



Committee Meeting Agenda

Location:	Newcastle Bridge Club	Date:	Thursday 10/12/2020
Chair:	Jeff Biddlecombe	Time:	1:20 pm

AGENDA

1. Apologies: Rosalie Broughton, Caroline Carey, Janet Hill

2. Minutes of previous meeting dated 12 November 2020

3. Correspondence

- 3.1. Email from Janet Hill re screens..... All
- 3.2. Email from Roy Hardy re Intermediate lessons..... All

4. Business arising from correspondence and previous minutes

- 4.1. Clubhouse roof repairs - update Jeff
- 4.2. Wednesday session - update Vincia
- 4.3. Adding Janet as signatory at ANZ Bank - update..... Julie
- 4.4. Greater Bank Term Deposit..... Julie
- 4.5. Online registration (Pro version) Ken
- 4.6. Allocation of red points for 2021 Ken
- 4.7. Feedback re Christmas week All

5. New Business

- 5.1. Payments for annual subscriptions and tokens..... Ken
- 5.2. Implications of lifting of COVID restrictions All

6. Financials

- 6.1. Reports Janet
- 6.2. 2019/2020 Financial Report Janet

7. Next Meeting: TBA

COMMITTEE MEETING MINUTES: 10 December 2020

Location:	Newcastle Bridge Club	Date:	10/12/2020
Chair:	Jeff Biddlecombe	Time:	1:20pm
Attendees:	Jeff Biddlecombe, Julie Butel, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM

1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:25pm.

Apologies: Rosalie Broughton, Caroline Carey, Janet Hill

2. MINUTES OF PREVIOUS MEETING (12/11/2020)

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

3. CORRESPONDENCE

3.1. *Email from Janet Hill re screens:* Discussed in item 5.2

3.2. *Email from Roy Hardy re lessons:* Roy has offered to run free improvement lessons for any interested members. Based on attendances at Chris Dibley's Wednesday lessons, it was agreed that there is a demand for lessons. The Club is not available on Thursday afternoons when Beginners' lessons are running but Tuesday afternoon is available.

Action: Vincia to contact Roy and progress.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. Club House Roof Repairs: Update

Work is now complete except for a rod that requires a turnbuckle (which has been missing for years). The issue is that the thread size is no longer available and welding in the roof is not really feasible. A solution is still being sought. The invoice for the repairs has not yet been received.

Action: Rosalie to follow up with the builder.

4.2. Wednesday Bridge: Update

Attendances are still good, but a standby player roster is yet to be prepared. A number of members responded to our call for volunteers. Vincia commented on the downside of being a standby player but the consensus was that a standby roster has worked in the past. It was agreed that we need to have a standby player available if there is an expectation that it is OK to come without a partner.

AGENDA ITEM

Action agreed: Vincia will contact all those who volunteered to be a standby player with the objective of preparing a roster.

4.3. Adding Janet as a Signatory to Bank Accounts: Update

The issue is now complete except for Janet to be granted online access (request has been submitted). A request has been made to remove Tony Wagstaff as a signatory to the bank accounts and share investment accounts.

Action: Julie to continue to follow up (no need to include on next agenda)

4.4. Greater Bank Term Deposit

The account was closed when it matured, and the funds have been deposited in our ANZ bank account.

Action: Completed

4.5. Online Registration (Pro version)

Ken circulated details re what the Pro version offered and commented that the only real benefit would be the waiting list. With COVID-19 restrictions easing, it was agreed that it wasn't worth pursuing.

Action: No further action

4.6. Allocation of Red Points for 2021

Ken circulated a document with proposed allocation of red points in 2021 based on table numbers during October/November. Peter queried the omission of Monday night in the allocations (Monday night Bridge has been cancelled indefinitely due to low numbers). After discussion, it was agreed to reduce Tuesday and Thursday allocations by 1 point each and reserve those points for Monday night should they be required.

Vincia commented that the table numbers for Wednesday would have been impacted by the Club's closure for roof repairs and asked if that might be taken into account. Ken commented that it wouldn't make much difference and there was nowhere else to take points from.

Action: Ken to reduce Tuesday and Thursday allocation by one point each and reserve the points for Monday night, then reallocate them if necessary.

4.7. Feedback re Christmas Week

Some members are disappointed about the decision not to hold Christmas parties or offer free Bridge sessions this Christmas. Comments have been made that there should have been an announcement. It was noted that the decision was detailed in the Minutes of November's meeting (posted on the Club noticeboard and website). It was agreed that there is no justification to reverse the decision previously made.

Action: Julie to email members. Reasons (COVID-19 restrictions and Club's finances) to be included.

