



NEWCASTLE BRIDGE

Newcastle Bridge Club ABN 16 405 302 022

COMMITTEE MEETING MINUTES

For meeting held Wednesday 12/10/2022

Committee Meeting Agenda

Location:	NBC	Date:	Wednesday 12/10/2022
Chair:	Jeff Biddlecombe	Time:	1:40 pm
AGENDA			
1. Apologies: Vincia Martin			
2. Minutes of previous meeting dated 14th September 2022			
3. Correspondence			
3.1. Department of Fair Trading re changes to the Model Constitution			
3.2. NSWBA – surveyKen/Jeff			
3.3. NSWBA re NSWBA’s Under 100 Masterpoint Championships			
4. Business arising from correspondence and previous minutes			
4.1. Events calendar updateKen			
4.2. Lessons – beginners; Ken’s card playAll			
4.3. AGMAll			
4.4. Biscuit trial.....Caroline			
4.5. Standby player for SaturdayVincia			
4.6. NBC Public Officer.....All			
5. New Business			
5.1. Suggestion box contents.....Vincia			
5.2. COVID – safety plan, vaccination requirement, etcAll			
5.3. 2023 Program (refer Ken’s notes)Ken/all			
6. Financials			
6.1. P & LJanet			
6.2. Treasurer’s Report.....Janet			
7. General Business			
8. Next Meeting: Wednesday 9 th November at 1:40pm			



COMMITTEE MEETING MINUTES: October 2022

Location:	Newcastle Bridge Club	Date:	12/10/2022
Chair:	Jeff Biddlecombe	Time:	1:40 pm
Attendees:	Jeff Biddlecombe, Julie Butel (minute taker), Caroline Carey, Ailsa Kearney, Peter Peterson, Ken Wilks		

AGENDA ITEM

1. WELCOME AND APOLOGIES

Ken opened the meeting at 1:40 pm in the absence of Jeff (arrived at 2pm).
Apologies: Rosalie Broughton, Janet Hill, Vincia Martin.

2. MINUTES OF PREVIOUS MEETING (17/09/2022)

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

3. CORRESPONDENCE

3.1. Email from Department of Fair Trading re changes to the Model Constitution.

A summary of the changes was circulated prior to the meeting (attached). It was agreed that the changes do not impact our Constitution.

No action required.

3.2. Email from NSWBA requesting survey re NSWBA be completed.

Jeff and Ken have completed the survey and submitted it.

No further action required.

3.3. Email from NSWBA re their Under 100 Masterpoint Championship.

The event is held in two stages – a club session and local finals. It was discussed and agreed that because the event is restricted to players with less than 100 MPs, it would be difficult for us to participate.

No further action required.

AGENDA ITEM

4. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

4.1. Update of Events Calendar

Ken advised that the calendar has been changed and while it is working, there is still further work to be done.

4.2. Lessons

- **Beginners' lessons:** The next course will commence 16 February 2023.
Action: Ken to amend the website.
- **Card Play lessons for suit contracts:** Ken will run these lessons over 3 weeks in November. The cost is \$10 / lesson. Any members interested in attending can register on the form at the club or contact Ken.
Ken commented that the lessons on card play for NT contracts had been well attended.

4.3. AGM

A draft agenda for the AGM, which will be held on Saturday November 19, was circulated prior to the meeting. No changes were requested.

Action: Julie to email the agenda to all members before 29 October.

4.4. Biscuit Trial

Caroline had circulated a document suggesting that a new supplier of biscuits be trialled (attached). It was agreed that Caroline would arrange to get a mixed box of the 6 varieties.

Note: Caroline delivered the biscuits to the club on Thursday 13 October and will arrange a form for feedback before making the biscuits available for members.

4.5. Standby player for Saturday session

No action since the last meeting. In Vincia's absence it was agreed to hold over until the November meeting (Vincia).

4.6. NBC Public Officer

A Department of Fair Trading document regarding the role of Public Officer was circulated prior to the meeting (attached). It was agreed to carry the discussion over until a future meeting but in the meantime, options would be explored (Jeff).

