

Committee Meeting Agenda

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|--|------------------|--------------|----------------------|
| Location: | NBC | Date: | Wednesday 13/07/2022 |
| Chair: | Jeff Biddlecombe | Time: | 1:40 pm |
| AGENDA | | | |
| 1. Apologies: Rosalie Broughton, Caroline Carey | | | |
| 2. Minutes of previous meeting dated 08 June 2022 | | | |
| 3. Correspondence | | | |
| 3.1. 2022 NSW Veterans Championships (Tomaree Bridge Club) | | | |
| 3.2. ABF: Australia-Wide Open Pairs (25 – 31 August) | | | |
| 3.3. NSW Fair Trading: Survey re proposed changes to rules for incorporated associations in NSW. | | | |
| 4. Business arising from correspondence and previous minutes | | | |
| 4.1. Chris Dibley lessonsVincia | | | |
| 4.2. Beginners' lessonsJeff | | | |
| 5. New Business | | | |
| 5.1. Suggestion box contents.....Vincia | | | |
| 5.2. Congress wrap-up / future convenorJeff | | | |
| 5.3. Office printerKen | | | |
| 6. Financials | | | |
| 6.1. P & LJanet | | | |
| 6.2. Treasurer's Report.....Janet | | | |
| 7. General Business | | | |
| 8. Next Meeting: Wednesday 10 th August at 1:40pm (NB. Ken and Rosalie away) | | | |

COMMITTEE MEETING MINUTES: JULY 2022

| | | | |
|-------------------|---|--------------|------------|
| Location: | Newcastle Bridge Club | Date: | 13/07/2022 |
| Chair: | Jeff Biddlecombe | Time: | 1:40 pm |
| Attendees: | Jeff Biddlecombe, Julie Butel (minute taker), Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks | | |

AGENDA ITEM
1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:40 pm.

Apologies: Rosalie Broughton, Caroline Carey

2. MINUTES OF PREVIOUS MEETING (08/06/2022)

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

3. CORRESPONDENCE
3.1. Email from Tomaree Bridge Club re 2022 NSW Veterans Championships:

The Championship (Pairs and Teams) will be held from Tues 2nd August to Friday 5th August at Horizons Golf Club, Salamander Bay. It is open to all players who will turn 70 before 31/12/2022.

Action: The flyer has been put on display at the Club.

3.2. Email from ABF re Australia-Wide Open Pairs (25 – 31 August):

We have not previously participated in this event and there is no interest in doing so this year.

Action: No action required.

3.3. Email from NSW Fair Trading re a survey about proposed changes to rules for incorporated associations in NSW.

The Regulation that governs the operation of associations in NSW is being reviewed to streamline it so that it continues to work effectively and align with changing industry and community expectations.

AGENDA ITEM

The proposed Regulation retains many of the existing rules and introduces new requirements on topics including ballots, use of technology for committee and general meetings, as well as the filling of casual vacancies.

An online survey is available to gauge reaction to the changes proposed.

(Link: https://www.haveyoursay.nsw.gov.au/associations-incorporation-regulation?utm_medium=email&utm_source=eDM)

Julie commented that she did not think the changes would affect NBC but encouraged other committee members to have a look at the survey.

4. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

4.1. Chris Dibley's Lessons on Defence

The lessons ("Improve Your Defence") will be held on 3 Wednesdays (20/7, 27/7, 3/8) between 2:00 and 3:30pm. There will also be a discussion about the morning's boards during the lunch break (1:30 – 2:00 pm) before the lessons commence.

Registration for the lessons is via the Events Calendar on the NBC website in the usual way. The lessons are free. The lessons have been well publicised (flyer on the notice board, on the website and prior to Bridge sessions).

4.2. Beginners' Lessons

The proposed format for the next round of Beginners' lessons is 7 weeks of lessons (weak 2s, pre-empts, strong hands not covered), 2 sessions of practise / supervised play and 1 week of general card play principles – a total of 10 weeks.

Jeff commented that his preference is to leave the next lot of Beginners' lessons until next year.

With the elimination of weak 2s, pre-empts and strong hands from the lessons, there is a gap for what happens next. The general consensus was that some follow up is needed once players are confident with what has been covered in the Beginners' lessons, maybe on Thursday evenings. However, we need someone to run this.

