

# Newcastle Bridge Club

## *Committee Meeting Agenda*

**Date/Time of Meeting:** Tuesday 11<sup>th</sup> April 2017 to start at 1330hrs.

### **Agenda Items:**

- 1 Apologies.
- 2 Minutes of previous committee meeting dated 10<sup>th</sup> March 2017.
- 3 Carry-over Issues:
  - 3.1 Succession training update GR/TW
  - 3.2 Neon light replacement contract GR
  - 3.3 Medical Incident Procedure distribution PP
  - 3.4 Office administrator job description distribution KW
  - 3.5 Carpet cleaning ER
  - 3.6 Constitution changes JB
- 4 Financial Reports.
- 5 General Business:
  - 5.1 Resignation;
  - 5.2 Correspondence from Stewart Roach;
  - 5.3 2017 Congress;
  - 5.4
- 6 Date for the next committee meeting, Friday 12<sup>th</sup> May 2017.

## ***Committee Meeting Minutes***

**Date/Time of Meeting:** Tuesday 11<sup>th</sup> April 2017 starting at 1330hrs.

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

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**Agenda Item:**

**1. Apologies:** P Peterson.

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**2. Previous Minutes:** Tony moved that the minutes from the meeting on 10<sup>th</sup> March 2017 be accepted. David seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

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**3. Carry-over Items:**

**3.1 Succession training for key positions:** Graham would need to nominate a replacement trainee. Tony and Peta were progressing with training for the treasurer's duties.

**Action:** Graham to canvas a suitable trainee.

**3.2 Neon Light replacement contract:** The new lights had all been installed.

**3.3 Medical Incident procedure:** Peter had issued a copy of the procedure to all directors. Graham requested an additional clause be added to the procedure regarding contact being made to the members nominated contact person should that be considered advisable.

**Action:** Jeff to redraft the procedure with a clause inserted to cover that action.

**3.4 Office Administration Job Description:** Committee members had all received a copy of the job description.

**3.5 Carpet/Chair cleaning:** The work had been completed. Members had given favourable comment feedback on the outcome.

**3.6 Constitution Changes:** Jeff had circulated for comment the proposed clause changes - copy attached. Tony introduced minor comments for further clause amendments. Graham proposed acceptance of those changes. Ken excluded himself from voting and the clauses with those changes were unanimously accepted.

A Special Meeting would be called on Saturday 20<sup>th</sup> May, 2017 commencing at 12 noon inviting members to vote on acceptance of the changes.

**Action:** Graham to prepare advice and documentation for distribution to club members.

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**4 Financial Reports:** Tony tabled the financial reports to the end of March - copies attached.

**4.1 Performance Report:** The Performance Report showed a surplus of \$29,482. Tony explained that attendance at Wednesday evening and Thursday daytime were significant reasons for the surplus but that capitation fees and some masterpoint costs were not included in those figures.

**4.2 Finance Report:** Funds on hand are \$131,334. The term deposit renewal would be due soon and he would consider the options for re-investment at that time.

Tony moved that the reports be accepted, seconded by Graham and they were unanimously accepted.

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## 5. General Business

**5.1. Resignation:** Jeff updated committee on his discussion with Enza. The proposed constitution clause changes that would be put to the members in her view were not satisfactory and she was not prepared to reconsider her resignation. Committee accepted her resignation.

**Action:** Graham to prepare a formal response.

**5.2. Letter regarding Committee's performance:** Jeff informed committee of the outcome from a meeting between executive committee members concerning issues raised in the letter. He would be speaking to the letter's author and take action following that discussion. Ken strongly voiced his objection to the implications within the letter and advised that unless he received an apology he would consider his options.

**Action:** Jeff to resolve the matter and report to the next meeting.

**5.3. 2017 Newcastle Congress:** A detailed overview of progress towards organising the congress confirmed the programme was on track. Distribution of congress brochures to possible participants was to be encouraged. Sub-committee to ensure volunteers are available for the various tasks involved in running a successful congress.

