

## Committee Meeting Agenda

<b>Location:</b>	NBC	<b>Date:</b>	Wednesday 08/06/2022
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:40 pm
<b>AGENDA</b>			
1. <b>Apologies:</b> Rosalie Broughton, Peter Peterson			
2. <b>Minutes of previous meeting dated 11 May 2022</b>			
3. <b>Correspondence</b>			
3.1.			
4. <b>Business arising from correspondence and previous minutes</b>			
4.1. NBC Congress .....Jeff			
4.2. Intermediate lessons .....Vincia			
4.3. Items left at the club (action/disposal) .....Jeff			
4.4.			
5. <b>New Business</b>			
5.1. Suggestion box contents.....Vincia			
5.2. Ventilation guidelines for winter .....Vincia			
5.3.			
6. <b>Financials</b>			
6.1. P & L .....Janet			
6.2. Treasurer's Report.....Janet			
7. <b>General Business</b>			
8. <b>Next Meeting:</b> Wednesday 13 <sup>th</sup> July at 1:40pm			

**COMMITTEE MEETING MINUTES: JUNE 2022**

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	08/06/2022
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:40 pm
<b>Attendees:</b>	Jeff Biddlecombe, Julie Butel (minute taker), Caroline Carey, Janet Hill, Vincia Martin, Ken Wilks		

**AGENDA ITEM**
**1. WELCOME AND APOLOGIES**

Jeff opened the meeting at 1:40 pm.

Apologies: Rosalie Broughton, Ailsa Kearney, Peter Peterson,

**2. MINUTES OF PREVIOUS MEETING (11/05/2022)**

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

**3. CORRESPONDENCE**

No correspondence to report.

**4. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES**
**4.1. NBC Congress (18/19 June)**

The Congress is definitely going ahead as the minimum number of entries has been exceeded. There are currently 35 pairs and 18 teams registered.

***Action required:***

- *Bridgemates: Check battery levels (Ken)*
- *Food on arrival: Ailsa arranging*
- *Morning and afternoon tea: Email to be sent to members requesting donations. Need approximately 400 portions to cover the 2 days. Back up is slab cakes from Bibina (Julie)*
- *Volunteers (kitchen): Some members have volunteered but more required. Include a request for volunteers in email for baked goods (Julie)*
- *Roster for volunteers: Julie to prepare once names available*



## AGENDA ITEM

- *Caddies: Probably not needed given maximum number of tables is 22.*
- *Supplies (toilet paper, paper towel, coffee, tea, biscuits, sugar, baking paper, wine, milk, cups, plates, serviettes, wine glasses): Ailsa checking and will purchase / liaise with Ken as required.*
- *Pens: Purchased.*
- *Tablecloths: Will be used, sprayed with Glen 20 after play on Saturday, then laundered after the Congress.*
- *Rubbish: Monitor bins but should be OK.*
- *Lunch for director: Jeff organizing.*
- *Reminder to bring lunch: Email all entrants; attach flyer if possible (Julie).*
- *IT issues: Ken on call.*
- *Space for director: Clear off front desk area (Ken/Jeff).*
- *Parking: Request members not to park in the carpark except for those with mobility issues. Don Miller will be the gatekeeper; email to be sent to members (Julie.)*
- *Director expected to arrive shortly after 8am. Jeff will be on site.*
- **Prizes:**

### Pairs:

- *Open: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>*
- *Restricted: 1<sup>st</sup>, 2<sup>nd</sup>*
- *Novice: 1<sup>st</sup>*
- *Best unplaced NBC pair*
- *TBIB vouchers: Best unplaced NBC novice pair*

### Teams:

- *Open: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>*
- *Restricted / Novice: 1<sup>st</sup>, 2<sup>nd</sup>*
- *Best unplaced NBC Team*

***Janet and Jeff to agree the \$ split for prizes to a total of \$3000 (assuming sponsors are still on board – Jeff to confirm)***

- *Envelopes for tables fees: Ken arranging*
- *Prize money: Janet to contact TBIB to advise cash amount on hand; Janet to contact ANZ re process for large cash withdrawal.*
- *Fluoro tubes: Some need replacing (Jeff).*

## **4.2. Intermediate Lessons**

Discussions have been had with Chris Dibley and lessons will proceed in July on Wednesday afternoons.

