



The Newcastle Bridge Club Incorporated ABN 16 405 302 022

# **COMMITTEE MEETING MINUTES**

**For meeting held Tuesday 10/01/2023**



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## Committee Meeting Agenda

<b>Location:</b>	NBC	<b>Date:</b>	Tuesday 10/01/2023
<b>Chair:</b>	Vincia Martin	<b>Time:</b>	1:20 pm
<b>AGENDA</b>			
1. <b>Apologies:</b> Jeff Biddlecombe, Angela Jeffs, Ailsa Kearney			
2. <b>Minutes of previous meeting dated 13<sup>th</sup> December 2022</b>			
3. <b>Correspondence</b>			
3.1. Email from John McIlraith (forwarded)			
3.2. Email from member re COVID (forwarded)			
4. <b>Business arising from correspondence and previous minutes</b>			
4.1. Substitutions: Changes to rules and Regulations ... Peter (refer to Peter's document)			
4.2. NBC Public Officer..... All			
4.3. Novice/Restricted Congress ..... Vincia			
4.4. UHMP competition ..... Ken			
4.5. Start time for Wednesday Bridge..... Vincia / Peter			
5. <b>New Business</b>			
5.1. Suggestion box contents..... Vincia			
5.2. State Wide Pairs ..... Ken			
5.3. December Newsletter / Facebook page..... Caroline (refer to Caroline's document)			
5.4. Country Teams Regional Final..... Ken			
6. <b>Financials</b>			
6.1. P & L ..... Les			
6.2. Treasurer's Report ..... Les			
6.3. Insurances Update ..... Les			
6.4. Asset Schedule / list..... All (refer to documents circulated)			
7. <b>General Business</b>			
8. <b>Next Meeting:</b> Tuesday February 14 <sup>th</sup> at 1:20pm			

**COMMITTEE MEETING MINUTES: January 2023**

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	10/01/2023
<b>Chair:</b>	Vincia Martin	<b>Time:</b>	1:40 pm
<b>Attendees:</b>	Les Brien, Rosalie Broughton, Julie Butel (minute taker), Caroline Carey, Vincia Martin, Peter Peterson, Ken Wilks		

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

Vincia opened the meeting at 1:35 pm.

Apologies: Jeff Biddlecombe, Angela Jeffs, Ailsa Kearney.

**2. MINUTES OF PREVIOUS MEETING (13/12/2022)**

Rosalie moved that the minutes of the previous meeting be accepted, and Ken seconded the motion, which was supported by all. Vincia then signed the minutes as a true record of the meeting.

**3. CORRESPONDENCE**
**3.1. Email from John McIlraith re Zonal Councillors appointed at the NSWBA AGM on 14/12/2022.**

The email advised the names of the Zonal Councillors appointed at the NSWBA AGM on 14/12/2022 (including John's appointment as Councillor for the Outer Sydney Metropolitan Zone, which is our zone). John suggested that given the size of our zone, it seemed appropriate to meet in smaller, more representative groups to reduce the amount of travel required.

Chris Dibley has contacted John to get a better understanding of what John is looking to do.

**Action: Await John's response to Chris Dibley.**

It was also suggested that we share our Newsletter with John.

**Action: Caroline to send a link to the Newsletter to John.**

**3.2. Email from a member re the Committee's plan to revisit COVID requirements.**

Jeff has responded to the member advising that our procedures have been updated to reflect the current advice and are displayed in the Club.

**Action: No further action required.**



**4. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES**

**4.1. Substitutions regulations (refer Peter Peterson's document attached)**

Peter had circulated a document proposing a change to our Regulations to make them consistent with the Rules agreed at the December meeting. The proposal was that the section in our Regulations that referred to Substitutions be deleted and replaced with the following:

***"Substitutes will not be allowed in multi-session events. To be eligible to be a competitor in a competition, you must play with the same partner for all sessions of the competition. (Note: This will not prevent any players from playing in any session. It is purely a requirement for eligibility for a prize)."***

Rosalie seconded Peter's proposal which was agreed by all.

**Action: Ken to amend the Regulations.**

**4.2. NBC Public Officer**

The letter of resignation has been received from the incumbent and Ken has notified the Department of Fair Trading of his appointment to the role.

