



Committee Meeting Agenda

Date/Time of Meeting: 4th July 2019 to start at 1.30pm

Agenda Items:

- 1 Apologies:** Ailsa Kearney
- 2 Minutes of previous Committee meeting** dated Thursday 9th May 2019
- 3 Correspondence**
 - 3.1 Orange Bridge Club Congress 3-4th August
 - 3.2 Hunter Interclub Teams – Tomaree Bridge Club Sunday 14th July
 - 3.3 Toronto Bridge Club annual Swiss Teams Congress Sunday 25th August
 - 3.4 NSWBA – Regional Get Together Saturday 6th July
- 4 Carry-over Issues:**
 - 4.1 2019 Congress wrap upJeff
 - 4.2 Publicity & PromotionCaroline
 - 4.3 Management Plan - update.....Jeff / Tony / Caroline
 - 4.4 Education - updateVincia
 - 4.5 Country Teams Qualifying RegulationsPeter / Rosalie
 - 4.6 Mixed Pairs RegulationsPeter / Rosalie
 - 4.7 Medical Illness procedureAilsa
- 5 Financial:**
 - 5.1 ReportsTony
- 6 New Business:**
 - 6.1 Session SocialsTony
 - 6.2 Club Championship Teams (R) – encouragement prizeJeff
 - 6.3 Format of competition regulations on our websiteRosalie
 - 6.4 Conduct and etiquette at BridgeCaroline
 - 6.5 Review Action logAll
- 7 Date for the next committee meeting:**
Thursday 8th August at 1.30pm

COMMITTEE MEETING MINUTES: 04 July

2019

Location:	Newcastle Bridge Club	Date:	04 July 2019
Chair:	Jeff Biddlecombe	Time:	1:30pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, 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 at 1:25pm

Apologies: Ailsa Kearney

2. MINUTES OF PREVIOUS MEETING

Tony moved that the minutes of the last meeting (9/05/2019) be accepted. Rosalie seconded the motion and Jeff signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

- 3.1. **Email from Orange Bridge Club re Congress 3-4th August. Brochure displayed.**
- 3.2. **Email re HIC Teams at Tomaree Bridge Club Sunday 14th July. Brochure displayed.** Julie to send email advising that Vincia is contact re HIC for NBC.
- 3.3. **Email from Toronto Bridge Club re annual Swiss Club Teams Congress Sunday 25th August. Brochure displayed.**
- 3.4. **Email from NSWBA re Regional Get Together Saturday 6th July.** Jeff to send apology to Alan Bustany.
- 3.5. **Email from Paul Rooms commenting on favourable response to recent Defence lessons.** Comment that payment for hire of hall has not yet been received. Vincia to contact Paul and request payment (\$50).
- 3.6. **Communication received from Greg Mayo re competition entry requirements.** Peter to respond with input from Rosalie and Ken. Response to be documented in next minutes.

4. CARRY-OVER ISSUES

4.1. 2019 Congress Wrap Up

- Mostly favourable feedback received re the venue. A few issues – sound system and projector not working for first session; several power points not working. These issues can be resolved by communicating with the school instead of OOSH.
- No volunteer as yet to organize / convene next year's Congress.
- Profit approximately \$1800 (some bills yet to be processed).

4.2. Promotion and Publicity

- Nothing to report – everything working well.
- Opportunity to improve website content.

4.3. Management Plan Update

- The sub-committee (Jeff, Caroline and Tony) have met and are working through the actions. Will report back in due course.

AGENDA ITEM (refer to last page for Action log)

4.4. Education Update

- Vincia will meet with Janet Hill to discuss options and plan next steps.
- The next Beginners' lessons are due to commence w/c 15/7. Course length must be addressed. Jeff agreed to discuss with Wayne and resolve.

4.5. Country Teams (Qualifying) / GNOT (Qualifying) Regulations

- The current situation with the risk of walk-ins makes it difficult for the Convenor to manage numbers.
- Agreed that registrations will close 4 days prior to the event so that correct boards can be dealt, and dealers know what is required.
- Need to publicize "no walk-ins" on the website.

4.6. Mixed Pairs Regulations

After discussion it was agreed that:

- Seating would be organized according to external advice.
- The event is only open to mixed pairs.
- Registrations will close 4 days prior to the event; no walk-ins allowed.

4.7. Medical Illness Procedure

Ailsa has reviewed and updated the Medical Procedure. The document was in principle approved by the Committee. Next steps:

- Caroline to liaise with Ailsa to finalize the document (a few changes to wording required).
- The final document will be emailed to all Directors and a copy kept in the Emergency Contacts Folder at the sign-in desk.

5. FINANCIAL REPORTS

Tony stressed that the reports are not yet final for the end of the financial year as some charges relating to the year have not been received. The profit of \$14,358 is probably overstated with the final figure estimated to be approximately \$12,500.

Table numbers are 3.5% above budget although table fees are up by only 1.7%. This difference relates to the cost of the 'stand by' program, which was not allowed for in the budget.

Excluding the discontinuation of the Thursday night session (106 tables), the increase in table numbers over last year is 4.2%.

Key factors in expenses v last year are Rates (+\$983), Social ((+\$1112, mainly anniversary lunch), partly offset by Repairs & Maintenance (-\$2,511). Cleaning costs are starting to trend upwards reflecting the recent cost increase.

