

Committee Meeting Agenda

Location:	NBC	Date:	Wednesday 9/02/2022
Chair:	Vincia Martin	Time:	1:30 pm
AGENDA			
1. Apologies: Jeff Biddlecombe; Ailsa Kearney			
2. Minutes of previous meeting dated 12 January 2022			
3. Correspondence			
3.1. Toronto Bridge Club re 2022 Hunter Region I/C Comp.....All			
3.2. John Redfearn – request for membership type info.....All			
4. Business arising from correspondence and previous minutes			
4.1. NSWBA Promotion opportunity.....			
4.2. Bridgemate discussion.....All			
4.3. Role of Office Admin vs Masterpoint Sec.....All			
4.4. Meeting of Tuesday night supervisorsVincia			
4.5. Link from HBA to our NewsletterCaroline			
4.6. Windows replacement.....Jeff			
4.7. Wednesday Bridge sessionVincia			
4.8. Adding Janet as signatory to investment accountsJulie			
5. New Business			
5.1. Suggestion box contents.....All			
5.2. Dealing rosters.....Rosalie			
5.3. Handicap list.....Ken			
5.4. Regional Finals.....Ken			
5.5. Partner Finder.....Ken			
6. Financials			
6.1. P & LJanet			
6.2. Treasurer's Report.....Janet			
7. General Business			
8. Next Meeting: Wednesday 9 th March at 1:30pm			

COMMITTEE MEETING MINUTES: FEBRUARY 2022

Location:	Newcastle Bridge Club	Date:	9/02/2022
Chair:	Vincia Martin	Time:	1:30 pm
Attendees:	Rosalie Broughton, Julie Butel (minute taker), Caroline Carey, Janet Hill, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM
1. WELCOME AND APOLOGIES

Vincia opened the meeting at 1:30 pm.

Apologies: Jeff Biddlecombe, Ailsa Kearney

2. MINUTES OF PREVIOUS MEETING (12/01/2022)

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

3. CORRESPONDENCE

- 3.1. Email from Toronto Bridge Club (Peter Clarke)** re 2022 Hunter Region Interclub competition. The competition will be held on March 26 on RealBridge. Cost is \$10 per person.

Action: Vincia to contact Peter Clarke re cut off date for entries and other relevant details. Caroline will then prepare an article for the website.

- 3.2. Email from John Redfearn (Central Coast Bridge Club)** requesting details of our membership classifications.

Action: Ken to respond

4. BUSINESS ARISING FROM PREVIOUS MINUTES
4.1. NSWBA Promotion Opportunity

As agreed at the last meeting, we advised NSWBA (Peter Clarke) that we supported the proposal and could arrange a round of Beginners' Lessons in May. We have now been advised of the TV Schedule and have been asked to confirm that we will run lessons.

According to the latest email, people who contact NSWBA as a result of the ads will be directed to the relevant NSWBA rep, who will in turn forward details of the nearest club running Beginners' Lessons.

Action: Vincia to contact Peter Clarke to clarify the details; Julie to email Peter Clarke confirming our intention to run lessons in May, and request confirmation that Newcastle Bridge Club will be a club to which interested people are directed.

4.2. Bridgemate Discussion

No further discussion or action required.

4.3. Role of Office Administrator and Masterpoint Secretary

As agreed at the last meeting, Jeff and Julie met to discuss the responsibilities within each of these roles. An updated Position Description for the Office Administrator and a list of duties for the Masterpoint Secretary were then circulated to the Committee.

Rosalie moved that both documents be accepted and Vincia seconded the motion, which was agreed by all.

Rosalie then raised the topic of dealing rosters which she currently takes care of but commented that everything eventually comes back to the Office Administrator. While Rosalie is happy to continue to prepare the roster calendars, she proposed that the dealing rosters for 1-day teams and special events that are usually held on Sundays (i.e. Club Pairs, Club Mixed Pairs, Club Teams, GNOT Regional Final, Country Teams Regional Final) be moved to the role of Office Administrator. This proposal was supported by all.

Action: Ken to amend the Position Description for the Office Administrator to reflect this change.

It was also proposed that a copy of the two documents be included in the Minutes to make members aware of the work that is done. This was supported by all.

It was commented that there is currently no back-up for these key duties and that this has been the situation for many years.

4.4. Meeting of Tuesday Night Supervisors

Vincia advised that this has not yet happened.