**5.4. Carpark Maintenance:** Graham had approached Ian Rich Asphalt to look at the condition of the carpark surface and had received a verbal indication that maintenance costs would be in the region of \$16-18,000. More details were needed to establish exactly what that outlay would provide.

**Action:** Graham to pursue a job description and detailed costing.

**5.5. Senior's Directory:** Tony tabled a copy of Newcastle Council's Senior's Directory with the view of the Club submitting an article therein. The proposal was not supported.

**5.6. Volunteer Roster:** Preparation of a roster of volunteers to keep the Club's premises clean was considered. The concept would not be implemented. Committee expected members to clean up after themselves.

**5.7. Coffee Cups:** Ken reported that a large number of coffee cups had disappeared over time such that members were reverting to using polystyrene cups. Committee agreed to replace the missing cups.

**Action:** Graham to purchase replacement cups.

**5.8. Session Timer:** Ken had installed on a trial basis a timer to be used at split sessions when appropriate. Should the Club wish retain that software it may be purchased for approximately £30. Rather than rely on visual awareness he proposed to install speakers to support the programme for an estimated outlay of \$30. The proposal was accepted.

**Action:** Ken to purchase speakers to support the session timer.

**5.9. Tree Removal:** Jeff updated committee concerning the neighbour's progress with tree removal from her property. A submission is with Council for approval to its removal.

**5.10. Social Events:** Effie informed committee that events would be catered for Easter and Anzac Day.

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**6. Next committee meeting:** The next committee meeting would be Friday 12<sup>th</sup> May to start at 1:15pm.

Meeting concluded at 2:45pm.

Confirmed to be a true record of the meeting.

*Jeff Biddlecombe*

12/05/17

## ***Office Administrator Job Description***

**COMPANY:** Newcastle Bridge Club Inc.

**POSITION TITLE:** Office Administrator

**REPORTS TO:** Secretary

### **Position Summary:**

Provide administrative support to the elected committee

Reconcile Table Fee monies and Weekly Banking

Account payments

Reconciliation of Bank Accounts

Administration of Web Site

Computer Upgrades and Maintenance

Supply Ordering

### **Qualifications Essential:**

- Internet and PC proficiency
- Advanced MS Word, Excel, MYOB & Outlook skills
- Good MS Access skills
- Good WordPress skills
- Current Driver's License

### **Qualifications Desirable:**

- Good Knowledge of the game of Bridge
- Good Knowledge of Bridge Club Operations
- Good knowledge of Compscore2, BOS and Bridgemate programmes
- Good knowledge of MS PowerPoint

### **Experience:**

- 3 to 5 years proven office administrator experience
- Demonstrated experience with MS Word, MS Excel and Outlook
- Demonstrated experience with MYOB
- Demonstrated experience with maintenance and upgrading of PC's and PC Software
- Experience with Web Site Maintenance

### **Main Activities:**

#### **Weekly Duties**

- Collect mail from Post Office and distribute
- Check incoming emails and process
- Order Supplies
- Reconcile table fees
- Reconcile tokens
- Weekly Banking
- Record Invoices received
- Pay Invoices
- Process Membership Applications
- Prepare wages
- Send competition results to Newcastle Herald

- Clean dealing machine
- Photocopying as required

#### **Monthly Duties:**

- Roll Over BCS log file – done automatically
- Archive deal files from dealing computer
- Delete duplicates from the Compscore2 data base
- Update Handicaps in Compscore2 and on Web site
- Update ABF files in Compscore2 (after ABF files have been updated)
- Update committee meeting minutes on web site - Graham Rummey normally does this
- Update On line Saver Account in MYOB with interest and transfers

#### **Quarterly Duties:**

- Calculate super payment, get it authorised and pay it
- Prepare BAS
- Delete all unnecessary files from all computers
- Prepare Directors/Scorers roster
- Prepare Standby Players roster
- Organise Supervised Play supervisors

#### **Annual Duties:**

- Update Honour Rolls on web site
- Update Contact Information on web site (after AGM)
- Set up Calendar on web site
- Set up 3 week event reminders in Task Scheduler