***Action: Vincia to finalize details so that members can be advised.***

Ken commented that the website needs to be updated regarding the next course of Beginners' lessons.

***Action: Jeff to advise Ken.***

## AGENDA ITEM

### 4.3. Items left at the club

Members have had enough time to claim items. Anything remaining to be disposed of prior to Congress (Jeff)

## 5. NEW BUSINESS

### 5.1. Suggestion box

No suggestions received since the last meeting.

### 5.2. Ventilation during winter

Jeff advised that a minimum of three windows is to be open during play. In order to achieve air crossflow, some windows on each side of the room should be open. The kitchen window must always be open during play.

This will also apply for Congress.

Jeff commented on issues with cough etiquette now that we are in winter.

***Action: Email to be sent to members after Congress reminding them of the requirements (Julie)***

## 6. FINANCIALS

### 6.1. P & L

Janet tabled the P & L for the period July 2021 to end May 2022 (see attached). Income is significantly down compared with the same period last year due to a decline in table fees and the absence of the JobKeeper subsidy.

Expenses are down YTD compared with last year, mainly due to the building repairs done in the previous year. However, in general, costs are increasing and are forecasted to continue to do so.

YTD Operating profit is -\$4757, and while the net profit is \$13,188, it would be a loss without the Government support of \$15,500 received due to COVID.

The value of our investments continues to fall reflecting the situation with investments in general.

#### ***Funds on hand at 31/05/2022:***

Cheque Account      \$48,430

On-line Saver        \$30,135

Investment Account   \$87,502

Janet moved that the reports be accepted, and Ken seconded the motion.

## AGENDA ITEM

### 7. GENERAL BUSINESS

#### 7.1. Smoke detectors

Ken advised that the two smoke detectors are out of date and must be replaced. Cost is \$160 each plus GST.

The fire extinguishers have been serviced and tagged.

### 8. NEXT MEETING:

Wednesday 13/07/2022 @ 1:40pm at NBC

### 9. MEETING CLOSE:

The meeting concluded at 3:10 pm

## CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	K WIKS
Seconded by:	✓ MARTIN
Signed by:	J. R. [Signature]
Date:	13-7-22



