



The Newcastle Bridge Club Incorporated ABN 16 405 302 022

## **COMMITTEE MEETING MINUTES**

**For meeting held Tuesday 06/02/2024**



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### COMMITTEE MEETING AGENDA

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	06 February 2024
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30pm

#### 1. Apologies

#### 2. Minutes of previous meeting dated 09 January 2024

#### 3. Correspondence

- 3.1. Email from Central Coast Bridge Club re Congress 23-24 March

#### 4. Financials

- 4.1. Treasurer's report
- 4.2. P & L – not available due to timing of meeting

#### 5. Business arising from correspondence and previous minutes

- 5.1. Defibrillator - update
- 5.2. Player behaviour – progress report
- 5.3. Catering roster for the year
- 5.4. Funeral notifications

#### 6. New Business

- 6.1. Suggestion box contents
- 6.2. Badges
- 6.3. Dealers
- 6.4. Mixed Pairs prizes
- 6.5. Honour boards update
- 6.6. Gaps in knowledge in Ken's absence

#### 7. General Business

- 7.1. Novice / Restricted Congress

#### 8. Notes for future meeting agendas

- 8.1. Potluck Partners – March meeting

#### 9. Next meeting: Tuesday 05 March 2024 at 1:30pm



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## COMMITTEE MEETING MINUTES: February 2024

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	06/02/2024
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30 pm
<b>Attendees:</b>	Jeff Biddlecombe, Les Brien, Julie Butel (minute taker), Caroline Carey, Christine Chandler, Angela Jeffs, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks.		

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#### 1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:25 pm.  
No apologies.

#### 2. MINUTES OF PREVIOUS MEETING (09/01/2024)

Ken moved that the minutes of the previous meeting be accepted and Ailsa 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 re Congress 23 – 24 March.

Brochures have been put on display at the Club.

#### 4. FINANCIALS (Les)

##### 4.1. Treasurer's Report (attached)

Les tabled his report and advised that there is no P&L for the 7 months to January 2024 due to the timing of the meeting. Once available, it will be emailed to the Committee.

##### **Points noted:**

Preliminary indications are that *Table Fees* to 31/01/24 are \$53,004 compared to \$48,266 for the same period last year.

*Membership subscriptions* to 31/01/2024 are \$8,790 compared with \$8,395 for the same period last year.

*Insurance* was paid on 2/02/2024. The premium of \$6,797 was a significant increase on last year's premium of \$5,467 but was the



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best received by the brokers and reflects the increase in insurance premiums generally.

Ausgrid has advised that our *electricity supply* will be subject to an interruption of up to 4 hours on 26/02 due to scheduled maintenance of the grid. The interruption should not pose any issues for the day's sessions nor items in the frig.

The *depreciation schedule* that was prepared some years ago was discussed with Bernie Adcock. The advice given was that there are no significant items that need to be provided for this financial year.

Peter moved that the report be accepted which Vincia seconded.

## 5. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

### 5.1. Defibrillator update (Ailsa)

Ailsa advised that the Defibrillator has been delivered. Tasks yet to be completed included completion of the warranty form, ordering the bracket and setting up the device. Once it is ready, we will need to advise members, including a link to the instructional videos.

#### **Action agreed:**

- **Set up (Ailsa and Jeff)**
- **Order bracket (Ken based on information from Ailsa)**
- **Prepare information (Caroline) for Julie to email to members**
- **Update Emergency Procedures to include the Defibrillator (Ailsa)**

### 5.2. Player Behaviour – Progress Report (Peter)

Peter advised that Part 1 (Unauthorized Information) has been completed for all sessions except Supervised Play. So far, the reaction has been positive with many members being surprised at what is not allowed. Comments have also been received that the learnings will spin off to other clubs as many of our members play there also.

There are 2 more parts to go:

**How to ask what a bid means** – this will happen over the course of the next week or so.

**Etiquette and behaviour at the Bridge table, including post mortems**

It was commented that it would be useful to document the information that has been delivered. Peter agreed that he would do this when he has completed the program.

Peter will address the Supervised Play session once he has completed the program for the normal sessions. It was agreed that

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the information will need to be modified so as not to scare off new players.

