



**NEWCASTLEBRIDGE**

The Newcastle Bridge Club Incorporated ABN 16 405 302 022

## **COMMITTEE MEETING MINUTES**

**For meeting held Tuesday 11/06/2024**



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### COMMITTEE MEETING AGENDA

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	11 June 2024
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30pm

<b>1. Apologies:</b> Christine Chandler, Angela Jeffs
<b>2. Minutes of previous meeting dated 14 May 2024</b>
<b>3. Correspondence</b> 3.1. Email from John McIlrath re Country Teams Regional Final (Tomaree Bridge Club, Sunday 30 <sup>th</sup> June)
<b>4. Financials</b> 4.1. Treasurer's report 4.2. P & L
<b>5. Business arising from correspondence and previous minutes</b> 5.1. Club Teams Championship (Sunday 26 <sup>th</sup> May) 5.2. Tablecloth laundering 5.3. Office Administrator duties – back up (refer document circulated by Ken) 5.4. June Congress
<b>6. New Business</b> 6.1. Suggestion box contents 6.2. Director Roster for weekend events
<b>7. General Business</b> 7.1.
<b>8. Notes for future meeting agendas</b> 8.1. Potluck Partners – kick off in July 8.2. Honour Boards – update after Club Pairs (3/11)
<b>9. Next meeting:</b> Tuesday, 9 <sup>th</sup> July at 1:30pm



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## COMMITTEE MEETING MINUTES: June 2024

<b>Location:</b>	Newcastle Bridge Club	<b>Date:</b>	11/06/2024
<b>Chair:</b>	Jeff Biddlecombe	<b>Time:</b>	1:30 pm
<b>Attendees:</b>	Jeff Biddlecombe, Les Brien, Julie Butel (minute taker), Caroline Carey, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks.		

### AGENDA ITEM

#### 1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:25 pm.

Apology: Angela Jeffs, Christine Chandler

#### 2. MINUTES OF PREVIOUS MEETING (14/05/2024)

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 John McIlrath re Country Teams Hunter Regional Final that is being held at Tomaree Bridge Club on Sunday 30<sup>th</sup> June.

**Action:** *No action required except for Ken to input the entries for our teams that are participating.*

#### 4. FINANCIALS (Les)

##### 4.1. P & L and Treasurer's Report (to end of May) – see attached

Les tabled the P & L for the period ending May 2024.

The YTD result is -\$2401 compared with -\$820 for last year.

While it was forecasted last month that the year end result would probably be breakeven, the current forecast is that it is likely to be a loss based on information currently available.

As Ken Wilks has now been employed for 10 years, he is entitled to Long Service Leave. A provision will therefore be made in the 2024 financials to provide for that liability (estimated to be approximately \$4000). This is a non-cash charge but reported in the accounts as an expense and shown as a liability.

**Table Fees:** There has been a steady increase over recent months.

**Term Deposits:** One of our term deposits is due to mature 29/06/24. Les will decide a week prior to this whether to reinvest for 6 months or 12 months and will instruct the bank in writing at that time.

**Membership notices:** Les suggested that when membership dues are emailed later in the year that it would be worth indicating the charges we pay to the ABF and BNSW on behalf of the member.

Vincia moved that the reports be accepted which was seconded by Ken.



## AGENDA ITEM

### 5. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

#### 5.1. Club Teams Championship held 26<sup>th</sup> May

Peter Peterson (Tournament Director) was away for the Championship and had overlooked that a director delegate was needed. Paul McGrath stepped into the role on the day when the oversight was realized. Paul would have been delegated into the role if Peter had remembered to do so, so what happened was according to protocol. The only problem was that Paul was not aware of the responsibility until the day of the event.

Peter apologized for the oversight and reiterated that the Tournament Director is responsible for directing or delegating the role.

Following the event, an email was received from a participant requesting a change because he believed that the scoring in a particular hand was compromised due to a ruling following a bid out of rotation. While it appears that the ruling by the second director (called because the incident occurred at the Director's table) was incorrect, the request for a change was received many days after the event, which was well outside the statute of limitations. Hence, there was no recourse available. This decision was checked with Mathew McManus who confirmed that the decision was correct because Law 92B applies.

The complainant has been advised and has accepted the ruling.

**Action: Peter will talk to the Director involved to make sure he understands the ruling following a bid out of rotation.**

#### 5.2. Tablecloth Laundering

Ailsa contacted a local laundry to obtain a quote to have the tablecloths laundered. The estimate was \$23 per month, provided that it was possible to wash the tablecloths in one load. This cost included folding but not ironing.

An email was sent to members seeking volunteers to do the laundering. Responses were received from 16 members so we now have 4 standby launderers available. The final roster is on the notice board.

