

NEWCASTLE BRIDGE CLUB INC

2017 ANNUAL GENERAL MEETING

Agenda

Notice is hereby given that there will be a General Meeting of the Newcastle Bridge Club Incorporated in accordance with the following details. Items for inclusion in General Business may be submitted to the Secretary no later than 14 days before the proposed date. Note, items of general business shall only be considered if submitted in accordance with Rule 24 (2) of the Constitution. That rule states that not less than 5% of the total number of members shall sign the request for inclusion of any such item. Current club membership stands at 349 members.

DATE/TIME OF MEETING:

Saturday 23rd September, 2017 to commence at 11:00am

AGENDA ITEMS:

1. APOLOGIES
2. PROXIES
3. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING
4. BUSINESS ARISING FROM THE 2016 AGM MINUTES
 - 4.1. Divided sessions determined by MP level
5. TREASURER'S REPORT
6. BUSINESS ARISING FROM TREASURER'S REPORT
7. APPOINTMENT OF AUDITORS
8. SECRETARY'S REPORT
9. BUSINESS ARISING OUT OF THE SECRETARY'S REPORT
10. PRESIDENT'S REPORT
11. BUSINESS ARISING OUT OF THE PRESIDENT'S REPORT
12. GENERAL BUSINESS
 - 12.1. Clause 36 of the Constitution amendment
13. ELECTION OF OFFICE BEARERS
14. NEXT MEETING
15. CLOSE:

NEWCASTLE BRIDGE CLUB INC

2017 ANNUAL GENERAL MEETING

Minutes

Date: 23rd September 2017

Time: 11:00am

Attendees: See attached Schedule *Attendees, Apologies and Proxies*.

Agenda Items:

1. **Apologies:** See attached Schedule *Attendees, Apologies and Proxies*.
2. **Proxies:** See attached Schedule *Attendees, Apologies and Proxies*.
3. **Minutes of previous AGM dated 24th September 2016:**

Graham Rummey moved that the minutes be taken as read. Bruce Webster seconded the motion which was unanimously accepted. Jeff Biddlecombe moved that the minutes be accepted. Bruce Webster seconded the motion which was unanimously accepted. Jeff signed the minutes as a true record of proceedings.

4. **Business arising from the 2016 AGM Minutes:**

- 4.1. **Divided Sessions:**

Jeff reported that committee had considered the proposal and had introduced sessions into the programme to provide separate sessions for lower ranked members.

5. **Treasurer's Report:**

Tony presented his report and tabled the Profit and Loss Statement for the year - copies attached. Tony noted the favourable surplus in funds following last year's deficit. Increased revenue had been generated by a growth in attendance especially the newer, less experienced members. Expenses for the year were lower with considerably less funds required on maintenance expenditure.

The balance sheet shows cash assets at \$120,000; the predicted future replacement and renovation expenditure plan indicates that the current level of funding meets the Club's needs.

Tony recommended acceptance of the report. Bruce Webster seconded the recommendation and the report was unanimously accepted.

6. **Business Arising from the Treasurer's Report:**

- 6.1. **Solar Electricity Savings:**

Bruce Webster made the comment that from his experience savings from the installation of solar panels would not improve significantly from the savings already achieved.

7. **Appointment of Auditors:**

Tony proposed the Club continue to employ Lambourne Partners to audit its financial records. Ken Wilks supported the proposal, seconded by Wayne Morgan and the proposal was unanimously passed.

8. **Secretary's Report:**

Graham presented his report for the year noting it would definitely be the last one he would be presenting - copy attached. Bruce Webster called for acclamation of the Secretary's efforts for his time in office.

9. **Business Arising from the Secretary's Report:**

There was no business arising from the Secretary's report.

10. President's Report:

Jeff made a special presentation to Graham on behalf of the Club in its appreciation of his contribution to the smooth management of the Club's affairs. That recognition was very much appreciated by the recipient.

Jeff presented his report for the year - copy attached. He thanked everyone concerned in supporting the Club's activities especially those who volunteered their time willingly. He also thanked the members retiring from committee for their assistance through the year.