AGENDA ITEM

5. NEW BUSINESS

5.1. Payments for Annual Membership / Tokens

Ken advised that the cash from annual subscriptions and token sales are not balancing on a regular basis, mainly because funds from the two areas are not being kept separate. Ken proposed that we eventually accept these payments by cheque or direct deposit only (no cash). In the meantime, more discipline is needed by those who collect the money so that the funds from the two areas don't get mixed up, including asking people to wait so that the transactions can be handled separately. The option of introducing a Square POS system for credit card payments was discussed.

Action: Ken will investigate the Square POS system (costs and implications)

5.2. Implications of Lifting of COVID-19 Restrictions

COVID-19 restrictions were again eased for most venues in NSW from 7/12. The most important change for the Club is the replacement of the 4 square metre rule by the 2 square metre rule. Moreover, the 1.5 metre social distancing rule is now recommended where practicable, but not mandatory. It was agreed to increase the number of tables from 12 to 18 and remove the screens. Good hygiene practices will remain essential, including the wiping down of surfaces at the end of each session (tablecloths will not be re-introduced for the foreseeable future). Online registration will continue to be a requirement. These changes will be effective from Monday 14/12.

Action required:

- *Screens to be dismantled on the morning of Monday 14/12 and stored in the shed (Jeff to coordinate; Ailsa to purchase corrugated paper to protect screens)*
- *Purchase an additional 6 bottles of hand sanitizer for the extra tables (Ailsa)*
- *Change limit on number of pairs for online registration (Ken)*
- *Email members (Julie)*
- *Amend our COVID-19 Safety Plan and re-register it (Jeff/Julie)*

6. FINANCIALS

6.1. P & L and Treasurer's Report (attached)

Janet had prepared the report for circulation prior to the meeting. Profit for the 5 months ending November was \$8233 but only because of a government grant (\$7022), investment income (\$2042) and the JobKeeper payments.

The major expense to date was the removal of asbestos from the roof. Payment for repairs of the roof, and for the accountants' review of our financial records and preparation of the annual financial report, will be major expense items in December. Table numbers for November averaged 53 per week compared with 82 tables for the same period last year. The significant decline in attendances at Saturday Bridge was noted.

Peter moved that both documents be accepted; the motion was seconded by Ken.

AGENDA ITEM

6.2. Annual Report for 2019/2020 Financial Year

The report was received from Lambourne this week. A letter accompanying the report noted the significant impact of COVID-19 due to the Club's forced closure.

Ken moved that the annual report be accepted, and Peter seconded the motion. The Committee agreed that the report be posted on the website and be tabled at the 2020/21 AGM in accordance with COVID-19 rules.

7. MEETING CLOSE: The meeting concluded at 2:35pm

8. NEXT MEETING: Thursday 14/01/21 at 1:20pm

Confirmed to be a true record of the meeting

Moved by:	P. PETERSEN
Seconded by:	V. MARQUIS
Signed by:	JE. Biddlecombe
Date:	14.1.21