Newcastle Bridge Club				
Profit & Loss [With Last Year]				
July 2021 To May 2022				
	This Year	% of Sales	Last Year	LY % of Sales
<b>Income</b>				
Weekend Club Events	\$456.00	0.60%	\$312.00	0.30%
Subscriptions	\$10,060.00	13.30%	\$10,745.00	8.80%
Monday Supervised Play	\$1,632.00	2.20%	\$3,560.00	2.90%
Monday Afternoon	\$10,190.00	13.40%	\$14,644.00	12.00%
Monday Evening	\$0.00	0.00%	\$366.00	0.30%
Tuesday Morning	\$15,356.00	20.30%	\$21,458.00	17.60%
Tuesday Afternoon	\$552.00	0.70%	\$0.00	0.00%
Tuesday Supervised Play	\$5,112.00	6.70%	\$4,334.00	3.60%
Wednesday	\$5,732.00	7.60%	\$9,804.00	8.10%
Thursday Morning	\$12,112.00	16.00%	\$16,714.00	13.70%
Friday	\$8,588.00	11.30%	\$10,762.00	8.80%
Saturday	\$4,206.00	5.50%	\$6,008.00	4.90%
HBA Table Fees	\$170.00	0.20%	\$0.00	0.00%
<b>Total Table Fees</b>	<b>\$63,650.00</b>	<b>84.00%</b>	<b>\$87,650.00</b>	<b>72.00%</b>
Board Dealing	\$1,112.30	1.50%	\$468.00	0.40%
Donations	\$0.00	0.00%	\$500.00	0.40%
Hall Hire	\$205.00	0.30%	\$130.00	0.10%
Lessons	\$305.00	0.40%	\$0.00	0.00%
JobKeeper Subsidy	\$0.00	0.00%	\$21,900.00	18.00%
<b>Total Income</b>	<b>\$75,788.30</b>	<b>100.00%</b>	<b>\$121,705.00</b>	<b>100.00%</b>
<b>Expenses</b>				
Accounting Fees	\$2,200.00	2.90%	\$3,740.00	3.10%
Card Dealing	\$672.00	0.90%	\$448.00	0.40%
Cleaning	\$10,862.50	14.30%	\$13,515.50	11.10%
Consumables	\$4,844.35	6.40%	\$5,044.57	4.10%
Insurance	\$3,295.00	4.30%	\$3,230.55	2.70%
Printing, Stationery & Postage	\$1,714.03	2.30%	\$1,714.26	1.40%
Prize Money	\$4,287.98	5.70%	\$242.00	0.20%
Refreshments	\$1,532.60	2.00%	\$2,672.79	2.20%
Socials	\$1,264.58	1.70%	\$0.00	0.00%
Subscriptions / Membership	\$133.00	0.20%	\$129.00	0.10%
Competitions	\$620.00	0.80%	\$180.00	0.10%
Office Staff	\$8,503.74	11.20%	\$8,436.81	6.90%
Superannuation	\$1,308.45	1.70%	\$2,178.87	1.80%
Non Playing Director	\$8,400.00	11.10%	\$10,010.00	8.20%
JobKeeper Top Up	\$0.00	0.00%	\$9,455.84	7.80%
Affiliation (NSWBA)	\$2,850.00	3.80%	\$5,512.05	4.50%
Capitation (ABF)	\$4,239.40	5.60%	\$250.40	0.20%
Masterpoints	\$1,211.28	1.60%	\$1,847.83	1.50%
R&M Air Conditioning	\$913.40	1.20%	\$540.00	0.40%
R&M Building	\$804.55	1.10%	\$15,953.46	13.10%
R&M Equipment	\$972.76	1.30%	\$1,950.43	1.60%
R&M Grounds	\$1,137.31	1.50%	\$396.00	0.30%
Electricity	\$1,980.48	2.60%	\$2,023.79	1.70%
Rates - Land / Water	\$12,732.40	16.80%	\$12,330.68	10.10%
Telecommunications	\$2,711.55	3.60%	\$2,204.03	1.80%
Compscore 2	\$113.64	0.10%	\$0.00	0.00%
Events Calendar	\$154.00	0.20%	\$0.00	0.00%
Microsoft 365	\$129.00	0.20%	\$0.00	0.00%
MYOB Essentials	\$109.99	0.10%	\$120.00	0.10%
Pianola	\$600.00	0.80%	\$600.00	0.50%
Web Site	\$247.50	0.30%	\$110.00	0.10%
<b>Total Expenses</b>	<b>\$80,545.49</b>	<b>106.30%</b>	<b>\$104,836.86</b>	<b>86.10%</b>
<b>Operating Profit</b>	<b>(\$4,757.19)</b>	<b>-6.30%</b>	<b>\$16,868.14</b>	<b>13.90%</b>
Interest Income	\$5.80	0.00%	\$157.94	0.10%
Investment Income	\$2,439.06	3.20%	\$4,782.35	3.90%
Covid 19 Government Support	\$15,500.00	20.50%	\$8,522.00	7.00%
<b>Total Other Income</b>	<b>\$17,944.86</b>	<b>23.70%</b>	<b>\$13,462.29</b>	<b>11.10%</b>
<b>Net Profit/(Loss)</b>	<b>\$13,187.67</b>	<b>17.40%</b>	<b>\$30,330.43</b>	<b>24.90%</b>