



Committee Meeting Agenda

Date/Time of Meeting: 13th December 2018 to start at 1.15pm

Agenda Items:

1 Apologies:

2 Minutes of previous Committee meeting dated Thursday 8th November 2018

3 Correspondence

3.1

4 Carry-over Issues:

- 4.1 2019 Congress.....Jeff
- 4.2 Life Members' Board..... Jeff
- 4.3 Website maintenance..... Ken
- 4.4 Induction/orientation procedures.....Ailsa
- 4.5 Emergency contact details.....Julie
- 4.6 Publicity & Promotion.....Caroline/Howard
- 4.7 Membership renewals..... Ken
- 4.8 Insect Screens..... Jeff

5 Financial Reports (including update on insurance renewal).....Tony

6 New Business:

- 6.1 NBC Facebook page policy.....Caroline
- 6.2 Christmas parties review.....All
- 6.3 Boards.....Rosalie
- 6.4 General business.....All

7 Date for the next committee meeting:

Thursday 14th February at 1.15pm



December Committee Meeting: MINUTES

Date	Thursday 13 December 2019	Time	1:15pm – 2:15pm
Attendees	Jeff Biddlecombe, Howard Bridgman, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Tony Wagstaff, Ken Wilks		
Apologies			

Jeff opened the meeting at 1:15pm. All present - no apologies.

- 1. MINUTES:** Howard moved that the minutes of the last meeting (8th November 2018) be accepted; Rosalie seconded the motion. Jeff signed the minutes as a true record of the meeting.
- 2. Issues arising from the Minutes:** Peter (who wasn't at the November meeting) commented on the action recorded in Item 3.8 and advised he couldn't update the Regulations on the office computer because he doesn't have access. Ken agreed to do the update and requested Peter to send him the details.

3. CORRESPONDENCE:

3.1. Update re email from Paul Rooms re his teaching services

Julie advised that a response had been sent to Paul as agreed. Paul had replied and his response was forwarded to Jeff to follow up if required.

3.2. Members' Feedback re Newsletter

Ken reported that a number of members had emailed positive comments re the Newsletter. Jeff commented that there had also been a lot of positive reactions at sessions. Well done Caroline!

4. CARRY-OVER ISSUES:

4.1. 2019 Congress Update:

Jeff advised that the venue has been booked. He's discussed our parking concerns and the school will allow us to put a chain across the gate so that church-goers can't park in the school's parking area.

Action: Jeff to enlist a small group to help plan and organize the Congress.

4.2. Board for Life Members:

Jeff has received 3 quotes - \$320, \$560 and \$1000 (different specifications).

Action: Jeff and Tony to follow up.

4.3. Website Maintenance:

Ken advised that the new arrangement has been implemented. There were a few teething problems, but these have been resolved. **Completed.**

4.4. Induction/Orientation Procedure:

Ailsa tabled the updated checklist. Howard requested that a prompt for recycling / waste be added.

Action: Ailsa to amend as requested – no need to re-table.

4.5. Emergency Contact Information:

Julie advised that emails had been sent to the 136 members without emergency contact details. 40 responded so there is still 96 members without details. It was agreed that we have done all we can.

Action: No further action.

4.6. Promotion and Publicity:

- **Newsletter:** The Newsletter was well received by members. Caroline is aiming to get the next edition out by 1st week in March. Topics include a Director's column (Peter) and an article on Handicaps. A number of other suggestions have been received for inclusion in future editions. Tony will continue to be proof reader.
- **PowerPoint:** The Christmas PowerPoint was good fun. Caroline proposed a welcoming slide to be shown when lessons commence in February. Howard tabled a suggestion for a January PowerPoint which he will forward to Caroline. Howard also proposed that we eliminate notices on boards, etc. After discussion, it was agreed that we still need notices as well as PowerPoint slides.
- **Facebook:** Carolyn has set up a NBC Facebook page (announced in the Christmas Newsletter) but is concerned about low response rates. It was agreed that while it is too soon to give up on Facebook, it probably won't have extensive reach and purpose. Rosalie suggested it would be worth speaking to Christo Moskovsky and Jill Blenkey re possible content. It was agreed to always get permission to post photos.

