

# NEWCASTLE BRIDGE CLUB

## Committee Meeting Agenda

**Date/Time of Meeting:** Friday 14 July 2017 to start at 1315hrs.

### Agenda Items:

- 1 Apologies: E. Roach, J. Butel
- 2 Minutes: Previous committee meeting dated 9<sup>th</sup> June 2017
- 3 Carry-over Issues:
  - 3.1 Succession training secretary duties GR
  - 3.2 Medical Incident Procedure: Emergency contacts list GR
  - 3.3 Carpark Maintenance update GR
  - 3.4 Tree removal update JB
  - 3.5 2017 Congress report JB
  - 3.6 2017 Laws of Duplicate Bridge feedback PP
  - 3.7 Thursday evening proposal from Larry Bryant GR
- 4 Financial Reports.
- 5 General Business:
  - 5.1 NSW Gov Fair Trading response to constitution changes;
  - 5.2
- 6 Date for the next committee meeting: Friday 11<sup>th</sup> August 2017.

## *Meeting Minutes*

**Date/Time of Meeting:** Friday 14<sup>th</sup> July 2017 starting at 1:05pm.

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

### **AGENDA ITEM:**

---

1. **Apologies:** J Butel and E Roach.
2. **Minutes:** Peter moved that the minutes from the meeting on 9<sup>th</sup> June 2017 be accepted. Tony 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 **Succession training for key positions:** The list of Secretary Duties had been forwarded to Ken.  
**Action:** Completed.
  - 3.2 **Medical Incident procedure:** Effie had purchased comfort items. A list of current member contact details had been placed on the office desk.  
**Action:** Completed.
  - 3.3 **Carpark Maintenance:** Resurfacing of the car parking area had been completed. Members had commented favourably on the outcome. However areas of the surface that were not draining adequately following heavy rain had been noted. Tony had provided Graham with a photograph example of the problem.  
**Action:** Graham to contact the contractor for action to correct the situation.
  - 3.4 **Tree Removal:** Jeff advised that the property owner was still having issues contacting the arborist. Jeff had provided names of alternative arborists to contact. He noted that members were again starting to park in the danger zone.  
**Action:** Ongoing.
  - 3.5 **2017 Congress Report:** Jeff tabled his report for the 2017 Congress - copy attached. He mentioned that arrangements for the 2018 had been started. One change to be considered would be raising the cut-off level for Restricted and Novice competition entrants. Restricted would rise to 300MP's and Novice to 100MP's.  
**Action:** Ongoing.
  - 3.6 **2017 Laws of Duplicate Bridge Update:** Peter reported that the new laws would come into effect at the beginning of August. He was preparing a document of major changes for distribution to Club directors and a slide presentation display to inform members of the changes would also be prepared.  
**Action:** Peter prepare document and outline PowerPoint presentation.
  - 3.7 **Thursday evening proposal:** Graham had passed on Committee's decision regarding Larry Bryant's proposal.  
**Action:** Completed.
4. **Financial Reports:** Tony tabled the financial reports to the end of June - 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 the supervised sessions

and Friday sessions. Expenses were slightly up with an increase in prize monies. A saving on electricity costs was anticipated but not yet measured. Performance Report showed a surplus of \$24,000.

- 4.2 Finance Report:** Funds on hand are \$120,861. Table numbers were encouragingly higher on Fridays and at the beginner sessions.

Ken moved that the reports be accepted, seconded by Dave and unanimously accepted.

**5. General Business:**

- 5.1 Department of Fair Trading:** Graham tabled a report covering dealings with Fair Trade regarding the department being notified of changes to the Club's constitution - copy attached.

**Action:** Completed.

- 5.2 2017 AGM:** Arrangements for the AGM in September would need to be started. Nomination forms for committee membership would be put on display. Ken considered the meeting would be an opportunity to change the constitution clause covering proxy votes. The proposed change would remove the restriction of a member only holding 5 proxies in favour of proxy votes being given to the chairperson.