He alluded to the need for more thought to be given to ways in which evening session attendance might be improved and invited members to submit any thoughts they may have on finding a solution to the issue.

The President's Report was accepted.

11. Business Arising from the President's Report:

There was no business arising from the President's Report.

12. General Business:

12.1. Constitution Clause 36 Amendment:

An amendment to the wording of Clause 36 of the Club's Constitution had been proposed to remove unnecessary restrictions implied in the current clause. Jeff read out the proposed changes - copy attached. New clauses would still permit members to hold up to a limit of 5 proxy votes but would permit the chairperson to hold an unlimited number of unappointed, directed proxies.

A vote was taken on the proposal. There were 33 votes in favour, no votes against the proposal and one abstention. 10 proxy votes had been received in favour. Thereby the proposal to amend Clause 36 of the Constitution was accepted by 43 votes for with none against and one abstention.

13. Election of Office Bearers:

Graham confirmed that nominations for the various positions on the committee had been received. As no positions were being contested the following members were duly elected to serve as next year's committee:

President	Jeff Biddlecombe	ordinary members	June Boyd
Vice president	David Puddicombe		Ailsa Kearney
Treasurer	Tony Wagstaff		Ruth Palmer
Secretary	Julie Butel		

Jeff welcomed the new members to committee and looked forward to working with them.

14. Next meeting:

The date for the next AGM would be left for the incoming committee to determine.

15. Close:

The meeting closed at 11:30am.

Confirmed to be a true record of the meeting.

Jeff Biddlecombe 22/09/2018

Attendees, Apologies & Proxies

Attendees – 34 total

G Rummey	K Wilks	T Wagstaff	J Biddlecombe	R Palmer
M Thorn	A Anlezark	B Webster	R Hardy	J Hart
J Neale	M Corney	D Corney	J Butel	M Braidwood
J Davidson	S Roach	E Roach	B Adcock	A Kearney
R Broughton	J Hill	P Robinson	J Boyd	L Forward
J Macansh	J Wansey	F Larkin	T Di Stefano	E Di Stefano
W Morgan	K Rich	P Peterson	D Puddicombe	

Apologies – 63 total

J Nicol	G Brouwer	S Donohue	K Cafe	Phillip Robinson
A Robinson	J Maddern	I Walker	M Reeves	R Reid
K Chapman	L Robertson	M Rippon	J Cattell	A Morris
J Bartlett	P Stanmore	A Cooke	P Dibb	P Ellis
J Stokes	J Achurch	J Coyle	C Dibley	P McGrath
W Rissler	D Bradbury	A Torrance	J Maddern	K Cruise
D Brady	P Morris	S Wilson	J Wilson	J Hayes
P Goodwin	V Martin	G Martin	H Bridgman	J Hewson
J Fallance	S Morris	C Seymour	J Thatcher	J Halliday
B Atkins	J Atkins	M Sylow	S McConnell	J Atkinson
C Bowen-Thomas	L Bowen-Thomas	C La Ponda	P Wheatley	J O'Connor
J Bale	J Conroy	A Lea	T Johnson	L Bryant
C Dibley	L Faidiga	J Jones		

Proxies – 10 total

Member	For Motion	Against Motion	Proxy Holder	Attending Meeting
J Cattell	1		G Rummey	Yes
P McGrath	1		G Rummey	Yes
L Faidiga	1		J Biddlecombe	Yes
J Maddern	1		J Biddlecombe	Yes
J Stokes	1		J Biddlecombe	Yes
C Seymour	1		T Wagstaff	Yes
J Thatcher	1		T Wagstaff	Yes
C Dibley	1		T Wagstaff	Yes
J Jones	1		K Wilks	Yes
D Brady	1		K Wilks	Yes
Totals	10			

Treasurer's Report

As expected, our annual surplus bounced back from the deficit of \$5,473 incurred the prior year, to a surplus of \$24,001 for the latest year. In fact this result was a little better than we had anticipated. On top of not experiencing the same high maintenance charges this year, we also saw quite good growth in participation levels for our sessions overall, giving a lift to revenue.