#### 5.3. Office Administrator's Duties

As agreed at the last meeting, Ken allocated names against each job to act as back-up and circulated the document to the Committee for comment. As there was no reaction, no changes are required to Ken's document. Caroline requested some instructions for the tasks she has been allocated.

#### 5.4. June Congress

Entries for the event closed on Sunday night (9th June). Adjustments are still being made but registrations for approximately 16 tables have been received for both days. Vincia has prepared a budget for the prizes which she will forward to Ken.

### 6. NEW BUSINESS

#### 6.1. Suggestion box

No suggestions were received since the last meeting.

#### 6.2. Director Roster for Weekend Events

Refer item 5.1. As discussed, the Tournament Director is responsible for directing or delegating so it was agreed that a roster is not required.

## AGENDA ITEM

### 7. GENERAL BUSINESS:

#### 7.1. Potluck Partners

It was agreed to kick off the event on the last Sunday in July using the format proposed and agreed to at the April Committee meeting – i.e. that it is to be a session where players get to meet other players in a more relaxed social setting with the possible outcome of finding new bridge partners. The start time will be 1:30pm, there will be a draw for partners, 24 boards and a coffee break.

**Action:** *Caroline will prepare a poster for Facebook and the notice board.*

8. NEXT MEETING: Tuesday 9<sup>th</sup> July at 1:30pm

9. MEETING CLOSE: The meeting concluded at 2:00pm

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

Moved by:	V. MARTIN
Seconded by:	A. KRAVATY
Signed by:	J. R. D. Martin
Date:	13.8.24

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

**P & L** for 11 months to May 2024 shows a loss of \$2401 compared to a loss last year of \$820. Please note that an account for the Director of the Restricted /Novice Congress has not been received as yet. See Vincia's report presented at the last meeting regarding this Congress.

See excel file "P&L months of 24 year", sheet May 24.

An estimate has been made for depreciation at the rate of \$500 per month. The actual amount will be processed by the Accountants at year end. Variations for cleaning, ;insurance, socials, affiliation, R&M building, rates and web site mentioned in January and February reports.

**NB** interest income of \$3825 to be received on 29/6/24.

**Also, as Ken has been employed for 10 continuous years (April 2024), he is entitled to Long Service Leave and a charge will be made in the 2024 financials to provide for that liability (estimated amount of \$4000).**

Also see **Table Fees** exercise showing table fees to end of recent months; a weekly average, which has steadily improved over recent months; and an estimate for the year.

#### **Funds** at end of May:

*Cheque account \$9114*

*Online saver account \$10449*

*Greater Bank Deposit \$69997.50 for 12 months at 5.10% pa - matures 10<sup>th</sup> January 2025*

*Greater Bank Deposit \$85000 for 12 months at 4.5% pa - matures 29<sup>th</sup> June 2024. On the basis that we do not need to set aside any of the \$85000 for repairs, replacements etc between July, 2024 and January, 2025, I propose to reinvest the principal and interest for either 6 or 12 months.*



**Newcastle Bridge Club**  
12 Young Road Broadmeadow 2292

## Profit & Loss [With Last Year]

July 2023 To May 2024

	This Year	Last Year	TY - LY
	TY	LY	
<b>Income</b>			
Competitions			
Congress	\$2,213.60	\$4,360.00	-2146.40
Weekend Club Events	\$1,260.00	\$606.00	654.00
Hosting Events	\$1,652.00	\$1,164.59	487.41
Memberships			
Subscriptions	\$9,875.00	\$9,780.00	95.00
<b>Table Fees</b>			
Monday Supervised Play	\$6,158.00	\$4,554.00	1604.00
Monday Afternoon	\$10,438.00	\$10,502.00	-64.00
Tuesday Morning	\$21,496.00	\$19,400.00	2096.00
Tuesday Night	\$6,936.00	\$7,920.00	-984.00
Wednesday	\$5,332.00	\$5,668.00	-336.00
Thursday Supervised Play	\$598.00	\$230.00	368.00
Thursday Morning	\$18,766.00	\$16,244.00	2522.00
Friday	\$10,766.00	\$9,562.00	1204.00
Saturday	\$7,988.00	\$5,956.00	2032.00
<b>Total Table Fees</b>	<b>\$88,478.00</b>	<b>\$80,036.00</b>	<b>\$8,442.00</b>
Board Dealing	\$1,824.00	\$2,059.80	-235.80
Hall Hire	\$140.00	\$60.00	80.00
Lessons	\$514.85	\$1,082.40	-567.55
Sundry Receipts	\$40.00	\$20.00	20.00
Gain on Disposal of Assets	\$10.00	\$0.00	10.00
<b>Total Income</b>	<b>\$106,007.45</b>	<b>\$99,168.79</b>	<b>\$6,838.66</b>
<b>Expenses</b>			
Accounting Fees	\$2,200.00	\$2,200.00	0.00
Card Dealing	\$1,377.00	\$1,088.00	289.00
Cleaning	\$14,404.75	\$13,708.75	696.00
Consumables	\$6,055.67	\$4,716.68	1338.99
Insurance	\$6,797.00	\$5,467.00	1330.00
General Expense	\$296.00	\$54.95	241.05
Printing, Stationery & Postage	\$4,731.80	\$4,731.60	0.20
Prize Money	\$4,682.00	\$4,470.00	212.00
Refreshments	\$4,070.16	\$2,932.35	1137.81
Socials	\$2,919.30	\$1,044.81	1874.49
Subscriptions / Membership	\$0.00	\$50.00	-50.00
Competitions			
Congress	\$903.34	\$2,749.92	-1846.58
Other Competitions	\$2,171.61	\$1,645.35	526.26
Employment Expenses			
Wages			
Office Staff	\$9,692.50	\$9,310.20	382.30
Superannuation	\$1,659.12	\$1,470.39	188.73
Non Playing Director	\$9,310.00	\$9,940.00	-630.00
Fees & Levies			0.00
Affiliation (NSWBA)	\$5,200.00	\$2,850.00	2350.00
Capitation (ABF)	\$5,061.20	\$4,128.00	933.20

