

NEWCASTLE BRIDGE CLUB

Committee Meeting Agenda

Date/Time of Meeting: 17th November 2017 to start at 1315hrs.

Agenda Items:

- 1 Apologies
- 2 Minutes of previous committee meeting dated Friday 06th October 2017
- 3 Correspondence
 - 3.1 Letter from Ken Wilks re use of Club Facilities
- 4 Carry-over Issues:
 - 4.1 Carpark maintenance – follow up with contractor JB
 - 4.2 Tree removal JB
 - 4.3 AGM update – matters arising TW / JuB
 - 4.4 Dealing machine KW
 - 4.5 Pianola update KW
 - 4.6 Hunter Interclub Coordinator update PP
 - 4.7 2018 Program (Club Pairs Qual, Graded Pairs) All
 - 4.8 2019 Congress venue JB / RB
 - 4.9 Committee duties
 - 4.10 NBC 50th anniversary All
 - 4.11 Cheque signatories TW/JuB
 - 4.12 Christmas parties June
- 5 Financial Reports TW
- 6 New Business:
 - 6.1 Carpet replacement JB
 - 6.2 Graded pairs competition JB
 - 6.3 Action plan to cover KW's absence in 2018 All
 - 6.4 Committee meetings – best day All
 - 6.5 Restricted Championship Pairs, Club Mixed Pairs and Thursday Morning Restricted Pairs KW
- 7 Date for the next committee meeting TBD

NEWCASTLE BRIDGE CLUB

Minutes of Committee Meeting

Date / Time of Meeting: Friday 17 November 2017 starting at 1.15pm

Attendees: R Balmer, J Biddlecombe, J Butel, A Kearney, P Peterson, D Puddicombe, K Wilks

1 APOLOGIES: J Boyd, T Wagstaff

2 MINUTES: Ailsa moved that the minutes from the meeting on 06 October 2017 be accepted. Ruth seconded the proposal and the minutes were accepted. Jeff signed the minutes as a true record of the meeting.

3 CORRESPONDENCE:

3.1 Letter from Ken Wilks re payment for use of club facilities for lessons: Two options proposed - fixed amount (\$20 per lesson) or 5% of fees. Fixed amount option recommended as it facilitates auditing. Ken left the meeting, so a decision could be reached. After discussing the benefits of lessons to the club and members (increased knowledge, drawcard for new members) and acknowledging the significant effort needed to prepare lessons, Jeff proposed a fee of \$10 per session. The proposal was seconded by Dave and the motion was carried. The decision will apply to all lessons including the Beginner classes next year.

3.2 Other correspondence: Thank you email from Helen Johnson for her card after surgery, email from a member re the Club Pairs Final format (has been addressed), email from Tomaree Club re hosting the 2018 HIC Winter Teams (KW to respond) and a letter calling for nominations to the NSWBA Council (no interest).

4 CARRY-OVER ISSUES:

4.1 Car park surface:

Unable to get written assurances from contractor. **No further action required.**

4.2 Tree removal:

Tree has been removed. **No further action required.**

4.3 AGM follow up:

Forms (A6 and A12) have been lodged with Department of Fair Trading. **No further action required.**

4.4 Dealing machine:

New machine has been received and installed and is performing well. **No further action required.**

4.5 Pianola Trial:

Trial concludes 08 December; cost to continue is \$600 p.a. After discussing the options, Jeff proposed that we move to Pianola for Administration, Dave seconded the proposal and the motion was carried. We acknowledged the excellent work done by Graham in setting up the Access database; however, it is difficult to change without programming skills. It was agreed that the Office Administrator would set up the Pianola database as a one-off task and that the Access database would not be maintained.

Issues / action required:

- Set up the Pianola database (KW)
- Arrange a user name, password and instructions for scorers (KW)
- Add ongoing maintenance of the Pianola database to Office Admin responsibilities (KW)
- Communicate decision to members (NB. some have opted out of receiving emails) via PowerPoint slide (RB), email / website post (KW / JuB)
- Maintain contact with supplier re fix to achieve one-click upload of results (KW)

4.6 Hunter Interclub Coordinator:

No success so far to find a successor to Caroline Carey; the search continues.

