



Committee Meeting Agenda

Date/Time of Meeting: 8th November 2018 to start at 1.15pm

Agenda Items:

- 1 Apologies:** Peter Peterson
- 2 Minutes of previous Committee meeting** dated Thursday 11th October 2018
- 3 Correspondence**
 - 3.1 ABF Marketing Plan 2018-2020
 - 3.2 NSWBA – call for nominations for Zonal Councillors
 - 3.3 Paul Lavings – Christmas stall
 - 3.4 Paul Rooms – teaching services
- 4 Carry-over Issues:**

4.1 2019 Congress - update	Jeff
4.2 2019 Program incl Friday Graded Pairs & Wed session	All
4.3 Life Members' Board - update	Jeff
4.4 Website maintenance - update	Ken
4.5 Induction/orientation procedures	Ailsa
4.6 Emergency contact details	
4.7 Change of cheque signatories	Tony
4.8 Publicity – including newsletter/Christmas PowerPoint	Caroline
4.9 Regulations – wording	Peter
4.10 Christmas party arrangements	Jeff
4.11 Plastic cups	Ken/Howard
- 5 Financial Reports** Tony
- 6 New Business:**
 - 6.1 General business.....All
- 7 Date for the next committee meeting:**
Thursday 13th December at 1.15pm



November Committee Meeting: MINUTES

Date	Thursday 8 November 2019	Time	1:15pm – 3:05pm
Attendees	Jeff Biddlecombe, Howard Bridgman, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Tony Wagstaff, Ken Wilks		
Apologies	Peter Peterson		

Jeff opened the meeting at 1:15pm. All present except Peter who had tendered his apology.

1. **MINUTES:** Jeff moved that the minutes of the last meeting (11 October 2018) be accepted. Tony accepted the motion, which Ailsa seconded. Jeff signed the minutes as a true record of the meeting.

2. CORRESPONDENCE:

2.1. *Central Coast Bridge Club (on behalf of ABF):*

Tony advised of some communication re the ABF Marketing Plan 2018-2020. Tony agreed to circulate the information as it may be useful input to our own strategy development process in February 2019.

2.2. *NSWBA – call for nominations for Zonal Councillors*

We received an email from Agnes Levine (Secretary NSWBA) advising of the NSWBA AGM and calling for nominations for Zonal Councillors. There was no interest, so no action is required.

2.3. *Paul Lavings – Christmas gift stall*

We received an email from Paul Lavings re hosting a Christmas gift stall. There was no interest, so no action is required.

2.4. *Email from Paul Rooms re interest in his teaching services*

We received an email from Paul Rooms (Hunter Regional Representative) asking if there is any interest in his teaching services, in particular 2 over 1. It was agreed that it may be useful for our education planning.

Action: Julie to email Paul advising we will consider it when we review our education strategy in early 2019, then forward to Jeff

3. CARRY-OVER ISSUES:

3.1. *2019 Congress Update:*

Jeff reported that he and Julie visited St James Primary School at 30 Vista Pde Kotara South recently, and that he has now confirmed the school as the venue. Roy Hardy is monitoring the parking situation on Sundays (the school parking area is used by churchgoers) and has commented that parking will not be an issue.

Action: Jeff to ensure that the school is aware of our parking requirements and the potential impact on churchgoers. (NB. Jeff is yet to select a small group to help with the planning and organization of the Congress).

3.2. *Board for Life Members:*

Jeff is progressing the project and commented that it will be a little different to the boards we currently have. Jeff will present the concept for approval before proceeding.

3.3. *Website Maintenance:*

Ken advised that the new arrangement has been agreed and that Redback Solutions will take over the role this month.

3.4. Induction/Orientation Procedure:

Ailsa presented a draft list she had prepared for consideration. It was agreed that the information is relevant to new members as well as visitors. When the document is completed, it will be kept at the front of the Compscore Instructions and Movements folder.

Action: Howard to organize some new folders including a new one for Compscore; Ailsa to finalize the document using the Procedures format.

3.5. Emergency Contact Information:

Ken has updated the member database with the information received from members in response to our email request. However, there are still some members who have no emergency contact details in our database.

Action: Julie to email those members without emergency contacts in our database and request the information.

3.6. Change of cheque signatories:

Tony advised that this activity is complete except for online access.

Action: Tony to arrange online access for Vincia; also follow up Dave re dongle.

3.7. Promotion and Publicity:

- **Newsletter:** Caroline presented a draft which she has described as an occasional Newsletter. Printing will cost \$0.40/copy for B & W and \$3.60/copy for colour. It was agreed to distribute the newsletter by email and on the website, and to have some copies on display at the club. There was also discussion about items that might be suitable for inclusion in future editions.