**Action: No further action required.**

**4.3. Novice / Restricted Congress**

The requested date (30/4/2023) has been accepted by NSWBA and the event is now on the NSWBA website.

Vincia and Caroline will prepare a brochure for approval, noting the following:

- A minimum of 12 teams is required for the event to proceed.
- Entries will close 1 week prior to the event.
- Cost of entry will be \$45 per player. Lunch will be provided but dietary requirements will not be catered for.
- MP restrictions: less than 100 MP for Novice and 300 MP for Restricted. Each member of the team must meet the criteria.
- It will be a Swiss Teams event consisting of 6 matches.
- Prizes will be allocated on a pro-rata basis based on the number of entries received in each category.
- The event is limited to 22 teams.

**Action needed:**

- **Email the approved brochure to NSWBA to upload to the event (Ken), and to the agreed list of Bridge clubs (Julie).**
- **Prepare a spreadsheet of costs based on registration numbers to help determine prize money for each category (Rosalie).**
- **Arrange a house team (Vincia).**
- **Promote the event on Tuesday and Thursday Bridge sessions (Ken).**
- **Prepare a poster (A3) for the Notice Board (Caroline).**
- **Place entry brochures on display at the Club (Vincia).**

## AGENDA ITEM

### 4.4. Under 100 MP competition (UHMP)

Ken advised that he has allocated a Sunday for the final if it goes ahead (3<sup>rd</sup> December) and that dates have been allocated in October for the qualifying sessions.

### 4.5. Start time for Wednesday Bridge

Vincia advised that she has spoken to the players at the Wednesday session on 4<sup>th</sup> January, but numbers were less than usual due to the holiday season. She agreed to contact past and present Wednesday players so that a decision can be made at the February meeting.

## 5. NEW BUSINESS

### 5.1. Suggestion box

Nothing received since the last meeting.

### 5.2. State Wide Pairs

Ken advised that the matter will be discussed once further information is received from the NSWBA. The event may be run as a single session event in participating clubs anytime in the week from 1<sup>st</sup> – 7<sup>th</sup> August. The issue is that players will need to pay \$8 to enter the competition (additional to our usual table fee).

**Action: Ken will gauge the level of interest closer to the event.**

### 5.3. December Newsletter / Facebook page statistics (refer to Caroline Carey's document attached)

Caroline circulated a document which summarized the number of clicks achieved for the December Newsletter, as well as the number of followers of our Facebook page.

The document showed a good response to the Newsletter and a growing response to our Facebook page.

### 5.4. Country Teams Regional Final

Ken advised that if we want to run the event, we need to apply by 3<sup>rd</sup> March and that another club may be interested in running the event.

Rosalie moved that we submit our usual quote to run the event, Peter seconded the proposal and there was unanimous support.

**Action: Ken to submit our quote.**

## 6. FINANCIALS

### 6.1. P & L / Treasurer's Report (see attached)

Les circulated the Profit and Loss Report for the six months ending December 2022, which showed a loss of \$705. As for last month, it is



## AGENDA ITEM

difficult to compare the year on year information due to the impact of COVID.

An estimate has been made for depreciation at the rate of \$600 per month. The actual amount will be processed by the accountants at year end.

### **Funds on hand:**

Cheque account: \$10,978

Online saver: \$75,271

Investments: \$84,517

### **Insurances have not yet been paid as the level of cover is under review.**

Cover will need to increase as we are currently grossly underinsured.

Les proposed:

- Business replacement value be increased from \$450,000 to \$800,000 (based on architect's estimate)
- Theft cover be increased from \$9,000 to \$30,000
- No change to level of Contents insurance
- Investigate cost for \$30,000 Business Interruption insurance.

It was agreed to proceed with Building, Theft and Contents insurances as proposed and to make a decision of Business Interruption insurance once a quote is obtained.

### **Investment:**

Les proposed that \$70,000 be moved from the Online Saver to a Term Deposit with Greater Bank for a 12-month term (4% interest). The decision to use Greater Bank was due to the fact that we were unable to obtain a comparable interest rate with ANZ Bank.

There was a concern that this may leave us short of available funds. For example, we may need to replace chairs. After discussion, it was agreed that if we need funds, the best option would be to sell some of the investment shares which are currently earning a negligible amount.

Les moved that we invest \$70,000 in a Term Deposit with Greater Bank, Rosalie seconded the proposal and there was unanimous support.

