

Committee Meeting Agenda

Location:	Newcastle Bridge Club	Date:	Wednesday 7/07/2021
Chair:	Jeff Biddlecombe	Time:	1:45 pm
AGENDA			
1. Apologies: Caroline Carey			
2. Minutes of previous meeting dated 09 June 2021			
3. Correspondence			
3.1. Outer Metro NSW Teams Championship responses			
3.2. Central Coast Bridge Club Novice & Restricted Congress			
4. Business arising from correspondence and previous minutes			
4.1. Suggestion box comments All			
4.2. All day Novice Teams event Jeff			
4.3. Reintroduction of prizes (also 5.1) Ken			
5. New Business			
5.1. July 3-week competitions (12 table restriction) Rosalie			
5.2. QR check-in code Rosalie			
5.3. Mask usage Rosalie			
5.4. AGM All			
6. Financials			
6.1. Reports Janet			
7. Next Meeting: To be discussed and agreed			

COMMITTEE MEETING MINUTES: July 2021

Location:	Newcastle Bridge Club	Date:	07/07/2021
Chair:	Jeff Biddlecombe	Time:	1:45pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton (by phone), Julie Butel (minute taker), Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM
<p>1. WELCOME AND APOLOGIES</p> <p>Jeff opened the meeting at 1:50pm. Apologies: Caroline Carey</p>
<p>2. MINUTES OF PREVIOUS MEETING (09/06/2021)</p> <p>Ken moved that the minutes of the previous meeting be accepted, and Vincia seconded the motion. Jeff then signed the minutes as a true record of the meeting.</p>
<p>3. CORRESPONDENCE</p> <p>3.1. Outer Metro NSW Teams Championship:</p> <p>A total of three teams expressed interest in participating in the event and have been registered.</p> <p>3.2. Central Coast Bridge Club Novice & Restricted Congress:</p> <p>The Congress will be held on 21/22 August at the Central Coast, COVID restrictions permitting. The brochure has been put on display at the Club.</p>
<p>4. BUSINESS ARISING FROM PREVIOUS MINUTES</p> <p>4.1. Suggestion Box</p> <p>Three suggestions were received since the last meeting:</p> <ul style="list-style-type: none"> • <u>A request to replace the sanitizing unit with a dishwasher</u> After discussion, it was agreed to reinvestigate the options previously looked at, review alternatives and recommend the action to be taken. It was stressed that no dishwasher will remove lipstick. It was also noted that the cups are probably due for replacement. <p>Action: <i>Rosalie to provide the summary of the previous work to Vincia, Ailsa and Julie who will follow up and recommend what to do. Vincia to advise the initiator.</i></p>

AGENDA ITEM

- NBC should have a defibrillator
Jeff has sought medical advice and the recommendation was not to pursue.

Action: *Jeff to advise the initiator*

- Some way of securing walking sticks to Bridge tables is needed
Jeff advised that he has found a simple solution and will arrange for two holders to be attached to each table.

Action: *Jeff to implement*

4.2. All-day Novice Teams Event

It was agreed to delay the organization of the event until the current COVID situation is resolved. A date will then be set, and members emailed to gauge the interest level.

Action: *Hold over until COVID restrictions are lifted*

4.3. Reintroduction of Prizes

Dates had been set in July for the 3-week events and had been added to the calendar. However, given the current COVID restrictions, it was agreed to postpone all events until the restrictions are lifted.

Action: *Ken to delete the events from the calendar, and reduce the number of tables for all future sessions to 12, pending lifting of the current restrictions.*

5. NEW BUSINESS

5.1. July 3-week Competitions (12 table restriction)

Refer to Item 4.3

5.2. QR Check-in Code

Newcastle Bridge Club now has a Service NSW QR check-in code. The code will be mandatory at all workplaces and retail businesses from Monday 12 July. Strictly speaking, this does not apply to the Club, which is classified as a community hall. However, to assist NSW Health contact tracers to make contact quickly and easily if necessary, it was agreed to display the code at the Club and encourage members to use it wherever possible. This will be an additional attendance record to the information available from on-line registration.

Action: *Julie to arrange for copies of the code to be displayed throughout the Club; to email details to members. The email to include a request that members check we have their correct contact details, and that they include the email addresses of both partners when registering on-line.*

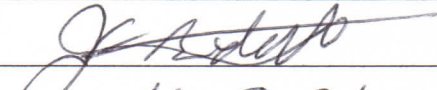
5.3. Mask Wearing

It was commented that some members are not wearing their masks correctly at the Club.

Action: *Julie to include a reminder about the correct way to wear a mask, in the email mentioned in 5.2.*

AGENDA ITEM	
5.4. AGM	It was agreed to hold the AGM on Saturday 9 October. Details to be agreed at Committee meetings closer to the time.
6. FINANCIALS	
6.1. P & L (attached)	<p>Profit and loss statement for July 2020 to June 2021 was tabled. The report should be considered only as interim as there are still some expenses relating to 2020 – 2021 to be posted.</p> <p>As previously reported, our net profit compared with the same time last year, is favourable, due mostly to Government support as a consequence of the impact of COVID.</p> <p>Jeff moved that the report be accepted, and Ken seconded the motion.</p>
7. MEETING CLOSE: The meeting concluded at 2:45pm	
8. NEXT MEETING:	<p>After discussion it was agreed to hold future Committee meetings at 1:30pm on the first Wednesday of the month.</p> <p>The next Committee meeting will be held on Wednesday 4 August commencing at 1:30pm.</p>

Confirmed to be a true record of the meeting

Moved by:	Ken Wilke
Seconded by:	Peter Paterson
Signed by:	
Date:	4-8-21

Profit & Loss [Last Year Analysis]

