



Committee Meeting Agenda

Date/Time of Meeting: 10th October 2019 to start at 1.20pm

Agenda Items:

- 1 Apologies:** Julie Butel
- 2 Minutes of previous Committee meeting** dated Tuesday 06 August 2019
- 3 Correspondence**
 - 3.1 Email from Roy Hardy re Club Pairs CompetitionRosalie
- 4 Carry-over Issues:**
 - 4.1 2020 Congress status.....Jeff/Rosalie
 - 4.2 Management Plan update (incl. Kitchen upgrade)Jeff
 - 4.3 Education: update and discussion.....Jeff/Rosalie/Vincia/Ken
(refer Rosalie's discussion paper)
 - 4.4 Friday Graded PairsAll
 - 4.5 NBC Website – new folder in Documents tab?Ken
 - 4.6 2020 Program and Booklet statusKen/Rosalie/Tony
 - 4.7 NSWBA Seniors' Week promotionRosalie
- 5 Financial:**
 - 5.1 ReportsTony
 - 5.2 Alternate investment options for term depositsTony
- 6 New Business:**
 - 6.1 AGM reviewAll
 - 6.2 Appoint Tournament DirectorAll
 - 6.3 Appoint Masterpoint SecretaryAll
 - 6.4 Assignment of other responsibilitiesJeff
 - 6.5 Document ControlJeff/Ailsa
 - 6.6 Master Points and Scoring.....Rosalie
 - 6.7 Review Action logAll
- 7 Date for the next committee meeting:**

Thursday 14th November 2019 (or Wednesday 13th November) - TBA

COMMITTEE MEETING MINUTES: 10 October 2019

Location:	Newcastle Bridge Club	Date:	10 October 2019
Chair:	Jeff Biddlecombe	Time:	1:20pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Caroline Carey, Janet Hill, Vincia Martin, 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 1.20pm

Apologies: Julie Butel

2. MINUTES OF PREVIOUS MEETING

Tony moved that the minutes of the last meeting (06/08/2019) be accepted. Rosalie seconded the motion and Jeff signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

- **Correspondence from Roy Hardy regarding recently held club pairs requesting that standby players be available.** Noted.
- **Correspondence to Vincia from Roy Hardy regarding asking members playing A-Grade and B- Grades if they wish to retain competition next year.** Noted
- **Hunter Interclub.** Reminder that this event will be held on November 10 at Hawks Nest Club. Details of the event have been placed on club website calendar.
- **Paul Rooms re NSWBA New Directors Training Course 2020.** NSWBA seeking regional clubs to host subsidised event. Ken will inform Paul that NBC is not prepared to do so.

4. CARRY-OVER ISSUES

4.1 2020 Congress

- No progress in finding a replacement Convenor. Jeff will continue in this role for 2020.
- South Kotara Primary School Hall booking needs to be confirmed later in the year when the 2020 school calendar is available (Jeff)
- No impending action identified

4.2 Management Plan Update

- **Youth:** Jeff has had initial meetings with Merewether High School and Hunter School of Performing Arts re Y10 involvement. Jeff to inform committee of updates when available
- **Kitchen upgrade:** Revised instructions have been placed in kitchen re cup washing. Quote for new benchtop and sink tabled. Work includes removal and installation of sink. Decision re splashback can't be made until current benchtop removed. Quote accepted by Committee. Noted that kitchen will be unavailable for use for a minimum of 2-3 days whilst work is in progress and that a work around will need to be put in place to enable members to have tea/coffee. Once all arrangements are confirmed Jeff will inform club members.
Jeff to inform Stone Obsessions to schedule work.

AGENDA ITEM (refer to last page for Action log)

4.3 Education Update

Noted Ken's lessons now in progress.

Rosalie had circulated a paper summarising her meeting with Education Officer for Peninsular Bridge Club. Key points include challenges to increasing and retaining members, and, an integrated education program that meets needs of new and improving players.

It was agreed that a sub-committee will be formed to progress the program.

Committee members will include Jeff, Janet, Vincia. Jeff will invite Wayne Morgan to participate.

4.4 Friday Graded Pairs:

It was agreed that participant number were disappointing, with table numbers down on the previous years (2016 onwards) for all grades, A, B, and C. The A Grade session deteriorated to the point where there were only 2 ½ tables for the October session. In reference to C Grade, in 2018 there were only four players eligible for prizes, and this year only three players were eligible for prizes.