Action: Discuss with John Stuart (JB)

4.7 2018 Program:

- **Club Pairs:** Peter presented the recommendation of the sub-committee (KW, TW, PP) re the format and criteria for the 2018 Club Championship Pairs (refer Report):

- The Championship would be held as a one-day event on a Sunday (**agreed**)
- There would be no qualifying rounds (**agreed**)
- Entry would be open to all players subject to certain restrictions including that both members of the pair must have played in at least three sessions at NBC (excluding any GNOT or Country Teams sessions) in the three months immediately prior to closure of entries. Consensus was not reached on this point; after discussion it was agreed that members would need to have participated in at least 6 sessions in the calendar year of the event prior to close of entries
- The event will be cancelled if less than 12 pairs register (**agreed**)

Concern was raised about the reduced opportunities for members to earn Red Points due to the elimination of the qualifying events. A decision was reached to add 4 sessions of 3 events (which we are entitled to do in addition to our allocated Red point events) to the 2018 Program.

Action: Update Club's Administration, Rules and Regulation Folder to reflect new requirements (KW); include additional Red Point events as agreed in the 2018 Program (JuB)

- **Graded Pairs:** Discussion that the 10-round event was too long; recommendation to reduce to 8 rounds (commence in March, end in October) was discussed and agreed.

Action: Amend the rules in the Club's Administration, Rules and Regulation Folder (KW); reflect the changed number of rounds in the 2018 Program (JuB)

4.8 NBC Congress venue:

Jeff provided an update on discussions with Jesmond HS. The Binishell will be demolished; there will be a replacement building; the school is keen for our continued support.

Action: No immediate action – but we will need to ensure that facilities meet our requirements and take corrective action, if necessary, prior to the event (JB)

4.9 Committee Duties:

No issues arising from allocation agreed at previous meeting. **No further action required.**

4.10 NBC 50th anniversary:

No progress. **Action:** Discuss at next committee meeting

4.11 Cheque Signatory Changes:

Agreed action has been completed. **No further action required.**

4.12 Christmas Parties:

Plans are well underway for all sessions.

Action: Check average table numbers/session for expected attendances and cater accordingly (better to over-cater than not have enough) (JBo)

5 FINANCIAL REPORTS:

The financial reports to the end of October (emailed by Tony) were reviewed.

Table fee income is down by \$3800 (136 tables) YTD. While there was a small improvement in October, it is most likely that full year targets will not be met. All sessions are below budget (but close to last year) except for Monday night and Thursday (day). It was commented that the Budget was probably over ambitious. YTD expenses are over due to Rates (timing) and repairs (kitchen work cost carried over from last year plus unbudgeted cost of updating fire protection equipment).

Ken moved that the reports be accepted, seconded by Peter

6 NEW BUSINESS:

6.1 Graded Pairs Competition:

Refer Item 4.7

6.2 Ken's absence in April / May 2018:

Ken was mostly concerned that money management be maintained, specifically banking table takings and paying bills. Julie agreed to assist with these matters.

Action: Ken to prepare notes/hand-over closer to the time (KW/JuB); Tony to arrange dongle for Julie (TW)

6.3 Committee Meeting Day:

Thursday is the most suitable day due to the number of members already at the club. The exception is Dave who has another commitment on Thursdays.

Action: Dave agreed to Thursday and he will see what he can do. Next meeting will be on a Thursday.

6.4 Restricted Championship Pairs, Club Mixed Pairs and Thursday Morning Restricted Pairs:

- **Restricted Pairs Championship:** Ken proposed that the cut-off point be increased to 300 MP (consistent with the norm for Congresses) and that no substitutes be allowed – i.e. must play with the same partner for the 3 weeks of the competition to be eligible to win (rationale: none of the sessions are qualifiers).
- **Club Mixed Pairs:** Same rationale applies – no substitutes should be allowed because none of the sessions are qualifiers.
- **Thursday Morning Restricted Pairs:** Cut-off remains at 150 MP

All 3 recommendations were unanimously accepted.

Action: Club's Administration, Rules and Regulation Folder to be amended to reflect above decisions (KW)

6.5 Carpet:

Jeff detailed the issue – the carpet is fraying/wearing in many places and is a potential trip hazard. Given the age and restricted mobility of many members, it should be replaced. Also, recent cleaning has not lasted, and stains are again obvious. Jeff had asked Rosalie Broughton to obtain quotes to replace the carpet in the club room and office.

