



Committee Meeting Agenda

Date/Time of Meeting: 6th August 2019 to start at 1.30pm

Agenda Items:

- 1 Apologies:** Caroline Carey, Vincia Martin
- 2 Minutes of previous Committee meeting** dated Thursday 4th July 2019
- 3 Correspondence**
 - 3.1 NSWBA proposal for Seniors Week.....Jeff
- 4 Carry-over Issues:**
 - 4.1 2020 CongressJeff
 - 4.2 Management Plan updateJeff
 - 4.3 Education updateJeff
 - 4.4 Medical Incident ProcedureAilsa
 - 4.5 Competition Regulations on websiteRosalie
 - 4.6 Response to Greg MayoPeter
 - 4.7 Friday Graded PairsAll
 - 4.8 Thursday players and Wednesday session.....All
- 5 Financial:**
 - 5.1 ReportsTony
- 6 New Business:**
 - 6.1 AGM.....All
 - 6.2 NBC Website.....Ken
 - 6.3 2020 Program preparation.....Julie
 - 6.4 Review Action logAll
- 7 Date for the next committee meeting:**
TBA (after the AGM)



COMMITTEE MEETING MINUTES: 06 August 2019

Location:	Newcastle Bridge Club	Date:	06 August 2019
Chair:	Jeff Biddlecombe	Time:	1:30pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Ailsa Kearney, 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: Caroline Carey, Vincia Martin

2. MINUTES OF PREVIOUS MEETING

Ken moved that the minutes of the last meeting (4/07/2019) be accepted. Tony seconded the motion and Jeff signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

3.1. Correspondence from Greg Mayo re competition entry requirements – follow up: Peter circulated his response. No further action required. File with Minutes.

3.2. NSWBA Proposal re Seniors' Week promotion. Jeff has contacted NSWBA (Wing) and advised that we do support the proposed activity and will provide people to man a stall in Newcastle. The promotion is dependant on NSWBA's successful application for a grant.

4. CARRY-OVER ISSUES

4.1. 2020 Congress

- We have applied to NSWBA to hold the Congress in June 2020
- Director (Matthew McManus) is available; has recommended 9-Board matches instead of 10
- Rosalie suggested a possible Convenor and will initiate discussions
- South Kotara Primary School Hall is available but booking needs to be confirmed later in the year when the 2020 school calendar is available (Jeff)
- A participant in this year's Congress queried why the prize money is not the same for all grades. Reason: We follow the convention used at other congresses plus there are more participants in the open section, so it is appropriate that the prize pool reflects this.

4.2. Management Plan Update

Progress is ongoing:

- Youth: Jeff has had initial meetings with Merewether High School and Hunter School of Performing Arts re Y10 involvement.
- Kitchen upgrade: Details of the kitchen revamp are yet to be finalized. There is concern that some members are reluctant to help clean up the kitchen after bridge sessions.
- Simple instructions will be prepared for the cleaning of cups / operation of the dishwasher.

AGENDA ITEM (refer to last page for Action log)

4.3. Education Update

- The format of Beginners' lessons has been modified to include 4 weeks of supervised play sessions after the first 6 weeks of lessons.
- There is concern that the change in format has not gone far enough – we should be complying with ABF's recommendation. Rosalie and Ken agreed to contact ABF and Joan Butt to get a clear understanding of their recommended approach so that we can use this as the basis for a structured plan of lessons for 2020.

4.4. Medical Incident Procedure:

- Ailsa has made the amendments as requested and circulated the document. The only change required is to change the name from Medical Illness Procedure to Medical Incident Procedure. The next step is to email the final document to all Directors (Peter) and file a copy in the Emergency Contacts Folder at the sign-in desk (Ailsa).
- A Document Register / Procedure is required. Julie agreed to prepare and circulate a document for comment.