AGENDA ITEM

5. NEW BUSINESS

5.1. Suggestion box

No suggestions received since the last meeting.

5.2. COVID-19 Procedures

With most of the requirements and restrictions relating to COVID-19 now lifted in NSW, it was agreed that it was appropriate to review the club's procedures. The following was agreed:

- **COVID-19 Safety Plan:** The current plan is out of date, and it is no longer required to have a safety plan. However, it was agreed that we should continue to have generic hygiene posters on display as a reminder of the protocols to be followed at the club.
Action: Remove Safety Plan from the noticeboard; Caroline to update the current hygiene poster.
- **Ventilation:** No change to current practice, which includes having at least three windows open in the club room during bridge sessions (at least one on each side of the room for cross ventilation), as well as having the kitchen window open.
- **Vaccination:** Remove requirement to be double vaccinated from website
- **Masks:** Optional
- **Hand sanitizer:** Retain, and also provide a bottle in the kitchen
- **Cough/sneeze etiquette:** No change to current protocol
- **Portion control biscuits:** Retain
- **Single serve sugar sachets:** Retain
- **Single serve coffee sachets:** Replace with jars when current stocks are depleted
- **Stirrers:** Retain
- **Spraying tablecloths with Glen 20:** No longer required
- **Sanitizing side tables and Bridgemates at the end of the session:** No longer required
- **Pens:** Provide pens at each table (some members may prefer to continue to BYO).
- **Dealing:** Remove requirement to hold for 3 days before using
- **Scoring cards / table number cards:** Revert to the larger version ones. Ailsa to organize to get a new set printed.

AGENDA ITEM

5.3. 2023 Program

Ken had circulated some notes listing the decisions needed prior to the meeting:

- Prize money for Championship events
Action: Ken and Janet to discuss; add to November meeting agenda
- Prizes for 3-week events and 1-day teams
Action: Ken and Janet to discuss; add to November meeting agenda
- Number of 3-week events and 1-day teams to be run
Action: Ken and Janet to discuss; add to November meeting agenda
- Format for Championship events – same format?
Decision: No change
- GNOT qualifying – continue to run as a separate event?
Decision: Yes
- State teams qualifying – use Club Teams again?
Decision: Yes
- State pairs qualifying – use Club Pairs again?
Decision: Yes
- Program booklet – don't produce?
Decision: Agreed that there is no real need for a hard copy booklet
- Country Teams Regional Final – apply to run?
Decision: Yes
- Eligibility for Club Championship events
*"To be eligible to win any of the Club Championship events, players must be financial members of The Newcastle Bridge Club and must have played a minimum of six sessions in the preceding 12 months, excluding Club Championships, GNOTs, Country Teams and State events. Subsidies will only be paid for members who have played a minimum of six sessions in the preceding 12 months, excluding Club Championships, GNOTs, Country Teams and State events. Non-members do not qualify for subsidies."
We have relaxed the requirement to play six times to three times in the last few years due to COVID. However, it was agreed to reinstate the requirement that players need to have played six times, as per the regulations.*

AGENDA ITEM

6. FINANCIALS

6.1. P & L

Janet circulated the Profit and Loss and Treasurer's Report for the three months ending September 2022 (see attached).

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

7. GENERAL BUSINESS

No items of general business were raised.

8. NEXT MEETING:

Wednesday 9/11/2022 @ 1:40pm at NBC

9. MEETING CLOSE:

The meeting concluded 2:40 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	JANET HILL (SUBJECT TO CHANGE)
Seconded by:	KEN WILKS
Signed by:	Jeff [Signature]
Date:	9.11.22

Appendix 1

Summary of the changes to the Association Incorporation Regulation 2022

The following table sets out the main changes to the Regulation.

