



Committee Meeting Agenda

Location:	Newcastle Bridge Club	Date:	Wednesday 4/08/2021
Chair:	Jeff Biddlecombe	Time:	1:30 pm
AGENDA			
1. Apologies:			
2. Minutes of previous meeting dated 07 July 2021			
3. Correspondence			
3.1. Central Coast Bridge Club: Annual Novice and Restricted Congress to be run as an online event due to COVID restrictions			
4. Business arising from correspondence and previous minutes			
4.1. Suggestion box comments All			
4.2. Dishwasher progress Ailsa/Vincia			
4.3. QR check-in code usage..... All			
4.4. AGM All			
5. New Business			
5.1. September competitions Ken			
5.2. General adherence to COVID restrictions All			
5.3. Newsletter Caroline			
5.4. Tuesday afternoon Bridge Ken			
6. Financials			
6.1. Reports Janet			
7. Next Meeting: Wednesday 1st September at 1:30pm			

COMMITTEE MEETING MINUTES: AUGUST 2021

Location:	Newcastle Bridge Club	Date:	04/08/2021
Chair:	Jeff Biddlecombe	Time:	1:50pm
Attendees:	Jeff Biddlecombe, Julie Butel (minute taker), Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM
1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:50pm. Apology: Rosalie Broughton

2. MINUTES OF PREVIOUS MEETING (07/07/2021)

Ken moved that the minutes of the previous meeting be accepted, and Peter seconded the motion. Jeff then signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

- 3.1. Central Coast Bridge Club Novice & Restricted Congress:** This Congress will now be run as an online event due to COVID restrictions. The brochure was on display at the Club but has been removed. No further action required.
- Ken also advised that the Outer Metro NSW Teams Championship has been cancelled. The three NBC teams have been advised.

4. BUSINESS ARISING FROM PREVIOUS MINUTES
4.1. Suggestion Box

No new suggestions received since the last meeting.

4.2. Dishwasher update

As agreed at the last meeting, Rosalie provided the report from the previous investigation. Based on trials, the preferred option was a Miele commercial dishwasher. Ailsa contacted Miele for an update and the price quoted was \$7770. In addition to this, the electricity supply would need to be upgraded, and the kitchen layout would need modification - all in all, an expensive proposition.

Ailsa then checked the Choice domestic dishwasher review. Several dishwashers were recommended, and the price range was \$1400 - \$3000.

AGENDA ITEM

Issue: A domestic dishwasher will not remove tea or lipstick stains (also the problem with our sanitizing unit), so these stains would still need to be removed before cups go into the dishwasher. A decision was made not to purchase a domestic dishwasher; however, it was noted that members are reluctant to use the sanitizing unit because it is too difficult.

Action: *It was agreed to prepare a simpler set of instructions (Ailsa/Caroline). Jeff agreed to explain the rationale and decision to the initiator.*

4.3. QR Check-in Code Usage

It was reported that most members are using the code and no issues have been noted.

4.4. AGM

The AGM is scheduled to be held on Saturday 9th October at 11:00am.

Nominations for the Committee are on display on the notice board; any member can nominate for any position (forms are available at the Club).

At this stage, it is believed that there are no issues which require a Special Resolution / vote.

Action: *Julie to send a general email to members ASAP advising them of the date of the AGM, requesting nominations for the Committee from any interested member, and advising that if anyone has an issue that needs a vote (Special Resolution), the proposal must be available for circulation to members at least 4 weeks before the AGM .*

The official notification and agenda will be sent to members in the week commencing 13/9.

5. NEW BUSINESS

5.1. September 3-week Competitions

After discussion, it was agreed to run the events as previously scheduled. It was acknowledged that some Tuesday and Thursday players may miss the opportunity to participate due to the current limit on table numbers, but this is beyond our control.

5.2. Adherence to COVID Requirements

It was agreed that the COVID requirements are mostly being followed by the majority of players: tables, etc are being cleaned at the end of the session, members are checking-in using the QR code and masks are being worn. It was acknowledged that some players could be more diligent with the use of hand sanitizer, especially between rounds, and that some players are still not wearing masks correctly.

Action: *Reinforce with directors to remind players to use sanitizer and to wear masks correctly. Caroline agreed to prepare an attention-grabbing flyer re how to wear masks properly.*

AGENDA ITEM

5.3. Newsletter

The next Newsletter is due early September. Caroline requested two tokens for each Newsletter for competition prizes. The request was approved.