Action: Continue the Facebook page for at least a 4-month trial period, then reassess.

4.7. Membership Renewals:

Ken advised that renewals are on track. Table fees will be \$7 from the beginning of January for members who haven't renewed. Deadline to avoid ABF de-registration is 31/3/2019. A PowerPoint slide would be a good way to communicate this.

4.8. Insect Screens:

The screens have been manufactured and installed without any issues. Vincia asked if it was possible to get a screen door but was advised that this would contravene Fire Regulations.

5. FINANCIAL REPORTS:

5.1. YTD Performance to Budget:

Table fees are just ahead of last year but unfavourable to budget; subscriptions are also favourable to 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 in the same period last year.

5.2. Treasurer's Report:

Table counts are mostly favourable to last year with Wednesday being the notable exception. The Term Deposit has been rolled over with ANZ, but with interest now being paid monthly. The online saver has not yet been changed but Tony has compared Term Deposit rates at the

ANZ and The Greater Bank - The Greater Bank rates are currently better. Tony recommended using the funds currently held in the online saver account to open a Term Deposit with The Greater Bank.

IT WAS RESOLVED that The Newcastle Bridge Club Inc open a Term Deposit account with The Greater Bank. Any two of the following office bearers to authorize all transactions – Jeff Biddlecombe – President, Julie Butel – Secretary, Tony Wagstaff – Treasurer, and Ken Wilks – Administrator.

Tony also advised that our insurances are due in January and that he is waiting for a quote to increase Contents from \$120,000 to \$150,000.

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

6. NEW BUSINESS:

6.1. Review of Christmas Parties

Some complaints were received re this year's format. It was agreed that if we adopt the same format next year, the key to success is to ensure that each session nominates someone to coordinate the session's party – so that everyone is aware of what's happening.

6.2. Boards

Rosalie is concerned that the current boards are bowing, and some cards are falling out. The oldest boards are being replaced with new boards. It would be better if we could adopt a different stacking procedure - i.e. stack the boards flat (NSWBA boards are all stacked this way). Rosalie is working through the problem and will consult with Bernie Atkins, who made our boxes, to see if we can make modifications to the cupboard where the spare boxed boards are kept.

6.3. Strategic Plan

Vincia expressed concern that review of the Strategic Plan is not an insignificant task. After discussion it was agreed to hold a separate meeting to commence the review. It was also agreed that developing an education strategy is high priority.

Action: Hold a Strategic Plan meeting on Thursday 31/1 at 1:15pm; everyone to read the current Strategic Plan prior to the meeting.

7. NEXT MEETINGS:

- **STRATEGIC PLAN MEETING: THURSDAY 31ST JANUARY AT 1:15pm.**
******Please read the current document prior to the meeting******
- **COMMITTEE MEETING: THURSDAY 14TH FEBRUARY AT 1:15pm**

8. MEETING CONCLUDED AT 2:15pm.

Confirmed to be a true record of the meeting.