Action: Vincia to arrange.

4.5. Link to our Newsletter from HBA website

Caroline advised that given that our newsletters are easily found on our own website, there needs to be no further action.

Action: No further action required

4.6. Replacement of Windows

Jeff has obtained one quote to replace the windows with aluminium ones. Since the last meeting, the windows that could not be locked have been repaired. There was general discussion as to whether the replacement of the windows was needed at the present time.

AGENDA ITEM

Action: Hold over the discussion until the March meeting when Jeff will be present.

4.7. Wednesday Bridge Session

The Wednesday session has picked up since the last meeting.

Action: No further action at this stage.

4.8. Adding Janet as Signatory to Investment Accounts

Julie advised that an email has been received from ANZ Share Investing detailing the necessary steps.

Action: Jeff, Janet, and Julie to progress

5. NEW BUSINESS

5.1. Suggestion Box

No suggestions received since the last meeting.

5.2. Dealing Rosters

Ref Item 4.3

5.3. Handicap List

Ken explained that the Handicap List is updated each month and then printed for display on the notice board. However, it is not possible to print the list with Compscore3. The list is posted on the website after it is updated each month, so it was agreed that there is no need to have a printed copy available.

Action: No further action required.

5.4. Regional Finals

Ken advised that if we want to host the Country Teams Regional Final, that we will need to apply by Friday 4th March. Ken also advised that NSWBA will now only reimburse clubs for Bridge related expenses (directing, dealing, hall hire, scoresheets), but not catering. The expectation is that clubs will include catering in the cost of entry. This also applies to the GNOT Regional Final.

It was agreed that we would apply to host the Country Teams Regional Final.

Action: Ken to make the application.

5.5. Partner Finder

After discussion it was agreed that there is no urgency to find an additional member to do this.

Action: No action required at this stage

AGENDA ITEM

6. FINANCIALS

6.1. P & L

Janet tabled the P & L for the period July 2021 to end January 2022 (see attached). The report shows a profit of \$14,376 year to date, but after deducting the COVID-19 Government support of \$15,000, there was a small loss from Bridge Club activities of \$624.

In January, there was a profit of \$4,269 and no major expenses.

Rosalie commented that we are probably eligible to receive another small business grant for government services expenses (through Service NSW).

Funds on hand at 31/01/2022:

Cheque Account \$49,287

On-line Saver \$30,134

Investment Account \$94,500

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

7. GENERAL BUSINESS

7.1. Wearing of Masks

There was general discussion around the correct wearing of masks and that a few members are flouting the rules. The general consensus is that the ongoing wearing of masks within the Club is important because it is not possible to socially distance at the tables, and most members support the practice.

Action: Continue to reinforce the importance of correct wearing of masks when necessary.

8. NEXT MEETING: Wednesday 09/03/2022 @ 1:30pm at NBC

9. MEETING CLOSE: The meeting concluded at 2:45 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	K. WILKS
Seconded by:	R. Broughton
Signed by:	J. Broughton
Date:	9. 4. 22

