

## Committee Meeting Agenda

<b>Location:</b>	NBC	<b>Date:</b>	Wednesday 17/08/2022
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:40 pm
<b>AGENDA</b>			
<b>1. Apologies:</b>			
<b>2. Minutes of previous meeting dated 13 July 2022</b>			
<b>3. Correspondence</b>			
3.1. Central Coast Bridge Club – request to publicize Novice and Restricted Congress being held 27/28 August			
<b>4. Business arising from correspondence and previous minutes</b>			
4.1. Chris Dibley lessons – feedback .....Vincia			
4.2. Beginners' lessons .....Jeff			
4.3. Replacement of office printer .....Ken			
4.4. NBC Congress .....All			
<b>5. New Business</b>			
5.1. Suggestion box contents.....Vincia			
5.2. Date for AGM .....All			
5.3. Laundering of tablecloths .....Ailsa			
5.4. Biscuits (ref submission circulated).....Caroline			
5.5. Club Pairs date (clash with Muswellbrook Congress.....Ken			
5.6. NBC Website and Google Analytics changes.....Ken			
<b>6. Financials</b>			
6.1. P & L .....Janet			
6.2. Treasurer's Report.....Janet			
<b>7. General Business</b>			
<b>8. Next Meeting:</b> Wednesday 14 <sup>th</sup> September at 1:40pm			

**COMMITTEE MEETING MINUTES: AUGUST 2022**

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	17/08/2022
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:40 pm
<b>Attendees:</b>	Jeff Biddlecombe, Rosalie Broughton, Julie Butel (minute taker), Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

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

Jeff opened the meeting at 1:40 pm.  
No apologies.

**2. MINUTES OF PREVIOUS MEETING (13/07/2022)**

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.

**3. CORRESPONDENCE**
**3.1. Email from Central Coast Bridge Club requesting help to publicize their Novice and Restricted congress which is being held on 27/28 August.**

The flyer has been put on display at the Club.

**3.2. Advice received of the recent death of Mike Covill, a previous long-term member of Newcastle Bridge Club.**
**4. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES**
**4.1. Chris Dibley's Lessons on Defence**

The lessons, which finished last week, were well attended, and judged to be useful and informative by those who attended.

It was agreed that a letter be written thanking Chris for his time and efforts in preparing for and conducting the lessons.



## AGENDA ITEM

It was commented that if the lessons are run again in the future, some assistance in collating the notes would help make that part of the process more efficient.

### **4.2. Beginners' Lessons**

The next course of Beginners' lessons will commence in February 2023. At this stage, Jeff will run the lessons. In the meantime, Jeff will update the process, manual and dealing files to be consistent with the new format (7 weeks of lessons, 2 sessions of practise / supervised play, 1 week of general card play principles – a total of 10 weeks). Weak 2s, pre-empt and strong hands will not be covered.

***Action: Julie to assist with the editing of the manual.***

The question was raised if the Monday morning sessions are still needed, as the participants could probably migrate to the Tuesday night SP session and/or the Thursday session.

***Action: Vincia to discuss with the attendees on Monday 22/8.***

Janet commented that she could probably cover weak 2s, pre-empt and strong hands for the Monday morning people.

***Action: Janet and Jeff to discuss.***

Ken proposed running his Card Play lessons on Thursday afternoons (and nights if required) during September and November. No Trumps contracts would be covered on 8/15/22 September and Suit Contracts on 10/17/24 November. The cost will be \$10 per lesson. Members who wish to attend can register online, add their name to the sheet at the front desk or contact Ken.

***Action: Lessons to be publicized on the website (Ken), Facebook (Caroline) and the notice board (Caroline). Ken to set up registration in the events calendar and prepare an enrolment sheet.***

### **4.3. Office Printer**

Ken reported that an A3/A4 printer is significantly more expensive than an A4 printer and commented that we don't really need A3. It was agreed that Ken would proceed to purchase a new A4 colour laser printer.

### **4.4. Newcastle Bridge Club Congress**

Ken advised that applications for slots in 2023 are now open so it was agreed to book our usual time (mid-June). If we decide not to hold the Congress, we can cancel later.

It was agreed that if we do go ahead that it would again be held at the Bridge Club. Vincia agreed to act as convenor.