Action: Tony to proof read the draft; Caroline to email the approved document to Julie for distribution by email/website; Caroline to arrange 1 colour copy and 10 B & W copies for display at the club.

- **PowerPoint:** Caroline advised she has prepared a PowerPoint presentation for the Christmas period. The problem of not being able to use the computer while the PowerPoint is running, was again raised. Ken advised that it is a software issue and agreed to get someone in to fix it.

3.8. Changes to Supplementary Tournament Regulations

As agreed at the last Committee meeting, Peter has prepared a document recommending changes to the Club Open Pairs, Restricted Club Pairs and Club Teams Championship events, which he had circulated for review. The proposed changes were approved.

Action: Peter to update the Regulations on the office computer

3.9. Christmas Party Arrangements:

Jeff commented that there's been no reaction to the decision re this year's Christmas parties. However, no verbal announcements have been made so most members are probably unaware of the decision. It was agreed to announce the details at each session next week. If members are interested in organizing something, they need to choose a coordinator for their session.

Action: Jeff – Monday afternoon, Tuesday, Thursday and Friday; Tony – Wednesday, Vincia – Saturday; Monday evening – Jeff to arrange with Alison Lea. Julie to email all members with the details and decisions w/c 19/11.

3.10. Alternatives to Plastic Cups

Howard explained his reasons for making the request – plastic recycling is difficult at the moment. Ken advised that our supplier (COS) does not appear to have a cost-effective recyclable paper cup option.

Action: Howard to check the COS website

3.11. 2019 Program

Julie advised that a few changes have been made following feedback on the 2nd draft – the booklet is now almost ready for printing. A request was made to move the Club Pairs and Restricted Pairs Championships from 22/9 to 29/9; this was agreed. A few other minor changes were made to the wording on some pages. Tony raised the Wednesday session format and recommended no changes at this stage. A lengthy discussion about Graded Pairs then followed. It was noted that most responses to the survey re this event were favourable and that the event would continue in 2019.

After discussion it was agreed:

- ***The event would again be run in 2019 over 8 months – on the first Friday of the month from March to October.***
 - ***To be eligible to win, players must play 5 times in total (instead of 6 this year) and at least 4 times with the same partner (instead of 5 this year).***
 - ***The event needs more promotion to attract as many players as possible.***
 - ***To introduce an occasional social element to the event - Howard.***
 - ***To investigate the possibility of Red Points for the competition – Rosalie.***
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4. FINANCIAL REPORTS:

4.1. YTD Performance to Budget:

Table fees are below budget but slightly favourable to last year after allowing for an extra week YTD compared with last year. Expenses are mostly favourable to budget as is profit. Social costs are higher than last year due to the 50th anniversary celebration; R & M is well below last year due to a significant outlay for fire protection services last year.

4.2. Treasurer's Report:

The Term Deposit will mature at the end of November. Tony is considering closing our Online Saver account and diverting some of the funds to a second term deposit. The rationale is that interest rates for online accounts are negligible and there is no foreseeable need to have that amount at call. Tony is also evaluating the Greater Bank to see if a better rate is possible without too much hassle.

Howard moved that the Financial Reports be accepted; the motion was seconded by Jeff and the reports were unanimously accepted.

5. NEW BUSINESS:

5.1. Strategic Plan:

Jeff requested that everyone read the current Strategic Plan and be familiar with the contents. It will be reviewed in February.

5.2. Boards

Rosalie advised that new boards have been ordered but are in a shipment that is currently held up in Customs.

5.3. Membership Renewals

Ken advised that emails will be sent to all members next week advising that membership is now due. The email will include the member's details that are currently held in our database and request feedback if the information is incorrect.

5.4. Insect Screens for Windows

Jeff advised that he is waiting on a quote from the Men's Shed to supply insect screens. He commented that it has been difficult to find a supplier that is interested in the job.

6. NEXT COMMITTEE MEETING:

The next Committee Meeting will be held Thursday 13th December starting at 1:15pm.

Meeting concluded at 3:05pm.