	Section in current Regulation 2016	Section in New Regulation 2022	Change
Application of Corporations legislation to associations	–	5(c)(iii)	Prescribes “proceedings at the meeting” is to be read as including a reference to the vote conducted by a postal or electronic ballot as a matter relating to an association to be an applied Corporations legislation matter
Financial statements for Tier 1 associations	9 (1)(b)	13 (1)(b)	Changes language to improve clarity of the condition imposed on a Tier 1 association
Financial statements for Tier 2 associations	10 (a)	14 (a)(i)	The phrase “appropriately classified” has been removed from the requirement of Tier 2 associations to include their individual sources of income and expenses in their financial statements
Conduct of postal or electronic ballots	Schedule 3 1 (1)(a)	Schedule 2 4(2)(a) and 5(3)(a)	Requires the returning officer to give to members a copy of the statement prepared by the committee setting out details of the matter to be determined by a ballot
	Schedule 3 1 (1)(b)(i)	Schedule 2 1(1)	Removes the requirement for the committee to fix a date for forwarding of ballot papers. The returning officer is required to give the ballot papers which must be either 14 or 21 days before the date fixed for closing of the

			ballot. This function negates the need to fix a date for forwarding of ballot papers
	Schedule 3 5(2)(a)	Schedule 2 4(2)(b)	Replaces the reference to voting paper with ballot paper for consistency of language
	Schedule 3 5(2)(c)	Schedule 2 4 (2)(b)(iii)	Replaces the reference to a box with a space for members to record their vote thus enhancing the flexibility of associations for conducting postal ballots
	Schedule 3 4(5)(b)(i) and 5(3)(b)(i)	Schedule 2 5(3)(b)(i) and 4(2)(b)(i)	Removes the requirement of the returning officer to include instructions on completing the ballot paper in a notice as the instructions are already mentioned on the <i>ballot paper itself</i> . This amendment thus prevents a duplication of work for the returning officer
	Schedule 3 8(3)	Schedule 2 7(2)(b) and 7(4)	Requires the returning officer to prepare and sign a statement of the result of a ballot and to give a copy of the statement to the secretary of the committee, instead of the chairperson of the committee. This change is done considering the current Regulation does not define a chairperson. The amendment also requires the presiding member, instead of a chairperson, to announce the result of the ballot
Model constitution	Schedule 1 8 and 3	Schedule 3 5(2)	Clarifies that an entrance fee must be paid just once by a successful applicant and not again on becoming a member. This amendment has been done for a clear and better reading of the Regulation
Fees and subscription			
Resolution of disputes	Schedule 1 10	Schedule 3 9(1)	Changes the reference of 2 members to 2 or more members
Election of members	Schedule 1 15(1)(a)	Schedule 3 15 (2)(b)	Changes the reference of 2 members to at least 2 members other than the candidate nominated for the election. This amendment also removes the reference to the phrase

			"which may be endorsed on the form of the nomination"
	Schedule 1 15(2)	Schedule 3 15(4)	Clarifies that further nominations are to be made in a way directed by the presiding member
Vacancies in office	Schedule 1 18 and 19	Schedule 3 17(2)(b) and (5)	Allows only the association to appoint a member to fill a casual vacancy arising from the removal of a committee member
	Schedule 1 19(2)	Schedule 3 17(3)(b)	Allows a committee member who has been removed to request that the committee send a copy of the statement at least 7 days before the general meeting at which the <i>proposed resolution will be considered</i>
Delegation to subcommittees	Schedule 1 23	Schedule 3 20(2)	Refers to the section 49 of the <i>Interpretation Act 1987</i> for consistency in language
Use of technology at general and committee meetings	Schedule 1 37	Schedule 3 27 and 36	Allows for conducting committee and general meetings and transaction of business outside meetings by telephone or other electronic means
Adjournment	Schedule 1 31	Schedule 3 32(3)	Requires the secretary to give oral or written notice, to each member of the association, at least 1 day before the adjourned meeting
Special Resolution	Schedule 1 33	–	Removed for redundancy
Insurance	Schedule 1 38	Schedule 3 39	Clarifies that the insurance may be appropriate to the association's assets and liabilities
Fees	Schedule 5 Part 2 2	Schedule 4 Part 2 2	Adjusts the fee unit for inflation

**Agenda Item 4.4 Meeting of Newcastle Bridge Club Committee
12 October 2022**

I have not proceeded with the purchase of alternative biscuits as discussed last meeting because I have an updated proposal to present to you.