	This Year	Last Year	TY - LY
	TY	LY	
Masterpoints	\$1,863.59	\$1,627.54	236.05
Repairs & Mtce			
R&M Air Conditioning	\$540.00	\$180.00	360.00
R&M Building	\$2,149.48	\$724.45	1425.03
R&M Equipment	\$1,681.00	\$1,948.09	-267.09
R&M Grounds	\$462.00	\$456.00	6.00
Utilities			
Electricity	\$2,289.63	\$2,008.61	281.02
Rates - Land / Water	\$11,870.69	\$12,856.92	-986.23
Telecommunications	\$2,264.61	\$2,230.58	34.03
Computer Systems			
Events Calendar	\$271.83	\$170.50	101.33
Microsoft 365	\$139.00	\$129.00	10.00
MYOB Esentials	\$111.50	\$110.00	1.50
Pianola	\$600.00	\$600.00	0.00
Web Site	\$41.25	\$744.83	-703.58
Depreciation	\$5,500.00	\$5,087.50	412.50
<b>Total Expenses</b>	<b>\$111,316.03</b>	<b>\$101,432.02</b>	<b>\$9,884.01</b>
<b>Operating Profit/(Loss)</b>	<b>(\$5,308.58)</b>	<b>(\$2,263.23)</b>	<b>(\$3,045.35)</b>
<b>Other Income</b>			
Interest Income	\$2,897.00	\$184.27	2712.73
Investment Income	\$10.31	\$1,258.59	-1248.28
<b>Total Other Income</b>	<b>\$2,907.31</b>	<b>\$1,442.86</b>	<b>\$1,464.45</b>
<b>Net Profit/(Loss)</b>	<b>(\$2,401.27)</b>	<b>(\$820.37)</b>	<b>(\$1,580.90)</b>

Table fees to -	Weeks to	Wkly Ave	Est for Yr	
July	7,396.00	4	1849	96148
August	15752.00	9	1750	91012
September	22766.00	13	1751	91064
October	29354.00	17	1727	89789
November	38412.00	22	1746	90792
December	43952.00	26	1690	87904
January	52980.00	31	1709	88870
February	60868.00	35	1739	90432
March	69826.00	39	1790	93101
April	79892.00	44	1816	94418
May	88478.00	48	1843	95851
June				

Membership at		April 2024	April 2023	2022
Home members	1	255	247	253
Alternate members		38	28	?
Total		293	275	

1 April 2024 includes 6 life members



## Instructions Written

Create Directors/Scorers roster

Create Standby Player roster

Add new members to ABF

Admin monthly duties

Archive deal files	Graham Woods
Delete duplicates from CS3 data base	Rod Bell/ Jenny Bissett
Update ABF files in CS3	Rod Bell/ Jenny Bissett
Update On Line save account with interest	
Update handicaps on web site	Caroline Carey

Complete Bank Reconciliation

Correct scoring errors	Rod Bell/ Jenny Bissett
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Events	Caroline Carey
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- Add new
- Change
- Close off registrations

Pay PAYG and Lodge BAS

Pay Superannuation

Created Providers contact list

## To Be Completed

Master pointing	- In progress	Rod Bell/ Jenny Bissett
Renewals	- To be completed in November 2024	

## Member Pianola Database User Manual

Create members contact list with emergency contact details	
Create members contact list for web page	Caroline Carey
Create a list of members who have not renewed their membership	
Create a list of life members	

Create members phone details for annual program booklet  
( This is no longer used but retained in case the booklet is resurrected.)