## AGENDA ITEM

Ken advised that TBIB thought its sponsorship invoice for this year's congress had been paid, so they will follow it up.

### 5. NEW BUSINESS

#### 5.1. Suggestion box

***A suggestion was received that an EFTPOS machine be available for payment for tokens at the club.***

This issue has been considered previously by Tony Wagstaff, our former Treasurer, and more recently by the current Treasurer. While the committee acknowledged the convenience it would provide for some members, it would also result in additional complexity for token sellers and our financial reconciliation processes. Cost is a concern also as there would be a charge per transaction for EFTPOS payments, as well as a monthly bank fee for the machine. Since tokens can currently be paid for by cash, direct debit, or cheques, the general feeling was that these options are sufficient. It was agreed that Vincia would provide feedback to the originator and that there will be an opportunity for further input and discussion at the next committee meeting.

***Action: Vincia to discuss with the originator.***

#### 5.2. 2022 AGM

It was agreed to hold this year's AGM on Saturday 19<sup>th</sup> November. As for last year's AGM, pizzas will be provided after the meeting.

***Action: Call for nominations for the Committee to be put on the noticeboard (Jeff to arrange); notice to go out to members 4 weeks in advance (Julie).***

#### 5.3. Tablecloth laundering

Ailsa raised the question of how often the tablecloths should be laundered. After discussion, it was decided to do them once / month. Rosalie, Ailsa, Caroline and Julie agreed to take turns, and it was suggested that a good time to strip the tables would be after each Committee meeting.

***Action: Julie to prepare a roster and circulate to Rosalie, Ailsa and Caroline.***

#### 5.4. Club Pairs

Ken advised that the date scheduled for Club Pairs clashes with Muswellbrook Congress, which many of our members have attended in the past. It was agreed to reschedule Club Pairs to Sunday 18<sup>th</sup> September.

***Action: Ken to email members advising of the new date and update the events calendar.***



## AGENDA ITEM

### 5.5. Biscuits

Caroline suggested that we trial a box of Macrea's Butter Shortbread as a potential replacement for one of the current Arnott's products, as she believed it was a better product.

**Action: Caroline to arrange a trial box.**

### 5.6. Google Analytics change and implications for NBC Website

Redback Solutions advised Ken that Google will be updating their Analytics in 2023. This means that unless we upgrade to the new version, we will no longer have access to data regarding hits, etc. to our website. There is a cost involved in upgrading.

Ken agreed to contact Redback to find out what the consequences would be if we do not upgrade, specifically will our website operation be affected and could be elect to upgrade at a later date. It was agreed that if there is no impact, we wouldn't upgrade (but OK to proceed if there is).

***The response (received shortly after the meeting) was that we only need to upgrade if we want to continue to collect website usage data. The current version will run until June 2023, after which we will be able to access historical data, but nothing after that time. The website will not be affected so there is no need to upgrade unless we want access to our website stats.***

**Action: No action needed at this stage as we do not currently review the data.**

## 6. FINANCIALS

### 6.1. P & L (see attached)

Janet provided a brief overview of the current financials, with the reminder that the figures were only for one month.

In summary, table fees were 15% less than July 2021 with declines in all sessions except Tuesday morning, which increased. The overall decline is probably due to the fact that more people are travelling this year than last.

Expenses were higher than the same time last year, with the result that the operating profit was a loss of \$969, compared with a small profit of \$754 for July 2021. The net profit was a loss of \$422 compared with a profit of \$2168 for July 2021.

#### ***Funds on hand at 31/07/2022:***

Cheque Account	\$54,539
On-line Saver	\$30,139
Investment Account	\$88,651

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

## AGENDA ITEM

### 7. GENERAL BUSINESS

#### 7.1. Insulation on external A/C piping

Ken advised that after the last air conditioning service, he was advised that the insulation on the exterior piping needs to be replaced.

**Action: Ken to arrange.**

#### 7.2. Servicing of dealing machines

Ken advised that our dealing machines have not been serviced for 3 years. The cost per machine is \$165 plus freight to Sydney. It was agreed to proceed as they are an essential part of running the club.