Confirmed to be a true record of the meeting

Jeff Biddlecombe 13/12/18

Newcastle Bridge Club								
Performance to Budget for year to date								
	Note	Month	YTD October 2018			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Budget	Update	
Income								
Evening SV play		880	2,851	3,024	2,675	8,424		
Thursday day		1,398	4,950	5,616	4,242	15,144		
Thursday night		0	0	0	1,150	0		
Friday day		1,473	5,294	5,616	4,809	14,928		
Saturday day		981	3,859	3,780	3,214	10,494		
Monday day		1,148	3,725	3,780	3,206	10,134		
Monday night		588	2,250	2,346	1,839	6,150		
Tuesday day		1,914	7,385	7,776	6,873	21,264		
Wednesday day		928	3,747	4,212	3,473	11,454		
<i>Table Fees Sub-total</i>		9,310	34,061	36,150	31,481	97,992	0	
Congress				0		14,000	JeB	
Subscriptions		0	280	0	150	11,500	TW	
Country Teams/GNOT/HICT/Club weekend		0	1,292	900	776	1,900	TW	
Board Dealing		120	420	600	408	1,800	TW	
Other Income				0	57	400	TW	
Total Income		9,430	36,053	37,650	32,872	127,592	0	
Expenses								
Accounting			1,760	1,800	1,700	1,800	TW	
Advertising				0		0	JeB	
Capitation (ABF)			42	50	28	4,550	JuB	
Card dealing	A	150	504	500		1,500	TW	
Cleaning		968	3,485	3,528	3,485	10,192	JuB	
Affiliation Fee (NSWBA)				0		2,900	JuB	
Directors				200	225	200	PP	
Congress				0		12,000	JeB	
Computer Systems				400	66	1,200	TW	
Consumables		361	1,895	1,680	1,304	5,040	TW	
Depreciation				0		8,000	TW	
Donations				0		250	JuB	
Electricity			878	900	845	3,400	TW	
Insurance				200		2,500	TW	
Printing, Stationery, Post		35	631	1,300	1,496	3,900	JuB	
Prizes	B	560	2,426	2,500	1,688	6,400	KW	
Rates	B		3,398	5,900	5,110	12,000	TW	
Refreshments		350	1,178	1,400	1,269	4,200	KW	
Repairs and Maintenance		182	891	1,300	3,879	3,900	VM	
Subscriptions/Memberships		46	46	0	45	100	TW	
Social		138	3,244	3,400	603	6,000	JB	
Masterpoints			679	700	707	3,000	KW	
State/National comps		1,465	2,318	1,100	1,551	2,000	TW	
Telecommunications		115	434	480	437	1,440	TW	
Office Wages & Super		749	3,102	3,780	3,314	10,920	TW	
Wages - NPD		1,050	3,710	3,780	3,440	10,920	TW	
Total Expenses		6,169	30,621	34,898	31,192	118,312	0	
Surplus/(deficit) from Bridge		3,261	5,432	2,752	1,680	9,280	0	
Other Income & Expenses								
Interest Income			464	430	935	2,980	TW	
Loss on Asset disposals				0			TW	
Unusual Expenses				0			TW	
Total surplus (deficit)		3,261	5,896	3,182	2,615	12,260	0	
Notes:								
A. Not previously shown on separate line								
B. Timing of payments								

Newcastle Bridge Club									
Treasurers Report									
October 2018									
Funds on hand at 31 October 2018			Int Rate		Maturity				
	Cheque account	\$11,887							
	Online Saver	\$32,490	0.40%	On call					
	Term Deposit	\$86,133	2.70%	30-Nov-18					
		\$130,510							
Table count per session									
			October YTD				Prior Year comparison		
			Budget	Actual	Variance	%	Pr Year	Variance	%
	Tue/Wed	Night(SVP)	126.0	123.0	-3.0	-2.4%	116.5	6.5	5.6%
	Thursday	Day	234.0	214.0	-20.0	-9.3%	182.5	31.5	17.3%
	Thursday	Night	0.0	0.0			50.5		
	Friday	Morning	234.0	226.0	-8.0	-3.5%	207.0	19.0	9.2%
	Saturday	Afternoon	162.0	166.5	4.5	2.7%	138.5	28.0	20.2%
	Monday	Afternoon	162.0	161.0	-1.0	-0.6%	142.5	18.5	13.0%
	Monday	Night	102.0	98.5	-3.5	-3.6%	80.0	18.5	23.1%
	Tuesday	Morning	324.0	307.5	-16.5	-5.4%	284.0	23.5	8.3%
	Wednesday	Day	180.0	159.5	-20.5	-12.9%	153.5	6.0	3.9%
	Weekend events			8.0					
	Total		1524.0	1464.0	-60.0	-4.1%	1355.0	109.0	8.0% *
*Note there is an extra week in the 2018 YTD data which accounts for 5.9% of the increase									
Profit & Loss Comments - Four months to October									
Profit of \$5,896 to date is ahead of budget and last year									
Table fees remain below budget, but are a pleasing 8.2% higher than this time last year									
Key factors in expenses v last year are Social +\$2,641 extra due ot the 50 year celebration, and Repairs & Maintenance lower by \$2,579. Expenses compared to Budget are lower by \$4,267, but a considerable amount of this is relative to charges yet to come through compared to last year.									
Tony Wagstaff									
October 2018									