Rosalie attended to present the options and costs:

- Carpet tiles are unsuitable due to cost, tongue and groove subfloor, and poor sound absorption properties
- Best option is solution dyed nylon, 4 metres wide (1 join down the middle).
- Quotes were obtained from Independent Carpets (\$13662), Carpet One (\$15500) and Carpet Court (\$11750).

Ken proposed that we proceed with replacement; this was unanimously agreed. The decision was made to award the business to the lowest quote (Dave excluded himself from the decision due to a potential conflict of interest).

Action: Rosalie to place the order with Carpet Court, and advise the unsuccessful businesses. The likely timeframe for laying is late January 2018.

Rosalie also recommended we purchase a Dyson Cinetic Big Ball vacuum cleaner as the performance of the current one (which is used by the cleaners) is unsatisfactory. There was some discussion about the brand, but approval was given to purchase as recommended (cost of \$599).

Rosalie also suggested we evaluate new table cloths (and use the current one as spares, for congresses, etc). Approval was given for Rosalie to arrange samples and obtain costings for consideration.

6.6 Premises:

- Dave updated the committee on recent activity to ensure we are meeting regulations for fire extinguishers and EXIT lights. Both items have been tested and will now be checked every 6 months.
- Acquisition of new tables to meet the target of 50 is almost complete – the last 7 will be obtained once stock becomes available.

7 NEXT COMMITTEE MEETING:

The next committee meeting will be Thursday 14 December commencing at 1.15pm (the 2nd Thursday in the month. **(NB. There will be no meeting in January)**

Meeting concluded at 2.50pm

Jeff Biddlecombe/

Confirmed to be a /true record of the meeting

Newcastle Bridge Club									
Performance to Budget for year to date									
		Oct	YTD Oct 2017			Full Year			
	Note	Actual	Actual	Budget	Prev Yr	Budget	Update	Resp	
Income									
Monday day		589	3,206	3,978	3,393	11,340			
Monday night		342	1,839	1,824	1,740	5,190			
Tuesday day		1,533	6,873	7,344	7,214	21,336			
Wednesday day		858	3,473	3,978	4,100	11,736			
Wednesday SV play		784	2,675	2,856	3,129	8,520			
Thursday day		979	4,242	4,080	1,861	11,832			
Thursday night		216	1,150	1,530	1,406	4,680			
Friday day		1,112	4,809	5,712	4,955	15,792			
Saturday day		816	3,214	3,978	3,716	11,976			
Table Fees Sub-total		7,229	31,481	35,280	31,514	102,402	0		
Congress				0		16,000		JeB	
Subscriptions			150	0	285	11,500			
Country Teams/GNOT/HICT (Net)			775	800	1,088	1,700			
Board Dealing		412	724	600	716	1,800		TW	
Other Income		57	57	0		300			
Total Income		7,698	33,187	36,680	33,603	133,702	0		
Expenses									
Accounting			1,700	1,800	1,700	1,800		TW	
Advertising				0		0		JeB	
Capitation (ABF)			28	200	71	4,850		JuB	
Cleaning		968	3,485	3,270	3,366	10,000		JuB	
Affiliation Fee (NSWBA)				0		2,600		JuB	
Directors				200		200		PP	
Congress				0		14,000		JeB	
Computer expenses				100		300		KW	
Consumables		129	1,030	1,400	894	4,200		TW	
Depreciation				0		8,000		TW	
Donations				0		200		JuB	
Electricity			845	1,100	1,209	4,000		TW	
Insurance				200		2,400		TW	
Training			225	100	44	200		JeB	
Misc Equipment		227	698	500	98	1,500		TW	
Printing, Stationery, Post		312	1,404	1,100	534	3,300		JuB	
Prizes		570	1,688	1,900	1,864	6,400		KW	
Rates	A	2,293	5,110	3,200	2,956	11,200		TW	
Refreshments		373	1,269	1,300	1,275	3,900		KW	
Repairs and Maintenance		1,382	3,834	1,600	1,196	4,800		DP	
Subscriptions/Memberships		45	45	0	44	100		TW	
Social		218	567	400	170	2,600		?	
Masterpoints			707	700	674	3,000		KW	
State/National comps			1,290	1,700	1,581	3,100		TW	
Telecommunications		112	503	600	423	2,000		TW	
Wages - Office		1,026	3,314	3,400	3,100	10,400		TW	
Wages - NPD		910	3,440	3,060	1,840	9,360		TW	
Total Expenses		8,565	31,182	27,830	23,039	114,410	0		
Surplus/(deficit) from Bridge		-867	2,005	8,850	10,564	19,292	0		
Other Income & Expenses									
Interest Income		450	935	490	996	1,840		TW	
Loss on Asset disposals				0				TW	
Unusual Expenses				0	0			TW	
Total surplus (deficit)		-417	2,940	9,340	11,560	21,132	0		
Notes:									
A Timing difference for rates payment									

