

Committee Meeting Agenda

Location:	NBC	Date:	Wednesday 12/01/2022
Chair:	Jeff Biddlecombe	Time:	1:30 pm
AGENDA			
1. Apologies:			
2. Minutes of previous meeting dated 1st December 2021			
3. Correspondence			
3.1. NSWBA Promotion opportunity..... All			
4. Business arising from correspondence and previous minutes			
4.1. Xmas party – schedule? Vincia/Janet			
4.2. Minutes of AGM – approve/sign..... All			
4.3. Role of Office Admin vs Masterpoint Sec..... Jeff/Julie			
5. New Business			
5.1. Suggestion box contents..... All			
5.2. Email hosting Ken			
5.3. Annual Program..... Ken			
5.4. Compscore3..... Ken			
5.5. Meeting of Tuesday night supervisors Vincia / Janet			
5.6. Fewer boards for some sessions? Vincia			
5.7. Link from HBA to our Newsletter Caroline			
5.8. Replace windows with aluminium ones..... Jeff			
6. Financials			
6.1. Reports Janet			
7. Next Meeting: Wednesday 9 th Feb at 1:30pm			

COMMITTEE MEETING MINUTES: NOVEMBER

Location:	Newcastle Bridge Club	Date:	12/01/2022
Chair:	Jeff Biddlecombe	Time:	1:35 pm
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	<p>Jeff opened the meeting at 1:35 pm.</p> <p>Apologies: Rosalie Broughton</p>
2. MINUTES OF PREVIOUS MEETING (01/12/2021)	<p>Ken moved that the minutes of the previous meeting be accepted, and Janet seconded the motion. Jeff then signed the minutes as a true record of the meeting.</p>
3. CORRESPONDENCE	<p>3.1. NSWBA Promotion opportunity: An email was received from HBA re a statewide TV ad campaign to attract new Bridge players. Our involvement would be to schedule lessons to coincide with the campaign. After discussion, it was agreed that we should participate.</p> <p>Action: <i>Julie to send email to HBA advising that we are keen to participate but that the earliest we could commit to a new series of lessons would be May.</i></p>
4. BUSINESS ARISING FROM PREVIOUS MINUTES	<p>4.1. Xmas Party</p> <p>As our planned Xmas party had to be cancelled at the last minute due to a COVID outbreak, members were advised that we would reschedule the event as soon as it was safe to do so. It was agreed that with the large number of cases in the region at the moment, it is too early to reschedule.</p> <p>Action: <i>Put on hold pending COVID developments.</i></p> <p>4.2. AGM Minutes</p> <p>The Minutes of the AGM held on 20/11/2021 had previously been circulated and accepted by Committee members. Peter moved that the minutes be formally accepted, and Ken seconded the motion. Jeff then signed the minutes as a true record of the meeting.</p>

AGENDA ITEM

Action: Minutes to be posted on the website and put on display at the Club, pending approval by members at the next AGM.

4.3. Role of Office Admin vs Masterpoint Secretary

Jeff and Julie agreed to meet in the next week to discuss. A summary from the meeting will be circulated to the Committee before the February meeting.

5. NEW BUSINESS

5.1. Suggestion Box

A request was received to reinstate the showing of results on Bridgemates at the end of each round. Initially, it was agreed to trial this for 3 months **for those supervised sessions at which Jeff is present** (Monday morning and two Tuesday nights) **as an educational tool only, but that it was not to be** considered for other sessions. However, further investigation after the meeting, revealed that we cannot change a decision made at a General and/or Special meeting. Therefore, the suggestion to reintroduce the scores cannot be implemented.

Action: Jeff to provide feedback to the originator.

5.2. Email Hosting

As agreed at the last meeting, this has now been moved to another provider. There were a few issues, but these have been resolved.

Action: No further action required.

5.3. 2022 Program

Ken advised that all relevant details have now been loaded onto the Events Calendar on the website (3-week events, Redpoint events, championships, congresses, etc). It was acknowledged by all that this was a time-consuming exercise.

