2,343	\$2,734	\$3,124
Fence - East side	\$1,000	1999	25	2024	\$2,094	\$1,508	\$1,591	\$1,675	\$1,759	\$1,843	\$1,926
Fence - West side	\$1,000	1999	25	2024	\$2,094	\$1,508	\$1,591	\$1,675	\$1,759	\$1,843	\$1,926
Car park re-sealing	\$30,000	2014	15	2029	\$46,739	\$9,348	\$12,464	\$15,580	\$18,696	\$21,812	\$24,927
Other											
Computer equipt	Annual					\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Funding Target					\$393,742	\$133,518	\$145,744	\$166,014	\$183,586	\$169,795	\$190,227
Spending expected											
New	Computer eqt				Provided	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Replace/	Table cloths				Provided	\$1,200					
Renew	Carpet				Provided	\$6,300					
	Copier				Provided	\$1,800					
	Bridgemates				Provided					\$5,300	\$2,400
	Rear fence				Provided		\$1,300				
	PA System				Provided			\$2,500			
	Chairs				Provided	\$5,000		\$15,300			
	Card dealers				Provided			\$4,200	\$4,200		
	Dishwasher				Provided					\$5,000	
	Total					\$15,300	\$2,300	\$23,000	\$5,200	\$6,300	\$3,400

Funds at start	\$113,000	\$124,700	\$148,400	\$150,400	\$169,200	\$185,900
Cash flow from activities	\$27,000	\$26,000	\$25,000	\$24,000	\$23,000	\$22,000
Spent ,per above	\$(15,300)	\$(2,300)	\$(23,000)	\$(5,200)	\$(6,300)	\$(3,400)
Funds at end	\$124,700	\$148,400	\$150,400	\$169,200	\$185,900	\$204,500

Performance to Budget for year to date

	Month	YTD November 2016			Full Year		Resp
		Note	Actual	Budget	Prev Yr	Budget	
Income							
Monday day		1,135	4,528	5,028	4,365	11,574	
Monday night		637	2,377	2,394	2,011	5,394	
Tuesday day		1,997	9,211	9,384	9,000	22,152	
Wednesday day		1,127	5,227	5,172	4,567	12,072	
Wednesday SV Play		1,136	4,265	4,224	3,180	9,600	
Thursday night		708	2,114	1,568	2,304	3,024	
Thursday SV Play		745	2,606	2,388	1,045	5,430	
Friday day		1,570	6,525	6,624	5,248	14,904	
Saturday day		1,065	4,781	5,556	5,911	12,564	
<i>Table Fees Sub-total</i>		10,120	41,634	42,338	37,631	96,714	0
Congress				0	100	15,000	
Subscriptions		2,295	2,580	500	2,080	10,000	
Country Teams/GNOT/HICT (Net)			1,088	800	705	900	
Board Dealing		200	916	600	783	1,500	
Other Income		300	300	0	0	500	
Total Income		12,915	46,518	44,238	41,299	124,614	0
Expenses							
Accounting			1,700	1,800	1,700	1,800	TW
Advertising				0		0	JB
Capitation (ABF)			71	250	214	4,450	GR
Cleaning		748	4,114	4,180	4,114	9,880	GR
Affiliation Fee (NSWBA)				0		2,400	GR
Directors				0		200	PP
Congress				0		13,000	JB
Computer expenses				125		300	KW
Consumables		417	1,308	1,750	1,256	4,200	TW
Depreciation				0		7,000	TW
Donations				0		300	GR
Electricity		1,217	2,426	2,700	1,148	4,500	TW
Insurance				200	3,505	2,200	TW
Training			44	100	-283	200	JB
Misc Equipment		252	330	375	265	900	TW
Printing, Stationery, Post		660	1,166	1,300	828	3,050	GR
Prizes		896	2,760	2,550	2,728	6,120	?
Rates		2,533	5,489	5,063	4,352	10,231	TW
Refreshments		241	1,509	1,500	1,105	3,600	KW
Repairs and Maintenance		246	1,442	2,000	2,513	4,700	GR
Subscriptions/Memberships			44	0	54	100	JB
Social		222	392	500	1,189	3,000	?
Masterpoints			674	650	653	2,800	KW
State/National comps			1,581	2,600	2,385	3,500	TW
Telecommunications		173	596	550	431	1,560	TW
Wages - Office		900	4,001	4,400	3,709	10,400	TW
Wages - NPD		660	2,500	2,460	1,950	6,000	TW
Total Expenses		9,165	32,147	35,053	33,816	106,391	0
Surplus/(deficit) from Bridge		3,750	14,371	9,185	7,483	18,223	0

Other Income & Expenses					
Interest Income		527	890	123	1,840
Unusual Expenses	A			-17,188	-5,000
Total surplus (deficit)	3,750	14,898	10,075	-9,582	0

Notes A - Unusual expenses	Re-wire	5,566
	Foyer	2,860
	Window	2,912
	Painting	5,850
	Chairs	5000

**Treasurers Report
November 2016**

Funds on hand at 30 November 2016

		Int Rate	Maturity
Cheque account	\$12,406		
Online Saver	\$22,192	1.30%	On call
Term Deposit	\$82,630	2.10%	31-Jan-17 ?
	\$117,228		

Table count per session

		4 Mths to Oct				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	215.0	193.5	-21.5	-11.1%	243.5	-50.0	-20.5%
	Night	105.0	105.0	0.0	0.0%	124.5	-19.5	-15.7%
Tuesday	Morning	391.0	385.5	-5.5	-1.4%	334.0	51.5	15.4%
Wednesday	Day	232.0	227.5	-4.5	-2.0%	257.0	-29.5	-11.5%
	Night(SVP)	176.0	184.5	8.5	4.6%	91.0	93.5	102.7%
Thursday	Aft - (SVP)	88.0	120.0	32.0	26.7%	8.5	111.5	
	Night	105.0	94.5	-10.5	-11.1%	118.0	-23.5	-19.9%
Friday	Morning	276.0	279.0	3.0	1.1%	238.5	40.5	17.0%
Saturday	Afternoon	237.0	204.0	-33.0	-16.2%	248.0	-44.0	-17.7%
Total		1825.0	1793.5	-31.5	-1.8%	1663.0	130.5	7.8%

Five week moving average table count per week	Last week Sep	Oct	76.1 tables
	Last week Oct	Nov	87.9 tables

Profit & Loss Comments for year to date

- * Profit above budget at the 'Surplus from Bridge' level - actual \$14,371, budget \$7,483
- * Largely due to expenses savings on consumables, competitions & repairs. Earlier subscription payments +\$2,000
- Gain versus prior year largely due to increased table count and different timing for insurance payment

Other matters followed up since last meeting

- * Solar power has generated savings at the expected level for November
- * In discussion with our energy provider, I have negotiated a 20% bill discount, which should save up to \$700 per annum. This will slow down the solar payback but cannot have it both ways

Tony Wagstaff 13 Dec 2016