



Committee Meeting Agenda

Date/Time of Meeting: 14th February 2019 to start at 1.15pm

Agenda Items:

1 Apologies:

2 Minutes of previous Committee meeting dated Thursday 13 December

3 Correspondence

- 3.1 Ronnie Ng re Country Teams
- 3.2 Toronto Bridge Club re HIC round 1
- 3.3 NSWBA re Congress License Fees
- 3.4 Central Coast Bridge Club re their Super Congress

4 Carry-over Issues:

- 4.1 2019 Congress update..... Jeff
- 4.2 Life Members' Board..... Jeff
- 4.3 Publicity & Promotion..... Caroline/Howard
- 4.4 Membership renewals..... Ken
- 4.5 Update on boards..... Rosalie
- 4.6 Vouchers for Restricted players to another session..... Rosalie
- 4.7 Tablecloths progress..... Rosalie
- 4.8 Red points for Graded Pairs?..... Rosalie
- 4.9 Catering roster..... Ailsa?

5 Financial:

- 5.1 Reports..... Tony
- 5.2 Insurance Renewal..... Tony

6 New Business:

- 6.1 Country Teams Qualifying..... Ailsa
- 6.2 Country Teams Regional Final..... Ken
- 6.3 General business..... All
- 6.4 Strategic Plan..... Jeff

7 Date for the next committee meeting:

Thursday 14th March at 1.15pm



Location:	Newcastle Bridge Club	Date:	14 th February 2019
Chair:	Jeff Biddlecombe	Time:	1:20pm
Attendees:	Jeff Biddlecombe, Howard Bridgman, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Tony Wagstaff, Ken Wilks		

AGENDA ITEM (refer to last page for Action log)**1. WELCOME AND APOLOGIES**

Jeff opened the meeting and noted all were present

2. MINUTES OF PREVIOUS MEETING

Tony moved that the minutes of the last meeting (13/12/2018) be accepted. As there were no objections Jeff signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

- 3.1.** *Email from Ronnie Ng re Regional Final:* NBC's application to host the Hunter Regional Final of the Country Teams was accepted. The event will be held on Sunday 02 June.
- 3.2.** HIC Autumn event will be held at Rathmines Public School on Sunday 24/3. Forms are available at the front desk. The winter event will be held on Sunday 14/7 at Tomaree.
- 3.3.** Invitations to the Nambucca and Central Coast Bridge Clubs congresses have been received. Details are on display on the notice board
- 3.4.** *Email from NSWBA re Congress License Fee procedure.* No action required.

4. CARRY-OVER ISSUES**4.1. 2019 Congress**

- Brochures are needed by mid-March and will be printed as soon as sponsors are confirmed.
- Sub-committee is needed to assist Jeff. Ailsa, Julie and Vincia volunteered.
- A follow-up visit to the venue is needed. NB. Review the current procedure during the visit and note any changes required.

4.2. Life Members' Board

- The board is ready to be picked up. "P. Thompson" was left at that as there were no definitive responses re what "P" stood for. The board will replace the painting in the front foyer area.
- Ken advised that he has set up a Life Members group in Pianola.

4.3. Promotion and Publicity

- Feedback from attendees at the current lessons is they found out via Word of Mouth and NBC website .
- Caroline is encouraged by the reach achieved on the Facebook page and is happy to persevere. There is a link from our website to our Facebook page.
- Caroline has purchased desktop publisher software and is very pleased with it.
- Caroline is on track to release the next Newsletter on March 1. It will also be posted on Facebook.
- PowerPoint presentations are being prepared as required. The issue of extended display was again raised – Ken agreed to have another attempt at resolving it. The procedure for running presentations needs to be updated.
- It was agreed that PowerPoint slides need to be posted on the Notice Board to ensure everyone can read the information.
- Caroline requested a list of congresses to include in promotional articles.
- Howard expressed concern that his suggestions for PowerPoint slides had not been used. It was agreed that Caroline and Howard would communicate to agree what slides are required. Directors also need to be advised when slides are available as well as the timing for their use.

AGENDA ITEM (refer to last page for Action log)

- Jeff has updated the procedure for Directors and has sent it to Peter to review.

