



# NEWCASTLE BRIDGE

## Committee Meeting Agenda

### Date/Time of Meeting

Thursday 09 April to start at 1.00 pm via **Teleconference**

Ken will open the conference at 12.55pm

### Instructions:

Dial **(07) 5660 6012** and enter access code **489722**

Online meeting ID: kwwilks

### Agenda Items:

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

#### **2 Minutes of previous Committee meeting dated Thursday 12 March 2020**

#### **3 Correspondence:**

3.1 Email from Leslie Falla re lessons on ZOOM.....KW

3.2 Email from Mike Le Voi re BBO.....KW

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

4.1 2020 Congress decision .....Jeff

#### **5 Financial:**

5.1 Reports .....Tony

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

6.1 Possible activities during shutdown.....All

6.2 List for post shutdown review .....All

6.3 Hand sanitizer order – cancel? .....KW

6.4 Life members – ABF registration.....KW

#### **7 Date / format of next committee meeting:**

For discussion



## COMMITTEE MEETING MINUTES: 9<sup>th</sup> April 2020

<b>Location:</b>	Via Teleconference	<b>Date:</b>	9 <sup>th</sup> April 2020
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:00pm
<b>Attendees:</b>	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Tony Wagstaff, Ken Wilks		

### AGENDA ITEM

#### 1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:00pm

Apologies: Janet Hill

#### 2. MINUTES OF PREVIOUS MEETING

Ken moved that the minutes of the last meeting (12/03/2020) be accepted. Tony seconded the motion and Jeff signed the minutes as a true record of the meeting.

#### 3. CORRESPONDENCE

- 3.1. **Email from Leslie Falla re lessons on ZOOM:** Les advised that HNBC was planning to resume its 2020 lessons via Zoom and extended an invitation for our members or newcomers to participate. A detailed schedule for Introductory and Transition lessons was provided.

Jeff advised that the participants in our Beginners lessons had been contacted since the shutdown and were happy to wait until the Club reopened to resume lessons.

No-one else expressed any interest in pursuing the opportunity.

**NB. Since the meeting, discussions on this topic have continued via email.**

- 3.2. **Email from Mike Le Voi re BBO:** Mike advised that he has devised a method to deal a set of boards and upload to BBO and described how we could host tables. The general feeling was that it seemed complicated and would not be easy to do.

It was agreed that we have given members the information re the options to play Bridge online. It was also agreed to include an article in the next Newsletter re online Bridge. Ken agreed to be a contact to help members with StepBridge if required.

**NB. Since the meeting, there has been developments re online Bridge**

#### 4. CARRY-OVER ISSUES

##### 4.1. 2020 Congress

Given the current advice re restrictions due to COVID-19, it was agreed to cancel this year's Congress.

##### **Action:**

- Advise sponsors, caterers and Kotara South Public School (Jeff)
- Advise Pauline Gumby (Ken)
- Email any players who have registered (Julie)
- Update website including indefinite closure (Ken)



## AGENDA ITEM

### 5. FINANCE (refer separate reports)

#### 5.1. Financial Reports

Tony tabled his reports.

An extra column has been added to show the situation should the Club remain closed for the remainder of the FY (highly likely).

When activities were paused on 17<sup>th</sup> March, the YTD expenses were running close to both budget and last year. The major variance was in capitation, but this a timing issue. The ABF has been paid since the report.

Our investments suffered in March, along with the rest of the world, due to COVID-19, and currently show a book loss of just over \$6,000. The losses have been incurred in those investments with a growth component; the income-based investments have held their values. As we have no need for the funds in the short to medium term, it is recommended we take no action at the present time.

Tony advised that he has registered for the JobKeeper program to cover administration wages.

Tony advised that he plans to continue to review the financials on a monthly basis during the shutdown.

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

#### 5.2. Wednesday Bridge Session

Tony presented a summary of Wednesday session numbers.

The downward trend over the past years was clear, and if anything, the earlier start time to facilitate a half-day session appears to have stopped the decline. While there is no point in making a decision at the moment, it would seem there is no justification to revert to the previous arrangement.

### 6. NEW BUSINESS

#### 6.1. Possible Activities during Shutdown

Activities that could be done while the Club is in shutdown were discussed:

- *Painting*: An activity that is very disruptive to Club activities. However, it was only done in 2015 and is not scheduled for another 3 years. It was agreed not to progress it at this stage. However, since the meeting, a more detailed check of the premises has been done and the topic is still being discussed.
- *Detailed clean*: Previously agreed to arrange this once we have a re-open date.
- *Clean chairs*: Chairs were purchased in 2005 and are being replaced as required. It was agreed not to spend the money on cleaning.
- *Clean out kitchen cupboards*: Rosalie, Ailsa and Julie agreed to clean out the cupboards and dispose of unwanted items.
- *Newsletter*: Caroline agreed to prepare a Newsletter for release on 01 June. Articles are required by 25<sup>th</sup> May. Peter agreed to prepare a "Director Speaks" article.