Revenue of \$131,939 was higher by 8.4%, due to growth in table fees and annual subscription income. Table fees increased by 9.0%, with growth coming largely from the sessions targeted towards our newer or less experienced players. Friday morning also showed growth due to the introduction of the 'once a month' graded pairs competition. Thursday evening continues to decline and, disappointingly, the Saturday session also showed lower numbers compared to year ago.

Expenses were considerably lower due mainly to the already-mentioned reduction in maintenance expenditure. A saving was also made on insurance, due to changing our insurer the previous year. Increased expenditures are noted on wages where we extended the non-playing director role to cover three weekly sessions, rates and taxes over which we have little control, and prize money where additional events were included. Our electricity cost shows some saving, but when you consider the investment in solar panels and more efficient lighting during the year, the saving for the year was hoped to be larger. None of these two initiatives were operational for the full year so the impact of them may be more beneficial in the coming year.

Our Balance Sheet remains sound, with just over \$120,000 in cash assets. During the year, our larger investments were in applying the final seal to the car park surface and the installation of the solar panels. We have continued the practice of projecting our funding needs, in respect of future replacements and renovation. The latest indication from this is that our current level of funding is appropriate for these needs.

I recommend this report to members.

Tony Wagstaff

Treasurer

15 September 2017

Income Statement

NEWCASTLE BRIDGE CLUB INCORPORATED For the year ended 30 June 2017

	NOTES	2017	2016
Income			
Interest Received		1,975	1,589
Congresses		15,590	15,760
Country & Interclub Team Fees		980	1,236
Subscriptions		11,325	10,275
Sundry Receipts		2,625	1,887
Table Fees	2	99,107	90,947
Profit on Sale of Non-Current Assets		337	-
Total Income		131,939	121,694
Total Income		131,939	121,694
Expenses			
Affiliation Fees & Levies		7,317	6,560
Audit Fees		1,700	1,700
Competitions		4,887	6,095
Congresses		13,112	12,695
Depreciation		7,081	7,025
Donations		192	240
Electricity		4,537	4,958
Insurance		2,309	3,822
Loss on Sale of Non-Current Assets		25	340
Printing & Stationery		4,732	3,651
Prizes		6,844	5,838
Rates & Taxes		10,632	8,785
Refreshments & Consumables		7,787	7,019
Repairs and Maintenance	3	5,143	29,498
Socials		1,480	2,444
Staff Training & Welfare		240	-
Subscriptions		44	54
Superannuation		1,448	1,263
Telephone		1,893	1,569
Wages & Salaries	4	26,537	23,611
Total Expenses		107,938	127,167
Profit/(Loss) before Taxation		24,001	(5,473)
Net Profit After Tax		24,001	(5,473)
Net Profit After Dividends Paid		24,001	(5,473)

Balance Sheet

NEWCASTLE BRIDGE CLUB INCORPORATED

As at 30 June 2017

	NOTES	30 JUN 2017	30 JUN 2016
Assets			
Current Assets			
Bank accounts	5	120,131	113,574
Petty Cash		350	350
Trade Debtors		-	60
Total Current Assets		120,481	113,984
Non-Current Assets			
Property, plant and equipment	6	327,487	308,261
Total Non-Current Assets		327,487	308,261
Total Assets		447,968	422,244
Liabilities			
Current Liabilities			
Prepaid prize money		380	380
Prepaid Table Fes		4,200	3,360
Trade Creditors		2,922	2,039
Total Current Liabilities		7,502	5,779
Total Liabilities		7,502	5,779
Net Assets		440,466	416,465
Equity			
Retained Earnings (Accumulated Losses)			
Current Year Earnings (Losses)		24,001	(5,473)
Retained Earnings (Accumulated Losses)		416,465	421,938
Total Retained Earnings (Accumulated Losses)		440,466	416,465
Total Equity		440,466	416,465

Notes to the Financial Statements

NEWCASTLE BRIDGE CLUB INCORPORATED

For the year ended 30 June 2017

1. Statement of Significant Accounting Policies

The financial statements are special purpose report prepared for use by directors and members. The directors have determined that the company is not a reporting entity.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

No Australian Accounting Standards, Australian Accounting Interpretations Views or other authoritative pronouncements of the Australian Accounting Standards Board have been intentionally applied.