N.B. It was noted that if we continue to replace chairs on an as needed basis (i.e. as they break), we may end up with a mix of styles and fabric. It was agreed to obtain a quote for suitable replacement chairs to see if there is any advantage in buying a bulk quantity instead of individual chairs as they are needed due to breakage.

### **Business name on ABN registration:**

Les advised that during the process of setting up an account with Greater Bank, it had found that the business name on our ABN registration is not consistent with the name on our Certificate of Incorporation. Les will contact Lambourne to get this changed.

## **7. GENERAL BUSINESS**

### **7.1. Award Boards**

Peter raised the question of why the Awards Boards have not yet been updated. The job was paid for some time ago and the update is taking too long. Peter Wheatley is in the process of following the issue up with the supplier.

### **7.2. Time allocated per board by Directors**

Peter reported that an issue had occurred recently when insufficient time had been allocated per board at a session.

Peter commented that it is his understanding that the time should be:

- 2, 3 and 4-board movements: 6 minutes / board plus 1 minute
- 5 boards: 6 minutes / board (no extra minute)
- 6 boards: 35 minutes total.

Peter proposed to send a reminder letter to all directors to use these times and not to use discretion. The proposal was seconded by Rosalie and unanimously agreed.

### **7.3. Bridge Session 27/12**

Ken read from a document he had written regarding his decision to play on Tuesday 27<sup>th</sup> December:

*"It has been questioned as to why I played on Tuesday 27th December, thus creating a half table.*

*This is not something that I would normally do as a non-playing director but there were extenuating circumstances on that day:*

*There was no standby player as none of the Tuesday standby players were available.*

*On Monday night I noticed that there were only 5 pairs registered. I rang Jill Achurch and asked if she would do me a favour and play with me on Tuesday so that the session could be held so that the players who had registered, would get a game. I explained to Jill that if another pair did register, we would not play. Jill kindly agreed so I registered us as the 6th pair.*

*On Tuesday morning another member arrived so Jill agreed to play with this member. Just before we started play another member also arrived looking for a game, so now I had a dilemma. If I were to play with Jill it would create a half table and a sit out or, I could ask either Jill or one of the other 2 members to go home. Seeing as Jill had agreed to help out, had made the trip to the club, and was expecting to play, I did not think I should ask or expect her to go home. Nor did I think it was correct to ask either of the other two to go home, so I made the decision to play with Jill."*

Ken then commented that to avoid any issues in the future, as a NPD he will not play under any circumstances.

The consensus at the meeting was that Ken had acted in the interests of all players on the day.



**AGENDA ITEM****7.4. Schedule of movements**

Rosalie agreed to update the Schedule of Movements document to include entries for 5 and 6 Table Mitchell movements.

**8. NEXT MEETING:**

**Tuesday 14<sup>th</sup> February commencing at 1:30 pm**

**9. MEETING CLOSE:**

**The meeting concluded 3:20 pm**

**CONFIRMED TO BE A TRUE RECORD OF THE MEETING**

<b>Moved by:</b>	K WILKES
<b>Seconded by:</b>	R BROUGHTON
<b>Signed by:</b>	JC [Signature]
<b>Date:</b>	14.2.23



### Newcastle Bridge Club Regulations: Substitutions

Following the decision of the Committee to disallow substitutes in three week competitions, it is necessary to change the relevant section in the Club's Rules and Regulations. The current wording concerning Substitutions in the Rules and Regulations is as follows:

Substitutions are permitted in accordance with the NSWBA Tournament Regulations, with the exception that under Clause 4.8.1 of the NSWBA Substitution Regulations the number of substitutes permitted in a three session pairs event will be limited to one.

With the exception of Championship events, substitutes are permitted at any stage throughout the course of an event, provided they conform to the conditions of entry stipulated by the NSWBA guidelines. A substitute should not be of a significantly higher standard than the member for who they are substituting.

Every attempt should be made to find substitutes who are Club members. If the substitute is a non-member, the pair/team becomes ineligible to be placed in an event.

For State qualifying events, substitution will be in accordance with any Supplementary Tournament Regulations applying specifically to the event.

In extenuating circumstances, substitution of players outside the requirement of the guidelines may be accepted provided prior approval of the Director of the relevant session and the Tournament Director has been obtained.