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

6. NEW BUSINESS

6.1. Sessions Socials

Tony is concerned that income and expense records for Socials are difficult to interpret. After discussion it was agreed that:

- Food purchased for Saturday socials will be kept separate from that bought for Wednesday and Thursday socials.
- There is no benefit to have separate job numbers for expenses for different days. They will be recorded as one job number from the start of the new financial year.

AGENDA ITEM (refer to last page for Action log)

6.2. Encouragement Award for Club Championship Teams (R)

It was agreed to give an encouragement award to the highest placed team based on a combined MPs level to be determined by the Committee based on entries.

6.3. Format of Competition Regulations on our Website

Rosalie commented that the Regulations are confusing mainly due to wording and layout. Alan Hemmingway has agreed to review the documents and propose amendments for review by Peter (but no change to the rules).

6.4. Conduct and Etiquette at Bridge

Caroline presented a document she had prepared as follow up to an issue identified in the Management Plan review. The document was approved by the Committee. The document will be laminated and displayed at the Club.

6.5. Plants at the front of the Club Building

Rosalie advised that she is continuing to investigate options to get rid of the dying conifers at the front of the building.

6.6. Friday Graded Pairs

Rosalie has prepared a discussion paper and will email it to the Committee for review.

7. NEXT MEETINGS

Committee Meeting:

Thursday 8th August at 1:30pm

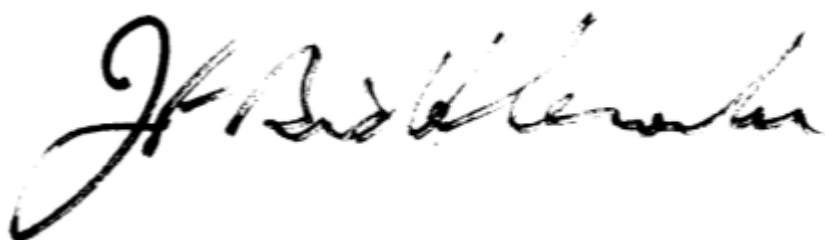
AGM:

Saturday 14th September at 11:00am

8. MEETING CLOSE

Meeting concluded at 3:20pm

Confirmed to be a true record of the meeting

A handwritten signature in black ink, appearing to read 'J. B. Hemmingway', written in a cursive style.

6/08/2019

PLEASE SEE NEXT PAGE FOR ACTION LOG

ACTION LOG

Category	Action	Due date	Who
Promotion and Publicity	Resolve extended display issues	Ongoing	Ken
	Update procedure for PowerPoint display	After extended display issues resolved	Caroline
	Improve website content		
Catering Roster	Contact members to fill gaps for AGM BBQ, GNOT Regional Final, Club Teams and Pairs Championships	Ongoing	Ailsa
Management Plan	Sub – committee to meet and progress	Ongoing	Tony / Jeff / Caroline
Education	Finalize arrangements for Refresher for Beginners	Before lessons commence	Jeff
	Introduce informal session after Tuesday night supervised play		Vincia
	Prepare schedule for next lessons	WIP	Vincia
	Review format for next Beginners' lessons and advertise	WIP	Jeff
WHS	Review Medical Emergency Procedure	WIP	Ailsa
	Check First Aid kit for compliance	Complete	Ailsa
	Investigate options to eliminate trip hazard due to floor lamp		
2020 Congress	Find an organizer / convenor	WIP	
Competition Regulations	Review format	WIP	
Friday Graded Pairs	Review format for 2020	WIP	

Newcastle Bridge Club									
Treasurers Report									
May 2019									
Funds on hand at 30 June 2019				Int Rate	Maturity		Int Paid		
	ANZ Cheque account	\$21,871							
	ANZ Online Saver	\$529	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-Jul-19		Maturity	Rolled over June - rate?		
	Greater - Term Deposit 2	\$30,000	2.50%	15-Nov-19		Monthly			
Table count per session									
			Full year				Prior Year comparison		
			Actual	Budget	Variance	%	Pr Year	Variance	%
	Tue/Wed	Night(SVP)	358.0	351.0	7.0	2.0%	334.0	24.0	7.2%
	Thursday	Day	678.3	631.0	47.3	7.0%	618.5	59.8	9.7%
	Thursday	Night	0.0				106.0	-106.0	
	Friday	Morning	649.0	622.0	27.0	4.2%	618.0	31.0	5.0%
	Saturday	Afternoon	488.5	450.0	38.5	7.9%	462.5	26.0	5.6%
	Monday	Afternoon	496.5	435.0	61.5	12.4%	427.0	69.5	16.3%
	Monday	Night	306.5	268.0	38.5	12.6%	266.0	40.5	15.2%
	Tuesday	Morning	839.0	886.0	-47.0	-5.6%	897.5	-58.5	-6.5%
	Wednesday	Day	457.5	490.0	-32.5	-7.1%	485.5	-28.0	-5.8%
	Weekend events		8.0						
	Total		4281.3	4133.0	148.3	3.5%	4215.0	66.3	1.6%
	Excluding the Thursday night discontinuation (106 tables) increase over last year is 4.2%								
Profit & Loss Comments - Full year									
	Current profit for year of \$14,358 is probably overstated as some charges are yet to be received.								
	Expect final profit to be around \$12,5000								
	Table numbers are 3.5% above budget, although table fees are up only 1.7%. This difference relates to the cost of the 'stand by' program, which was not allowed for in the budget.								
	Key factors in expenses v last year are Rates +\$983, Social +\$1,112 (anniversary lunch), partly offset by Repairs & Maintenance lower by \$2,511								
Tony Wagstaff									
July 2018									