4.4. Membership Renewal

Ken will send out reminders at the beginning of March. There are approximately 58 members who have not yet renewed. The outstanding list will be posted on the noticeboard when the reminders go out.

4.5. Boards

The problems have now been resolved. New boxes and boards are now in use and padding has been added to boards to stop cards from falling out. Storage issues will be addressed as part of the office layout review.

4.6. Vouchers for Restricted Players

Following an email from M. Thorn suggesting vouchers be awarded to winners in Restricted sessions to use in non-restricted sessions, it was agreed at the **October 2018** Committee meeting that:

- Vouchers would be awarded to the 2 winning pairs in the Thursday session
- Vouchers could be redeemed at any sessions other than Monday night, Tuesday or Thursday sessions.
- Players would be ineligible if they had previously played at one of the eligible sessions 3 or more times
- Players would need to have a partner
- Vouchers would not be transferable
- The results would be evaluated after 3 months

After discussion it was agreed to implement as previously decided but that vouchers could be used at any session except Tuesday nights and Thursdays.

Next steps: Document the rules; make the vouchers (Jeff has the voucher template, Ailsa has coloured paper); communicate and implement ASAP.

4.7. New Tablecloths

Rosalie confirmed that the seamstress has the fabric and that she is aware that the tablecloths are not required until May.

4.8. Red Points for Graded Pairs

Rosalie advised that she had contacted David Weston (NSW Masterpoints Secretary) and had been told that we cannot obtain Red Points above our normal allocation to use for Graded Pairs.

4.9. Catering Roster

This item was discussed in the Planning meeting, but it was agreed to sort it out now so that the events needing catering are covered. Ailsa agreed to prepare a list of events where catering is needed and to then seek volunteers. Howard mentioned that we had agreed to have nibbles and drinks occasionally after Graded Pairs. It was agreed to announce at the March session that this would happen after the April session; Rosalie agreed to organize that event.

5. FINANCIAL REPORTS

- Tony tabled his reports, noting that table fees have turned around and are now \$2500 ahead of budget YTD. Consumables are up (mainly due to boards) but the surplus YTD is still slightly ahead of budget.
- Two term deposits have now been set up with Greater Bank.
- The table count is up 6.2% on budget and line ball with last year, but 3.7% up if Thursday night is excluded.
- Our insurances have been renewed.

Jeff moved that the Financial Reports be accepted.

AGENDA ITEM (refer to last page for Action log)

6. NEW BUSINESS

6.1. Country Teams Qualifying

Communication re the event has been done – the registration form is available; a PowerPoint slide has been prepared and an email has been sent to all members. Ken agreed to add the event to the website.

6.2. Country Teams Regional Final

Ken confirmed that we will be hosting the event. Ken will be away so the work he usually does will need to be delegated. Ken agreed to provide a “to do” list; Peter advised that he is directing the event and Tony agreed to do the administrative work. Rosalie and Ailsa agreed to organize the food for after the event.

6.3. General Business

- **Cleaners** have advised a 13.6 % price increase (the first for 2 years). It was agreed to accept the increase on the proviso that they are prepared to do some additional jobs. Other issues discussed – best days for cleaning, additional clean of the men’s toilets. It was decided that Monday and Wednesday mornings would be more appropriate than the current schedule provided an additional clean of the men’s toilets on Fridays can be arranged.
- **Mixed Pairs:** Entries close 20/2 and to date the number of entries is healthy. Rosalie suggested we say “no walk-ins” but after discussion it was agreed it is too late to make the call for this year.
- **Country Teams event:** Needs promotion particularly “no pairs”.

6.4. Strategic Plan meeting:

- **Ranking:** All participants have responded. Jeff and Julie will meet to review the rankings, then advise next steps.
- **Education:** As agreed, Vincia has begun discussions with training providers (Paul Rooms, Di Ellis) - Di will most likely not be available in the first half of the year. After discussion, it was concluded that it would probably be difficult to get anything up and running before then anyway. It was agreed to come up with a list of topics for lessons then determine who was best suited to provide the training. Ken described the format for Beginners’ lessons in the Joan Butt system – 6 x basic lessons, followed by 6 weeks of supervised play; then 1 lesson / month on further systems (e.g. Basic Stayman, etc). All agreed it seemed to be a sensible approach.
- **State Open Teams:** The State Open Finals clashes with our Club Teams event in November so it is proposed to move the Club Teams to 20th October. An email will be sent to all members as soon as the date is confirmed.