#### 6.2. Action List for post Shutdown

- *Events*: Ken has prepared a list of Club events, including the 3-week events that had commenced prior to the shutdown, that will need to be addressed once we have a re-open date. Some events will probably have to be cancelled due to time constraints.
- *Lessons*: Participants in the Beginners Lessons that commenced in February have been contacted. Next steps will be determined once we have a re-open date.

## AGENDA ITEM

### 6.3. **Hand Sanitizer Order**

It was agreed to cancel the order as it will not be needed in the foreseeable future and has an expiry date. Rosalie proposed that we investigate a wall mounted option as the provision of hand sanitizer should be ongoing. Rosalie agreed to research the options available to achieve this. Ailsa offered to buy a few bottles from a supermarket in the meantime.

### 6.4. **Life Members ABF Registration**

Ken raised the issue of life members who are now playing only social bridge or not at all – we pay a capitation fee to the ABF for them. It was agreed to cancel a Life Member's ABF registration only if it was certain that the member would not be back.

Ken also proposed that the Honour Board of Life Members be posted on our website. This was agreed by all.

## 7. **NEXT COMMITTEE MEETING**

After discussion it was agreed that there is currently no need to meet monthly, so no date was set. A meeting will be called as and when required.

## 8. **MEETING CLOSE**

Meeting concluded at 2:00 pm

**Confirmed to be a true record of the meeting at the Committee meeting 9/6/2020**

Moved: Ken Wilks

Seconded: Jeff Biddlecombe

Signed by: Jeff Biddlecombe

**PLEASE SEE NEXT PAGE FOR ACTION LOG**



## ACTION LOG

(List items here that are unlikely to be included on the next meeting agenda)

Category	Action	Due date	Who
Promotion and Publicity	Update procedure for PowerPoint display	After computer is replaced	Caroline
Management Plan	Sub – committee to meet and progress and report back to Committee	Ongoing	Tony / Jeff / Caroline
Friday Graded Pairs	Review for 2021 Program	October 2020	All
2020 Xmas activities	Review options and implement	First meeting after 2020 AGM	Committee
Document Management	Agree file locations then action	WIP	Julie / Ken
Email Lists	Review email addresses of other Clubs and update if necessary	Before next mail out	Julie / Jeff

# Newcastle Bridge Club

## Performance to Budget & Last Year for 9 months to March 2020

	Note	YTD March			Full Year			Resp
		Actual	Budget	Prev Yr	Rev Bud	LYr Act	Stays closed	
Income								
Thursday day		12,910	12,162	10,870	16,512	15,518	12,910	
Friday day		9,986	11,154	11,460	14,880	14,993	9,986	
Saturday day		7,352	8,244	8,461	10,974	11,078	7,352	
Monday day		7,922	8,538	8,251	11,328	11,191	7,922	
Monday night		3,384	5,088	5,104	6,870	6,868	3,384	
Tuesday day		15,551	14,634	14,485	19,608	19,494	15,551	
SVP sessions		4,566	5,730	5,895	7,776	7,981	4,566	
Wednesday day		7,416	8,328	7,627	11,370	10,457	7,416	
Club Sunday Events		577	576	462	576	462	577	
Table Fees Sub-total		69,664	74,454	72,615	99,894	98,042	69,664	
Congress		400	0		15,000	14,930	0	JeB
Subscriptions		11,120	11,600	11,135	11,600	11,615	11,120	TW
Hosting Events		736	750	830	1,500	1,558	736	TW
Board Dealing		1,156	1,125	980	1,500	1,366	1,156	TW
Other Income		320	0	75	300	158	320	TW
Total Income		83,396	87,929	85,635	129,794	127,669	82,996	
Expenses								
Accounting		1,920	1,800	1,760	1,800	1,760	1,920	TW
Advertising			0		0			JeB
Capitation (ABF)	C	81	4,850	4,580	4,900	4,746	4,850	JuB
Card Dealing		1,032	1,170	1,164	1,560	1,542	1,032	TW
Cleaning		8,485	8,580	7,946	11,440	10,700	10,100	JuB
Affiliation Fee (NSWBA)		3,050	3,200	3,030	3,200	3,030	3,050	JuB
Directors			200		200			PP
Congress		113	0	97	13,000	13,000	113	JeB
Computer Systems		1,230	990	1,274	1,320	1,274	1,230	TW
Consumables		4,098	4,050	5,497	5,400	6,657	4,200	TW
Depreciation			0		8,000	8,210	8,200	TW
Donations			0		200	187		JuB
Electricity		2,344	2,600	2,379	3,400	3,267	2,500	TW
Insurance		2,798	2,700	2,430	2,700	2,605	2,798	TW
Printing, Stationery, Post		2,940	3,060	2,380	4,080	4,092	3,000	JuB
Prizes		4,342	4,740	4,278	6,000	5,286	4,342	KW
Rates		9,996	10,200	9,271	12,900	11,745	10,200	TW
Refreshments		2,538	2,880	2,727	3,840	3,703	2,600	KW
Repairs and Maintenance		4,011	3,600	2,329	4,800	3,095	4,200	VM
Subscriptions/Memberships		551	100	63	100	169	600	TW
Social	B	1,009	1,700	3,708	2,150	4,424	1,000	JeB
Masterpoints		1,938	2,300	2,100	3,000	2,953	1,938	KW
State/National comps		2,224	1,200	2,612	2,200	2,954	2,224	TW
Telecommunications		947	990	954	1,320	1,282	1,250	TW
Office Wages & Super		8,310	8,970	8,005	11,960	10,620	9,600	TW
Wages - NPD		7,700	8,190	7,950	10,920	10,750	7,700	TW
Total Expenses		71,657	78,070	76,534	120,390	118,051	88,647	
Surplus/(deficit) from Bridge		11,739	9,859	9,101	9,404	9,618	-5,651	
Other Income & Expenses								
Income from invested funds		1,057	2,250	1,935	3,000	2,631	1,600	TW
Gain(Loss) on Asset disposals			0			890		TW
Unusual Expenses	A	-5,750	0		-5,750		-5,750	TW
Total surplus (deficit)		7,046	12,109	11,036	6,654	13,139	-9,801	