4.5. Competition Regulations:

- The revised document was reviewed and accepted.
- A thank you will be sent to Hilary Hall for an excellent job in re-wording the Regulations (Ailsa)
- They will be displayed on the noticeboard (Rosalie) and posted on the website (Ken)

4.6. Friday Graded Pairs:

- Rosalie had circulated a discussion document re this competition
- It was agreed that numbers continue to be a concern and that changes made in the past have not had any impact
- It was agreed to review Graded Pairs at the end of the current competition (October Committee meeting) and make a decision re 2020.

4.7. Thursday Players and Wednesday session:

- There is no interest among Thursday players to participate in the Wednesday session. Some Thursday players are already playing at other sessions on their own volition.
- There is also no interest from Tuesday night players to play on Monday nights
- Ken commented that the Blue voucher system has had little if no impact – there is negligible use of the vouchers. They are also difficult to award as the first eligible pair is often well down the field. It was agreed to discontinue the program immediately.

5. FINANCIAL REPORTS

Tony tabled the reports for July which included a proposed budget for FY 2019/2020. Cost increases forecasted for the year are generally offset by reduced costs for Social (anniversary luncheon last year) and Consumables (less allowed for cards). Predicted profit is \$12796 which is slightly more than last year.

July figures are favourable to last year due to it being a 5-week banking month this year.

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

AGENDA ITEM (refer to last page for Action log)

6. NEW BUSINESS

6.1. AGM

The AGM will be held on Saturday 14th September at 11:00am and will be followed by a BBQ.

Notices need to go out at least 2 weeks prior. This will happen via a Pianola email and will also be posted on the notice board.

6.2. NBC Website

We need to set up a new folder in the Documents tab for the Conduct and Etiquette document. The cost to enable this is \$100 + GST. Ken will confirm that this will allow us to add new folders ad infinitum and will proceed if this is the case.

6.3. Preparation of 2020 Program and Booklet

Julie advised that the Program needs to be well advanced by the end of September as she will be away for all of October.

Tony agreed to review the prizes by session based on last year's attendances.

Julie will populate a calendar with public holidays, school holidays, Congresses and other events (based on the NSWBA draft calendar).

Ken commented that the Team events (GNOT, Country Teams, Club Teams) need to be spread out more than this year to avoid dealing issues.

7. NEXT MEETINGS

AGM:

Saturday 14th September at 11:00am

Committee Meeting:

Thursday 10th October at 1:30pm (TBC). Julie is an apology.

8. MEETING CLOSE

Meeting concluded at 3:00pm

Confirmed to be a true record of the meeting

Signed by Jeff Biddlecombe 10/10/2019

PLEASE SEE NEXT PAGE FOR ACTION LOG

ACTION LOG

Category	Action	Due date	Who
Promotion and Publicity	Resolve extended display issues An old laptop is available – this will partly solve the issue and will be a good fallback to be able to run announcements independently of Bridge	Ongoing	Ken
	Update procedure for PowerPoint display	After extended display issues resolved	Caroline
	Improve website content		
Management Plan	Sub – committee to meet and progress	Ongoing	Tony / Jeff / Caroline
Education	Contact ABF and Joan Butt to determine best practice for lessons	By October	Ken / Rosalie
	Prepare schedule for next lessons	For 2020	Vincia
Friday Graded Pairs	Review format for 2020	October	All