PROFIT AND LOSS JULY TO JANUARY 2022

	This Year	Last Year	January
Income			
Subscriptions	\$7,890.00	\$8,965.00	\$2,650
Monday Supervised Play	\$1,400.00	\$1,574.00	\$0.00
Monday Afternoon	\$5,598.00	\$8,864.00	\$1,398
Monday Evening	\$0.00	\$366.00	
Tuesday Morning	\$8,194.00	\$12,158.00	\$2,050
Tuesday Afternoon	\$552.00	\$0.00	\$0.00
Tuesday Supervised Play	\$2,372.00	\$2,160.00	\$566.00
Wednesday	\$2,904.00	\$5,434.00	\$464.00
Thursday Morning	\$6,680.00	\$9,388.00	\$1,198.00
Friday	\$4,814.00	\$5,980.00	\$954
Saturday	\$2,016.00	\$3,462.00	\$496
HBA Table Fees	\$170.00	\$0.00	\$12
Total Table Fees	\$34,700.00	\$49,386.00	\$7,138
Board Dealing	\$577.10	\$0.00	\$144
Donations	\$0.00	\$500.00	\$0.00
Hall Hire	\$150.00	\$30.00	\$0.00
Lessons	\$120.00	\$0.00	\$0.00
JobKeeper Subsidy	\$0.00	\$21,900.00	\$0.00
Total Income	\$43,437.10	\$80,781.00	\$9,932
Expenses			
Accounting Fees	\$2,200.00	\$3,190.00	\$0.00
Card Dealing	\$328.00	\$72.00	\$72.00
Cleaning	\$6,187.50	\$8,840.50	\$1,375.00
Consumables	\$2,600.28	\$3,533.05	\$4,77.30
Insurance	\$3,120.00	\$3,055.55	\$0.00
Printing, Stationery & Postage	\$977.67	\$1,563.61	\$489.00
Prize Money	\$1,656.00	\$0.00	\$0.00
Refreshments	\$685.73	\$1,493.06	\$127.39
Socials	\$562.30	\$0.00	\$0.00
Subscriptions / Membership	\$48.00	\$0.00	\$0.00
Other Competitions	\$620.00	\$180.00	\$0.00
Office Staff	\$4,990.88	\$5,137.68	\$820.76
Superannuation	\$823.01	\$754.87	\$570.15
Non Playing Director	\$4,690.00	\$6,230.00	\$840.00
JobKeeper Top Up	\$0.00	\$9,455.84	\$0.00
Affiliation (NSWBA)	\$2,850.00	\$2,868.05	\$0.00
Capitation (ABF)	\$0.00	\$60.40	\$0.00
Masterpoints	\$780.13	\$804.28	\$0.00
R&M Air Conditioning	\$733.40	\$360.00	\$10.00
R&M Building	\$244.25	\$15,953.46	\$89.00
R&M Equipment	\$238.00	\$796.53	\$0.00
R&M Grounds	\$1,005.31	\$231.00	\$66.00
Electricity	\$876.21	\$1,457.18	\$0.00
Rates - Land / Water	\$6,881.21	\$9,229.84	\$0.00
Telecommunications	\$2,156.97	\$1,769.23	\$413.75
Events Calendar	\$154.00	\$0.00	\$0.00
MYOB Essentials	\$69.99	\$80.00	\$10
Pianola	\$600.00	\$600.00	\$600
Web Site	\$0.00	\$110.00	\$0.00
Total Expenses	\$46,078.84	\$77,826.13	\$5,960.45
Operating Profit	(\$2,641.74)	\$2,954.87	\$3,971.45
Interest Income	\$4.82	\$152.82	\$0.00
Investment Income	\$2,013.35	\$3,148.73	\$297.82
Covid 19 Government Support	\$15,000.00	\$7,022.00	\$0.00
Total Other Income	\$17,018.17	\$10,323.55	\$297.20
Net Profit/(Loss)	\$14,376.43	\$13,278.42	\$4,269.37



NEWCASTLEBRIDGE

OFFICE ADMINISTRATOR POSITION DESCRIPTION

COMPANY: Newcastle Bridge Club Inc.

POSITION TITLE: Office Administrator

REPORTS TO: Secretary

Position Summary:

Provide administrative support to the elected committee

Reconcile Table Fee monies and Weekly Banking

Account payments

Reconciliation of Bank Accounts

Administration of Web Site

Computer Upgrades and Maintenance

Supply Ordering

Qualifications Essential:

- Internet and PC proficiency
- Advanced MS Word, Excel, MYOB & Outlook skills
- Good Pianola skills
- Good WordPress skills
- Current Driver's License

Qualifications Desirable:

- Good Knowledge of the game of Bridge
- Good Knowledge of Bridge Club Operations
- Good knowledge of Compcore3, BOS and Bridgemate programmes
- Good knowledge of MS PowerPoint

Experience:

- 3 to 5 years proven office administrator experience
- Demonstrated experience with MS Word, MS Excel and Outlook
- Demonstrated experience with MYOB
- Demonstrated experience with maintenance and upgrading of PC's and PC Software
- Experience with Web Site Maintenance



NEWCASTLEBRIDGE

Office Administrator PD

Authorised By: NBC Committee

Date: 12/02/2022



OFFICE ADMINISTRATOR POSITION DESCRIPTION

Main Activities:

Weekly Duties

- Collect mail from Post Office and distribute
- Check incoming emails and process
- Order Supplies
- Reconcile table fees
- Reconcile tokens
- Update MYOB with details of tokens paid for by direct debit.
- Weekly Banking
- Record Invoices received
- Process Quick Tricks invoice
- Pay Invoices
- Process Membership Applications
 - Register with ABF
 - Update Compscore3 database
 - Update Pianola database
 - Update MYOB if subs paid by direct debit
- Prepare wages
- Send competition results to Newcastle Herald
- Clean dealing machine
- Photocopying as required