Newcastle Bridge Club Inc. 12 Young Road Broadmeadow 2292 Profit & Loss [With Last Year] July 2020 To November 2020				
	This Year	% of Sales	Last Year	LY % of Sales
INCOME				
Weekend Club Events	\$0.00	0.00%	\$577.00	1.20%
Hosting Events	\$0.00	0.00%	\$736.00	1.50%
Membership Fees	\$2,970.00	6.50%	\$4,305.00	9.00%
Table Fees				
Monday SP	\$858.00	1.90%	\$248.00	0.50%
Monday - Day	\$4,950.00	10.90%	\$4,455.00	9.30%
Monday Evening	\$366.00	0.80%	\$2,140.00	4.50%
Tuesday - Day	\$6,416.00	14.10%	\$9,130.00	19.10%
Tuesday Supervised Play	\$1,378.00	3.00%	\$2,742.00	5.70%
Wednesday	\$2,200.00	4.80%	\$4,754.00	10.00%
Thursday Morning	\$5,118.00	11.20%	\$7,612.00	15.90%
Friday	\$3,102.00	6.80%	\$5,886.00	12.30%
Saturday	\$1,784.00	3.90%	\$4,369.00	9.20%
Total Table Fees	\$26,172.00	57.50%	\$41,336.00	86.60%
Board Dealing	\$0.00	0.00%	\$653.40	1.40%
Donations	\$500.00	1.10%	\$0.00	0.00%
Hall Hire	\$0.00	0.00%	\$120.00	0.30%
JobKeeper Subsidy	\$15,900.00	34.90%	\$0.00	0.00%
TOTAL INCOME	\$45,542.00	100.00%	\$47,727.41	100.00%
EXPENSES				
Audit Fees	\$440.00	1.00%	\$1,870.00	3.90%
Bank Charges	\$0.00	0.00%	\$50.00	0.10%
Card Dealing	\$40.00	0.10%	\$660.00	1.40%
Cleaning	\$5,403.00	11.90%	\$4,745.00	9.90%
Consumables	\$2,209.62	4.90%	\$2,205.93	4.60%
Insurance	\$11.55	0.00%	\$0.00	0.00%
Printing, Stationery & Postage	\$784.11	1.70%	\$1,584.25	3.30%
Prize Money	\$0.00	0.00%	\$3,862.00	8.10%
Refreshments	\$801.64	1.80%	\$1,481.15	3.10%
Socials	\$0.00	0.00%	\$900.01	1.90%
Subscriptions / Membership	\$0.00	0.00%	\$47.00	0.10%
Congress	\$0.00	0.00%	\$113.09	0.20%
Other Competitions	\$0.00	0.00%	\$2,223.85	4.70%
Wages				
Office Staff	\$2,702.37	5.90%	\$4,244.34	8.90%
Superannuation	\$311.13	0.70%	\$784.08	1.60%
Non Playing Director	\$3,710.00	8.10%	\$4,480.00	9.40%
JobKeeper Top Up	\$8,198.63	18.00%	\$0.00	0.00%
Fees & Levies				
Affiliation (NSWBA)	\$0.00	0.00%	\$3,050.00	6.40%
Capitation (ABF)	\$60.40	0.10%	\$60.20	0.10%
Masterpoints	\$0.00	0.00%	\$1,207.91	2.50%
Repairs & Mtce				
R&M Air Conditioning	\$180.00	0.40%	\$540.00	1.10%
R&M Building	\$11,689.59	25.70%	\$7,801.36	16.30%
R&M Equipment	\$1,044.72	2.30%	\$382.40	0.80%
R&M Grounds	\$165.00	0.40%	(\$85.80)	-0.20%
Utilities				
Electricity	\$832.12	1.80%	\$1,399.52	2.90%
Rates - Land / Water	\$6,574.84	14.40%	\$6,680.12	14.00%
Telecommunications	\$1,134.61	2.50%	\$529.96	1.10%
Computer Systems				
MYOB AccountRight	\$0.00	0.00%	\$239.50	0.50%
MYOB Essentials	\$50.00	0.10%	\$24.84	0.10%
Web Site	\$110.00	0.20%	\$330.00	0.70%
TOTAL EXPENSES	\$46,453.33	102.00%	\$51,410.71	107.70%
OPERATING PROFIT	(\$911.33)	-2.00%	(\$3,683.30)	-7.70%
Other Income				
Interest Income	\$80.23	0.20%	\$998.97	2.10%
Investment Income	\$2,042.17	4.50%	\$0.00	0.00%
Covid 19 Government Support	\$7,022.00	15.40%	\$0.00	0.00%
Total Other Income	\$9,144.40	20.10%	\$998.97	2.10%
NET PROFIT/(LOSS)	\$8,233.07	18.10%	(\$2,684.33)	-5.60%

Newcastle Bridge Club

Treasurer's Report for December Meeting 2020

Funds on hand at 30 November

ANZ Cheque account	\$13,550
ANZ Online Saver	\$30,120 (includes funds from Greater Bank Term Deposit)
ANZ Investment Cash	\$78

Invested funds

	Units	Cost	Market Value	Income to 30 Nov
IAF - iShares Composite Bond ETF	215	\$24,787	\$25,073	\$269.62
VAP - Vanguard Aust Property ETF	110	\$10,186	\$9,188	\$97.58
VDCO - Vanguard Divers Conserv ETF	720	\$40,022	\$40,327	\$410.23
VGB - Vanguard Aust Gov Bond ETF	465	\$24,928	\$24,896	\$1,264.74
		<u>\$99,923</u>	<u>\$99,484</u>	<u>\$2,042.17</u>

Table Numbers

The club averaged 53 tables per week for November. The corresponding figure last year was 82 tables.

Profit and Loss Account

Profit for the period was \$8,233 but this was only because of the government grant (\$7,022), investment income (\$2,042) and the JobKeeper payment that covers our administrative wages and the cost of the NPD. We hope the latter will continue till the end of March.

Removal of the asbestos from the roof was the major expense for the month. Payment for the roof repairs and for the accountant's review of our records and preparation of the annual financial report will be major items of expense this month.