



Committee Meeting Agenda

Date/Time of Meeting: Tuesday 12th November 2019 to start at 1.30pm

Agenda Items:

- 1 Apologies:** Peter Peterson
- 2 Minutes of previous Committee meeting** dated Thursday 10 October 2019
- 3 Correspondence**
 - 3.1 Email from NSWBA re deal file service.....Ken
- 4 Carry-over Issues:**
 - 4.1 2020 Congress status.....Jeff
 - 4.2 Management Plan update.....Jeff
 - 4.3 Education: update and discussion.....Jeff/Vincia/Ken/Janet
 - 4.4 2020 Program and Booklet statusJulie
 - 4.5 NSWBA Seniors' Week promotionJeff
 - 4.6 Document Control – next steps.....Jeff
 - 4.7 Appeals process – updatePeter
- 5 Financial:**
 - 5.1 ReportsTony
 - 5.2 Alternate investment options - update.....Tony
- 6 New Business:**
 - 6.1 Newsletter and Christmas PowerPointAll
(refer email from Caroline)
 - 6.2 Christmas week activitiesAll
 - 6.3 Direct payments for tokens.....Ken
 - 6.4 VP scales for Congress.....Ken
 - 6.5 Review Action logAll
- 7 Date for the next committee meeting:**

Given current Committee, is Thursday the most appropriate day?



COMMITTEE MEETING MINUTES: 12 November 2019

Location:	Newcastle Bridge Club	Date:	12 November 2019
Chair:	Jeff Biddlecombe	Time:	1:30pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Tony Wagstaff, Ken Wilks		

AGENDA ITEM (refer to last page for Action log)	
1. WELCOME AND APOLOGIES	Vincia opened the meeting at 1:35pm (Jeff and Tony arrived after the meeting commenced) Apologies: Peter Peterson
2. MINUTES OF PREVIOUS MEETING	Rosalie moved that the minutes of the last meeting (10/10/2019) be accepted. Ken seconded the motion and Jeff signed the minutes as a true record of the meeting. Rosalie thanked Ailsa for doing the October minutes in Julie's absence.
3. CORRESPONDENCE	<p>3.1. NSWBA Proposal re supplying a regular deal file: NSWBA has floated the idea of supplying a regular deal file with commentary on the boards. Interested clubs would need to play the hands in the same week each month. Anticipated cost is \$20/month. General consensus was that it could be a useful learning tool but there was uncertainty that members would use it. Also, the suggested 24 boards would create some issues.</p> <p>Action: A response to be sent to NSWBA advising that we are interested in trialling it for 6 months but that we would prefer the number of boards to be sufficient for a normal session (Julie)</p>
4. CARRY-OVER ISSUES	<p>4.1. 2020 Congress Nothing to report.</p> <p>4.2. Management Plan Update Progress continues.</p> <ul style="list-style-type: none"> Youth: Jeff will provide an update on the school initiatives when the sub-committee meets later in the month. Kitchen upgrade: Benchtops, sink and taps have now been replaced. Rosalie advised that she recently took some stained cups to Miele in Sydney and tested them in the commercial dishwasher. The results were excellent. While we have decided not to purchase a dishwasher now, Rosalie agreed to prepare a summary of the options investigated so that the information is available in the future if required. Extended display: Ken advised that he has now resolved the issue. He will now prepare some instructions so that everyone knows how to re-set it

AGENDA ITEM (refer to last page for Action log)

4.3. Education Update

- The sub-committee will meet in the next week. The priority is to re-format Beginners' and Intermediate lessons.
- Ken presented a report on his Card Play lessons conducted in October (see attached). In total there were 109 participants over the 3 lessons (6 sessions), an excellent result given that the course was run just 2 years ago. A pleasing number have also signed up for the November lessons.

Ken expressed concern about the lack of a procedure for the Club to collect hall hire fees when the hall is used for lessons. It was agreed that the person responsible for arranging lessons would advise the Office Administrator and an invoice would then be issued.

4.4. 2020 Program and Booklet Status:

The final draft has been approved by those involved in preparing it (Ken, Rosalie, Tony). It will now be circulated to the rest of the Committee for a final check. The objective is to get the copy to the printer early w/c 18 November so that booklets can be available early December. The same quantity as last year will be printed (300).

4.5. NSWBA Senior's Week Promotion:

To date no further information has been received.

4.6. Document Control:

No further progress. A meeting will be scheduled as soon as possible to get the process underway (Jeff/Ailsa/Julie)

4.7. Appeals Process:

In his absence, Peter had advised that he had sent a note to Caroline for inclusion in the next Newsletter, and an email had been sent to directors to remind them about the process.