I recently had a week's holiday to Central West NSW with Cardiff Probus. One of our visits was to the Aussie Biscuit Factory in Forbes. The biscuits are in packets of 2 and there are 6 different varieties (flavours).

This factory arose from humble beginnings - a family with a disabled son set it up so that the son could have gainful employment. The company has made great strides over the years and now has 10 distribution centres throughout the country. The ideal of employing disabled young people as the workforce has not changed.

One of the distribution centres (warehouses) is at Warabrook. A box of 300 mixed biscuit packs, if picked up from the warehouse, is \$90. (They also supply lots of 60 biscuit pks = \$30 if picked up)

I am suggesting that we trial biscuits from this company because:

1. It's a good thing to support an Aussie company
2. ...Especially a company that provides work for disabled people.
3. The biscuits are tasty!

I present this information for the committee to consider

Regards
Caroline Carey

Aussie Biscuits

**Unit 1 , 39 Rosegum Road, Warabrook
49 522478 (speak to Aaron, Gary or Sharon)
7am-4pm Monday - Friday**

<https://www.aussiebiscuits.com.au/>

Public officer

What is a public officer?

A public officer is both the official point of contact for an incorporated association and one of the authorised signatories.

Who can be a public officer?

A committee member, an ordinary member or a person outside the association may hold the position of public officer.

The public officer must be over 18 years of age and reside in New South Wales. An association's incorporation may be cancelled if it does not have a public officer or if its public officer does not comply with these requirements.

What is the official address?

Every association must have an official address. The official address must be a physical address in NSW where the public officer can generally be found. It must be the premises where documents can be received by post.

The official address cannot be a post office box.

The public officer must advise NSW Fair Trading of a change of official address by lodging the approved form [Notice of appointment of public officer and notice of change of association address](#) (form A9) within 28 days after the current address becomes obsolete or unusable.

Authorised signatory

The public officer is automatically one of the authorised signatories for the association. However, the public officer is not automatically a signatory to the association's bank account.

Go to the [Management committee](#) page for additional information on authorised signatories.

How is the public officer appointed and removed?

The person nominated as the public officer on the application for incorporation of an association will become the association's first public officer. The committee must fill any vacancy in the position of public officer within 28 days.

A public officer will vacate the position if he or she:

- dies
- resigns in writing to the committee
- is removed from office by the passing of a resolution at a general meeting
- becomes bankrupt
- becomes a mentally incapacitated person
- ceases to be a resident of New South Wales, or
- meets any circumstances as provided for in the constitution.
- The new public officer must notify Fair Trading within 28 days of the new appointment. Notification must be in the approved Form A9 Notice of appointment of public officer and Notice of change of association address

What are the responsibilities of the public officer?

The public officer is responsible for:

- notifying Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member
- returning all association documents to a committee member within 14 days, upon vacating office
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
- custody of any documents as required by the constitution.

Need more information?

Contact:

Registry and Accreditation

[Make an enquiry online](#)

FreeCall: [1800 502 042](tel:1800502042)

PO Box 22
Bathurst NSW 2795

[Prev](#) Naming your incorporated association

[Next](#) Transferring registration to an incorporated association

Newcastle Bridge Club
12 Young Road
Broadmeadow 2292

Profit & Loss [With Year to Date]

