

Committee Meeting Agenda

Location:	Newcastle Bridge Club	Date:	Thursday 15/10/2020
Chair:	Jeff Biddlecombe	Time:	1:20 pm

AGENDA

1. Apologies: Caroline Carey, Ailsa Kearney, Peter Peterson

2. Minutes of previous meeting dated 10 Sept 2020

3. Correspondence

4. Business arising from correspondence and previous minutes

- 4.1. Clubhouse roof repairs Jeff
- 4.2. AGM – member reaction..... All
- 4.3. Pianola's Partner Finder Ken
- 4.4. Wednesday session promotion..... Vincia
- 4.5. Adding Janet as signatory at ANZ Bank Julie

5. New Business

- 5.1. Monday night Bridge All

6. Financials

- 6.1. Reports Janet

7. Next Meeting: 12/11/2020

COMMITTEE MEETING MINUTES: 15 October 2020

Location:	Newcastle Bridge Club	Date:	15/10/2020
Chair:	Jeff Biddlecombe	Time:	1:20pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Janet Hill, Vincia Martin, Ken Wilks		

AGENDA ITEM

1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:25pm.

Apologies: Caroline Carey, Ailsa Kearney, Peter Peterson

2. MINUTES OF PREVIOUS MEETING (10/09/2020)

Rosalie moved that the minutes of the last meeting (as amended and circulated prior to the meeting) be accepted, Vincia seconded the motion. Jeff then signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

- 3.1. Email from Ron Klinger:** An email was received from Ron offering a daily one-deal Bridge column at a cost of \$10 daily or a weekly 2-deal column for \$20 weekly. It was briefly discussed but not supported on the basis of being too expensive given that there is similar information available elsewhere for free. **Action:** No action required.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. Club House roof

The clean up of the roof cavity including the removal of asbestos has been completed. The invoice has not yet been received but the cost was estimated to be approximately \$9000. The work was actually completed in 1 day (not 3 days as quoted) as extra labour was allocated to the job. The invoice will be scrutinized accordingly.

The next step is to engage a builder to do the structural repairs.

Action: Jeff to contact the builder.

4.2. Deferment of 2019/2020 AGM

No negative comments were received from members re the proposal not to hold an AGM for 2019/2020 as permitted by the Department of Fair Trading due to COVID restrictions. Some members did respond to the email but were supportive of the proposal.

AGENDA ITEM

The Financial Report for 2019/2020 is expected back from the accountants in approximately 2 weeks and will be posted on the website once available.

A comment was made re the difficulty of accessing the minutes of Committee meetings on the website, and the time lag for them to be available. The current process is to post the minutes on the website in the Documents tab once they have been approved (usually the next Committee meeting). A copy of the draft Minutes is put on display in the club usually within a week of the meeting.

It was agreed to post the draft version of the minutes on the website (clearly marked draft) once it is approved for display at the club, and to post it in the Committee News section as well as in Documents.

Action: Julie to implement commencing with the Minutes of the October meeting.

4.3. Pianola Partner Finder

Ken had circulated a document on how to navigate the Partner Finder facility in Pianola. It was noted that Mik Ilett was already using it and it was suggested that he could be a contact if members needed assistance.

Action: Julie to contact Mik, then email members re the facility.

4.4. Wednesday Bridge session

Vincia reported that she and Judy Atkins had phoned around to organize the first "Come Without a Partner Wednesday session. There is some confusion over whether this is an on-going arrangement and, fortunately, so far we have had three sessions with a good number of tables and even numbers of players. However an organized system with stand-by players is recommended.

The committee discussed and supported setting up a standby player roster for Wednesday sessions and advising members accordingly. Concerns were expressed about what would happen if there were fewer than 3 tables or, in the future, more than 12. For the time being, we can be fairly sure of the minimum number and the maximum is highly unlikely.

Action: Vincia to try and find standby players, then draft a communique for circulation to members, as well as for posting on the website and Facebook page.

4.5. Adding Janet Hill as signatory to bank accounts

Arrangements are underway to have Janet set up as a signatory for the bank accounts held with ANZ. It is a more difficult process to make a similar arrangement for the Shares Investment accounts, but enquiries have been made and we are awaiting advice on the next steps.

Action: Julie and Janet to progress

AGENDA ITEM

5. NEW BUSINESS

5.1. Office Admin role

Jeff asked Ken to leave the room as the topic involved him.

Jeff explained that Ken was doing a lot more work due to COVID requirements (checking registrations, resolving registration issues, cancelling sessions, printing off the registration list for every session, etc). Jeff proposed that these duties be added to the Office Admin role.

Ken was then invited to re-join the meeting, was advised about the outcome and was in agreement with the proposal.

Action: Ken to add the registration activities to the Office Admin role.

5.2. Monday night bridge

Due to insufficient registrations, the Monday night session has been cancelled for many weeks now. Ken commented that members may be struggling to find a partner in the current circumstances and had discussed the issue with Peter Peterson. It was suggested that Peter might partner up players if they advised him that they were looking for a partner.