Monthly Duties:

- Roll Over BCS log file – done automatically
- Archive deal files from dealing computer
- Delete duplicates from the Compcore3 data base
- Update Members List on the web site if required
- Update Handicaps in Compcore3 and on Web site
- Update ABF files in Compcore3 (after ABF files have been updated)
- Update Bank Accounts in MYOB with interest and transfers
- Bank Reconciliations

Quarterly Duties:

- Prepare Directors/Scorers roster
- Update Directors/Scorers roster on web site.
- Email Directors/Scorers roster to all directors and scorers
- Prepare Standby Players roster
- Update Standby Players roster on web site
- Email Standby Players roster to all standby players
- Organise Supervised Play supervisors
- Calculate super payment, get it authorised and pay it
- Prepare BAS input data and lodge
- Delete all unnecessary files from all computers
- Pay PAYG



OFFICE ADMINISTRATOR POSITION DESCRIPTION

Annual Duties:

- Preparation with the Treasurer of records for Auditors.
- Update Honour Rolls on web site
- Update Contact Information on web site (after AGM)
- Update Pianola with membership renewals
- Update MYOB with membership renewals paid by direct debit.
- Cancel members who do not renew with ABF
- Update Pianola with members who do not renew
- Prepare list of members names and phone numbers for the program booklet
- Delete old sessions from Compcore3 - retain sessions for the last calendar year.
- Compact the Compcore3 Database
- Lodge Wages Declaration Workers Comp
- Allocate
 - Red point events
 - One day teams events
 - 3 week events
 - Club Championships
 - State qualifying events
 - Country Teams Regional Final
 - GNOT qualifying event
 - GNOT Regional Final
- Set up Calendar on web site
- Set up 3 week event reminders in Task Scheduler
- Congress
 - Submit application to hold congress
 - Prepare envelopes for collecting table fees
 - Prepare envelopes for prizes
 - Prepare cash requirements for prizes
 - Prepare score books
 - Submit congress report
- Convene and Organise Dealing of Boards
 - Club Pairs
 - Club Teams
 - Mixed Pairs
 - GNOT qualifying event
 - Country Teams Regional Final (if we run it)
 - Note that the Tournament Director has nominated the Office Administrator to convene the Club Pairs, Teams and Mixed Pairs



OFFICE ADMINISTRATOR POSITION DESCRIPTION

- Submit paper work
 - State Pairs
 - State Mixed Pairs
 - Country Teams
 - Country Teams Regional Final
 - Country Teams Zonal Final (if we run the Regional Final)
 - GNOT qualifying event

As Required Duties:

- Check email daily and respond to any queries from the Contact Us on the web site
- Combine results for 3 week events
- Prepare prizes for competitions
- Rescore red point events
- Update Compcore3 on scorer computer as new builds become available
- Update Bridgemate software
- Update Bridgemate firmware
- Check battery levels of Bridgemates and replace when necessary
- Replace batteries in Bridgemate server when necessary
- Replace Bridgemate keypads as required
- Update BOS software on dealing computer
- Maintain computers and resolve any problems
- Update PC software with new versions as they become available
- Maintain Web site
- Correct Scoring errors
 - Incorrect board scores entered
 - Deal file not showing
 - Unknown Name showing in results
 - Results not copied to Pianola
- Registrations
 - Check registrations for duplicates
 - Delete old registration emails after the session has been played
- Order membership badges
- Maintain Alternate members list on ABF web site
- Provide assistance to committee members as requested



MASTERPOINT SECRETARY DUTIES

Masterpoint Special Events

- Club Pairs
- Club Mixed Pairs
- Club Teams
- State Pairs qualifying
- State Mixed Pairs qualifying
- Country Teams qualifying
- Country Teams Regional Final (if we run it)
- GNOT qualifying event
- GNOT Region Final

Submission of Masterpoints

Master points can be submitted on a monthly basis or a quarterly basis. They must be received by the ABF Masterpoint Centre by 4:00pm AEDT on the 1st day of the month.

- Create masterpoint file for red points
- Obtain authorisation for red points.
 - The State Masterpoint Secretary requires authorisation requests to be submitted by the 13th of the month.
- Create masterpoint file for green points
- Submit masterpoint files