October 2017

Maturity

Table count per session

Prior Year comparison

5 Week Moving Average

v Budget

v Last Year

Table fee income close to prior year			
Expenses over due to rates & repairs - see above. Also on Playing director - extra session v last year, and session payment increased to \$70			

11 November 2017

From: Peter Peterson
Sent: Saturday, 14 October 2017 9:01 PM
To: Jeff Biddlecombe
Cc: Ken Wilks; Tony Wagstaff
Subject: Club Championship Pairs regulations

Hi Jeff

As requested at the last Committee meeting, Tony, Ken & I have discussed the format of the Club Pairs Championship for 2018 and following years. We have agreed on the format of the competition, the restriction on entries and the minimum number of entries required for the event to take place, as well as a number of related matters. The changes required by the Committee, and those agreed to by the sub-committee, are incorporated in the set of Regulations in the attached document. If these Regulations are accepted by the Committee, they will need to be incorporated in the Club's Regulations for championship events; some consequent changes will also be required on other pages of the Regulations.

Could you please include this document in the agenda papers for the next committee meeting.

Best wishes

Peter

Regulations: Open Club Pairs Championship

The Open Club Pairs Championship shall be held as a one-day event on a Sunday on a date to be determined by the Committee. The Convenor shall be the Tournament Director or his/her nominee.

There will be no qualifying rounds. Entry is open to all players subject to the following provisions:

- i. Entries will close two weeks prior to the event. Late entries may be accepted at the discretion of the Convenor.
- ii. Both members of the pair must be financial members of the Newcastle Bridge Club at the time of the event.
- iii. Both members of the pair must have played in at least three sessions at the Newcastle Bridge Club (excluding any GNOT or Country Teams sessions) in the three months immediately prior to the closure of entries.
- iv. If an odd number of entries is received, the Convenor will exclude the last pair entered, to ensure an even number of pairs for the event.

The Championship will be held over two sessions, morning and afternoon. The winning pair will be the pair with the highest percentage over the two sessions. In the event of a tie, the winner will be determined in accordance with NSWBA Regulations.

The format of the Championship will be determined by the number of entries, as follows:

- With 6 tables (12 pairs): Howell movement, 11 rounds of 3 boards in each session.
- With 7 tables (14 pairs): Howell movement, 13 rounds of 2 boards in the morning session; 13 rounds of 3 boards in the afternoon session.
- With 8 or more tables: Scrambled Mitchell ("arrow-switch") movement.

If there are fewer than 12 entries, the event will not be held.

Hi Julie

Attached is a letter that I would like brought up at the next committee meeting re a fee to be paid for the use of the club facilities for the lessons that I currently giving.

Thanks
Ken

Ken Wilks

Date: 01 /11/2017

The Secretary
Newcastle Bridge Club
PO Box 257
Hamilton
NSW 2303

Re: Use of Club Facilities

Dear Julie,

As you know the committee has given me permission to conduct a series of lessons during October – November, 2017.

There are six lessons over a period of six weeks and they will be held on Monday morning and Tuesday nights, ie 12 sessions.

I believe that I should be paying a fee to the club for the use of the facilities.
As such I propose that I pay either \$20 per session or 5% of the fees paid.

Please raise this issue at the next committee meeting so that the issue can be discussed and a decision made on the fee to be paid.

Regards
Ken