I propose that the whole of the above section be deleted and replaced with the following:

**Substitutes will not be allowed in multi-session events.** To be eligible to be a competitor in a competition, you must play with the same partner for all sessions of the competition. (Note: This will not prevent any players from playing in any session. It is purely a requirement for eligibility for a prize.)

Peter Peterson

Tournament Director

## Item 5.3 - Agenda - Newcastle Bridge Club Committee Meeting 10/1/23

### Newsletter /Facebook Report

#### 'Philosophical Preamble' - Caroline Carey

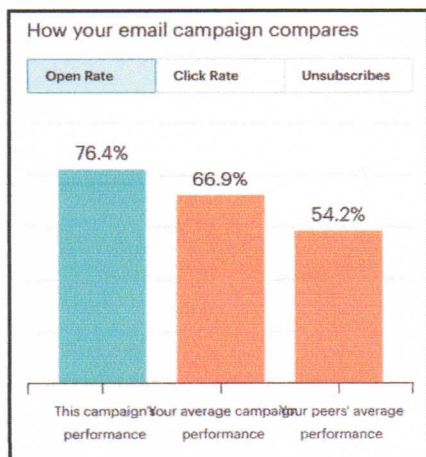
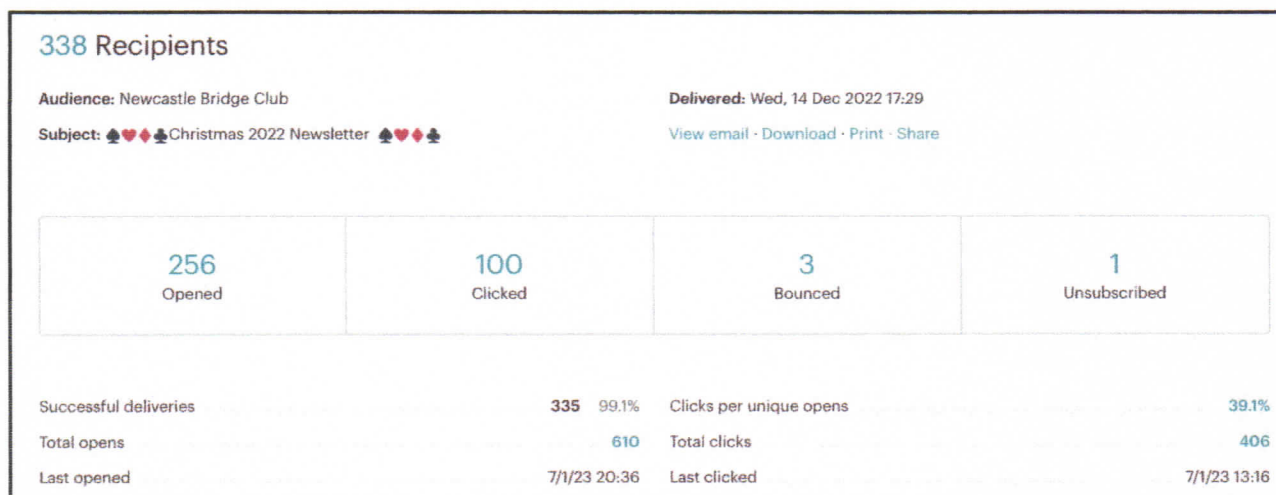
Good things happen at our Club! and it is important that as many people in the community as possible know about this! *Obviously we want to keep attracting new members.*

Social media is here to stay and slowly our player demographic will increasingly have been interactive with it.

**The Newsletter** (which will be produced 'on demand' ie when there is a need for it into the future) is one way to publicise/entertain/inform our members and prospective members.

**Facebook** - which is frequently reviled, is no longer 'trendy' for younger people - they've migrated to Instagram and TikTok. Facebook is now more the domain of businesses, organisations, clubs, grandparents ie it is falling into the demographic of people who play, or will shortly want to play Bridge. It is a way of 'getting our story out there' to the wider world and hence is worth persisting with.

