



## Committee Meeting Agenda

### Date/Time of Meeting

Thursday 12<sup>th</sup> December 2019 to start at 1.30pm

### Agenda Items:

#### **1 Apologies: Janet Hill**

#### **2 Minutes of previous Committee meeting dated Tuesday 12 November 2019**

#### **3 Correspondence**

3.1 Email from NSWBA re 2020 TBIB Road to Spring Campaign..... Jeff

#### **4 Carry-over Issues:**

4.1 2020 Congress status ..... Jeff

4.2 Management Plan update..... Jeff

4.3 Education: update..... Jeff/Vincia/Ken

4.4 2020 Program and Booklet status ..... Julie

4.5 Document Control – next steps..... Jeff

#### **5 Financial:**

5.1 Reports ..... Tony

5.2 Investment program - update ..... Tony

#### **6 New Business:**

6.1 Christmas Newsletter feedback..... Caroline

6.2 Replace scoring computer..... Rosalie

6.3 Replace handicap prize for pairs with encouragement award ..... Tony

6.4 Nonagenarian luncheon ..... Jeff

6.5 Christmas week activities – feedback ..... All

6.6 Review Action log ..... All

#### **7 Date for the next committee meeting:**

To be discussed and agreed

**COMMITTEE MEETING MINUTES: 12 December 2019**

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	12 December 2019
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:20pm
<b>Attendees:</b>	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Tony Wagstaff, Ken Wilks		

<b>AGENDA ITEM (refer to last page for Action log)</b>	
<b>1. WELCOME AND APOLOGIES</b>	<p>Jeff opened the meeting at 1:20pm</p> <p>Apologies: Janet Hill</p>
<b>2. MINUTES OF PREVIOUS MEETING</b>	<p>Rosalie moved that the minutes of the last meeting (12/11/2019) be accepted. Ken seconded the motion and Jeff signed the minutes as a true record of the meeting.</p>
<b>3. CORRESPONDENCE</b>	<p><b>3.1. Email from NSWBA - Newcastle Congress Swiss Pairs selected to be part of 2020 Road to Spring</b> (participation allows restricted players to win \$100 and participate in draw for the chance to win a contribution to entry fees and accommodation for Spring nationals). We have advised that we will participate; allocation of prize money will be determined in the lead-up to the Congress.</p> <p><b>3.2. Email from Toronto Bridge Club re Hunter Interclub events in 2020</b> - Toronto Bridge Club on 15 March, Tomaree Bridge Club on 12 July. Nominations being sought for third event.</p> <p><b>Action agreed:</b> Respond that if no other club volunteers, NBC would consider hosting the event for a maximum of 22 tables on 15 November.</p>
<b>4. CARRY-OVER ISSUES</b>	<p><b>4.1. 2020 Congress</b></p> <p>TBIB has confirmed sponsorship; Aveo and a funeral director have also been approached.</p> <p>Follow-up discussions with Kotara South Primary School will happen in the new year.</p> <p><b>4.2. Management Plan Update:</b> Ref 4.3</p> <p><b>4.3. Education Update</b></p> <ul style="list-style-type: none"> <li>• Training Sub-committee tabled a report which included an outline of lessons proposed for 2020 (refer separate report).</li> <li>• Beginners lessons: <ul style="list-style-type: none"> <li>○ Report on last Beginners lessons is not yet available. Jeff will follow up.</li> <li>○ Rosalie is concerned that we have not looked at alternative formats. Jeff responded that programs conducted by ABF, NZ and Joan Butts had been reviewed and that the format proposed for the next lessons is similar to the ABF package. NZ uses homework quizzes to encourage participants to do some revision between lessons. Wayne has agreed to prepare homework quizzes for each lesson.</li> <li>○ It was agreed that Janet Hill's and Caroline Carey's phone numbers and the NBC email address be listed on the website as contacts for Beginners lessons.</li> </ul> </li> </ul>

## AGENDA ITEM (refer to last page for Action log)

- The next round of Beginners lessons will commence on Monday 3/2 (morning) and Thursday 6/2 (evening) and run for 10 lessons with 4 weeks of supervised play after the first 6 lessons.
- Caroline has converted her Beginners lessons PowerPoint to a video and will post it on Facebook to promote the lessons. It was agreed to do this in December with a follow-up post in January. Supervised sessions will also be promoted.
- ABF offers grants to advertise Beginner lessons on Facebook. Caroline will review the application process and seek assistance if required.
- There is concern that we only run Beginners lessons at 6-monthly intervals. It was agreed that we need to have an alternative available for anyone interested in learning Bridge but who is unable to attend the scheduled dates.
- Improvement lessons:
  - A proposed list of Bridge Improvement lessons for 2020 had been circulated. The proposal includes lessons by Ken Wilks and Paul Rooms. The importance of providing written notes to participants and a summary report to the committee was stressed. The proposal was approved but it was agreed to delay the decision on the lessons proposed for August until after the March / April lessons have finished.
  - Ken Wilks tabled a report on the lessons he ran in November on Card Play for NT contracts (see attached). The lessons were well attended - a total of 102 participants over the 3 lessons (6 sessions), an excellent result as the course was run only 2 years ago.

