

Committee Meeting Agenda

Location:	NBC	Date:	Wednesday 9/03/2022
Chair:	Jeff Biddlecombe	Time:	1:30 pm
AGENDA			
1. Apologies: Peter Peterson			
2. Minutes of previous meeting dated 09 February 2022			
3. Correspondence			
3.1. NSWBA re State-Wide Pairs			
3.2. State Government re additional support			
3.3. NSWBA re state championship events			
3.4. Hunter Region Bridge re Toronto Interclub			
3.5. NSWBA re ad blitz			
3.6. Coffs Harbour Bridge Club re congress 14 th May			
4. Business arising from correspondence and previous minutes			
4.1. Lessons to support NSWBA advertising campaignJeff			
4.2. Convenor of tournaments changeAll			
4.3. Meeting of Tuesday night supervisorsVincia			
4.4. Windows replacement.....Jeff			
4.5. Adding Janet as signatory to investment accountsJulie			
5. New Business			
5.1. Suggestion box contents.....Vincia			
5.2. NBC Congress (including venue)Jeff			
5.3. Masks at NBC.....All			
5.4. Bidding box purchaseVincia			
6. Financials			
6.1. P & LJanet			
6.2. Treasurer's Report.....Janet			
7. General Business			
8. Next Meeting: Wednesday 13th April at 1:30pm			

COMMITTEE MEETING MINUTES: MARCH 2022

Location:	Newcastle Bridge Club	Date:	9/03/2022
Chair:	Jeff Biddlecombe	Time:	1:30 pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel (minute taker), Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Ken Wilks		

AGENDA ITEM
1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:45 pm.

Apologies: Peter Peterson

2. MINUTES OF PREVIOUS MEETING (9/02/2022)

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

3. CORRESPONDENCE

- 3.1. NSWBA re State-Wide Pairs:** There is no interest in this competition.

Action: *No action needed.*

- 3.2. State Government re additional support:** Ken advised that we do not qualify for the Small Business Support Program as we have not had a 40% or more decline in our turnover in January 2022. However, we are eligible for the increased small business fees and charges rebate for rates.

Action: *Ken will apply for the extra rebate.*

- 3.3. NSWBA re state championship events:** Noted. We do participate in the events and have qualifying events for all.

Action: *No further action needed.*

- 3.4. Hunter Region Bridge re the Toronto Interclub event:** For information only. At this stage, there is low interest in the event from members.

Action: *No further action needed.*

- 3.5. NSWBA re the advertising campaign:** Peter Clarke confirmed that NBC will be one of the clubs that people will be referred to regarding Bridge lessons.

AGENDA ITEM

Action: *The ad campaign has commenced so we need to have details about the dates for our next Beginners Lessons (Jeff).*

3.6. Coffs Harbour Bridge Club re its Swiss Teams Congress 14th/15th May:

Flyers with information regarding the event have been put on display at the Club.

Action: *No further action needed.*

4. BUSINESS ARISING FROM CORRESPONDENCE AND PREVIOUS MINUTES

4.1. Lessons to support NSWBA advertising campaign

The advertising campaign has started and so far we have had no response. Arrangements for lessons starting in May will be finalised at the next meeting when we have some idea of the interest.

Action: *Discuss the next steps at the April meeting.*

4.2. Change to NBC tournaments convenor

As agreed at the last meeting, the Position Description for the role of Office Administrator was updated to include the convening of Club Championships. The wording in our Regulations now needs to be amended accordingly, using the words agreed with Peter. It was also mentioned that the Position Description has the Office Administrator reporting to the Secretary. It was agreed that this should be to the President.

Action: *Ken to update the Regulations and Position Description.*

4.3. Meeting of Tuesday night supervisors

The meeting has not yet taken place, but it is hoped that it will happen this week.

Action: *Vincia to arrange.*

4.4. Replacement of windows

Jeff advised that he is waiting on the second quote.

Action: *Discuss at the April meeting.*

4.5. Adding Janet as Signatory to Investment Accounts

Julie advised that all the required steps have been completed, but we are waiting on Share Investing to advise that the process has been finalized. Janet asked if a procedure could be written for adding a signature, but it was agreed that the requirements would probably change depending on the circumstances.

Action: *Await advice from Share Investing.*

5. NEW BUSINESS

5.1. Suggestion box

No suggestions received since the last meeting.

AGENDA ITEM

5.2. NBC Congress (including venue)

Jeff advised that he has not yet had confirmation that we will be able to hold the Congress at the school and that he was considering if we could hold it at the Club. It was agreed that the positives of holding it at the Club outweigh the negatives, especially simpler logistics (not having to transport tables, etc). The event would be limited to 24 tables (the maximum we have room for). The option of not providing lunch was also discussed. We would do the dealing.

Actions:

- ***Find out if Mathew is still prepared to convene a smaller event (Ken)***
- ***Confirm that lunch will not be provided (just morning and afternoon teas, and hot food at the end of the 2nd day)***
- ***Determine entry costs, and prize money***
- ***Follow up sponsorship (Jeff)***
- ***Prepare brochure once details are finalized (for NSWBA website, our website, etc) (Caroline)***

5.3. Wearing of masks at NBC

Ken moved that members be strongly advised to continue wearing masks from the beginning of April, but that it would no longer be a condition of entry. Vincia seconded the motion which was carried.

Action: Members to be advised via email in the last week of March (Julie).