Action: No further action required.

5.4. Compscore3

Ken advised that Compscore2 had been replaced by Compscore3. All issues with the changeover, including a problem with hand records, have been resolved and all documentation has been updated.

Action: No further action required.

5.5. Meeting of Tuesday Night Supervisors

It was agreed that Vincia would coordinate a meeting, then document what was agreed so that it could be distributed to everyone who is involved with Tuesday night supervised play.

AGENDA ITEM

5.6. Fewer Boards for some sessions?

It was agreed not to progress this matter as it is not perceived to be an issue at the present time.

5.7. Link from HBA to our Newsletter

A member suggested that we should approach John McIlraith (HBA) requesting that he include a link to our Newsletter on the HBA website. It was agreed to do this and also suggest that we could include a link to HBA in our Newsletter as well as on our website.

Action: Caroline will contact John McIlraith to progress.

5.8. Replace Windows with Aluminium ones?

Jeff explained that the sashes on some of the windows are not working, some windows don't lock properly and that the windows are heavy (and therefore difficult to close). Jeff proposed that we get 2 quotes to replace the windows with aluminium ones (sash style).

Action: Jeff to progress

Ken also mentioned that the hinge on one of the kitchen cupboards was broken.

Action: Vincia to arrange for it to be fixed

5.9. NBC Congress

Jeff commented that while he is keen to progress the Congress, that he needs some assistance. Caroline, Vincia, Ailsa and Julie agreed to assist where needed.

Action: Jeff to follow up with the school and to email a copy of the Congress procedure to Caroline, Vincia, Julie and Ailsa.

6. FINANCIALS

6.1. P & L

Janet tabled the P & L for the period July 2021 to December 2021. The table included a comparison with the same period last year, but Janet commented that it is hard to do a meaningful comparison given the disruptions caused by COVID-19 and Government support during that time. No further government support is expected.

Points noted:

Table fees have fallen by \$6,378 this financial year as there have been fewer sessions and table numbers are well below pre-COVID levels. Expenses have also declined with lower operating costs and no major building expenses.

Our bridge operations for the first half of the financial year have resulted in a loss of \$6016 but this has been offset by \$15,000 of government support and \$1,715 of investment income. Net Profit for the period is \$10,703.

AGENDA ITEM

Funds on hand at 12/01/2022:

Cheque Account \$46,544

On-line Saver \$30,133

Investment Account \$95,919

6.2. Investment Account Signatory

It was agreed that it is appropriate to now arrange for Janet to have access to the investment accounts.

Action: Julie to contact ANZ Share Investing to reinstate the process to add Janet as a signatory..

7. GENERAL BUSINESS

7.1. Wednesday session

Vincia mentioned that the Wednesday session is struggling for players at the present time. While it is currently a difficult time (COVID cases, holidays, etc), it was agreed to email members as was done recently for the Saturday session.

Action: Julie to email members

7.2. Disposable Coffee Cups

Jeff commented that some members are using the disposable coffee cups (more expensive) for water. After discussion, it was concluded that it is not a significant issue, but members should be reminded to use the plastic (recyclable) cups for drinking water.

8. NEXT MEETING: Wednesday 09/02/2022 @ 1:30pm at NBC

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

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	Ken Wilks
Seconded by:	Peter Peterson.
Signed by:	UJ Marken
Date:	9/2/22.