#### **As Required Duties:**

- Prepare prizes for competitions
- Combine 3 week events
- Check email daily and respond to any queries from the Contact Us on the web site
- Update Compscore2 on scorer computer as new builds become available
- Check battery levels of Bridgemates and replace when necessary
- Replace Bridgemate keypads as required
- Update Bridgemate software
- Update Table Top Devices firmware
- Update BOS software on dealing computer
- When replacing Toners, record date and number of copies
- Maintain Web site
- Update PC software with new versions as they become available

## ***Proposed Changes of Constitution for the Newcastle Bridge Club***

### **Replace**

**5.2** As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether the nomination be approved or be rejected.

### **With**

**5.2** As soon as practicable after receiving a nomination for membership, at least two committee member shall determine whether the nomination be approved or rejected.

*Explanation: Brings up to date with current practice.*

### **Replace**

**5.3** As soon as practicable after the committee makes that determination, the secretary must:

(a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable); and

(b) if the committee approved the nomination, request the nominee to pay within a period of 28 days after receipt by the nominee of the notification the sum payable under these rules by a member as entrance fee and annual subscription.

### **With**

**5.3** As soon as practicable after approval of the nomination for membership, a committee member shall request the nominee to pay within an appropriate period, the sum payable as membership annual subscription, if not already paid at time of nomination presentation.

*Explanation: Brings up to date with current practice and most people want to pay when they submits their nomination form.*

### **Replace**

**10.1** A member of the association must, on admission to membership, pay to the association a fee of \$10.00 or, if some other amount is determined by the committee, that other amount.

**10.2** In addition to any amount payable by the member under clause 10.1, a member of the association must pay to the association an annual membership fee of \$25.00 or, such other amount as determined by the committee

### **With**

**10.1** A member of the association must pay to the association an annual membership fee of such amount as determined by the committee.

*Explanation: Brings up to date with current practice.*

### **Replace**

#### **Constitution and committee membership**

**16.1** Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

(a) the office-bearers of the association; and

(b) a minimum of 3 or a maximum of 5 committee members.

each of whom is to be elected at the annual general meeting of the association under clause 17

**With**

**Constitution and committee membership**

**16.1** Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

- (a) the office-bearers of the association; and
- (b) a minimum of 3 or a maximum of 5 committee members.

each of whom is to be elected at the annual general meeting of the association under clause 17, and

- (c) persons appointed to the committee under clause 16.5.

*Explanation: Clarifies the status of the masterpoint secretary and the tournament director in terms of committee status and voting rights.*

**Replace**

**16.5** The tournament director and the masterpoints secretary are to be:

- (a) elected by the committee; and
- (b) ex-officio members of the committee.

**With**

**16.5** The tournament director and the masterpoints secretary are to be appointed by the committee.

*Explanation: The 'ex officio' term is subject to differing interpretations, and becomes unnecessary with the revised wording of clause 16.1. Practice over many years has been that those appointed members have full voting entitlements. The proposed change confirms this practice.*

**Remove**

**20.2** Without limiting the operation of clause 20, the office of a member of the committee shall be vacant if:

- (a) the member holds an office in profit in the association; or
- (b) the member is directly or indirectly interested in any contract or proposed contract with the association.

*Explanation: This safeguard is replaced by the new clause 24.5 requiring declaration of pecuniary interest, and allows committee to take best options.*

**Replace**

**24.2** Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**With**

**24.2** Each committee member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

*Explanation: Simply clarifies that only committee members may vote at a committee meeting.*

## **Add**

**24.5** Committee members shall declare any pecuniary interest and abstain from participating in and voting upon matters likely to affect such interest. Pecuniary interest is the gaining of a significant financial benefit in money or equivalent, but shall not include any benefit obtained by a member or members:

- a) obtained by a member or members by way of a bona fide payment of remuneration;
- b) obtained by a member or members of a kind which they would derive if they were not a member of the association;
- c) obtained by a member or members in competing for trophies and/or prizes directly related to the objects of the association.