Discussion was held covering following points. Event was started in 2016 as a strategy to encourage an increase in Friday attendance and also to provide competitive event for players at different levels. It takes considerable resources to organise the event. Howell movements are unpopular.

The Committee decided to vote on whether to hold the event again in 2020. 4 voted for discontinuing the event, one was in favour of holding it and three members abstained. It was concluded therefore that the event will not be held in 2020 and will be reconsidered when 2021 program is being developed.

4.5 NBC Website:

Ken has been working with Website developer to include a new folder. Cost of doing so not warranted at this stage and won't proceed.

4.6 2020 Program and Booklet status:

On schedule

4.7 NSWBA Seniors Program

Jeff reported there was no update of progress for this

5. FINANCIAL

5.1 REPORTS

Tony tabled the reports for September. It was noted that total table numbers are down on budgeted figure but very close to corresponding period of the previous year.

Surplus is therefore below budget. Surplus for same period last year was lower because of Club anniversary luncheon.

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

5.2 ALTERNATE INVESTMENT OPTIONS FOR TERM DEPOSITS

At the AGM it was presented that the club committee would like to revisit investment options that provide a higher return than bank term deposits. As there was no objection to this Tony has proceeded to do this. A preliminary paper was pre-circulated to Committee members. The Committee agreed with the strategy to invest \$100,000 in a conservative investment fund. Tony will continue to investigate options and represent to the Committee for approval when completed.

AGENDA ITEM (refer to last page for Action log)

6. NEW BUSINESS

6.1 AGM

The AGM was held on September Saturday 14th.

It was noted General Business items could be better facilitated to enable more discussion.

6.2 Appoint Tournament Director

Peter Peterson was appointed Tournament Director

6.3 Appoint Masterpoint Secretary

Ken Wilks was appointed Masterpoint Secretary

6.4 Assignment of other responsibilities

These will remain the same as per current year's program

6.5 Document Control

Jeff, Julie and Ailsa have agreed on a process and this will progress when Julie returns. A preliminary list of protocols has been prepared

6.6 Master Points and Scoring

Rosalie Broughton circulated a paper regarding Master Points and Scoring Programme following queries from members as to why some sessions are classified as green on our website when they should be classified as red. The paper explained the reasons for this.

To improve the timing of the reclassification of red point events it was agreed by the Committee to change the current procedure to that where the Master Point Secretary will now make the changes weekly when Office administration work is being done. The task involves changing each red point event, rescoring it, and reloading it to the web site.

6.7 Review Action Log

Promotion and Publicity. Ken and Jeff will jointly review computer issues.

Education. Sub Committee to be convened (see Item 4.3)

Friday Graded Pairs. Will not be held in 2020 (see Item 4.4)

6.8 Appeals process for Players to challenge a Directors Decision

Many players will not know that if they disagree with a Director's decision they have a right to appeal it. This entails the aggrieved player lodging an appeal within the specified time frame and results in an appeals committee being convened to review the decision. The Appeals Committee consists of three other Directors' reviewing the decision.

Suggested that Caroline include this information in the club Newsletter

It was agreed that Peter Peterson will discuss the process with all Directors.

6.9 Club Maintenance

Tony is arranging for a new closure to be installed on the club front door that is more suitable for high wind events.

Jeff will arrange for damaged club sign to be replaced.

6.10 2020 NSW State Novice & Restricted Pairs Championship

Notification of the above event has been received. It will be brought to members' attention and they should be encouraged to attend. It was agreed to pay the entry fee for winners of the restricted section of our own club's pairs event.

AGENDA ITEM (refer to last page for Action log)
7 NEXT MEETINGS <u>Committee Meeting:</u> Rescheduled to Tuesday 12 th November at 1:30pm (TBC). Caroline is an apology.
8 MEETING CLOSE Meeting concluded at 3:00pm

Confirmed to be a true record of the meeting

Signed by Jeff Biddlecombe at the November Committee meeting 12/11/19

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 fall back 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	Convene Sub-Committee to review other club practices and to develop club's plan for 2020.	By November	Jeff
	Prepare schedule for next lessons	For 2020	Vincia
Friday Graded Pairs	Review format for 2020	October	All