

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: Friday 09 June 2017 to start at 1315hrs.

Agenda Items:

- 1 Apologies.
- 2 Minutes:
 - 2.1 Previous committee meeting dated 12th May 2017
 - 2.2 Special Meeting 20th May 2017
- 3 Carry-over Issues:
 - 3.1 Succession training update GR
 - 3.2 Medical Incident Procedure reissue JB
 - 3.3 Outcome of Special Meeting re Constitution changes GR
 - 3.4 Carpark Maintenance update GR
 - 3.5 Tree removal update JB
 - 3.6 Country Teams Regional Final report DP
 - 3.7 2017 Congress update JB
 - 3.8 2017 Laws of Duplicate Bridge feedback PC
 - 3.9
- 4 Financial Reports.
- 5 General Business:
 - 5.1 Thursday evening promotion;
 - 5.2
- 6 Date for the next committee meeting: Friday 14th July 2017.

Committee Meeting Minutes

Date/Time of Meeting: Friday 09th June 2017 starting at 1:15pm.

In attendance: J Biddlecombe, J Butel, P Peterson, D Puddicombe, E Roach, T Wagstaff, K Wilks and G Rummey.

AGENDA ITEM:

1. Apologies: Nil

2. Minutes

Committee Meeting Minutes: Tony moved that the minutes from the meeting on 12th May 2017 be accepted. Graham seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

Special Meeting: Graham moved that the minutes from the Special Meeting on 20th May be accepted. David seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the special meeting

3. Carry-over Items:

3.1 Succession training for key positions: Graham provided Julie with a summary of Secretary Duties.

Action: Graham to email the list to Ken for additional input.

3.2 Medical Incident procedure: Procedure has been reissued.

Action: Approval given to Effie to purchase a blanket and pillow. A hard copy of emergency contacts needs to be put in a place easily accessible in the case of an emergency.

3.3 Outcome of Special Meeting re Constitution changes: Outcome has been published to the web page and a copy posted on the Notice Board.

Action: Graham will inform Department of Fair Trading.

3.4 Carpark Maintenance: The quote from a second contractor has been accepted and members have been informed. Work is scheduled for Wednesday 21st June, weather permitting. The manager of the used car yard at the end of Young Street is willing to allow parking on his site during the works provided access to his 2 workshops is not blocked.

Action: Graham will send out a notice of arrangements to members. Jeff will keep car yard manager informed of developments.

3.5 Tree Removal: Jeff advised that the property owner is now waiting for an arborist to give confirmation that the tree needs to be reported (following advice from her insurer that the tree presents no risk). It was noted that members are still parking near the tree.

Action: Jeff and Tony will give players a reminder at the beginning of each session not to park near the tree until the matter is resolved.

3.6 Country Teams Regional Final: Peter reported that all went OK. Top 12 teams qualified to go onto the zonal final at Long Jetty; 8 have accepted.

Action: NIL

3.7 2017 Congress Update: Jeff reported that everything was on track for the event. The only concern is a shortage of stand-by players, despite many requests; Jeff is still attempting to resolve.

Action: Tony will arrange prize money; Jeff will ensure there are racks in the school's oven; Tony will follow up insurer re extended cash cover; David will ensure extra pie warmers are available (the Club's plus one other).

3.8 2017 Laws of Duplicate Bridge Update: Peter has reviewed the new laws but has not yet made a summary. He advised there is a workshop at Tomaree on 23/7 and that a notice will be sent out to all clubs by the organizer. Peter believes it is important someone from our club attends.

Action: Peter to follow up re the Tomaree workshop; Ken to attend the NSWBA tutorial session in Sydney on 5th/6th August

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

4.1 Performance Report: Tony noted that YTD performance continues to be favourable relative to both budget and last year. Table fees remain favourable due mainly to Wednesday SV and Thursday day sessions. The Performance Report showed a surplus of \$26,839.

4.2 Finance Report: Funds on hand are \$129,691.

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

5. General Business:

5.1 Thursday evening promotion: Graham tabled an email from Larry Bryant (Port Macquarie Club) re introducing sessions where strong and weak pairs combine to play in a teams event as an encouragement to improve attendance at Thursday night sessions. After discussion, it was agreed not to pursue now.

Action: Graham to respond to Larry. No further action now – limp along for the remainder of the year at least until the next General Meeting. A decision is needed before next year's program is finalised.

5.2 Introduction of more advanced classes: Ken tabled that he is considering conducting some more advanced lessons (e.g. bidding and card play) targeted at those members who have been playing for a few years. Julie noted that there is interest amongst novice players to attend lessons to reinforce specific aspects of the game.

Action: No action at this stage mainly due to the amount of effort involved.

6. Next committee meeting: The next committee meeting will be Friday 14th July to start at 1:15pm. Effie and Julie tendered their apologies for this meeting.

Meeting end at 2:15pm.

Confirmed to be a true record of the meeting.