**Action:** Display nomination forms, prepare display slide and draft a proposal on which members would vote.

- 5.3 Membership Database Manual:** Graham had prepared a guide for using the database currently being checked by Ken. After amending the manual in accordance with Ken's suggestions, the manual would be available for use.

**Action:** update and finalise draft manual.

- 5.4 Dealing Machine:** Ken advised that the new machine was causing problems and that the supplier had been contacted for a positive solution.

**Action:** Ken to advise on the outcome of servicing.

- 5.5 2018 Program:** Preparation of next year's session program should be commenced soon. A decision was required on whether Thursday evening sessions would continue.

**Action:** Graham and July to prepare a program for approval. Ken would check data accuracy.

- 5.6 Card Tables:** The proposal to purchase new card tables to increase the Club's holding to 50 No. was approved. Storage facilities for the tables in the shed to be improved.

**Action:** Dave to research options and proceed with the purchases.

- 5.7 Pianola Bridge Management System:** Members were aware of an alternative system to manage session results and club administration. The system benefits would need to be considered.

**Action:** Ken to check whether the system offers the Club any benefits.

- 5.8 Credit Card Facilities:** Members might appreciate being able to pay annual subscriptions and for tokens using their credit card. There would be additional costs to the Club involved.

**Action:** Tony to gather more information and provide a process by which those facilities might be introduced.

- 6. Next committee meeting:** The next committee meeting will be Friday 11<sup>th</sup> August to start at 1:15pm. Ken tendered his apologies for this meeting.

Meeting end at 2:05pm.

Confirmed to be a true record of the meeting.

*Jeff Biddlecombe 11/8/2017*

## ***2017 Congress Report***

The 2017 congress was a resounding success with team table numbers increasing over 2016 and pair table numbers slightly down. A big thank you must be given to all the members who gave of their time to assist with the many background jobs that need to be completed. Without this help the congress simply would not happen.

Although I was named as convenor, it is evident that two people are required to help out with at least one lady to concentrate on the food allocation.

### **Helpers**

The list is too great to mention all who did assist with following tasks:

- Packing up at the club on Friday before the congress
- Travelling to the Bini shell on Friday and unpacking and setting up the venue ready for the start of play on Saturday
- Cleaning up at conclusion of play on Saturday and setting up for the start of play on Sunday
- Helping in the kitchen both days
- Being standby players
- Providing flower arrangements
- Cooking the cakes and slices and gluten free snacks
- Collecting and returning borrowed card tables
- Collecting ordered goods
- Collecting extra pie oven
- Purchasing of items when on special
- Returning hired equipment
- Unpacking cards from wallets
- Cleaning and packing up at conclusion of play on Sunday
- Unpacking at the club on Sunday night
- Organising the prize money
- Directing parking
- Preparing deal files
- Dealing required number of boards

Alex Marton and his son, Ralph, provided the external assistance and ute to transport the items to and from the venue and they were excellent. We recommend that they be used again if they are available.

### **Parking**

This year the parking near the Bini shell on top level was not utilised totally by those players with disabilities. However, there did not seem to be a need for it but we will open up that space again next year. It is necessary to have parking attendants at the entrance and at the roundabout near the Bini shell to direct people to the appropriate areas.

### **Catering**

Last year, Rosalie Broughton had put an enormous effort into calculating quantities of food required per head last year and this was used successfully as a guide this year. Members were asked to supply slices and cakes, arranging the kitchen helpers and in organising the preparation and serving. The members involved were congratulated as the effort was richly rewarded with everything running smoothly and with plenty of food for everyone. Special mention needs to be given of Julie Butel (a new member late last year) and Diann Miller for their extra efforts.

Special dietary needs were not catered for again this year with it clearly been spelt out in the entry forms and this did not cause any problems nor deter people from playing in the congress. There was only one enquiry about this and when it was pointed out that it was specified on the brochure and the NSWBA web site entry page the player accepted the situation. On each day, there was feedback about the lack of alternative bread types so next year, the caterer will provide sandwiches from brown bread and multi-grain bread.