7. NEXT MEETING

Thursday 14th March at 1:15pm

8. MEETING CLOSE

Meeting concluded at 3:00pm

Confirmed to be a true record of the meeting

Jeff Biddlecombe 28/3/2019

PLEASE SEE NEXT PAGE FOR ACTION LOG

ACTION LOG

Category	Action	Due date	Status	Who
2019 Congress	Confirm sponsors		Pending	Jeff
	Arrange printing of brochures	Mid-March		Jeff
	Confirm sub-committee	After Gold Coast		Jeff
	Follow-up visit to venue and amend protocol as required	14/3		Jeff
Promotion and Publicity	Resolve extended display issues	14/3		Ken
	Update procedure for PowerPoint display	14/3		Carolyn
	Provide schedule of Congresses to Caroline	After Gold Coast		Rosalie
	Display PowerPoint content on noticeboard	Ongoing		Caroline
Membership Renewal	Email unfinancial members	Early March		Ken
	Post outstanding list on display	Early March		Ken
Vouchers for Restricted Players	Prepare vouchers	After Gold Coast		Jeff
	Document the rules	Early March		Julie
	Announce to players	Early March		Jeff
Catering Roster	Prepare list of events that require catering	Early March		Ailsa
	Request volunteers	14/3		Ailsa
	Advise Graded Pairs players re social after April event	1/3		Ken
Country Teams Qualifying	Add event to website	After Gold Coast		Ken
	Publicize "no pairs", just teams	w/c 25/2		
Country Teams Regional Final	Prepare "to do" list for Tony	After Gold Coast		Ken
Cleaners	Review list of jobs for completeness	After Gold Coast		Rosalie
	Negotiate additional jobs as part of price increase	After Gold Coast		Ken
	Obtain quotes for additional clean of men's toilets	After Gold Coast		Ken
Strategic Plan	Review rankings; advise next steps	After Gold Coast		Jeff / Julie
	Agree list of topics for lessons	14/3		All
Club Teams	Email John Stuart re date for October HIC	18/2		Julie
	Finalize date and advise members	ASAP		Ken/Julie

Newcastle Bridge Club								
Performance to Budget for year to date								
		Month	YTD January 2019			Full Year		
	Note	Actual	Actual	Budget	Prev Yr	Rev Bud	Update	Resp
Income								
Evening SV play		738	4,652	4,848	4,666	8,280	8,000	
Thursday day		1,375	8,666	8,664	7,892	14,904	14,500	
Thursday night			0	0	2,176	0		
Friday day		1,541	9,207	8,448	8,568	14,688	15,400	
Saturday day		1,240	6,974	6,108	6,418	10,308	11,000	
Monday day		1,229	6,722	5,658	5,826	9,972	10,500	
Monday night		498	3,642	3,438	3,411	6,060	6,000	
Tuesday day		1,601	11,717	11,808	12,412	20,880	19,600	
Wednesday day		1,075	6,276	6,354	6,486	11,268	10,500	
<i>Table Fees Sub-total</i>		9,297	57,856	55,326	57,855	96,360	95,500	
Congress				0		14,000	14,000	JeB
Subscriptions		2,170	9,950	11,000	10,075	11,500	11,000	TW
Country Teams/GNOT/HICT/Club weekend			1,292	900	776	1,900	1,900	TW
Board Dealing		132	766	1,050	1,036	1,800	1,500	TW
Other Income			75	0	177	400	400	TW
Total Income		11,599	69,939	68,276	69,919	125,960	124,300	
Expenses								
Accounting			1,760	1,800	1,700	1,800	1,760	TW
Advertising				0	41	0		JeB
Capitation (ABF)			42	100	36	4,550	4,550	JuB
Card dealing	A	186	918	875		1,500	1,500	TW
Cleaning		774	5,905	6,076	5,808	10,192	10,100	JuB
Affiliation Fee (NSWBA)		0	3,030	2,900	2,844	2,900	3,030	JuB
Directors				200	225	200	200	PP
Congress				0	260	12,000	12,000	JeB
Computer Systems		600	1,230	700	1,011	1,200	1,200	TW
Consumables		750	4,265	2,940	2,661	5,040	6,000	TW
Depreciation				0		8,000	8,000	TW
Donations				0		250	250	JuB
Electricity			1,481	1,700	1,566	3,400	3,000	TW
Insurance		2,430	2,430	2,500	2,231	2,500	2,500	TW
Printing, Stationery, Post		926	1,864	2,275	3,024	3,900	3,000	JuB
Prizes	B		3,386	3,450	2,648	6,400	6,400	KW
Rates		2,474	8,819	8,950	7,896	12,000	12,000	TW
Refreshments		331	2,082	2,450	2,165	4,200	3,500	KW
Repairs and Maintenance		356	1,492	2,275	4,561	3,900	3,000	VM
Subscriptions/Memberships			46	100	95	100	100	TW
Social		63	3,524	3,868	2,672	4,368	4,300	JeB
Masterpoints			1,449	1,600	754	3,000	3,000	KW
State/National comps		173	2,612	1,100	1,291	2,000	2,500	TW
Telecommunications		101	741	840	757	1,440	1,300	TW
Office Wages & Super		1,398	6,570	6,510	6,468	10,920	10,500	TW
Wages - NPD		980	6,300	6,510	6,310	10,920	10,920	TW
Total Expenses		11,542	59,946	59,719	57,024	116,680	114,610	
Surplus/(deficit) from Bridge		57	9,993	8,557	12,895	9,280	9,690	
Other Income & Expenses								
Interest Income		0	1,467	1,950	1,414	2,980	3,000	TW
Loss on Asset disposals				0				TW
Unusual Expenses				0				TW
Total surplus (deficit)		57	11,460	10,507	14,309	12,260	12,690	
Notes:								
A. Not previously shown on separate line								
B. Timing of payments								