July 2022 to September 2022

	September	% of Sales	Year to Date	% of YTD Sales
Income				
Competitions				
Weekend Club Events	\$240.00	3.00%	\$454.00	1.90%
Memberships				
Subscriptions	\$70.00	0.90%	\$330.00	1.40%
Table Fees				
Monday Supervised Play	\$400.00	5.00%	\$1,138.00	4.70%
Monday Afternoon	\$814.00	10.10%	\$2,840.00	11.70%
Tuesday Morning	\$1,978.00	24.50%	\$5,944.00	24.40%
Tuesday Supervised Play	\$692.00	8.60%	\$2,148.00	8.80%
Wednesday	\$674.00	8.40%	\$2,012.00	8.30%
Thursday Morning	\$1,530.00	19.00%	\$4,360.00	17.90%
Friday	\$944.00	11.70%	\$2,824.00	11.60%
Saturday	\$544.00	6.70%	\$1,702.00	7.00%
Total Table Fees	\$7,576.00	94.00%	\$22,968.00	94.30%
Board Dealing	\$175.20	2.20%	\$611.40	2.50%
Total Income	\$8,061.20	100.00%	\$24,363.40	100.00%
Gross Profit	\$8,061.20	100.00%	\$24,363.40	100.00%
Expenses				
Accounting Fees	\$2,200.00	27.30%	\$2,200.00	9.00%
Card Dealing	\$72.00	0.90%	\$224.00	0.90%
Cleaning	\$1,127.50	14.00%	\$3,602.50	14.80%
Consumables	\$444.86	5.50%	\$998.44	4.10%
Printing, Stationery & Postage	\$403.95	5.00%	\$1,651.22	6.80%
Prize Money	\$494.00	6.10%	\$1,550.00	6.40%
Refreshments	\$216.92	2.70%	\$957.39	3.90%
Socials	\$128.30	1.60%	\$128.30	0.50%
Competitions				
Congress	\$0.00	0.00%	\$100.78	0.40%
Other Competitions	\$917.00	11.40%	\$1,060.35	4.40%
Employment Expenses				
Wages				
Office Staff	\$944.09	11.70%	\$2,478.46	10.20%
Non Playing Director	\$910.00	11.30%	\$2,870.00	11.80%
Fees & Levies				
Capitation (ABF)	\$93.60	1.20%	\$93.60	0.40%
Masterpoints	\$569.50	7.10%	\$632.74	2.60%
Repairs & Mtce				
R&M Air Conditioning	\$0.00	0.00%	\$180.00	0.70%
R&M Building	\$120.45	1.50%	\$255.45	1.00%
R&M Equipment	\$0.00	0.00%	\$320.00	1.30%
R&M Grounds	\$33.00	0.40%	\$66.00	0.30%
Utilities				
Electricity	\$0.00	0.00%	\$710.09	2.90%
Rates - Land / Water	\$0.00	0.00%	\$3,641.50	14.90%
Telecommunications	\$770.91	9.60%	\$1,009.45	4.10%
Computer Systems				
MYOB Essentials	\$10.00	0.10%	\$30.00	0.10%
Total Expenses	\$9,456.08	117.30%	\$24,760.27	101.60%
Operating Profit	(\$1,394.88)	-17.30%	(\$396.87)	-1.60%
Other Income				
Interest Income	\$8.67	0.10%	\$19.16	0.10%
Investment Income	\$0.00	0.00%	\$546.92	2.20%
Sundry Income	\$3,019.14	37.50%	\$3,019.14	12.40%
Total Other Income	\$3,027.81	37.60%	\$3,585.22	14.70%
Net Profit/(Loss)	\$1,632.93	20.30%	\$3,188.35	13.10%

TREASURER'S REPORT OCTOBER 2022

The profit and loss account for the three months to the end of September shows a total income from bridge of \$24,363, total expenses of \$24,760 and an operating loss of \$396. Table numbers in September increased from an average of 56 tables per week in August to 63 tables and this resulted in a significant increase in table fees. Major expenses for this month included \$2,200 for the review of our accounts, \$1,127 for cleaning, \$1,854 for employment and \$771 for telecommunications. The overall profit for the first three months is \$3,188. This includes a rebate of \$3019 received this month from the ATO.

Bank Accounts 5/10/2022

Cheque Account \$54,651

ANZ On-line Saver \$30,154

Financial Assets

	Cost (Dec 2022)	Market Value 5/10/2022
IAF – IShares Composite Bond ETF	\$24,787	\$21,515
VAP – Vanguard Australian Property ETF	\$10,186	\$8,010
VDCO – Vanguard Divers Conserv ETF	\$40,022	\$34,092
VDCO – Vanguard Australian Gov Bonds	<u>\$24,928</u>	<u>\$21,274</u>
-	<u>\$99,923</u>	<u>\$84,891</u>