*Explanation: Replaces clause 20.2 as protection for members against nest feathering by committee members.*

## **Replace**

### **Funds – source**

**38.1** The funds of the association are to be derived from;

- (a) entrance fees; and
- (b) annual subscriptions of members; and
- (c) donations; and
- (d) other sources as the committee determines (subject to any resolution passed by the association in general meeting).

**38.2** All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's financial institution account.

**38.3** The association must as soon as practicable after receiving any money, issue an appropriate receipt.

## **With**

### **Funds – source**

**38.1** The funds of the association are to be derived from;

- (a) annual subscriptions of members; and
- (b) table fees; and
- (c) donations and other such sources as the committee determines (subject to any resolution passed by the association in general meeting).

*Explanation: Brings up to date with current practice.*

## **Replace**

### **Payment of committee members**

**45.1** A member of the committee must not be appointed to any salaried office of the association.

**45.2** the association must not pay any fees or remuneration or other benefit in money or monies to any member of the committee except:

- (a) repayment of out-of-pocket expenses; or



(b) if a committee member lends money to the association interest may be paid only if it does not exceed the interest rate for the time being which is or would be charged by the association's financial institution for money lent to the association; or

(c) reasonable and proper rent for premises let to the association.

#### **With**

#### **Payment of committee members**

**45** The association must not pay any fees or remuneration or other benefit in money or monies to any member of the committee except:

(a) where that member has been appointed by due process to a salaried position or position of remuneration within the association; or

(b) repayment of out-of-pocket expenses; or

(c) if a committee member lends money to the association interest may be paid only if it does not exceed the interest rate for the time being which is or would be charged by the association's financial institution for money lent to the association; or

(d) reasonable and proper rent for premises let to the association.

*Explanation: Re-wording allows a person employed by the association to become a member of committee. New clause 24.5 offers alternate protection regarding pecuniary interest.*

## Treasurer's Reports

### Performance to Budget

	Note	Mar	YTD March 2017			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Up Date	
<b>Income</b>								
Monday day		1,120	8,371	8,532	8,463	11,574	11,000	
Monday night		588	4,189	4,140	3,879	5,394	5,400	
Tuesday day		1,935	16,031	16,536	16,632	22,152	22,000	
Wednesday day		1,036	8,835	8,874	8,756	12,072	12,500	
Wednesday SV Play		1,123	7,589	7,104	5,260	9,600	10,400	
Thursday night		222	3,136	2,112	4,074	3,024	4,500	
Thursday day		1,009	5,975	3,948	1,612	5,430	7,400	
Friday day		1,643	11,868	11,160	9,075	14,904	15,500	
Saturday day		1,150	8,826	9,210	10,161	12,564	11,600	
<i>Table Fees Sub-total</i>		<b>9,826</b>	<b>74,820</b>	<b>71,616</b>	<b>67,912</b>	<b>96,714</b>	<b>100,300</b>	
Congress				0	100	15,000	15,000	
Subscriptions		580	10,500	10,000	9,160	10,000	10,000	
Country Teams/GNOT/HICT (Net)			1,088	800	805	900	1,500	
Board Dealing		397	1,726	1,000	1,260	1,500	2,000	
Other Income			300	0		500	500	
<b>Total Income</b>		<b>10,803</b>	<b>88,434</b>	<b>83,416</b>	<b>79,237</b>	<b>124,614</b>	<b>129,300</b>	
<b>Expenses</b>								
Accounting			1,700	1,800	1,700	1,800	1,700	TW
Advertising				0		0	0	JB
Capitation (ABF)			78	4,300	3,943	4,450	4,500	GR
Cleaning		774	7,246	7,410	7,293	9,880	9,900	GR
Affiliation Fee (NSWBA)			2,538	2,400	2,223	2,400	2,500	GR
Directors				200		200	200	PP
Congress				0	209	13,000	13,000	JB
Computer expenses				225		300	300	KW
Consumables		313	2,394	3,150	2,202	4,200	4,000	TW
Depreciation				0		7,000	7,000	TW
Donations				0		300	300	GR
Electricity			3,743	3,600	3,658	4,500	4,000	TW
Insurance			2,133	2,200	3,656	2,200	2,200	TW
Training			132	200	-1	200	200	JB
Misc Equipment		283	913	675	778	900	900	TW
Printing, Stationery, Post		92	2,083	2,300	2,050	3,050	3,000	GR
Prizes		1,344	5,256	4,590	4,552	6,120	6,000	DP
Rates		552	8,149	8,122	6,954	10,231	10,300	TW
Refreshments		412	2,794	2,700	2,246	3,600	3,600	KW
Repairs and Maintenance		894	3,039	3,600	4,693	4,700	4,000	GR
Subscriptions/Memberships			44	100	54	100	100	JB
Social			1,144	2,700	2,055	3,000	2,500	ER
Masterpoints			763	2,150	1,836	2,800	2,800	KW
State/National comps			1,758	2,800	2,505	3,500	3,600	TW
Telecommunications		115	1,438	990	1,231	1,560	2,000	TW
Wages - Office		915	7,431	7,800	7,185	10,400	9,500	TW
Wages - NPDP		780	5,680	4,500	3,600	6,000	8,200	TW
<b>Total Expenses</b>		<b>6,474</b>	<b>60,456</b>	<b>68,512</b>	<b>64,622</b>	<b>106,391</b>	<b>106,300</b>	