Newcastle Bridge Club										
Treasurers Report										
January 2019										
Funds on hand at 31 January 2019				Int Rate	Maturity		Int Paid			
	ANZ Cheque account		\$10,828							
	ANZ Online Saver		\$523	0.40%	On call		Monthly			
	ANZ Term Deposit		\$86,910	2.68%	31-Aug-19		Monthly			
	Greater - Term Deposit 1		\$10,000	1.75%	15-Mar-19		Maturity			
	Greater - Term Deposit 2		\$30,000	2.50%	15-Nov-19		Monthly			
			\$138,261							
Table count per session										
				January YTD			Prior Year comparison			
				Budget	Actual	Variance	%	Pr Year	Variance	%
	Tue/Wed	Night(SVP)	202.0	203.5	1.5	0.7%	206.5	-3.0	-1.5%	
	Thursday	Day	361.0	373.3	12.3	3.3%	341.0	32.3	9.5%	
	Thursday	Night	0.0	0.0			98.0			
	Friday	Morning	352.0	388.5	36.5	9.4%	367.5	21.0	5.7%	
	Saturday	Afternoon	262.0	302.5	40.5	13.4%	275.5	27.0	9.8%	
	Monday	Afternoon	243.0	291.0	48.0	16.5%	256.0	35.0	13.7%	
	Monday	Night	150.0	159.5	9.5	6.0%	149.0	10.5	7.0%	
	Tuesday	Morning	492.0	493.0	1.0	0.2%	517.5	-24.5	-4.7%	
	Wednesday	Day	272.0	268.0	-4.0	-1.5%	286.0	-18.0	-6.3%	
	Weekend events			8.0						
	Total		2334.0	2487.3	153.3	6.2%	2497.0	-9.7	-0.4%	
Excluding the Thursday night discontinuation (98 tables) increase over last year is 3.7%										
Profit & Loss Comments - Seven months to January										
Profit of \$11,460 to date remains ahead of budget but lower than last year. Update of budget for the full year now indicates a profit slightly higher than previously predicted.										
Table numbers were well above budget for Dec/Jan - table fee now 4.6% ahead of budget YTD. Subscriptions to date are in line with last year.										
Key factors in expenses v last year are Consumables +\$1,604, Rates +\$923, State/Nat Comps +\$1,321, partly offset by Repairs & Maintenance lower by \$3,069										
Tony Wagstaff										
February 2018										