Newcastle Bridge Club

Profit & Loss [With Last Year]

July 2021 To December 2021

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Memberships	\$5,230.00	15.60%	\$5,880.00	10.00%
Monday Supervised Play	\$1,400.00	4.20%	\$1,050.00	1.80%
Monday Afternoon	\$4,200.00	12.50%	\$6,270.00	10.70%
Monday Evening	\$0.00	0.00%	\$366.00	0.60%
Tuesday Morning	\$6,144.00	18.30%	\$8,284.00	14.10%
Tuesday Afternoon	\$552.00	1.60%	\$0.00	0.00%
Tuesday Supervised Play	\$1,806.00	5.40%	\$1,666.00	2.80%
Wednesday	\$2,440.00	7.30%	\$3,370.00	5.70%
Thursday Morning	\$5,482.00	16.40%	\$6,510.00	11.10%
Friday	\$3,860.00	11.50%	\$4,112.00	7.00%
Saturday	\$1,520.00	4.50%	\$2,312.00	3.90%
HBA Table Fees	\$158.00	0.50%	\$0.00	0.00%
Total Table Fees	\$27,562.00	82.30%	\$33,940.00	57.90%
Board Dealing	\$433.10	1.30%	\$0.00	0.00%
Donations	\$0.00	0.00%	\$500.00	0.90%
Hall Hire	\$150.00	0.40%	\$0.00	0.00%
Lessons	\$120.00	0.40%	\$0.00	0.00%
JobKeeper Subsidy	\$0.00	0.00%	\$18,300.00	31.20%
Total Income	\$33,495.10	100.00%	\$58,620.00	100.00%
Expenses				
Accounting Fees	\$2,200.00	6.60%	\$3,190.00	5.40%
Card Dealing	\$256.00	0.80%	\$40.00	0.10%
Cleaning	\$4,812.50	14.40%	\$6,503.00	11.10%
Consumables	\$2,122.98	6.30%	\$2,614.72	4.50%
Insurance	\$3,120.00	9.30%	\$3,055.55	5.20%
Printing, Stationery & Postage	\$488.59	1.50%	\$1,102.11	1.90%
Prize Money	\$1,656.00	4.90%	\$0.00	0.00%
Refreshments	\$558.34	1.70%	\$1,159.96	2.00%
Socials	\$562.30	1.70%	\$0.00	0.00%
Competitions	\$620.00	1.90%	\$180.00	0.30%
Office Staff	\$4,170.12	12.40%	\$3,536.16	6.00%
Superannuation	\$252.84	0.80%	\$311.13	0.50%
Non Playing Director	\$3,850.00	11.50%	\$4,620.00	7.90%
JobKeeper Top Up	\$0.00	0.00%	\$9,455.84	16.10%
Affiliation (NSWBA)	\$2,850.00	8.50%	\$2,868.05	4.90%
Capitation (ABF)	\$0.00	0.00%	\$60.40	0.10%
Masterpoints	\$221.07	0.70%	\$804.28	1.40%
R&M Air Conditioning	\$723.40	2.20%	\$180.00	0.30%
R&M Building	\$155.25	0.50%	\$15,856.17	27.00%
R&M Equipment	\$238.00	0.70%	\$326.72	0.60%
R&M Grounds	\$939.31	2.80%	\$198.00	0.30%
Electricity	\$876.21	2.60%	\$832.12	1.40%
Rates - Land / Water	\$6,881.21	20.50%	\$6,574.84	11.20%
Telecommunications	\$1,743.22	5.20%	\$1,542.99	2.60%
Events Calendar	\$154.00	0.50%	\$0.00	0.00%
MYOB Essentials	\$59.99	0.20%	\$60.00	0.10%
Web Site	\$0.00	0.00%	\$110.00	0.20%
Total Expenses	\$39,511.33	118.00%	\$65,182.04	111.20%
Operating Profit	(\$6,016.23)	-18.00%	(\$6,562.04)	-11.19%
Interest Income	\$4.30	0.00%	\$150.47	0.30%
Investment Income	\$1,715.53	5.10%	\$2,043.44	3.50%
Covid 19 Government Support	\$15,000.00	44.80%	\$7,022.00	12.00%
Total Other Income	\$16,719.83	49.90%	\$9,215.91	15.70%
Net Profit/(Loss)	\$10,703.00	32.00%	\$2,653.87	4.50%