#### 1. Christmas Newsletter Report - provided by the MailChimp programme over **the first week** after distribution



Top 10 referrers			
Referrer	Clicks	First click	Last click
https://mailchi.mp/	18	14/12/22 17:30	22/12/22 20:00
http://m.facebook.com	16	14/12/22 17:42	1/1/23 13:28
https://l.facebook.com/	1	17/12/22 9:50	17/12/22 9:50
https://lm.facebook.com/	1	16/12/22 11:13	16/12/22 11:13
https://www.facebook.com/	1	14/12/22 17:38	14/12/22 17:38

The most clicked links were

- 1.) Gai's garden
- 2.) Table Talk
- 3.) Christmas Tale
- 4.) Meet our 2 committee members
- 5.) Which player are you
- 6.) Helen Johnson's letter
- 7.) Podcast 'Somehow Related'



## **2. NBC Facebook Page report**

The page was created on 11 November, 2018 and posts have regularly been added throughout the ensuing years. Every post is available if you feel like a 'trip down memory lane'. As the page manager I get 'insights' from FB for everything I post.

In the early days very few people viewed the page but this has steadily climbed to modest involvement. The effort required to continue with the page is minimal.

When we have 100 'followers' we will receive more detailed insights.

At the moment we have 82 followers. Only 35 show up to me and I can only assume that there are privacy settings for some that precludes them being listed.

**Interestingly** - there are a number of clubs which follow us

Illawarra Bridge Club,

NSW Bridge Assoc.,

Darwin Bridge Club,

Somerset BC,

Fédération Haïtienne de Bridge,

Moreton Bribie Bridge Club

**Response to NBC Facebook posts** - the data provided by FB comes as 3 figures - *Reach, Impressions and Engagement*.

**“Both terms *Reach and Impressions* are used for counting engagement, with one significant difference between the two — reach is the number of users who see your ads, and impressions are the number of times your ad is seen. In most cases, you will see that *impressions are always higher than reach.*”**

**“What does *engagement* mean on Facebook? Facebook engagement is any action someone takes on your Facebook Page or one of your posts. The most common examples are reactions (including likes), comments and shares, but it can also include saves, viewing a video or clicking on a link.”**

For NBC's last 3 FB posts

\* The Happy New Year..... 60 impressions, 56 people reached, 23 engagement

\* Christmas Newsletter .... 69, 57, 47

\* New Committee ..... 91, 71, 50

Compare this to

\* Newcastle congress post 29 March 2019 7, 5, 6

So there has been a growth in response to our FB page and, in my opinion, the page is worth continuing.

Caroline Carey

January 2023

## Newcastle Bridge Club – Treasurer's Report for January meeting

P & L for 6 months to December 2022 shows a result of \$705 (loss). See excel file P&L months of 23 year, sheet 2. An estimate has been made for depreciation at the rate of \$600 per month. The actual amount will be processed by the Accountants at year end. NB Insurance has not been paid yet as the covers are being reviewed – see below.

Funds – cheque account \$ 10978    Online saver account \$75271

Investments – see spreadsheet    Market value \$84517

Term Deposit account with Greater Bank is in the process of being established. NB It was recommended by the Bank that the ABN registration be amended to align with the full name of the Club.

Renovations; replacements; and repairs – budget/ wish list?

Insurance review – it is recommended that the following covers be updated-

Buildings replacement value – from \$450000 to \$800000 (Bernie's estimate)

Theft – from \$9000 to \$30000

Business Interruption – no cover presently to \$30000 (Les' estimate)



