

Committee Meeting Agenda

Location:	Newcastle Bridge Club	Date:	Thursday 23/07/2020
Chair:	Jeff Biddlecombe	Time:	1:20 pm

AGENDA	
1. Apologies	
2. Minutes of previous meeting dated 16 June 2020	
3. Correspondence	
4. Business arising from correspondence and previous minutes	
5. New Business	
5.1. Review of Club re-opening	All
5.2. Clubhouse roof	Jeff
5.3. AGM	All
5.4. State Pairs Qualifying Events.....	Ken
5.5. Online registration for Bridge sessions	Ken
6. Financials	
6.1. Reports	Janet
7. Next Meeting: TBA	

COMMITTEE MEETING MINUTES: 23 July 2020

Location:	Newcastle Bridge Club	Date:	23 rd July 2020
Chair:	Jeff Biddlecombe	Time:	1:30pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM	
1. WELCOME AND APOLOGIES	<p>Jeff opened the meeting at 1:30pm.</p> <p>No apologies</p>
2. MINUTES OF PREVIOUS MEETING (16/06/2020)	<p>Rosalie moved that the minutes of the last meeting be accepted, Ken seconded the motion. Jeff then signed the minutes as a true record of the meeting.</p>
3. CORRESPONDENCE	<p>3.1. Building report: Jeff advised that he had arranged an inspection of the clubhouse roof void following Alex Marton's comments regarding structural issues. The inspection report advised that rectification is required to ensure the long-term stability of the roof framing structure. Refer to the attached report for further details.</p> <p>Action: It was agreed that Jeff would proceed to obtain quotes from builders for the work required. Rosalie offered some recommendations.</p> <p>3.2. Email from Susan Reading re cleaning: Vincia tabled an email from Susan re an alternative to Dettol wipes for cleaning the surfaces after Bridge sessions (sanitizer in spray bottles). Susan also advised that the company she works for had donated 10 litres of sanitizer. Refer to 5.1 for discussion and action agreed.</p>
4. BUSINESS ARISING FROM PREVIOUS MINUTES	<p>Nothing to report</p>
5. NEW BUSINESS	<p>5.1. Review of Club re-opening</p> <ul style="list-style-type: none"> Dettol wipes (ref 3.2): When the process for cleaning was originally discussed, it was decided to use Dettol wipes instead of spray sanitizer due to concerns about the amount of liquid and potential damage to Bridgemates. <p>Action: It was agreed that Vincia would write to Susan to explain this, thank her for the information she had provided, and thank her employer for the donation of sanitizer (which we will use to refill the bottles being used at the tables during sessions).</p>

AGENDA ITEM

- **What products are the cleaners using?** We are paying extra for the cleaners to do COVID cleaning. It was agreed that they appear to be doing a good job.
Action: Ken agreed to find out what the cleaners are using / doing so that we have the details on record.
NB. Cleaners have advised since the meeting that they use "Medic" which they source from Rapid Clean
- **Airconditioning:** Some comments have been received as to whether it is good practice to have the air conditioner on during Bridge sessions. It was agreed that it is needed but that the window in the kitchen will be left open to improve air flow. There is nothing in any of the COVID guidelines to indicate that we should not be using the air conditioner.
Action: No further action required.
- **Tuesday night – do players need to have a partner given that the supervisor can play if required?** It was agreed that it is OK for members to register even if they don't have a partner and that this may result in higher attendances. Members will still need to register online and enter their name for both players.
Action: Ken to send an email to all members to clarify this.
- **Monday night session:** Numbers are borderline but have usually been able to achieve 3 tables.

5.2. Clubhouse roof: Refer 3.1

5.3. Online registration for Bridge sessions

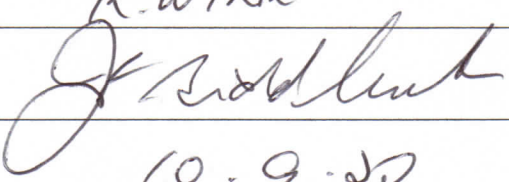
- **Cancelling on the day:** The system allows players to cancel on the day of the session. If this happens, there may not be enough players to meet the 6 pair criteria.
Action: Ken agreed to send an email to members requesting they phone him if they needed to cancel after the registration cut-off time.
- **Checking the website the night before to confirm that a session was still on:** A lot of members are not checking the website the night before.
Action: Ken to email all members again to remind them how to do this and what to look for on the home page. Peter will also reinforce it to the Monday night players and show them the screen.
- **Issue of directors not knowing who is registered for a session**
Action: Ken agreed to print the list to the scoring computer prior to any session that he isn't directing.
- **Stand-by players:** Even though there are some members who are willing to be a stand-by player, it was decided that the amount of notice may be too short to make it practical. No further action at this stage.