Obviously the players really enjoy the hot snacks at the conclusion of play on Sunday with the party pies, Asian snacks, sausage rolls and little frankfurts being eaten as fast as they could be served. Unfortunately, it was discovered late on Sunday that the Bini's oven was not working and the girls in the kitchen had to improvise (with difficulty) with the pie ovens and micro-wave ovens. Consequently, not all the frozen food could be heated.

## Lunches

From a 'food' perspective the work is in providing food throughout the day, at the conclusion of play on the Sunday and in finding at least **six** non Congress playing members to work in the kitchen throughout the weekend. This year, we had 3 on the Saturday (2 full days) and 5 on Sunday (2 doing full days, 2 extra in the morning and 1 extra in the afternoon).

## Congress Format

Again this year we decided to run the Swiss Pairs with separate N/S and E/W fields with prizes for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> in both fields and in the Novice 1<sup>st</sup> and 2<sup>nd</sup> and this proved again to be popular.

The split up of entries can be seen in the following table. Figures for 2015 and 2016 have been included as a comparison

Event	No. Tables 2017	No. Tables 2016	No. Tables 2015
<b>Swiss Pairs</b>			
Open	30	31	28
Restricted	7.5	10	17 Inc. Novice
Novice	7.5	8	
<b>Total</b>	<b>45</b>	<b>49</b>	<b>45</b>
<b>Swiss Teams</b>			
Open	42	38	36
Restricted	7	6	8 Inc. Novice
Novice	1	4	
<b>Total</b>	<b>50</b>	<b>48</b>	<b>44</b>
<b>Total</b>	<b>95</b>	<b>97</b>	<b>89</b>

The calculated breakeven point was 40 tables each day. Our goal was to achieve 45 tables each day and it was very pleasing to see that we actually achieved a total of 95 tables.

## Congress Gradings

Based on general feedback, the Grading Criteria for next year will be: **Open >300, Restricted 300>100, Novice <100.**

## Costing

The largest outlay for the congress, apart from the prize money, is the food costs, comprising 31.2 % of the total cost. This cost was up by \$1 per head from last year.

We managed to purchase the hot snacks and the cheeses when they were on special at the supermarkets at half price. It is really worthwhile making the effort to do this and we would strongly recommend that it be considered for future congresses. A big thank you to those members who supplied the cakes and slices and did not claim for the ingredients. This also helped to keep food costs under budget.

In 2017, the total prize money was \$3980 as compared to \$3860 for 2016, an increase of 3.1% due to additional 2<sup>nd</sup> place prize of \$60 to each Novice N/S and E/W Swiss Pair. The director's fees in 2017 was \$21 per table for the first 20 tables and from \$10.50 per table for additional above 20 per day.

The 2017 congress resulted in a profit of **\$2479** as compared to **\$2965** in 2016. This difference was due to a number of unforeseen costs as follows:

**Catering:** Catering increased from \$8:00 to \$9:00 giving an increase of just over \$1000

**Pens:** There was a shortage of 60 pens from the Saturday to Sunday resulting in an emergency buy of 72 pens from Newsagency at a cost of \$96 (unknown number of pens stopped working and others were taken by entrants)

**Pairs Contestants:** 3 of the 4 Standby Players played in the Pairs on Saturday for free (\$120)

**Wine:** 24 bottles of red and 24 bottles of white were bought but only 10 red and 11.5 white consumed (rest taken back to Club for use at various events) resulting in over cost of \$118

**Soap Dispensers:** Oversupply of soap dispensers and liquid soap resulted in a lot of unused soap being returned (set outside for next Congress), over cost approx. \$48

**Orange Juice:** Due to miscommunication, the orange juice was put out with tea and coffee on the Saturday morning instead of with the hot food on Sunday, resulting in all of the orange juice being used up that day. Excess orange juice bought for Sunday but 6 two litre bottles were taken back to club

**Appreciation Gifts:** Because of the special efforts of 3 people, appreciation gifts were bought and presented to them

With the above costs being better controlled in future, the Congress profit will be better, allowing more money to be utilised within the club and for the members.