Action: Further discussion needed

Ken was asked if he is still interested in running some lessons. He is, but it's a matter of finding a timeslot.

Action: Ken to review and advise

5. NEW BUSINESS

5.1. Suggestion box

No suggestions received since the last meeting.

AGENDA ITEM

5.2. Congress Wrap-Up and Future Convenor

Jeff advised that TBIB have still not paid their promised sponsorship, and that the Congress will not have made any money if they don't pay.

The question was raised whether we continue to hold it, and if so where; also who would be the convenor as Jeff is not interested in doing it again.

Action: Hold over the discussion until another meeting.

5.3. Office Printer

Ken commented that he believes it is time to replace the office printer as it is becoming unreliable (frequent jams, noisy), and presented quotes he has received for both colour and B&W options (see attached). He agreed to do further investigation when asked if the quoted options could do A3 but believed that a printer with A3 capability would be significantly more expensive.

It was agreed that we should go for the coloured option for more flexibility.

Action: Ken to follow up and advise.

6. FINANCIALS

6.1. P & L (see attached)

Janet tabled the preliminary P & L for FY 2021 - 2022 (see attached) which showed an operating loss of \$5719, but an overall net profit of \$13,226 after investment income of \$2439 and Government support of \$16,500.

The profit was considerably less than the previous year, but 9 weeks were lost due to COVID compared to 2 weeks the previous year. As well as the number of weeks lost due to forced shutdowns during COVID, the average number of tables per session has reduced considerably compared with the pre-COVID numbers.

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

6.2. Treasurer's Report (see attached)

Funds on hand at 30/06/2022:

Cheque Account \$49,502

On-line Saver \$30,135

Investment Account \$86,045

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

AGENDA ITEM

7. GENERAL BUSINESS

7.1. Club Championship Boards

Peter asked when the boards would be updated. Jeff advised that it would be arranged after the Club Pairs championship.

Action: Vincia to arrange after Club Pairs.

7.2. Deceased Members

Ailsa advised that she had been notified of the deaths of 2 members since the last meeting (Thamo Thiruchelvam and Robert Shearer). Sympathy cards are being arranged.

7.3. Paid Director for Teams Games

Vincia commented that we need a NPD (non-playing director) for Teams events due to the complexity. It was agreed that an NPD should be available for Swiss Teams and Round Robin movements.

8. NEXT MEETING:

Wednesday 17/08/2022 @ 1:40pm at NBC (3rd Wednesday of the month due to absence of Ken and Rosalie on the 2nd Wednesday).

9. MEETING CLOSE:

The meeting concluded at 2:35 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

| | |
|--------------|-------------|
| Moved by: | K. WILKS |
| Seconded by: | J. Hill |
| Signed by: | Jeff Exelby |
| Date: | 17.8.22 |

Colour Laser

MFC-L8690CDW

\$747

| | | |
|-----------------|----------|-------|
| Drum Unit | DR-441CL | \$318 |
| Waste Toner Box | WT-320CL | \$35 |
| Belt Unit | BU-330CL | \$198 |

| | | | | |
|---------------|-------------|------------|-------|-----------------|
| Black Toner | TN-441BK | 3000 pages | \$157 | .05 cents/page |
| High Yield | TN-443BK | 4500 pages | \$167 | .037 cents/page |
| Colour Toners | TN-441C/Y/M | 1800 pages | \$166 | .09 cents/page |
| High Yield | TN-443C/Y/M | 4000 pages | \$266 | .066 cents/page |

Mono Laser

MFC-L5755DW

\$598

| | | |
|-----------|---------|-------|
| Drum Unit | DR-3425 | \$219 |
|-----------|---------|-------|

| | | | | |
|------------|---------|------------|-------|----------------|
| Toner | TN-3420 | 3000 pages | \$152 | .05 cents/page |
| High Yield | TN-3440 | 8000 pages | \$265 | .03 cents/page |

Newcastle Bridge Club

Profit & Loss [With Last Year]