Newcastle Bridge Club							
Performance to Budget for July 2019							
	Note	YTD July			Full Year		Resp
		Actual	Budget	Prev Yr	Budget	2018-19	
Income						Estimate	
Thursday day		1,810	1,674	917	15,624	15,518	
Friday day		1,484	1,554	1,122	14,544	14,993	
Saturday day		1,068	1,170	905	11,358	11,078	
Monday day		1,063	1,194	714	11,088	11,191	
Monday night		432	690	456	6,966	6,868	
Tuesday day		2,052	2,034	1,752	19,056	19,494	
Tuesday Night SVP		716	834	739	7,752	7,981	
Wednesday day		1,131	1,170	1,058	11,178	10,457	
Club Sunday Events		318	288	288	576	462	
<i>Table Fees Sub-total</i>		10,074	10,608	7,951	98,142	98,042	
Congress			0		15,000	14,930	JeB
Subscriptions		100	0	60	11,600	11,615	TW
Country Teams/GNOT/HICT			0		1,500	1,558	TW
Board Dealing		149	125	84	1,500	1,366	TW
Other Income			0		300	215	TW
Total Income		10,323	10,733	8,095	128,042	127,726	
Expenses							
Accounting			0		1,800	1,760	TW
Advertising			0		0		JeB
Capitation (ABF)			0		4,900	4,746	JuB
Card Dealing		180	130	102	1,560	1,542	TW
Cleaning		1,005	880	968	11,440	10,700	JuB
Affiliation Fee (NSWBA)			0		3,200	3,030	JuB
Directors			0		200		PP
Congress			0		13,000	13,000	JeB
Computer Systems			110		1,320	1,274	TW
Consumables		327	450	54	5,400	6,657	TW
Depreciation	A		0		8,000	8,000	TW
Donations			0		200	187	JuB
Electricity			0		3,400	3,267	TW
Insurance			200		2,700	2,605	TW
Printing, Stationery, Post		709	340	61	4,080	4,092	JuB
Prizes		788	660	724	6,000	5,286	KW
Rates		3,153	3,600	3,397	12,900	11,745	TW
Refreshments		358	320	204	3,840	3,703	KW
Repairs and Maintenance		-201	300	171	3,600	3,097	VM
Subscriptions/Memberships		52	0		100	169	TW
Social		-10	150	395	2,150	4,424	JeB
Masterpoints			0		3,000	2,953	KW
State/National comps			0	101	2,200	2,954	TW
Telecommunications		103	110	109	1,320	1,282	TW
Office Wages & Super		1,049	840	779	10,920	10,620	TW
Wages - NPD		910	840	770	10,920	10,750	TW
Total Expenses		8,423	8,930	7,835	118,150	117,843	
Surplus/(deficit) from Bridge		1,900	1,803	260	9,892	9,883	
Other Income & Expenses							
Interest Income		442	250	443	3,000	2,631	TW
Loss on Asset disposals			0				TW
Unusual Expenses			0				TW
Total surplus (deficit)		2,342	2,053	703	12,892	12,514	
Notes:							
A Depreciation expense unknown for 2018-19 at this time							

Newcastle Bridge Club										
Treasurers Report										
July 2019										
Funds on hand at 31 July 2019			Int Rate	Maturity		Int Paid				
	ANZ Cheque account	\$20,829								
	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	Rate?			
	Greater - Term Deposit 2	\$30,000	2.50%	15-Nov-19		Monthly				
Table count per session										
			July Month				Prior Year comparison			
		Actual	Budget	Variance	%	Pr Year	Variance	%		
	Weeks included	5	5			4				
	Thursday Day	78.0	70.0	8.0	10.3%	42.5	35.5	83.5%		
	Friday Morning	62.5	65.0	-2.5	-4.0%	49.5	13.0	26.3%		
	Saturday Afternoon	45.5	50.0	-4.5	-9.9%	39.0	6.5	16.7%		
	Monday Afternoon	46.0	50.0	-4.0	-8.7%	30.5	15.5	50.8%		
	Monday Night	19.5	30.0	-10.5	-53.8%	20.5	-1.0	-4.9%		
	Tuesday Morning	86.0	85.0	1.0	1.2%	71.5	14.5	20.3%		
	Tue/Wed Night(SVP)	30.0	35.0	-5.0	-16.7%	31	-1.0	-3.2%		
	Wednesday Morning	49.0	50.0	-1.0	-2.0%	43.0	6.0	14.0%		
	Weekend events	14.0	12.0	2.0	14.3%	0.0	14.0			
	Total	430.5	447.0	-16.5	-3.8%	327.5	103.0	31.5%		
Note: Only four weeks in July 2018										
Profit & Loss Comments										
No comments on July month										
Note proposed new budget got 2019-20 included, predicting profit of \$12,892, which is slightly ahead of this year. Cost increases generally are offset by:										
Social - Anniversary lunch last year										
Consumables - considerably less allowed for cards in 2019-20										
Tony Wagstaff										
August 2019										