## Sponsorship

We approached TBIB and Paul Lavings sponsorship for the congress.

Paul Lavings provided 300 pens and two \$30 Vouchers and TBIB provide \$500 in sponsorship.

I approached Lexus Car Dealers but with no success. So ideas are welcome.

It is recommended that an effort be made for future congresses to obtain sponsorship.

## Procedures

We have updated the 2016 Congress Procedures outlining the procedures we followed to run the congress in 2017. We also used the 2016 document (Congress Running Sheet & Food) detailing the food details, the helpers necessary and a time line for when helpers are required, which we have also updated..

These two documents were used as a guide for running this congress and proved to be very helpful. We should continue using and updating these documents for future congresses.

## Clubs Represented in 2017

ABF Youth

Brisbane Water

Central Coast Leagues

Charlestown

Hunters Hill

Armidale

Central Coast

Cessnock

Hawks Nest

K&Q Sydney

Lake Macquarie  
Muswellbrook  
Nyngan  
Pennant Hills  
Springwood  
Taree  
Tomaree  
Trumps

Maitland  
North Shore  
Parramatta  
Quick Tricks  
Sydney  
Tilligerry  
Toronto

Clubs from 2016 not present this year: Canberra, St. George Budapest, Peninsula and Yamba.

Jeff Biddlecombe  
2017 Congress Convenor

**Performance to Budget for year to date**

	Note	June Actual	YTD June 2017			Full Year		Resp
			Prelim	Budget	Prev Yr	Budget	Update	
<b>Income</b>								
Monday day		931	11,098	11,574	11,278			
Monday night		414	5,491	5,394	5,193			
Tuesday day		1,547	21,067	22,152	21,771			
Wednesday day		896	11,598	12,072	11,842			
Wednesday SV play		565	9,846	9,600	6,993			
Thursday night		234	4,042	3,024	5,550			
Thursday day		891	8,762	5,430	1,923			
Friday day		1,365	15,738	14,904	13,019			
Saturday day		741	11,387	12,564	12,960			
<i>Table Fees Sub-total</i>		<b>7,584</b>	<b>99,029</b>	<b>96,714</b>	<b>90,529</b>	<b>0</b>	<b>0</b>	
Congress		15,040	15,590	15,000	15,760			
Subscriptions			11,325	10,000	10,275			
Country Teams/GNOT/HICT (Net)		980	2,068	900	2,181			
Board Dealing		96	2,229	1,500	1,647			
Other Income			300	500	418			
<b>Total Income</b>		<b>23,700</b>	<b>130,541</b>	<b>124,614</b>	<b>120,810</b>	<b>0</b>	<b>0</b>	
<b>Expenses</b>								
Accounting			1,700	1,800	1,700			TW
Advertising				0				JB
Capitation (ABF)		358	4,778	4,450	4,337			GR
Cleaning		774	9,763	9,880	9,724			GR
Affiliation Fee (NSWBA)			2,538	2,400	2223			GR
Directors				200				PP
Congress		12,949	13,112	13,000	12,695			JB
Computer expenses				300				KW
Consumables		116	3,982	4,200	3,870			TW
Depreciation	B		7,500	7,000	7,025			TW
Donations			192	300	240			GR
Electricity		794	4,537	4,500	4,958			TW
Insurance		176	2,309	2,200	3,822			TW
Training		53	240	200	127			JB
Misc Equipment		90	1,424	900	807			TW
Printing, Stationery, Post		215	3,253	3,050	2,844			GR
Prizes		504	6,844	6,120	5,838			DP
Rates		375	10,632	10,231	8,785			TW
Refreshments		348	3,768	3,600	3,150			KW
Repairs and Maintenance		33	4,819	4,700	5,860			GR
Subscriptions/Memberships			44	100	54			JB
Social		-39	1,480	3,000	2,317			ER
Masterpoints		1,287	2,882	2,800	2,583			KW
State/National comps		1,186	2,997	3,500	4,216			TW
Telecommunications		114	1,893	1,560	1,569			TW
Wages - Office		1,194	9,915	10,400	10,189			TW
Wages - NPD		660	7,900	6,000	4,960			TW
<b>Total Expenses</b>		<b>21,187</b>	<b>108,502</b>	<b>106,391</b>	<b>103,893</b>	<b>0</b>	<b>0</b>	
<b>Surplus/(deficit) from Bridge</b>		<b>2,513</b>	<b>22,039</b>	<b>18,223</b>	<b>16,917</b>	<b>0</b>	<b>0</b>	