Action: Julie to email members advising them to contact Peter if they wanted to play on Monday night but didn't have a partner but to contact Peter first to check he is OK with this arrangement)

5.3. QR Code

Rosalie raised the issue that the lifting of restrictions from 4 sq m / person to 2 sq m / person for outdoor venues was contingent on the organization having a QR check-in system. Rosalie suggested it would be prudent for NBC to subscribe to the Service NSW QR system which is free so that we are ready if the changes are extended to include indoor venues.

Action: Jeff to investigate

5.4. Books

Ken commented that the books have been done on Wednesdays for many years, probably because the person who did it previously worked on Wednesday. Ken suggested that it be changed to a week ending Sunday arrangement meaning the books would probably be done on Monday. As there were no objections, Ken agreed to look at the implications.

Action: Ken to review and report back

5.5. Registrations

Ken commented that some members had asked why it wasn't possible to see who was registered for a particular session on the website. The only apparent reason is that the system currently does not allow it. Ken advised that he had approached Redback for a quote to make this possible and was waiting on a response.

AGENDA ITEM**6. FINANCIALS**

Janet tabled the P & L Report for the period ending 30 September (see attached). Income is \$13371 compared with \$26510 for the same period last year. However, the net profit is \$8009 (\$4022 for the same period last year) due primarily to COVID-19 Government support payments.

Ken moved that the report be accepted, and Jeff seconded the motion.

Jeff raised the question as to why it is necessary to have 2 systems to manage the financials – MYOB and Excel. Janet explained that the reports from MYOB lack some detail that we are accustomed to seeing.

Action: Janet to discuss the issue with the accountants and determine if it is possible to get the necessary reports from MYOB as well as to set up an annual budget in MYOB.

7. MEETING CLOSE: The meeting concluded at 3:15pm**8. NEXT MEETING: Thursday 12/11/20 at 1:20pm****Confirmed to be a true record of the meeting**

Moved by:	K WILKS
Seconded by:	V. MARTIN
Signed by:	Jeff - [Signature]
Date:	12-11-20

Newcastle Bridge Club

Profit and Loss for 3 months to end of September			
	2020-21	2019-20	% Var
Income			
Monday Day	\$2,408.00	\$2,562.00	-6.0%
Monday Night	\$366.00	\$1,281.00	-71.4%
Monday SVP	\$276.00		
Tuesday Day	\$3,452.00	\$5,270.00	-34.5%
Tuesday SVP	\$696.00	\$1,864.00	-62.7%
Wednesday	\$916.00	\$2,838.00	-67.7%
Thursday	\$2,478.00	\$4,585.00	-46.0%
Friday	\$1,458.00	\$3,532.00	-58.7%
Saturday	\$1,136.00	\$2,763.00	-58.9%
Club Sunday Events		\$318.00	
Table Fees sub-total	\$13,186.00	\$25,013.00	-47.3%
Hosting Events		\$325.00	
Subscriptions	\$185.00	\$736.00	-74.9%
Board Dealing		\$386.00	
Other Income		\$50.00	
Total Income from Bridge	\$13,371.00	\$26,510.00	-49.6%
Expenses			
Accountant Fees	\$440.00	\$1,870.00	-76.5%
Card Dealing	\$32.00	\$432.00	-92.6%
Cleaning	\$2,928.00	\$2,985.00	-1.9%
Consumables	\$1,268.00	\$913.00	38.9%
Insurance	\$12.00		
Printing, Stationery & Postage	\$276.00	\$956.00	-71.1%
Prize Money		\$2,242.00	-100.0%
Refreshments	\$590.00	\$895.00	-34.1%
Socials		\$203.00	
Congress		\$113.00	
Subscriptions/Membership		\$153.00	
Office Wages and super	\$1,385.00	\$2,833.00	-51.1%
Non Playing Director	\$2,100.00	\$2,590.00	-18.9%
Jobkeeper Top Up	\$5,952.00		
Capitation (ABF)	\$60.00		
State/National Comps		\$1,624.00	
Repairs and Maintenance	\$716.00	\$687.00	4.2%
Electricity	\$488.00	\$778.00	-37.3%
Rates - Land / Water	\$3,425.00	\$3,548.00	-3.5%
Telecommunications	\$324.00	\$315.00	2.9%
Computer Systems	\$143.00		
Total Expenses	\$20,139.00	\$23,137.00	-13.0%
Surplus/Deficit from Bridge	(\$6,768.00)	\$3,373.00	-300.7%
Other Income & Expenses			
Interest Income	\$55.00	\$649.00	-91.5%
Investment Income	\$1,048.00		
Government Support	\$13,674.00		
Total Other Income	\$14,777.00	\$649.00	2176.9%
Total Surplus /Deficit	\$8,009.00	\$4,022.00	99.1%
Current Financial Assets	\$142,116.00		

(ANZ Cheque: \$14,251; Term Deposit: \$30,000; Investments: \$97,865)