5. FINANCE

5.1. Reports

Tony tabled his reports and noted that table fees remain below budget year to date but are consistent with the previous year. Expenses are generally as expected, the largest difference is in Rates due to timing. Master points cost was high in October due to MPs for GNOT and Country Teams qualifying rounds.

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

5.2. Investment

As agreed at the October Committee meeting, \$100,000 will be invested in a conservative investment fund. Tony advised / proposed the following:

- An account has been opened with ANZ Share Investing with three authorized representatives (Jeff, Tony, Julie).
- The ANZ Bank Term deposit (\$86,910) and Greater Bank Term deposit (\$10,000) be called in upon maturity (15 November)
- That \$100,000 be placed as follows: Vanguard Diversified Conservative Index ETF \$40,000; iShare Core Composite Bond ETF \$25,000; Vanguard Australia Government Bond Index ETF \$25,000; Vanguard Australia Property Securities Index ETF \$10,000.

There were no objections or concerns raised in response to Tony's proposals.

Ken moved to accept Tony's proposals, Jeff seconded the motion and it was carried unanimously. The Committee thanked Tony for the work he had done.

AGENDA ITEM (refer to last page for Action log)

6. NEW BUSINESS

6.1. Christmas Newsletter and PowerPoint

The Christmas/Summer Newsletter will have a completely different look. Caroline is trialling a new delivery method using Mailchimp, a free program. The main benefits are a simpler, more time efficient process for creating the newsletter and easy linkages to our website and Facebook pages. Ken agreed to provide Caroline with a .csv file of email addresses.

An email will be sent to members after the Newsletter has been issued in case it has gone into junk folders.

6.2. Christmas Week Arrangements

Arrangements will be as for last year. It was agreed that during the w/c 2nd December, there will be no table fees, the Club will provide cake and drinks, and it will be up to each session if they want to do anything else. Announcements will be made at each session in the coming weeks.

6.3. Direct payment for tokens

Ken advised that in general, the system is working well. However, while the instructions clearly state that members must print a receipt for the deposit and present it to collect tokens, some members have advised that they are unable to print a receipt. This creates a problem because token sellers need to account for all tokens issued.

It was agreed that an email would be sent to members advising them that if they cannot print a receipt, the alternative is to bring a handwritten receipt with their name, date and amount of deposit, receipt number, bank name and signature.

6.4. VP Scales for Congress

Ken advised that he is in the process of preparing revised VP scales for Swiss Pairs events for the Congress

6.5. Membership Fees

Emails will be sent to members shortly advising that 2020 fees are now due and must be paid by 31st March 2020 to avoid becoming inactive with ABF

7. NEXT MEETING

The question was raised if Thursday was still the best day for Committee meetings given current members. All agreed to stick with Thursday.

Committee Meeting:

Thursday 12th December at 1:30pm.

8. MEETING CLOSE

Meeting concluded at 2:50pm

Confirmed to be a true record of the meeting

Signed by Jeff Biddlecombe 12/12/2019

PLEASE SEE NEXT PAGE FOR ACTION LOG

ACTION LOG

Category	Action	Due date	Who
Promotion and Publicity	Update procedure for PowerPoint display	Dec 2020	Caroline
	Test Mailchimp format for Christmas / Summer Newsletter	Dec 2020	Caroline
Management Plan	Sub – committee to meet and progress	Ongoing	Tony / Jeff / Caroline
Education	Prepare schedule for next lessons	For 2020	Jeff / Vincia / Janet
Document Control	Determine next steps	ASAP	Jeff / Ailsa / Julie
Friday Graded Pairs	Review for 2021 Program	October 2020	All

Ken Wilks' October Lessons Report

Topic: Playing Suit Contracts

Format:

Each lesson consisted of:

- Power point presentation
- 4 practice hands
- Power point presentation
- 4 practice hands

Materials Provided:

Pre-dealt practice hands

Comprehensive copyrighted notes

- 16 pages of topic material
- 8 pages describing the play of the practice hands

Topics Covered

Lesson 1 Trump Management

Lesson 2 Discarding Losers
Entry Management

Lesson 3 Elimination Plays
Finessing

Advertising & Registration

- Prepared flyers and left at the club
- Prepared registration sheets and placed on the notice board at the club
- Composed and sent an email to all members with email addresses
- Put details on the web site under Lessons
- Asked Caroline Carey to put details on the Club Facebook page

Attendance:

Lesson	Wednesday Night	Friday Afternoon	Total
1	24	15	39
2	20	20	40
3	18	12	30
Total	62	47	109

Attendance was excellent considering that I gave the same lessons only two years ago.

Accountability for Hall Hire

From an Office Administrator point of view, there is no formal procedure in place to collect the hall hire for teaching sessions.

This needs to be addressed.