



Committee Meeting Agenda

Date/Time of Meeting: 28th March 2019 to start at 1.15pm

Agenda Items:

- 1 Apologies:** Peter Peterson, Tony Wagstaff (may need to leave early)
- 2 Minutes of previous Committee meeting** dated Thursday 14 February 2019
- 3 Correspondence**
 - 3.1 Invitation to participate in Bill Hughes Simultaneous Pairs
- 4 Carry-over Issues:**
 - 4.1 2019 Congress – updateJeff
 - 4.2 Publicity & PromotionCarolyn / Howard
 - 4.3 Membership renewals.....Ken
 - 4.4 Vouchers for Restricted players – update.....Jeff
 - 4.5 Catering roster.....Ailsa
 - 4.6 Country Teams Regional FinalKen
 - 4.7 Cleaners – update.....Ken
 - 4.8 Management Plan document.....Jeff / all
 - 4.9 Education.....Vincia
 - 4.10 Club TeamsKen
- 5 Financial:**
 - 5.1 ReportsTony
- 6 New Business:**
 - 6.1 Country Teams Qualifying RegulationsRosalie
 - 6.2 Mixed Pairs RegulationsRosalie
 - 6.3 General businessAll
- 7 Date for the next committee meeting:**

Thursday 9th May at 1.15pm (no meeting in April)

COMMITTEE MEETING MINUTES: March
2019

Location:	Newcastle Bridge Club	Date:	28 th March 2019
Chair:	Jeff Biddlecombe	Time:	1:20pm
Attendees:	Jeff Biddlecombe, Howard Bridgman (left at 2pm), Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Ken Wilks		

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

Jeff opened the meeting.

Apologies: Peter Peterson, Tony Wagstaff

2. MINUTES OF PREVIOUS MEETING

Howard moved that the minutes of the last meeting (14/02/2019) be accepted. Ken seconded the motion and Jeff signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

NBC received an invite to participate in the Bill Hughes Sim Pairs. This is an international event where a pairs event is held and scored internationally during the same week. NBC has never participated in the event and will not do so this year. Apart from the cost, such competitions have become less popular since dealing machines (and hand records) have been in use. No action required.

4. CARRY-OVER ISSUES
4.1. 2019 Congress

- A follow up visit was made to the venue. A potential issue is the lack of heating. Jeff will check a week prior to the event and decide if we need to do anything.
- A list of volunteers (kitchen, baking, logistics, etc) is needed.
- Caddie arrangements were discussed. However, as the director prefers to do this himself, there will be no further action.
- An extra pie warmer has been booked.
- There is concern that participants might go to the previous venue. Jeff agreed to ask Callaghan College if we can put a sign on their gate over that weekend. The event (and venue) will be promoted on Facebook; players are also being reminded by email that the venue has changed when they register.
- Ken agreed to provide a list of things that need attention in his absence.

4.2. Promotion and Publicity

- Howard circulated a PowerPoint slide for April. It was agreed that only the Public Holidays when there will be no Bridge need to be shown. Howard agreed to amend the slide, email the file and print a copy for the Notice Board.
- Ken advised that there are still issues with extended display.
- Howard advised that he is not sure he can cover the social after the Graded Pairs on 5 April. Jeff agreed to liaise with him to make sure it happens.
- Caroline is aiming for the Winter Newsletter to be available 01 June. She will also do a special Congress Newsletter with Congress highlights after the event.

AGENDA ITEM (refer to last page for Action log)

- Caroline advised that she can get the Newsletter printed by Lake Mac Printing – 90 copies for \$12 (B&W). Printing costs for the Autumn Newsletter were \$40 (for less copies) so it was agreed to use Lake Mac.

4.3. Membership Renewal

- Ken estimates that 28 of the 316 home members will be cancelled after the cut-off on 31st March.
- Ailsa requested a list of members' names and addresses once the membership is finalized (for use in her welfare role).