**4.4. 2020 Program Booklets:** Now available at the sign-in desk.

**4.5. Document Control:** Will be progressed in January.

## 5. FINANCE (refer separate reports)

### 5.1. Reports

Tony tabled his reports and commented that the YTD deficit of -\$346 is due primarily to the replacement of the kitchen benchtops (not included in the budget), higher R & M expenses and State/National Competition participation. Table fees remain below budget year to date but are slightly ahead of last year indicating that the budget for the first half was probably too ambitious.

### 5.2. Investment

\$100,000 has been invested in funds as previously proposed and agreed. The first quarterly distribution is due in January.

Ken thanked Tony for the significant time and effort he has spent to research and set up the investment funds; this was endorsed by all.

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

## 6. NEW BUSINESS

### 6.1. Christmas Newsletter

Caroline circulated a report from Mailchimp on the Christmas Newsletter. The report showed that the Newsletter was opened at least once by 194 of the 325 recipients. All agreed that the information provided in the report was excellent. At this stage, printing the Mailchimp newsletter is not feasible.

### 6.2. Replacement of Scoring Computer

Rosalie presented her research on options available including processor version and RAM. It was agreed that it is time to replace the computer given its age and consequential shortcomings. Replacement of the office computer was also discussed as was the best way to purchase Microsoft Office.

**Action:** Rosalie and Ken agreed to prepare specifications for both computers and obtain quotes. Tony approved a spend up to \$3000.

**AGENDA ITEM (refer to last page for Action log)**

**6.3. Encouragement Award instead of handicap prizes for 3-week pairs events**

Tony advised he had received a suggestion to replace the handicap prize with an encouragement award for 3-week pairs events and believed it had merit. After discussion the suggestion was approved in principle with the criteria that both players in the pair have a handicap less than 48%.

**Action:** Ken agreed to review past events with this criteria in mind so that a decision could be made at the next meeting.

**6.4. Nonagenarian luncheon**

After discussion it was agreed not to pursue this proposal. No further action required.

**6.5. Christmas week activities**

The Club's Christmas activities were discussed following feedback from some members. Issues included food provided and parking. We agreed that if the same format is used next year, a determined effort is needed to get someone to coordinate each session's arrangements. Shortening afternoon sessions to allow a break in the middle should also be considered.

Ailsa suggested a survey prior to deciding on arrangements for Christmas 2020.

Ken commented on his recent experience at North Shore Bridge Club where there was a Christmas party on one day and that this arrangement seemed to be appreciated.

**Action:** Incoming Committee to consider plans for Christmas 2020 at its first meeting after the AGM.

**7. NEXT COMMITTEE MEETING**

Thursday 9<sup>th</sup> January at 1:20pm

**8. MEETING CLOSE**

Meeting concluded at 2:55pm

**Confirmed to be a true record of the meeting**

Signed by Jeff Biddlecombe at the January 2020 Committee meeting (9/1/20)

**PLEASE SEE NEXT PAGE FOR ACTION LOG**

## ACTION LOG

(List items here that may not be included on next meeting agenda)

<b>Category</b>	<b>Action</b>	<b>Due date</b>	<b>Who</b>
<b>Promotion and Publicity</b>	Update procedure for PowerPoint display	After computer is replaced	Caroline
<b>Management Plan</b>	Sub – committee to meet and progress and report back to Committee	Ongoing	Tony / Jeff / Caroline
<b>Education</b>	Finalize lessons for 2020	WIP	Jeff / Vincia / Janet
<b>Document Control</b>	Determine next steps	Jan 2020	Jeff / Ailsa / Julie
<b>Friday Graded Pairs</b>	Review for 2021 Program	October 2020	All
<b>Road to Spring Campaign</b>	Determine how to allocate prize money	By May 2020	Tony / Ken
<b>Hunter Interclub</b>	Host event in November 2020 if required	Await response from Toronto Bridge Club	All
<b>2020 Xmas activities</b>	Review options and implement	First meeting after 2020 AGM	Committee