**Action: Ken to arrange.**

#### 7.3. GNOT Regional Final

The GNOT Regional Final will be held at the club on Sunday August 28. Ken requested that food be arranged for the end of play (16 tables expected).

**Action: Ailsa and Julie to organize food for the end of play; Rosalie, Vincia and Janet to arrange for something to be available for the start of the day.**

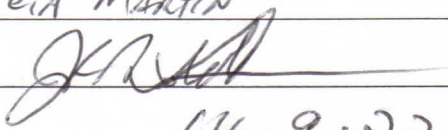
### 8. NEXT MEETING:

Wednesday 14/09/2022 @ 1:40pm at NBC

### 9. MEETING CLOSE:

The meeting concluded 3:15 pm

## CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	Rosalie Braughton
Seconded by:	Vincia Martin
Signed by:	
Date:	14.9.22



**Newcastle Bridge Club**12 Young Road  
Broadmeadow 2292**Profit & Loss [With Last Year]**

July 2022

	This Year	% of Sales	Last Year	LY % of Sales
<b>Income</b>				
Competitions				
Weekend Club Events	\$214.00	3.00%	\$0.00	0.00%
Memberships				
Subscriptions	\$105.00	1.50%	\$0.00	0.00%
<b>Table Fees</b>				
Monday Supervised Play	\$314.00	4.30%	\$528.00	6.50%
Monday Afternoon	\$936.00	12.90%	\$1,140.00	14.10%
Tuesday Morning	\$1,782.00	24.60%	\$1,488.00	18.30%
Tuesday Afternoon	\$0.00	0.00%	\$272.00	3.40%
Tuesday Supervised Play	\$558.00	7.70%	\$638.00	7.90%
Wednesday	\$584.00	8.10%	\$760.00	9.40%
Thursday Morning	\$1,182.00	16.30%	\$1,448.00	17.90%
Friday	\$868.00	12.00%	\$1,084.00	13.40%
Saturday	\$464.00	6.40%	\$528.00	6.50%
Total Table Fees	\$6,688.00	92.40%	\$7,886.00	97.20%
Board Dealing	\$232.20	3.20%	\$145.10	1.80%
Hall Hire	\$0.00	0.00%	\$50.00	0.60%
Lessons	\$0.00	0.00%	\$30.00	0.40%
Total Income	\$7,239.20	100.00%	\$8,111.10	100.00%
Gross Profit	\$7,239.20	100.00%	\$8,111.10	100.00%
<b>Expenses</b>				
Card Dealing	\$64.00	0.90%	\$80.00	1.00%
Cleaning	\$1,375.00	19.00%	\$1,100.00	13.60%
Consumables	\$124.32	1.70%	\$429.06	5.30%
Printing, Stationery & Postage	\$81.97	1.10%	\$41.50	0.50%
Prize Money	\$192.00	2.70%	\$0.00	0.00%
Refreshments	\$431.25	6.00%	\$115.64	1.40%
Competitions				
Other Competitions	\$52.80	0.70%	\$0.00	0.00%
Employment Expenses				
<b>Wages</b>				
Office Staff	\$830.60	11.50%	\$771.51	9.50%
Non Playing Director	\$910.00	12.60%	\$980.00	12.10%
Repairs & Mtce				
R&M Building	\$135.00	1.90%	\$5.25	0.10%
R&M Equipment	\$240.00	3.30%	\$0.00	0.00%
R&M Grounds	\$0.00	0.00%	\$33.00	0.40%
Utilities				
Rates - Land / Water	\$3,641.50	50.30%	\$3,791.05	46.70%
Telecommunications	\$120.37	1.70%	\$0.00	0.00%
Computer Systems				
MYOB Essentials	\$10.00	0.10%	\$10.00	0.10%
Total Expenses	\$8,208.81	113.40%	\$7,357.01	90.70%
Operating Profit	(\$969.61)	-13.40%	\$754.09	9.30%
<b>Other Income</b>				
Interest Income	\$0.69	0.00%	\$1.24	0.00%
Investment Income	\$546.92	7.60%	\$1,413.00	17.40%
Total Other Income	\$547.61	7.60%	\$1,414.24	17.40%
Net Profit/(Loss)	(\$422.00)	-5.80%	\$2,168.33	26.70%