Notes:

A. Kitchen bench replacement

B. Anniversary luncheon in previous year

C Tming difference. Expect to be paid April

**Newcastle Bridge Club  
Treasurers Report  
April 2020**

Funds on hand at 31 March 2020		Int Rate	Maturity	
ANZ Cheque account	\$18,862	0.00%		
ANZ Online Saver	\$50	0.00%		
ANZ Cash Investment	\$77	0.01%		
Greater - Term Deposit	\$30,000	1.35% ?	15-May-20	Rate TBA

Invested funds	Units	Cost	Latest Price	Market Value	Distributions due in Apr	
					ex Div	Amt Due
IAF - iShares Composite Bond ETF	215	\$24,787	116.66	\$25,082	07-Apr	tba
VAP - Vanguard Aust Property ETF	110	\$10,186	57.00	\$6,270	01-Apr	\$73
VDCO - Vanguard Divers Conserv ETF	720	\$40,022	52.00	\$37,440	01-Apr	\$124
VGB - Vanguard Aust Gov Bond ETF	465	\$24,928	54.02	\$25,119	01-Apr	\$147
		<u>\$99,923</u>		<u>\$93,911</u>		<u>\$344</u>

**Table count per session**

37 full Weeks to closure					Prior Year comparison		
	Actual	Budget	Variance	%	Pr Year	Variance	%
Weeks included	37				37		
Thursday Day	550.0				453.0	97.0	21.4%
Friday Morning	422.0				470.0	-48.0	-10.2%
Saturday Afternoon	317.0				360.0	-43.0	-11.9%
Monday Afternoon	348.0				349.0	-1.0	-0.3%
Monday Night	158.0				216.0	-58.0	-26.9%
Tuesday Morning	675.0				591.0	84.0	14.2%
Mon/Tue/Wed Supervised	219.0				247.0	-28.0	-11.3%
Wednesday Morning	320.0				322.0	-2.0	-0.6%
Weekend events	25.0				25.0	0.0	
<b>Total</b>	<b>3034.0</b>				<b>3033.0</b>	<b>1.0</b>	<b>0.0%</b>

**Profit & Loss Comments**

When activities were paused from 17th March, ytd results were running close to budget and prior year. The major variance is timing of ABF registration fee, not yet paid this year. I have added a further column predicting full year results should the Club remain closed until after 30 June. No allowance has been made for capital loss on investments - see following comment.

Our investments have suffered in March along with the rest of the world, due to COVID 19, and currently show a capital loss of just over \$6,000. Losses have been incurred in those investments with a growth component - VAP (100% Property) and VDCO (29% Equity). The income based investments have held their values. The growth portion of any investment always come with the proviso that such returns should be judged on a five year hod basis - as we have no need for the funds in question in the short to medium term, continuing to hold the current investments is recommended.

**Tony Wagstaff  
Aprilh 2020**



Newcastle Bridge Club  
Wednesday Table Numbers

	2016/17	2017/18	2018/19	2019/20
Total	507.0	485.5	457.5	320.0
Sessions	52.0	52.0	51.0	35.0
Ave	9.8	9.3	9.0	9.1
Part of year played in 2020				
Total	371.0	351.0	321.5	320.0
Sessions	37.0	37.0	36.0	35.0
Ave	10.0	9.5	8.9	9.1
Part of year not played in 2020				
Total	136.0	134.5	136.0	
Sessions	15.0	15.0	15.0	
Ave	9.1	9.0	9.1	