<b>Surplus/(deficit) from Bridge</b>		4,329	27,978	14,904	14,615	18,223	23,000	
<b>Other Income &amp; Expenses</b>								
Interest Income		16	1,504	1,380	1,093	1,840	1,800	TW
Unusual Expenses	A				-23,638	-5,000	-5,000	TW
<b>Total surplus (deficit)</b>		<b>4,345</b>	<b>29,482</b>	<b>16,284</b>	<b>-7,930</b>	<b>15,063</b>	<b>19,800</b>	

Notes:

A - Unusual expenses	Re-wire	5,566
	Foyer	2,860
	Window	2,912
	Painting	12,300
	Chairs	5,000

## Finance Report March 2017

### Funds on hand at 31 March 2017

		Int Rate	Maturity
Cheque account	\$15,536		
Online Saver	\$32,260	1.25%	On call
Term Deposit	\$83,538	2.10%	30-Apr-17
	\$131,334		

### Table count per session

		8 Mths to March				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	365.0	358.5	-6.5	-1.8%	361.5	-3.0	-0.8%
	Night	182.0	184.5	2.5	1.4%	174.5	10.0	5.7%
Tuesday	Morning	689.0	672.5	-16.5	-2.5%	699.0	-26.5	-3.8%
	Day	399.0	386.0	-13.0	-3.4%	382.0	4.0	1.0%
Wednesday	Night(SVP)	296.0	329.0	33.0	10.0%	266.0	63.0	23.7%
	Day	120.0	267.0	147.0	55.1%	19.5	247.5	
Thursday	Night	174.0	139.5	-34.5	-24.7%	177.0	-37.5	-21.2%
	Morning	465.0	508.5	43.5	8.6%	387.5	121.0	31.2%
Saturday	Afternoon	393.0	376.5	-16.5	-4.4%	428.0	-51.5	-12.0%
Total		3083.0	3222.0	139.0	4.3%	2895.0	327.0	11.3%

Five week moving average table count per week

End of March 2017	84.4 tables
End of March 2016	79 tables

### Profit & Loss Comments for year to date

- \* Profit above budget at the 'Surplus from Bridge' level - actual \$27,978, budget \$14,904
- \* Largely due to table fees +3,700. Expenses savings of \$8,000 largely from capitation & master points (timing?),
- \* Gain versus prior year mostly due to increased table count and expense savings on insurance and repairs & maintenance
- \* Moving average table count remains ahead of prior year, but slowing down evident

### Other matters followed up since last meeting

Nothing to report

Tony Wagstaff 06-04-2017