	2017	2016
2. Table Fees		
Monday	16,667	16,889
Tuesday	21,067	21,771
Wednesday	21,444	18,835
Thursday	12,804	7,473
Friday	15,738	13,019
Saturday	11,387	12,960
Total Table Fees	99,107	90,947
	2017	2016

3. Repairs & Maintenance

Repairs & Maintenance	1,486	4,953
Grounds	465	1,948
Building	3,192	22,597
Total Repairs & Maintenance	5,143	29,498
	2017	2016

4. Wages

Wages	15,602	13,383
Cleaner	9,763	9,724
Volunteer Reimbursements	1,172	504
Total Wages	26,537	23,611
	2017	2016

5. Cash At Bank

ANZ Online Saver	32,303	20,181
ANZ Term Deposit	83,966	82,164
Cash At Bank	3,862	11,229
Total Cash At Bank	120,131	113,574

These notes should be read in conjunction with the attached compilation report.

2017

2016

6. Property Plant and Equipment

Buildings at cost

Buildings at cost

Club premises - 12 Young Road, Broadmeadow (At Cost)	39,229	39,229
Renovations (At Cost)	235,186	222,536
Total Buildings at cost	274,415	261,765
Total Buildings at cost	274,415	261,765

Plant and Equipment

Plant and equipment at cost	115,578	104,263
Accumulated depreciation of plant and equipment	(62,506)	(57,767)
Total Plant and Equipment	53,072	46,496

Total Property Plant and Equipment	327,487	308,261
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These notes should be read in conjunction with the attached compilation report.

Secretary's Report for 2017

Welcome all of you for what will definitely be the last occasion of me presenting the Secretary's report.

To paraphrase a few lines created by Charles Dodgson:

"The time has come" my neuro said,
"To think of other things:
To turn my brain away from bridge-
From minuting-and laws-
From why the programme does not fit-
And should I care about the scores?"

At the suggestion of Tricia Harrigan, God bless her, I was elected to be your secretary in 2001 when Jan O'Connor was president. By my reckoning I have reported to 7 presidents and this will be my 16th report to an AGM.

Now, what has happened during the year? The year has been interesting in many ways and not least for the newly appointed President. In addition to chairing eleven general meetings Jeff has had to manage two special meetings concerning sensitive procedural amendments. He has emerged from those meetings with flying colours, and so has the Club. Membership has grown to approximately 350 which is in no way due to any of my efforts but back in 2001 that figure stood at approximately 120. The threefold increase reflects the extra effort now required to keep administration in order.

Contracts remain in place for cleaning of the premises and for operation of the air conditioning units; and during the year the decision was taken to implement the next stage to an upgrading of the car park surface. That was completed and the surface should be good for many more years now.

Having an office administrator behind the scenes has eased the amount of work a secretary was called upon to perform. I am extremely grateful for the support Ken has provided throughout the year. It has made my job a lot less onerous. My thanks also to Peta Carney for sending out empathy cards to club members when a little thought from club members is required. By the way, Peta, I am still waiting for mine.

Committee has always talked about mentoring members to step into critical positions for management of club business. Part of that process has prompted me to record procedures covering secretarial duties to save my successor necessarily having to start from scratch. I do not admit to having a monopoly on how the secretary should perform but I recall how unprepared I was in 2001 for what lay ahead. A little guidance at that time would have been very helpful. Thanks to Ken for his rigorous checking of those procedures, I am confident the Club has guidelines in place for my successor to adopt. Despite all the comments about my name not being on the list of prospective committee nominees Club members will not notice my departure.

I am not sad that it is over but happy that it happened.

Thank you.