July 2020 To June 2021

This Year Last Year \$ Difference % Difference**Income**

Competitions				
Weekend Club Events	\$312.00	\$577.00	-\$265.00	(45.9)%
Hosting Events	\$0.00	\$736.00	-\$736.00	(100.0)%
Memberships				
Subscriptions	\$10,745.00	\$11,215.00	-\$470.00	(4.2)%
Table Fees				
Monday Supervised Play	\$3,560.00	\$333.00	\$3,227.00	969.1%
Monday - Day	\$14,644.00	\$7,922.00	\$6,722.00	84.9%
Monday Evening	\$366.00	\$3,384.00	-\$3,018.00	(89.2)%
Tuesday - Day	\$21,458.00	\$15,551.00	\$5,907.00	38.0%
Tuesday Supervised Play	\$4,334.00	\$4,233.00	\$101.00	2.4%
Wednesday	\$9,804.00	\$7,416.00	\$2,388.00	32.2%
Thursday Morning	\$16,714.00	\$12,910.00	\$3,804.00	29.5%
Friday	\$10,762.00	\$9,986.00	\$776.00	7.8%
Saturday	\$6,008.00	\$7,352.00	-\$1,344.00	(18.3)%
Total Table Fees	\$87,650.00	\$69,087.00	\$18,563.00	26.9%
Board Dealing	\$468.00	\$1,155.60	-\$687.60	(59.5)%
Donations	\$500.00	\$0.00	\$500.00	NA
Hall Hire	\$130.00	\$320.00	-\$190.00	(59.4)%
Sundry Receipts	\$0.00	\$0.01	-\$0.01	(100.0)%
JobKeeper Subsidy	\$21,900.00	\$6,000.00	\$15,900.00	265.0%
Total Income	\$121,705.00	\$89,090.61	\$32,614.39	36.6%
Gross Profit	\$121,705.00	\$89,090.61	\$32,614.39	36.6%

Expenses

Audit Fees	\$3,190.00	\$1,870.00	\$1,320.00	70.6%
Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
Card Dealing	\$448.00	\$1,032.00	-\$584.00	(56.6)%
Cleaning	\$13,515.50	\$8,485.00	\$5,030.50	59.3%
Consumables	\$5,044.57	\$4,800.39	\$244.18	5.1%
Insurance	\$3,230.55	\$2,973.00	\$257.55	8.7%
Printing, Stationery & Postage	\$1,714.26	\$3,147.98	-\$1,433.72	(45.5)%
Prize Money	\$242.00	\$4,342.00	-\$4,100.00	(94.4)%
Refreshments	\$2,672.79	\$2,538.02	\$134.77	5.3%
Socials	\$0.00	\$1,009.17	-\$1,009.17	(100.0)%
Subscriptions / Membership	\$129.00	\$47.00	\$82.00	174.5%
Competitions				
Congress	\$0.00	\$113.09	-\$113.09	(100.0)%
Other Competitions	\$180.00	\$2,223.85	-\$2,043.85	(91.9)%
Employment Expenses				
Wages				
Office Staff	\$8,436.81	\$7,589.10	\$847.71	11.2%
Superannuation	\$1,685.23	\$1,721.29	-\$36.06	(2.1)%
Non Playing Director	\$10,010.00	\$7,700.00	\$2,310.00	30.0%
JobKeeper Top Up	\$9,455.84	\$9,949.10	-\$493.26	(5.0)%
Fees & Levies				
Affiliation (NSWBA)	\$5,512.05	\$3,050.00	\$2,462.05	80.7%
Capitation (ABF)	\$60.40	\$4,631.20	-\$4,570.80	(98.7)%
Masterpoints	\$1,324.22	\$2,543.63	-\$1,219.41	(47.9)%
Repairs & Mtce				

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

July 2020 To June 2021

	This Year	Last Year	\$ Difference	% Difference
R&M Air Conditioning	\$540.00	\$720.00	-\$180.00	(25.0)%
R&M Building	\$15,953.46	\$14,207.36	\$1,746.10	12.3%
R&M Equipment	\$1,950.43	\$849.40	\$1,101.03	129.6%
R&M Grounds	\$396.00	\$403.26	-\$7.26	(1.8)%
Utilities				
Electricity	\$2,023.79	\$2,867.66	-\$843.87	(29.4)%
Rates - Land / Water	\$12,330.68	\$12,634.08	-\$303.40	(2.4)%
Telecommunications	\$2,204.03	\$1,267.33	\$936.70	73.9%
Computer Systems				
MYOB AccountRight	\$0.00	\$420.20	-\$420.20	(100.0)%
MYOB Essentials	\$120.00	\$94.84	\$25.16	26.5%
Pianola	\$600.00	\$600.00	\$0.00	0.0%
Web Site	\$110.00	\$1,125.00	-\$1,015.00	(90.2)%
Total Expenses	\$103,079.61	\$105,004.95	-\$1,925.34	(1.8)%
Operating Profit	\$18,625.39	-\$15,914.34	\$34,539.73	217.0%
Other Income				
Interest Income	\$155.42	\$1,058.92	-\$903.50	(85.3)%
Investment Income	\$4,782.35	\$1,002.87	\$3,779.48	376.9%
Covid 19 Government Support	\$8,522.00	\$10,000.00	-\$1,478.00	(14.8)%
Total Other Income	\$13,459.77	\$12,061.79	\$1,397.98	11.6%
Net Profit/(Loss)	\$32,085.16	-\$3,852.55	\$35,937.71	932.8%

This report includes Year-End Adjustments.