# Newcastle Bridge Club

12 Young Road  
Broadmeadow 2292

## Profit & Loss [With Last Year]

July 2022 To December 2022

	This Year	Last Year	TY - LY
Income			
Competitions			
Weekend Club Events	\$454.00	\$0.00	\$454.00
Hosting Events	\$1,164.59	\$0.00	\$1,164.59
Memberships			
Subscriptions	\$7,540.00	\$5,240.00	\$2,300.00
Table Fees			
Monday Supervised Play	\$2,210.00	\$1,400.00	\$810.00
Monday Afternoon	\$5,530.00	\$4,200.00	\$1,330.00
Tuesday Morning	\$10,348.00	\$6,144.00	\$4,204.00
Tuesday Afternoon	\$0.00	\$552.00	\$552.00
Tuesday Supervised Play	\$4,078.00	\$1,806.00	\$2,272.00
Wednesday	\$3,246.00	\$2,440.00	\$806.00
Thursday Morning	\$8,530.00	\$5,482.00	\$3,048.00
Friday	\$5,386.00	\$3,860.00	\$1,526.00
Saturday	\$3,110.00	\$1,520.00	\$1,590.00
HBA Table Fees	\$0.00	\$158.00	\$158.00
Total Table Fees	\$42,438.00	\$27,562.00	\$14,876.00
Board Dealing	\$1,122.00	\$433.10	\$688.90
Hall Hire	\$60.00	\$150.00	\$90.00
Lessons	\$0.00	\$120.00	\$120.00
Total Income	\$52,778.59	\$33,505.10	\$19,273.49
Expenses			
Accounting Fees	\$2,200.00	\$2,200.00	\$0.00
Card Dealing	\$528.00	\$256.00	\$272.00
Cleaning	\$7,645.00	\$4,812.50	\$2,832.50
Consumables	\$2,337.25	\$2,122.98	\$214.27
Insurance	\$0.00	\$3,120.00	\$3,120.00
General Expense	\$54.95	\$0.00	\$54.95
Printing, Stationery & Postage	\$3,376.71	\$488.59	\$2,888.12
Prize Money	\$2,830.00	\$1,656.00	\$1,174.00
Refreshments	\$1,615.26	\$558.34	\$1,056.92
Socials	\$582.13	\$562.30	\$19.83
Subscriptions / Membership	\$50.00	\$48.00	\$2.00
Competitions			
Congress	\$100.78	\$0.00	\$100.78
Other Competitions	\$1,645.35	\$620.00	\$1,025.35
Employment Expenses			
Wages			
Office Staff	\$5,139.08	\$4,170.12	\$968.96
Superannuation	\$510.14	\$252.84	\$257.30
Non Playing Director	\$5,530.00	\$3,850.00	\$1,680.00
Fees & Levies			
Affiliation (NSWBA)	\$2,850.00	\$2,850.00	\$0.00
Capitation (ABF)	\$93.60	\$0.00	\$93.60
Masterpoints	\$1,113.09	\$780.13	\$332.96

## Profit & Loss [With Last Year]

July 2022 To December 2022

	This Year	Last Year	TY - LY
Repairs & Mtce			
R&M Air Conditioning	\$180.00	\$723.40	\$543.40
R&M Building	\$449.45	\$155.25	\$294.20
R&M Equipment	\$1,198.54	\$238.00	\$960.54
R&M Grounds	\$231.00	\$939.31	\$708.31
Utilities			
Electricity	\$1,079.20	\$876.21	\$202.99
Rates - Land / Water	\$6,859.31	\$6,881.21	\$21.90
Telecommunications	\$1,676.18	\$1,743.22	\$67.04
Computer Systems			
Events Calendar	\$155.00	\$154.00	\$1.00
MYOB Esentials	\$60.00	\$59.99	\$0.01
Web Site	\$685.83	\$0.00	\$685.83
Depreciation - estimate	\$3,600.00	\$3,389.00	\$211.00
Total Expenses	\$54,375.85	\$43,507.39	\$10,868.46
Operating Profit/ (Loss)	(\$1,597.26)	(\$10,002.29)	\$8,405.03
Other Income			
Interest Income	\$83.72	\$4.82	\$78.90
Investment Income	\$808.41	\$1,715.53	\$907.12
Covid 19 Government Support	\$0.00	\$15,000.00	\$15,000.00
Total Other Income	\$892.13	\$16,720.35	\$15,828.22
Net Profit/(Loss)	(\$705.13)	\$6,718.06	\$7,423.19



# Newcastle Bridge Club

## Investments Schedule

Name	units	Total Cost	Current MV/ unit	Total MV	P&L	P&L %
IAF	215	24787.20	98.72	21224.80	-3562.40	-14.37%
VAP	110	10186.15	75.00	8250.00	-1936.15	-19.01%
VDCO	720	40021.98	47.25	34020.00	-6001.98	-15.00%
VGB	465	24928.14	45.21	21022.65	-3905.49	-15.67%
		99923.47		84517.45	-15406.02	-15.42%
check totals					-15406.02	-15.42%

Year to date income 808.41

## Market Value at Ctee Mtgs

Oct-22	84891	Mar-23
Nov-22	84255	Apr-23
Dec-22	87074	May-23
Jan-23	84517	Jun-23
Feb-23		Jul-23