July 2021 To June 2022 Not Final

| | This Month | This Year | % of Sales | Last Year | LY % of Sales |
|--------------------------------|--------------------|--------------------|----------------|---------------------|----------------|
| Income | | | | | |
| Congress | \$4,760.00 | \$4,760.00 | 5.50% | \$0.00 | 0.00% |
| Weekend Club Events | | \$456.00 | 0.50% | \$312.00 | 0.30% |
| Subscriptions | \$120.00 | \$10,180.00 | 11.80% | \$10,745.00 | 8.80% |
| Monday Supervised Play | \$40.00 | \$1,672.00 | 1.90% | \$3,560.00 | 2.90% |
| Monday Afternoon | \$1,032.00 | \$10,926.00 | 12.70% | \$14,644.00 | 12.00% |
| Monday Evening | | \$0.00 | 0.00% | \$366.00 | 0.30% |
| Tuesday Morning | \$1,714.00 | \$16,694.00 | 19.40% | \$21,458.00 | 17.60% |
| Tuesday Afternoon | | \$552.00 | 0.60% | \$0.00 | 0.00% |
| Tuesday Supervised Play | \$712.00 | \$5,624.00 | 6.50% | \$4,334.00 | 3.60% |
| Wednesday | \$674.00 | \$6,238.00 | 7.30% | \$9,804.00 | 8.10% |
| Thursday Morning | \$1,190.00 | \$13,030.00 | 15.20% | \$16,714.00 | 13.70% |
| Friday | \$882.00 | \$9,174.00 | 10.70% | \$10,762.00 | 8.80% |
| Saturday | \$460.00 | \$4,526.00 | 5.30% | \$6,008.00 | 4.90% |
| HBA Table Fees | | \$170.00 | 0.20% | \$0.00 | 0.00% |
| Total Table Fees | \$6,704.00 | \$68,606.00 | 79.80% | \$87,650.00 | 72.00% |
| Board Dealing | \$324.00 | \$1,392.50 | 1.60% | \$468.00 | 0.40% |
| Donations | | \$0.00 | 0.00% | \$500.00 | 0.40% |
| Hall Hire | | \$205.00 | 0.20% | \$130.00 | 0.10% |
| Lessons | \$85.00 | \$335.00 | 0.40% | \$0.00 | 0.00% |
| Sundry Receipts | \$5.00 | \$5.00 | 0.00% | \$0.00 | 0.00% |
| JobKeeper Subsidy | | \$0.00 | 0.00% | \$21,900.00 | 18.00% |
| Total Income | \$11,998.00 | \$85,939.50 | 100.00% | \$121,705.00 | 100.00% |
| Expenses | | | | | |
| Accounting Fees | | \$2,200.00 | 2.60% | \$3,740.00 | 3.10% |
| Card Dealing | \$88.00 | \$744.00 | 0.90% | \$448.00 | 0.40% |
| Cleaning | \$1,100.00 | \$11,962.50 | 13.90% | \$13,515.50 | 11.10% |
| Consumables | \$326.61 | \$5,206.96 | 6.10% | \$5,044.57 | 4.10% |
| Insurance | | \$3,295.00 | 3.80% | \$3,230.55 | 2.70% |
| Printing, Stationery & Postage | \$39.90 | \$1,753.93 | 2.00% | \$1,714.26 | 1.40% |
| Prize Money | \$640.00 | \$4,927.98 | 5.70% | \$242.00 | 0.20% |
| Refreshments | \$192.32 | \$1,718.42 | 2.00% | \$2,672.79 | 2.20% |
| Socials | | \$1,264.58 | 1.50% | \$0.00 | 0.00% |
| Subscriptions / Membership | | \$133.00 | 0.20% | \$129.00 | 0.10% |
| Congress | \$4,370.90 | \$4,370.90 | 5.10% | \$0.00 | 0.00% |
| Other Competitions | | \$620.00 | 0.70% | \$180.00 | 0.10% |
| Office Staff | \$854.00 | \$9,357.33 | 10.90% | \$8,436.81 | 6.90% |
| Superannuation | \$409.00 | \$1,717.08 | 2.00% | \$2,178.87 | 1.80% |
| Non Playing Director | \$840.00 | \$9,240.00 | 10.80% | \$10,010.00 | 8.20% |
| JobKeeper Top Up | | \$0.00 | 0.00% | \$9,455.84 | 7.80% |
| Affiliation (NSWBA) | | \$2,850.00 | 3.30% | \$5,512.05 | 4.50% |
| Capitation (ABF) | \$200.30 | \$4,439.70 | 5.20% | \$250.40 | 0.20% |
| Masterpoints | \$979.80 | \$2,191.08 | 2.50% | \$1,847.83 | 1.50% |
| R&M Air Conditioning | | \$913.40 | 1.10% | \$540.00 | 0.40% |
| R&M Building | | \$1,354.55 | 1.60% | \$15,953.46 | 13.10% |
| R&M Equipment | \$352.00 | \$1,324.76 | 1.50% | \$1,950.43 | 1.60% |
| R&M Grounds | \$33.00 | \$1,170.31 | 1.40% | \$396.00 | 0.30% |
| Electricity | | \$1,980.48 | 2.30% | \$2,023.79 | 1.70% |
| Rates - Land / Water | | \$12,732.40 | 14.80% | \$12,330.68 | 10.10% |
| Telecommunications | \$114.55 | \$2,826.10 | 3.30% | \$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 | \$10.00 | \$119.99 | 0.10% | \$120.00 | 0.10% |
| Pianola | | \$600.00 | 0.70% | \$600.00 | 0.50% |
| Web Site | | \$247.50 | 0.30% | \$110.00 | 0.10% |
| Total Expenses | \$10,976.17 | \$91,658.59 | 106.70% | \$104,836.86 | 86.10% |
| Operating Profit | \$1,021.83 | (\$5,719.09) | -6.70% | \$16,868.14 | 13.90% |
| Interest Income | | \$6.07 | 0.00% | \$157.94 | 0.10% |
| Investment Income | | \$2,439.06 | 2.80% | \$4,782.35 | 3.90% |
| Covid 19 Government Support | \$1,000.00 | \$16,500.00 | 19.20% | \$8,522.00 | 7.00% |
| Total Other Income | \$1,000.00 | \$18,945.13 | 22.00% | \$13,462.29 | 11.10% |
| Net Profit/(Loss) | \$2,021.83 | \$13,226.04 | 15.40% | \$30,330.43 | 24.90% |