4.4. Vouchers for Restricted Players

The program is ready to go – vouchers have been printed and laminated, the procedure has been written, and it has been announced at the Thursday session. It will commence on 4th April.

4.5. Catering Roster

Ailsa had circulated a draft list prior to the meeting. The following volunteer gaps were discussed:

GNOT: Ken to arrange

AGM: List of members suggested for Ailsa to contact

Club Teams and Pairs Championships: List of members suggested for Ailsa to contact

Country Teams Regional Final (2nd June): Julie confirmed can assist Ailsa

Christmas parties: Will be the same as last year (each session to organize if interested; Club will provide wine and Christmas cake)

4.6. Country Teams Regional Final

Ken advised that he has sent "to do" lists to Peter Peterson and Tony Wagstaff (who have agreed to coordinate the event in Ken's absence).

4.7. Cleaners

Ken advised that he had sent requests for quotes to 3 businesses, including the one that does the medical building across the road. They quoted \$693/week (current rate after increase is \$220/week); the other 2 businesses failed to respond. It would appear that we are getting a reasonable deal from the current cleaners despite the increase.

The cleaning schedule has been changed from Mon/Thu to Mon/Wed.

The current cleaners have advised that the cost for one additional clean of the men's toilets each week would be \$55/week. The Committee agreed that this seemed reasonable and that subject to Tony's approval, we should proceed. The cleaning regime still needs to be finalized – Rosalie and Ken to agree the list.

4.8. Management Plan Document

After discussion it was agreed that a follow up meeting is needed to discuss the draft document and agree the next steps. The meeting will be held Thursday 4th April at 1:20pm.

4.9. Education

- Ken advised that he could be available to conduct lessons later in the year.
- Jeff and Wayne Morgan are considering a Refresher course for Beginners which would slot in when the current Beginners' Classes have finished.
- Paul Rooms is interested in running a series of lessons on Defence. The lessons would be suitable for Beginners and Intermediate players who are familiar with the fundamentals of bidding. The only time slot currently available at the Club is Friday afternoon after 1:45pm. It is envisaged that the lessons would last for approximately 6 weeks but that it would not be obligatory to attend every session. Vincia will follow up with Paul to confirm dates, minimum number of participants required and cost.
- Vincia advised that she and Graham Rummey are prepared to offer a short informal session at the end of the Tuesday night session 1 night / month.

4.10. Club Teams

The date has been changed to 21st July. Members have been notified by email.

AGENDA ITEM (refer to last page for Action log)

5. FINANCIAL REPORTS

Tony was absent from the meeting but had circulated his reports prior to the meeting. Key points:

- Profit of \$12867 to date is slightly below budget and also lower than last year. Full year now indicates a profit slightly higher than budget.
- Table numbers are 3.4% above budget YTD but table fees are up by only 1.6% YTD. This difference is due to the cost of the “stand by” program, which was not allowed for in the budget. The full year update allows for the stand by vouchers.
- Subscriptions to date are in line with last year.
- Key factors in expenses compared with last year are Consumables +\$1295, Rates +\$923, State/Nat Comps +\$1321. These are partly offset by Repairs & Maintenance lower by \$2643.

Ken moved that the Financial Reports be accepted; Jeff accepted the motion.

6. NEW BUSINESS

6.1. Country Teams Qualifying Regulations

Deferred until the next meeting due to the absence of Peter Peterson

6.2. Mixed Pairs Regulations

Deferred until the next meeting due to the absence of Peter Peterson.

6.3. General Business

There were only 6.5 tables at the Wednesday session this week and the indicators are that it is unlikely to improve. The proposal is to change the session time to 10:00am – 1:30pm commencing 1st May. The decision will be announced at the Wednesday session next week, then communicated via Facebook, email, and on the webpage. The rationale is that numbers have continued to decline which makes movements difficult.