5.4. Tuesday Afternoon Bridge Session

This extra session was introduced to give members an additional chance to get a game of Bridge as some are missing out due to the table limit. Ken reported that, so far, there has been 4-5 tables for the session and that players appreciate the extra opportunity to play.
The Committee thanked Ken for agreeing to run the additional session.

5.5. Stand-by Players Sign

There is a "reserved" sign to mark the car spot for stand-by players, but the sign is often not put out. Ken checked if the concrete could be painted so that the sign wouldn't be needed. For approximately \$300, a space 60cm wide could be painted with the word "reserved" on a solid background. This was agreed.

Action: Ken to arrange for the concrete to be painted.

5.6. Recycling Bin Instructions

Vincia commented that the sign regarding what can go in the recycle bin needs to be in a more prominent position, so that it is obvious to members what can be recycled.

Action: Caroline agreed to prepare a new sign for the new spot.

6. FINANCIALS

6.1. P & L (attached)

Janet moved that the report be accepted, and Peter seconded the motion.

7. MEETING CLOSE: The meeting concluded at 2:40pm

8. NEXT MEETING:

The next Committee meeting will be held on Wednesday 01 September commencing at 1:30pm.

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	JANET HILL
Seconded by:	KEN WILKES
Signed by:	JK Boddle
Date:	15.9.21

<p>Newcastle Bridge Club</p> <p>Profit & Loss [With Last Year]</p> <p>July 2021 To August 2021</p>				
	This Year	% of Sales	Last Year	LY % of Sales
Income				
Subscriptions	\$0.00	0.00%	\$150.00	1.20%
Monday Afternoon	\$1,140.00	14.10%	\$1,052.00	8.40%
Monday Evening	\$0.00	0.00%	\$366.00	2.90%
Tuesday Morning	\$1,488.00	18.30%	\$1,770.00	14.20%
Tuesday Afternoon	\$272.00	3.40%	\$0.00	0.00%
Tuesday Supervised Play	\$638.00	7.90%	\$312.00	2.50%
Wednesday	\$760.00	9.40%	\$542.00	4.30%
Thursday Morning	\$1,448.00	17.90%	\$1,046.00	8.40%
Friday	\$1,084.00	13.40%	\$580.00	4.70%
Saturday	\$528.00	6.50%	\$608.00	4.90%
Total Table Fees	\$7,886.00	97.20%	\$6,310.00	50.60%
Board Dealing	\$145.10	1.80%	\$0.00	0.00%
Hall Hire	\$50.00	0.60%	\$0.00	0.00%
Lessons	\$30.00	0.40%	\$0.00	0.00%
JobKeeper Subsidy	\$0.00	0.00%	\$6,000.00	48.20%
Total Income	\$8,111.10	100.00%	\$12,460.00	100.00%
Expenses				
Card Dealing	\$80.00	1.00%	\$24.00	0.20%
Cleaning	\$1,100.00	13.60%	\$1,760.00	14.10%
Consumables	\$429.06	5.30%	\$1,011.49	8.10%
Insurance	\$0.00	0.00%	\$11.55	0.10%
Printing, Stationery & Postage	\$140.50	1.70%	\$169.85	1.40%
Refreshments	\$115.64	1.40%	\$469.62	3.80%
Office Staff	\$771.51	9.50%	\$802.74	6.40%
Non Playing Director	\$980.00	12.10%	\$1,050.00	8.40%
JobKeeper Top Up	\$0.00	0.00%	\$4,147.26	33.30%
R&M Building	\$5.25	0.10%	\$0.00	0.00%
R&M Grounds	\$33.00	0.40%	\$33.00	0.30%
Electricity	\$0.00	0.00%	\$487.55	3.90%
Rates - Land / Water	\$3,791.05	46.70%	\$3,425.02	27.50%
Telecommunications	\$0.00	0.00%	\$211.58	1.70%
MYOB Essentials	\$10.00	0.10%	\$20.00	0.20%
Web Site	\$0.00	0.00%	\$110.00	0.90%
Total Expenses	\$7,456.01	91.90%	\$13,733.66	110.20%
Operating Profit	\$655.09	8.10%	(\$1,273.66)	-10.20%
Interest Income	\$0.00	0.00%	\$54.58	0.40%
Investment Income	\$1,413.00	17.40%	\$1,047.69	8.40%
Covid 19 Government Support	\$0.00	0.00%	\$3,174.00	25.50%
Total Other Income	\$1,413.00	17.40%	\$4,276.27	34.30%
Net Profit/(Loss)	\$2,068.09	25.50%	\$3,002.61	24.10%