### **5.3. Catering Roster for Weekend Events for 2024**

While some members have indicated verbally that they are prepared to help, no one has yet put their name on the form on the notice board. It was agreed that we would get a better response by directly asking members for their support.

***Action: Ailsa will address Thursday's session as a starting point.***

### **5.4. Funeral Notifications (Vincia)**

Vincia requested that this item be held over until the next meeting as she would like to consult with other Clubs at the Gold Coast Congress next week.

## **6. NEW BUSINESS**

### **6.1. Suggestion box:**

Nothing received since the last meeting.

### **6.2. Badges**

Ken advised that the price of badges has been increasing and is now \$16.50 for 1 badge, or \$13.20 if 2 or more are ordered.

It was agreed that we would continue to order as required (i.e. not wait until we needed a few) and charge \$15 per badge.

### **6.3. Dealers**

In the past, dealers have dealt 2 sets of boards and in return received a free game. We now have the situation where some dealers are only required to deal 1 set of boards.

It was agreed that dealers would receive a free game whether they dealt 1 or 2 sets of boards.

### **6.4. Prizes for Mixed Pairs**

It was previously agreed that events with prize money would be self-funding. 19 pairs have currently registered for Mixed Pairs which means we will end up with either 18 or 20 pairs. Based on this, table fees will amount to approximately \$300. The field that has registered to date is approximately 50/50 Open vs Restricted. It was agreed that prize money for each category would be \$150 (\$70/\$50/\$30)

### **6.5. Honour Boards Update**

The Honour Boards need to be updated with the 2023 results.

***Action: Vincia to contact the supplier and involve Peter Wheatley if necessary.***



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### 6.6. Gaps in Knowledge during Ken's Absence

During Ken's absence, Julie made a list of the tasks we did not have sufficient knowledge to do and suggested that our procedures need to be updated to include those items.

Ken is prepared to do the work but advised that there will be a significant amount of time required (and therefore cost) to do this. It was agreed by all that it is important to have all our procedures documented so Ken will start on the process.

## 7. GENERAL BUSINESS:

### 7.1. Promotion of Restricted / Novice Congress

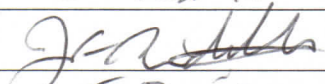
The Congress is now just over 2 months away so it is time to promote the event, with the priority being to finalize the brochure and distribute it. Vincia advised that the brochure is ready, and since no lunch will be provided, the entry fee will be \$30 per player. Peter has agreed to direct the event. Entries will close 21/04 to allow sufficient time for the boards to be dealt.

## 8. NEXT MEETING: Tuesday 05/03 at 1:30pm.

NB. From April, it is planned to hold meetings on the 2<sup>nd</sup> Tuesday of the month

## 9. MEETING CLOSE: The meeting concluded at 2:15 pm

## CONFIRMED TO BE A TRUE RECORD OF THE MEETING

<b>Moved by:</b>	ANGELA JEFFS
<b>Seconded by:</b>	ALISA KHAMMAN
<b>Signed by:</b>	
<b>Date:</b>	5.3.24

### **Newcastle Bridge Club – Treasurer's Report for February meeting**

**No P & L** for 7 months to January 2024 as the meeting is too close to the end of month to have bank reconciliation and P&L completed. The P&L will be forwarded to the committee members when it is completed. The bank charge amount of \$56.00 has been refunded by the bank due to the diplomatic and persistent effort of Julie; for which we thank her.

Preliminary indications are that the table fees to 31/1/24 are \$53004 compared to \$48266 to 31/1/23; and member subscriptions are \$8790 and \$8395 for the periods mentioned for table fees.

The insurance premium of \$6797.00 was paid by 2/2/24. This is a substantial increase on last year's premium of \$5467.00 but is the best quote that the brokers (TBIB) received.

#### **Funds at end of January:**

***Cheque account*** \$14555

***Online saver account*** \$10406

***Greater Bank Deposit \$70000 for 12 months at 4.00% pa*** (matured 10<sup>th</sup> January 2024); interest deposited to the cheque account, and the principal \$69997.50 (\$2.50 fee deducted for transfer of interest to cheque account) reinvested for 12 months at 5.10%.

***Greater Bank Deposit \$85000 for 12 months at 4.5% pa*** - matures 30<sup>th</sup> June 2024