OVERALL

While numbers are considerably down on pre-COVID attendances, it was agreed that it is worthwhile to keep the club open. It is expected that numbers will slowly increase as members become less concerned about the health risks. In general, members are grateful that the Club has re-opened.

AGENDA ITEM	
5.4. 2020 AGM	<p>It was agreed not to hold the AGM in September but to review the timing in a few months.</p> <p>An Incorporated Association is required to hold its AGM within 6 months of the end of its financial year. However, this requirement has been relaxed due to COVID.</p> <p>Action: Julie to confirm the numbers required for a quorum, the timeframe to hold the AGM and whether we can use a platform such as ZOOM.</p>
5.5. State Pairs Qualifying events	<p>It was agreed that there is no point running any Club Championship events, 3-week red point events or State Qualifying events in 2020. It was also agreed to let other red point events go (this will not impact next year's allocations). It was agreed to review remaining 1-day red point events in October to see if it is possible to have an events blitz during November</p>
6. FINANCIALS	<p>Janet tabled an interim P & L Report for 2019/2020 and commented that there was no point in comparing performance to budget. The net P & L for the year was (\$3716.05), compared with \$21356 in the previous year. Current account balances were also discussed. Refer to the attached documentation for further details.</p> <p>Peter moved that the report be accepted, and Rosalie seconded the motion.</p> <p>There was a unanimous vote of thanks to Janet for the work she has done.</p>
7. MEETING CLOSE	<p>The meeting concluded at 2:40 pm</p>
8. NEXT MEETING	<p>To be advised</p>

Confirmed to be a true record of the meeting

Moved by:	R. BROUGHTON
Seconded by:	K. WILKES
Signed by:	
Date:	10.9.20

Newcastle Bridge Club

NOT FINAL

Profit and Loss

	Financial Year 2020	Financial Year 2019
Income		
Congress		\$14,930.00
Weekend Club Events	\$577.00	\$462.00
Hosting Events	\$736.00	\$1,557.00
Subscriptions	\$11,190.00	\$11,615.00
Total Table Fees	\$69,087.00	\$97,580.00
Board Dealing	\$1,155.60	\$1,366.00
Hall Hire	\$320.00	\$215.00
Sundry Receipts	\$0.01	(\$56.00)
Total Income	\$83,065.61	\$127,669.00
Expenses¹		
Audit Fees	\$1,870.00	\$1,760.00
Bank Charges	\$50.00	
Card Dealing	\$1,032.00	\$1,542.00
Cleaning	\$8,485.00	\$10,700.00
Consumables	\$4,800.39	\$6,656.00
Donations		\$187.00
Insurance	\$2,973.00	\$2,605.00
Printing, Stationery & Postage	\$2,988.48	\$4,092.00
Prize Money	\$4,342.00	\$5,286.00
Refreshments	\$2,538.02	\$3,702.00
Socials	\$1,009.17	\$4,423.00
Subscriptions / Membership	\$47.00	\$168.00
Congress	\$113.09	\$13,000.00
Other Competitions	\$2,223.85	\$2,954.00
Office Staff	\$17,538.20	\$9,319.00
Superannuation	\$1,721.29	\$1,300.00
Non Playing Director	\$7,700.00	\$10,750.00
Affiliation (NSWBA)	\$3,050.00	\$3,030.00
Capitation (ABF)	\$4,631.20	\$4,745.00
Masterpoints	\$2,543.63	\$2,952.00
R&M Air Conditioning	\$753.00	\$540.00
R&M Building	\$14,207.36	\$626.00
R&M Equipment	\$849.40	\$1,093.00
R&M Grounds	\$370.26	\$838.00
Electricity	\$2,867.66	\$3,266.00
Rates - Land / Water	\$12,634.08	\$11,744.00
Telecommunications	\$1,267.33	\$1,281.00
Computer Systems	\$2,240.00	\$1,274.00
Total Expenses	\$104,845.41	\$109,833.00
Surplus/Deficit from Bridge	(\$21,780.00)	\$17,836.00
Other Income & Expenses		
Interest Income	\$1,058.92	\$2,630.00
Investment Income	\$1,002.87	
Government Support	\$16,000.00	
Gain on Asset Disposals		\$890.00
Net Profit/(Loss)	(\$3,718.05)	\$21,356.00