7. NEXT MEETINGS

Management Planning Meeting:

Thursday 4th April at 1:20pm

Committee Meeting:

Thursday 9th May at 1:20pm

8. MEETING CLOSE

Meeting concluded at 2:30pm

Confirmed to be a true record of the meeting



Handwritten signature and date: J. Biddlecombe 9.5.19

PLEASE SEE NEXT PAGE FOR ACTION LOG

ACTION LOG

Category	Action	Due date	Status	Who
2019 Congress	Check if lack of heating is an issue	7/6		Jeff
	Prepare list of volunteers	April		Jeff, Julie, Ailsa
	Arrange to put sign on gate at Callaghan College	April		Jeff
Promotion and Publicity	Resolve extended display issues	Ongoing		Ken
	Update procedure for PowerPoint display	April		Howard
	Display PowerPoint content on noticeboard	Ongoing		Howard
Membership	Provide updated list of members' addresses to Ailsa	April		Ken
Vouchers for Restricted Players	Commence the program	4/4		Jeff
Catering Roster	Contact members to fill gaps for AGM BBQ, Club Teams and Pairs Championships	April		Ailsa
Cleaners	Review list of jobs and discuss with cleaners	April		Rosalie / Ken
Management Plan	Review document and agree next steps	4/4		All
Education	Finalize arrangements for Refresher for Beginners	April		Jeff
	Agree details for Defence lessons with Paul Rooms	April		Vincia
	Introduce informal session after Tuesday night supervised play	April		Vincia
Wednesday Bridge	Announce decision to change session time from 1/5	3/4		Jeff
	Communicate change via Facebook	After 3/4		Caroline
	Communicate change via email	After 3/4		Julie
	Update webpage to reflect the change	After 3/4		Ken

Newcastle Bridge Club										
Treasurers Report										
February 2019										
Funds on hand at 28 February 2019			Int Rate	Maturity		Int Paid				
	ANZ Cheque account	\$10,095								
	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	1.50%	15-May-19		Maturity	Rolled over March ↓			
	Greater - Term Deposit 2	\$30,000	2.50%	15-Nov-19		Monthly				
Table count per session										
			February YTD				Prior Year comparison			
			Actual	Budget	Variance	%	Pr Year	Variance	%	
	Tue/Wed	Night(SVP)	234.5	232.0	2.5	1.1%	230.5	4.0	1.7%	
	Thursday	Day	425.8	423.0	2.8	0.7%	395.5	30.3	7.7%	
	Thursday	Night	0.0	0.0			106.0	-106.0		
	Friday	Morning	440.0	414.0	26.0	5.9%	416.5	23.5	5.6%	
	Saturday	Afternoon	339.5	306.0	33.5	9.9%	314.0	25.5	8.1%	
	Monday	Afternoon	329.0	282.0	47.0	14.3%	284.0	45.0	15.8%	
	Monday	Night	191.0	178.0	13.0	6.8%	171.0	20.0	11.7%	
	Tuesday	Morning	559.5	580.0	-20.5	-3.7%	591.5	-32.0	-5.4%	
	Wednesday	Day	303.5	320.0	-16.5	-5.4%	330.5	-27.0	-8.2%	
	Weekend events		8.0							
	Total		2830.8	2735.0	95.8	3.4%	2839.5	-8.7	-0.3%	
Excluding the Thursday night discontinuation (106 tables) increase over last year is 3.6%										
Profit & Loss Comments - Eight months to February										
Profit of \$12,867 to date is slightly below budget and also lower than last year.										
Full year now indicates a profit slightly higher than budget.										
Table numbers are 3.4% above budget YTD, although table fees are up only 1.6% YTD. This difference relates to the cost of the 'stand by' program, which was not allowed for in budget.										
The full year update allows for stand by vouchers.										
Subscriptions to date are in line with last year.										
Key factors in expenses v last year are Consumables +\$1,295 Rates +\$923, State/Nat Comps +\$1,321, partly offset by Repairs & Maintenance lower by \$2,643										
Tony Wagstaff										
March 2018										