Jeff Biddlecombe

14 July 2017

Newcastle Bridge Club
Performance to Budget for year to date

	Note	YTD May 2017				Full Year		Resp
		May Actual	Actual	Budget	Prev Yr	Budget	Update	
Income								
Monday day		1,064	10,167	10,638	10,227	11,574	11,000	
Monday night		570	5,077	5,052	4,707	5,394	5,400	
Tuesday day		2,030	19,520	20,424	19,951	22,152	21,300	
Wednesday day		966	10,702	11,088	10,674	12,072	11,800	
Wednesday SV play		926	9,281	8,832	6,327	9,600	10,100	
Thursday night		414	3,808	2,768	4,968	3,024	4,200	
Thursday day		1,066	7,871	4,974	1,827	5,430	8,600	
Friday day		1,602	14,373	13,656	11,276	14,904	15,500	
Saturday day		1,016	10,646	11,532	12,018	12,564	11,600	
Table Fees Sub-total		9,654	91,445	88,964	81,975	96,714	99,500	
Congress			550	0	400	15,000	15,000	
Subscriptions		690	11,325	10,000	9,520	10,000	11,400	
Country Teams/GNOT/HICT (Net)			1,088	800	805	900	1,500	
Board Dealing		311	2,133	1,200	1,467	1,500	2,300	
Other Income			300	0		500	300	
Total Income		10,655	106,841	100,964	94,167	124,614	130,000	
Expenses								
Accounting			1,700	1,800	1,700	1,800	1,700	TW
Advertising				0		0	0	JB
Capitation (ABF)			4,421	4,400	3,942	4,450	4,500	GR
Cleaning		774	8,988	9,120	8,976	9,880	9,800	GR
Affiliation Fee (NSWBA)			2,538	2,400	2223	2,400	2,500	GR
Directors				200		200	100	PP
Congress		40	162	500	657	13,000	13,000	JB
Computer expenses				275		300	300	KW
Consumables		1,177	3,869	3,850	2,647	4,200	4,200	TW
Depreciation				0		7,000	7,000	TW
Donations		192	192	300	240	300	200	GR
Electricity			3,743	4,500	4,958	4,500	4,500	TW
Insurance			2,133	2,200	3,655	2,200	2,200	TW
Training		55	187	200	39	200	200	JB
Misc Equipment		159	1,370	825	789	900	1,400	TW
Printing, Stationery, Post		250	2,790	2,800	3,022	3,050	3,000	GR
Prizes		1,084	6,340	5,610	5,200	6,120	6,800	DP
Rates			10,257	10,231	8,785	10,231	10,300	TW
Refreshments		387	3,413	3,300	2,783	3,600	3,600	KW
Repairs and Maintenance		178	4,786	4,400	5,691	4,700	5,000	GR
Subscriptions/Memberships			44	100	54	100	100	JB
Social		303	1,516	2,900	2,261	3,000	1,800	ER
Masterpoints			1,595	2,150	1,836	2,800	2,400	KW
State/National comps		53	1,811	3,500	2,837	3,500	3,600	TW
Telecommunications		114	1,778	1,210	1,453	1,560	2,000	TW
Wages - Office		757	9,129	9,600	8,842	10,400	9,900	TW
Wages - NPD		900	7,240	5,520	4,400	6,000	8,100	TW
Total Expenses		6,423	80,002	81,891	76,990	106,391	108,200	
Surplus/(deficit) from Bridge		4,232	26,839	19,073	17,177	18,223	21,800	
Other Income & Expenses								
Interest Income		0	1,946	1,810	1,574	1,840	1,900	TW
Unusual Expenses	A				-23,638	-5,000	0	TW
Total surplus (deficit)		4,232	28,785	20,883	-4,887	15,063	23,700	

Notes:

A - Unusual expenses

Re-wire	5,566	
Foyer	2,860	
Window	2,912	
Painting	12,300	
Chairs		5,000
		0

**Newcastle Bridge Club
Treasurers Report
May 2017**

Funds on hand at 31 May 2017		Int Rate	Maturity
Cheque account	\$13,450		
Online Saver	\$32,275	1.25%	On call
Term Deposit	\$83,966	2.10%	31-Jul-17
	\$129,691		

Table count per session

		11 Mths to May				Prior Year comparison		
		Budget	Actual	Variance	%	Pr Year	Variance	%
Monday	Afternoon	455.0	437.0	-18.0	-4.1%	437.0	0.0	0.0%
	Night	222.0	223.5	1.5	0.7%	210.5	13.0	6.2%
Tuesday	Morning	851.0	820.0	-31.0	-3.8%	838.0	-18.0	-2.1%
Wednesday	Day	498.0	468.0	-30.0	-6.4%	464.5	3.5	0.8%
	Night(SVP)	368.0	401.5	33.5	8.3%	320.5	81.0	25.3%
Thursday	Day	156.0	348.5	192.5	55.2%	30.0	318.5	
	Night	219.0	169.5	-49.5	-29.2%	215.5	-46.0	-21.3%
Friday	Morning	569.0	615.5	46.5	7.6%	480.5	135.0	28.1%
Saturday	Afternoon	492.0	455.0	-37.0	-8.1%	507.0	-52.0	-10.3%
Total		3830.0	3938.5	108.5	2.8%	3503.5	435.0	12.4%
Five week moving average table count per week						End of May 2017	75.2	
Positive trend recovered from last month						End of May 2016	83.3	

Profit & Loss Comments for year to date

- * Profit above budget at the 'Surplus from Bridge' level - actual \$26,839, budget \$19,073
- * Gains from table fees +\$2,500 & Subs +\$1300 . Expenses savings on Social & Other Comps part offset by NPD
- * Gain versus prior year mostly due to increased table count and member subscriptions Expenses up for NPD

Other matters followed up since last meeting

Updated full year likely to give surplus of \$23,700 (after annual depreciation charge)

**Tony Wagstaff
7 June 2017**