¹ Net of depreciation

CURRENT FINANCIAL POSITION (as tabled at Committee Meeting 23/7/2020)

Cash on Hand 22nd July

ANZ Cheque Account	\$6 925	(\$1104 of expenses yet to be approved, \$3000 JobKeeper due)
ANZ Online Saver	\$50	
ANZ Cash Investment	\$78	
Greater Term Deposit	\$30 000	

Invested Funds 30th June

Market Value	\$97 505	Cost	\$99 923
--------------	----------	------	----------

23 July 2020

PS19113

Newcastle Bridge Club
12 Young Rd
Broadmeadow NSW 2291

Attn: Jeff Biddlecombe

RE: Roof Inspection

1. INSTRUCTION AND INTRODUCTION

As requested, Peter Shepherd of this office carried out an inspection to part of the roof void at Newcastle Bridge Club.

The inspection was carried out on 29 June 2020.

The purpose of the inspection was to investigate concerns raised over the sagging of the ceiling line and possible defects/damage to the roof framing.

My findings and observations are as set out in the following section of this report.



It pays to get a Pink Slip

Telephone: (02) 4962 1455

www.psbr.com.au

Facsimile: (02) 4962 1488

All Correspondence to: P.O. Box 3325, Merewether N.S.W. 2291

2. FINDINGS AND OBSERVATIONS

The main auditorium area has at some point been extended and or had internal walls removed and at these locations there are now ceiling bulkheads.

Each of the bulkheads display a visible sag, however the first (from the front) whilst sagged, the ceiling appears straight and level. This indicates that in this location there has not been any sagging or movement since that suspended ceiling was installed.

At the second bulkhead the ceiling has not been replaced, whilst there is a sag it appears to have been this way for an extended period. There was no evidence of significant cracking to suggest recent movement.

Roof Void

I gained access into the roof void to inspect the areas of concern as well as the roof framing.

Within the roof void there is a large quantity of air conditioning ducting and equipment, some of which is redundant.

The roof and ceiling framing is conventionally framed and predominately out of hardwood.

To the area where sagging was observed from the auditorium, there is a general lack of what would be considered adequate support, where the previous support walls have been removed.

A fabricated steel tie rod system has been installed, however has come apart at the turn buckle. This tie rod extends from and is attached to the ridge at each end as well as to the ceiling framing in the centre. This tie rod appears to have been installed to allow the wall to be removed. Whilst it appears to have been reasonably successful thus far, the installation was never considered to be adequate due to a lack of support under the points of attachment at the ridge.

The roof framing is quite simple, however does not incorporate adequate provision to prevent the roof spreading. This is usually achieved by a combination of ceiling joists connected to the rafters to form a triangle, there should also be collar ties at the locations of the purlins, for the same purpose.

The framing does incorporate purlins under the rafters at mid span, however these are now only really supported on the ceiling frame.

Rectification

Rectification is required to ensure the long-term stability of the rood framing structure. The rectification should include the following.

1. Reinstate the tie rod.
2. Upgrade the tie rod connections and points of support.
3. Supply and bolt fix collar ties at the purlins.
4. Supply and bolt fix either metal tie rods or timber framing to tie the rafters from one side to the other, this being at approximately where the rafter attaches to the top of the walls.

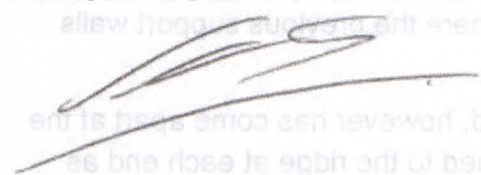
Note: to carry out these works may require a number of roof sheets to be removed in order to gain suitable access.

It is likely that the auditorium area below where works are being carried should not be occupied purely as a safety measure.

If required we can assist with obtaining a quotation from a suitable contractor, attend site with them to expound on the scope of works, following which we can make a recommendation to you.

We trust the above is satisfactory however should you have any questions please do not hesitate to contact the undersigned.

PINKSLIP BUILDING REPORTS



Peter Shepherd