Graham Rummey

23 September 2017

President's Report

When I was made President, it was at the same time that Donald Trump became President-Elect, hardly an auspicious start. With a left over dispute to resolve and two special general meetings within the first six months, what had I let myself into! However, since then, the congress went well and everything seems to have settled down to the state where I am really enjoy being president

We are currently running 9 sessions a week with the Wednesday supervised session and the combined Thursday restricted and supervised session is proving very popular. This is helped out by the use of a Non Playing Director for Tuesday, Thursday and Friday morning sessions.

The first Friday in the month A and B competition is once again being well supported and the Club has upgraded the prize money contribution \$7:50 for each \$5:00 entry fee. The Club has now an app that enables the sessions to be timed with 2 timers at the same time.

The standby roster is still being well supported with volunteers and this is helping attendance at the sessions where it is utilised. We were unable to get enough volunteers for rosters on Wednesday and Saturday sessions. The Club thanks those volunteers who keep this going.

Concern has been raised about the evening sessions' attendance especially Thursday evening. The Club asked for feedback whether to continue with Thursday evening and it was very strong in retaining the session and the Committee backed this decision. Any suggestions for how to increase the numbers will be eagerly accepted. Some suggestions have been:

- Have team events with N/S experienced people teamed up with E/W less experienced;
- Invitation from the Thursday people to the Wednesday people to have a combined session (once a month);
- Any others?

Wayne Morgan has held /is holding another 2 sessions this year and while the numbers are not as high as previous years, they are holding up and, at the end of the lessons, the Club (& other clubs) may have some more new members with more people enjoying the great game of Bridge. The new people are feeding into Wednesday night and Thursday morning supervised sessions. As well, there are some who are venturing into the other sessions and every effort should be made to make their bridge experience an enjoyable one.

Improvement initiatives undertaken over the year include:

- Installation of solar panels (Tony has already reported on the savings)
- Resurfacing of the car park
- Cleaning of the chairs and carpet (pushing out the need to replace the carpet for a few more years).
- Replacement of the lighting with LED's which have significantly improved the lighting
- New stove and cupboards (old stove had not been heating up to its working temperature)
- On a personal achievement, Graham Rummey obtaining Life Membership, thoroughly deserved.

Our Treasurer has presented our financial results for the year. You will note that the Club remains in a sound financial position and should continue to do so.

On behalf of our members, I thank all of those that have carried out tasks voluntarily within our Club, with particular mention for our volunteer directors, scorers, dealers, standby persons and kitchen volunteers.

Special thanks go to those who assisted at our congress, especially as there were a lot of new members being involved in the set-up work, the cooking of the slices, cakes, savouries, flower arrangements and special dealing. To all of those people above, well done and I hope you continue in this vein as you are vital to the successful and efficient running of the club.

Thank you also to my committee this year. We have 4 people leaving/left the committee this year and I would like to thank each separately:

- Enza Di Stefano for instilling the need for discipline in our written procedures and constitution
- Effie Roach for her contributions to the Christmas and other parties and her help in obtaining the emergency bed and privacy screens
- Peta Carney in producing Power Point presentations for upcoming events and special news and for helping out with the Thursday morning monthly get-togethers.
- Last but not least, Graham Rummey, who is standing down from the Committee after 17 years as Club Secretary. Graham has been an essential cog in the running of the Club and will leave big shoes to fill (good luck, Julie!). I would like to present Graham with an appreciation certificate from the Club as well as some mementos. Graham will still be in the background to help out and I would surmise that it will be difficult for him not to help, being the person he is.

Jeff Biddlecombe

President

23 September 2017

Amendment to Clause 36 - appointment of proxies

Existing Clause 36:

Appointment of proxies

36.1 Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

36.2 The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

Proposed Clause 36:

Appointment of proxies

36.1 Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed to vote as directed on the proxy form set out in Appendix 2 to these rules.

36.2 The member appointed as proxy must be in attendance at the meeting in respect of which the proxy is appointed and may hold no more than 5 directed or undirected proxy votes.

36.3 A member may nominate as the proxy the chairperson of the meeting in respect of which the proxy is appointed to vote as directed on the proxy form. The chairperson may carry an unlimited number of directed votes.