<b>Other Income &amp; Expenses</b>						
Interest Income	0	1,961	1,840	1,589		TW
Loss on Asset disposals				-340		
Unusual Expenses	A	0	-5,000	-23,638		TW
<b>Total surplus (deficit)</b>		<b>2,513</b>	<b>24,000</b>	<b>15,063</b>	<b>-5,472</b>	<b>0</b> <b>0</b>

Notes:

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

B - Depreciation estimated, accountants to calculate

**Finance Report      June 2017**

<b>Funds on hand at 30 June 2017</b>		Int Rate	Maturity
Cheque account	\$4,605		
Online Saver	\$32,290	1.25%	On call
Term Deposit	\$83,966	2.10%	31-Jul-17
	<b>\$120,861</b>		

**Table count per session**

		<b>Full Year</b>				<b>Prior Year comparison</b>			
		Budget	Actual	Variance	%	Pr Year	Variance	%	
Monday	Afternoon	495.0	477.0	-18.0	-3.8%	481.5	-4.5	-0.9%	
	Night	237.0	241.5	4.5	1.9%	232.0	9.5	4.1%	
Tuesday	Morning	923.0	885.0	-38.0	-4.3%	915.0	-30.0	-3.3%	
Wednesday	Day	542.0	507.0	-35.0	-6.9%	515.0	-8.0	-1.6%	
	Night(SVP)	400.0	428.5	28.5	6.7%	353.0	75.5	21.4%	
Thursday	Day	172.0	390.0	218.0	55.9%	46.5	343.5		
	Night	239.0	180.0	-59.0	-32.8%	241.0	-61.0	-25.3%	
Friday	Morning	621.0	674.0	53.0	7.9%	555.5	118.5	21.3%	
Saturday	Afternoon	536.0	486.5	-49.5	-10.2%	547.5	-61.0	-11.1%	
<b>Total</b>		<b>4165.0</b>	<b>4269.5</b>	<b>104.5</b>	<b>2.4%</b>	<b>3887.0</b>	<b>382.5</b>	<b>9.8%</b>	
5 Week Moving Average			83.4			76.7	75.2		

**Profit & Loss Comments for year**

\* Profit above budget & prior year at the 'Surplus from Bridge' level - actual \$22,039

\* Versus prior year gains from increased table count (+9.8%) from new sessions and subscriptions. Expenses over due to NPD & rates. Savings on social and insurance

# Associations Incorporation Act 2009

## ***Background:***

Following submission of the approved changes to the Club's constitution the Department of Fair Trading responded with the attached letter dated 16<sup>th</sup> June 2017. Fair Trading in that letter registered the changes.

Fair Trading has not reviewed the constitution but assumes that the content of the constitution complies with the provisions of the *Associations Incorporation Act 2009*. As a check to complying, Fair Trading provides Schedule 1 setting out the matters that must be addressed in the constitution.

Where the constitution fails to address any matter, Fair Trading's Model constitution applies and will form part of the Club's constitution.

## ***Verification:***

A copy of Schedule 1 has been attached below and each requirement is cross referenced to the relevant clause of the Club's constitution.

Two matters that the Club's constitution does not cover are defining the Financial Year and the holding of postal or electronic ballots. The financial year runs from 1<sup>st</sup> July through to 30<sup>th</sup> June as defined in the Model constitution. That confirms the timeframe on which the Club operates without specifically having the period defined. The Model constitution allows postal or electronic ballots as determined by the committee should voting by this means ever be considered.

Though these two matters are not included, clauses from the Model constitution may be adopted and thereby the Club's constitution complies with *Associations Incorporation Act 2009*.