Treasurer's Report

The preliminary report for the Financial Year 2021-22 shows an operating loss of \$5,719, but an overall net profit of \$13,226. Investment income for the year was \$2,439 and we received government support of \$16,500. The profit was considerably less than in the previous year but we lost 9 weeks because of COVID compared with two weeks the year before.

The monthly report for June shows a profit of \$2,021. This was in part due to a final "Covid" payment of \$1,000.

Funds on Hand 30th June 2022

| | |
|--------------------|----------|
| ANZ Cheque Account | \$49,502 |
| ANZ Savers Account | \$30,135 |

Invested funds

| | Cost (Dec 2022) | Market Value 10/7/2022 | Dividends 2021-22 |
|--|--------------------|---------------------------|----------------------|
| IAF – IShares Composite Bond ETF | \$24,787 | \$21,522 | \$298.54 |
| VAP – Vanguard Australian Property ETF | \$10,186 | \$8,579 | \$539.57 |
| VDCO – Vanguard Divers Conserv ETF | \$40,022 | \$34,610 | \$1,215.10 |
| VDCO – Vanguard Australian Gov Bonds | <u>\$24,928</u> | <u>\$21,334</u> | <u>\$385.75</u> |
| - | <u>\$99,923</u> | <u>\$86,045</u> | <u>\$2,439</u> |

The following table gives some idea of the current financial progress of the club. The table is a work in progress as the figures for 2022 are preliminary and I need to go back to earlier financial statements to fill in the gaps. I will update it at the next meeting.

| YEAR | NET PROFIT | MONETARY ASSETS | TABLE NUMBERS |
|------|------------|-----------------|---------------|
| 2022 | \$13,226 | \$165,682 | 55 |
| 2021 | \$28,803 | \$164,613 | |
| 2020 | -\$11,457 | \$131,979 | |
| 2019 | \$13,139 | \$149,310 | |
| 2018 | \$15,281 | \$130,307 | 81 |
| 2017 | \$24,001 | \$120,861 | 83 |
| 2016 | \$16,197 | | 77 |
| 2015 | \$25,272 | \$119,666 | |
| 2014 | \$29,846 | \$105,098 | |
| 2013 | \$29,498 | | |