5.4. Bidding box

Vincia suggested that bidding boxes be made available for members who have issues with vision. After discussion of the pros and cons, it was agreed not to proceed.

Action: No further action needed.

6. FINANCIALS

6.1. P & L

Janet tabled the P & L for the period July 2021 to end February 2022 (see attached). The report shows a profit of \$14,962.13 year to date. There were no major expenses incurred in February.

Janet commented that it is difficult to make meaningful comparisons with last year due to the timings of forced shutdowns due to COVID.

Funds on hand at 28/02/2022:

Cheque Account	\$49,733
On-line Saver	\$30,134
Investment Account	\$93,004

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

AGENDA ITEM**7. GENERAL BUSINESS****7.1. Number of sessions to be eligible to qualify for championship events.**

Due to the impact of COVID, as for 2021, to be eligible to win any of the Club championship events, members will need to have played in a minimum of 3 sessions in the preceding 12 months (previously 6 sessions).

Ken commented that members have until 31st March to pay their dues in order to remain a member of the ABF. However, in order to be eligible to win any 3-week event at the Club, members must be financial members at the time of the event.

Action: Ken will advise members at the start of the event

8. NEXT MEETING: Wednesday 13/04/2022 @ 1:40pm at NBC

9. MEETING CLOSE: The meeting concluded at 3:00 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	<i>Vincent Martin</i>
Seconded by:	<i>Ken Wilks</i>
Signed by:	<i>[Signature]</i>
Date:	<i>13.4.22</i>

Newcastle Bridge Club Profit & Loss [With Year to Date] July 2021 to February 2022			
	February	YTD	YTD Last Year
Income			
Subscriptions	\$1,125.00	\$8,720.00	\$10,015.00
Monday Supervised Play	\$0.00	\$1,400.00	\$2,182.00
Monday Afternoon	\$1,108.00	\$6,698.00	\$10,470.00
Monday Evening			\$366.00
Tuesday Morning	\$1,728.00	\$9,922.00	\$14,834.00
Tuesday Afternoon	\$0.00	\$552.00	\$0.00
Tuesday Supervised Play	\$716.00	\$3,152.00	\$2,752.00
Wednesday	\$648.00	\$3,616.00	\$6,682.00
Thursday Morning	\$1,320.00	\$8,114.00	\$11,524.00
Friday	\$890.00	\$5,704.00	\$7,468.00
Saturday	\$648.00	\$2,728.00	\$4,146.00
HBA Table Fees	\$0.00	\$170.00	\$0.00
Total Table Fees	\$7,058.00	\$42,056.00	\$60,424.00
Board Dealing	\$144.00	\$692.30	\$93.60
Donations			\$500.00
Hall Hire	\$0.00	\$150.00	\$80.00
Lessons	\$0.00	\$120.00	\$0.00
Jobkeeper Subsidy			\$21,900.00
Total Income	\$8,327.00	\$51,738.30	\$93,012.60
Expenses			
Accounting Fees	\$0.00	\$2,200.00	\$3,190.00
Card Dealing	\$96.00	\$424.00	\$152.00
Cleaning	\$1,100.00	\$7,287.50	\$9,940.50
Consumables	\$632.11	\$3,159.39	\$3,814.97
Insurance	\$0.00	\$3,120.00	\$3,055.55
Printing, Stationery & Postage	\$459.10	\$1,435.67	\$1,602.11
Prize Money	\$35.98	\$1,691.98	\$0.00
Refreshments	\$225.58	\$904.56	\$1,894.15
Socials	\$0.00	\$562.30	\$0.00
Subscriptions / Membership	\$0.00	\$48.00	\$129.00
Other Competitions	\$0.00	\$620.00	\$180.00
Office Staff	\$590.95	\$5,581.83	\$5,970.47
Superannuation	\$0.00	\$823.01	\$1,227.87
Non Playing Director	\$840.00	\$5,530.00	\$7,140.00
Job Keeper Top Up			\$9,455.84
Affiliation (NSWBA)	\$0.00	\$2,850.00	\$5,512.05
Capitation			\$60.40
Masterpoints	\$0.00	\$780.13	\$1,324.22
R&M Air Conditioning	\$0.00	\$733.40	\$360.00
R&M Building	\$0.00	\$244.25	\$15,953.46
R&M Equipment	\$0.00	\$238.00	\$1,016.53
R&M Grounds	\$33.00	\$1,038.31	\$264.00
Electricity	\$540.97	\$1,417.18	\$1,457.18
Rates - Land / Water	\$0.00	\$9,593.21	\$9,675.68
Telecommunications	\$144.16	\$2,301.13	\$1,874.62
Events Calendar	\$0.00	\$154.00	\$0.00
Microsoft 365	\$129.00	\$129.00	\$0.00
MYOB Essentials	\$257.50	\$327.49	\$90.00
Pianola	\$0.00	\$600.00	\$600.00
Web Site			\$110.00
Total Expenses	\$5,084.35	\$53,794.34	\$86,050.60
Operating Profit	\$3,242.65	(\$2,056.04)	\$6,962.00
Interest Income	\$0.00	\$4.82	\$154.19
Investment Income	\$0.00	\$2,013.35	\$3,148.73
Covid 19 Government Support	\$0.00	\$15,000.00	\$7,022.00
Total Other Income	\$0.00	\$17,018.17	\$10,324.92
Net Profit/(Loss)	\$3,242.65	\$14,962.13	\$17,286.92