## ***Summary:***

Changes to the Club's constitution agreed by members at a special general meeting held on 17<sup>th</sup> May 2017 have been registered by Fair Trading.

The Club's constitution complies with the provisions of the *Associations Incorporation Act 2009*.

G D Rummey  
Secretary  
Newcastle Bridge Club  
6-Jul-17

## **What matters must be included in the constitution?**

The constitution addresses each of the matters referred to in Schedule 1 of the *Associations Incorporation Act 2009* (the Act), as follows:

**Membership qualifications:** Clause 4.

**Register of members:** Clause 9.

**Fees, subscriptions etc.** Clause 10.

**Members' liabilities:** Clause 11.

**Disciplining of members:** Clause 13.

**Internal disputes:** Clause 12.

**Committee:** The composition, functions and processes of the committee, including:

- election or appointment of the committee members: Clause 17;
- terms of office of the committee members: Clause 15;
- maximum number of consecutive terms of office of any office-bearers: Clause 16.3;
- circumstances in which a committee member has to vacate office: Clauses 20 & 21;
- filling of casual vacancies on the committee: Clause 16.4; and
- quorum and procedures to be followed at committee meetings: Clause 22.

**Calling of general meetings:** Part 4.

**Notice of general meetings:** Part 4.

**Procedure at general:** Part 4.

**Postal or electronic ballots:** not specifically covered but permitted under the Model constitution.

**Sources of funds:** Clause 38.

**Management of funds:** Clause 39.

**Custody of books etc.** Clause 42.

**Inspection of books etc.** Clause 43.

**Financial year:** not covered but defined in the Model constitution.

**Winding up:** Clause 44.

**Department of Finance, Services and Innovation**

**Our Ref: N5121287**

MR GRAHAM DOUGLAS RUMMEY PO BOX 257  
HAMILTON NSW 2303  
suegrum@optusnet.com.au.  
admin@newcastlebridge.org

Registry Services  
PO Box 22  
Bathurst NSW 2795  
Toll Free 1800 502 042 Ph 6333 1400  
TTY 1300 723 404  
ABN 81 913 830 179  
Email: registryinquiries@finance.nsw.gov.au  
www.fairtrading.nsw.gov.au

Dear Mr Rummey,

Re: **THE NEWCASTLE BRIDGE CLUB INCORPORATED- Y1741036**

I refer to the Application to register change of objects or constitution received by NSW Fair Trading on 14/06/2017.

The change to the objects/constitution has been registered and takes effect from the date of this letter.

NSW Fair Trading has not reviewed the constitution. Associations are reminded that the applicant lodging an Application to change objects or constitution (Form A6) on behalf of an association certifies that the content of the application, including any supporting documentation, is true and complies with the provisions of the Associations Incorporation Act 2009.

In the event the Association is not aware it should note:

Changes to the association laws and the Model constitution commenced on 1 September 2016.

If the Association has not already done so it should review its constitution to ensure it complies with the Associations Incorporation Act 2009.

A fact sheet titled "About the Constitution" sets out the matters required in Schedule 1 that must be addressed in the Association's constitution.

If an association's constitution fails to address a matter outlined in Schedule 1, the Model constitution applies for that matter and will form part of the association's constitution. However, this does not affect the financial year end of an association registered prior to 1 July 2010.

The Model constitution may be updated from time-to-time. The updates will apply to the constitution of any Association that has adopted the Model constitution, or where the updated clause is taken as part of the Association's constitution.

Should you require any further information please view the fact sheets on our website [www.fairtrading.nsw.gov.au/sites/ftw/About\\_us/Legislation/Changes\\_to\\_legislation/Changes\\_to\\_the\\_associations\\_incorporation\\_laws.page](http://www.fairtrading.nsw.gov.au/sites/ftw/About_us/Legislation/Changes_to_legislation/Changes_to_the_associations_incorporation_laws.page) prior to contacting the Registry.

Yours sincerely  
Lin Cummings  
Customer Service Officer  
Registry Services  
16 June 2017