Jeff Biddlecombe 14/2/2019

Newcastle Bridge Club								
Performance to Budget for year to date								
	Note	Month	YTD November 2018			Full Year		Resp
		Actual	Actual	Budget	Prev Yr	Rev Bud	Update	
Income								
Evening SV play		606	3,457	3,696	3,447	8,280		
Thursday day		1,083	6,033	6,864	5,550	14,904		
Thursday night				0	1,558	0		
Friday day		1,136	6,430	6,864	6,370	14,688		
Saturday day		927	4,786	4,620	4,256	10,308		
Monday day		978	4,703	4,524	4,006	9,972		
Monday night		528	2,778	2,898	2,499	6,060		
Tuesday day		1,476	8,861	9,504	9,007	20,880		
Wednesday day		840	4,587	5,052	4,634	11,268		
<i>Table Fees Sub-total</i>		7,574	41,635	44,022	41,327	96,360	0	
Congress				0		14,000		JeB
Subscriptions		4,875	5,155	1,000	4,625	11,500		TW
Country Teams/GNOT/HICT/Club weekend		0	1,292	900	775	1,900		TW
Board Dealing		105	526	750	844	1,800		TW
Other Income		75	75	0	177	400		TW
Total Income		12,629	48,683	46,672	47,748	125,960	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	114	618	625		1,500		TW
Cleaning		774	4,259	4,312	4,259	10,192		JuB
Affiliation Fee (NSWBA)				0		2,900		JuB
Directors				200	225	200		PP
Congress				0		12,000		JeB
Computer Systems		330	330	500	66	1,200		TW
Consumables		314	2,209	2,100	2,067	5,040		TW
Depreciation				0		8,000		TW
Donations				0		250		JuB
Electricity		603	1,481	1,700	1,566	3,400		TW
Insurance				200		2,500		TW
Printing, Stationery, Post		700	1,331	1,625	1,544	3,900		JuB
Prizes	B	960	3,386	3,450	2,648	6,400		KW
Rates		474	6,345	6,450	5,603	12,000		TW
Refreshments		256	1,505	1,750	1,648	4,200		KW
Repairs and Maintenance		180	1,073	1,625	3,956	3,900		VM
Subscriptions/Memberships			46	0	95	100		TW
Social		187	3,431	3,500	1,163	4,368		JB
Masterpoints			679	700	707	3,000		KW
State/National comps		120	2,439	1,100	1,551	2,000		TW
Telecommunications		104	538	600	548	1,440		TW
Office Wages & Super		1,244	4,346	4,620	4,333	10,920		TW
Wages - NPD		840	4,550	4,620	4,490	10,920		TW
Total Expenses		7,200	40,368	41,527	38,197	116,680	0	
Surplus/(deficit) from Bridge		5,429	8,315	5,145	9,551	9,280	0	
Other Income & Expenses								
Interest Income		788	1,264	930	948	2,980		TW
Loss on Asset disposals				0				TW
Unusual Expenses				0				TW
Total surplus (deficit)		6,217	9,579	6,075	10,499	12,260	0	
Notes:								
A. Not previously shown on separate line								
B. Timing of payments								

**Newcastle Bridge Club
Treasurers Report
November 2018**

Funds on hand at 31 November 2018

		Int Rate	Maturity
Cheque account	\$16,773		
Online Saver	\$32,512	0.40%	On call
Term Deposit	\$86,910	2.68%	31-Aug-19 Interest paid monthly now
	\$136,195		

Online Saver has not been transferred into a term deposit. For discussion at meeting.

Table count per session

			October YTD				Prior Year comparison		
			Budget	Actual	Variance	%	Pr Year	Variance	%
Tue/Wed	Night(SVP)		154.0	151.0	-3.0	-2.0%	151.5	-0.5	-0.3%
Thursday	Day		286.0	260.8	-25.2	-9.7%	239.5	21.3	8.9%
Thursday	Night		0.0	0.0			69.0		
Friday	Morning		286.0	274.0	-12.0	-4.4%	274.0	0.0	0.0%
Saturday	Afternoon		198.0	207.0	9.0	4.3%	184.0	23.0	12.5%
Monday	Afternoon		194.0	203.0	9.0	4.4%	177.5	25.5	14.4%
Monday	Night		126.0	121.5	-4.5	-3.7%	109.0	12.5	11.5%
Tuesday	Morning		396.0	370.5	-25.5	-6.9%	374.0	-3.5	-0.9%
Wednesday	Day		216.0	195.5	-20.5	-10.5%	204.5	-9.0	-4.4%
	Weekend events			8.0					
	Total		1856.0	1791.3	-64.7	-3.6%	1783.0	8.3	0.5%

Excluding the Thursday night discontinuation (69 tables) increase over last year is 4.4%

Profit & Loss Comments - Five months to November

Profit of \$9,579 to date is ahead of budget but lower than last year

Table fees remain below budget, but 0.7% higher than this time last year

Subscriptions to date are in line with last year. The budget for this item is understated for the November month, but should come right over the next two months.

Key factors in expenses v last year are Social +\$2,268 extra due to the 50 year celebration, and Repairs & Maintenance lower by \$2,883. Expenses compared to last year are increased by \$2,171 (5.7%). Some of this increase may be timing of payments

**Tony Wagstaff
December 2018**