



NEWCASTLEBRIDGE

The Newcastle Bridge Club Incorporated ABN 16 405 302 022

COMMITTEE MEETING MINUTES

For meeting held Tuesday 03/09/2024



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COMMITTEE MEETING AGENDA

Location:	Newcastle Bridge Club	Date:	03 September 2024
Chair:	Jeff Biddlecombe	Time:	1:30pm

1. Apologies: Angela Jeffs, Caroline Carey

2. Minutes of previous meeting dated 13 August 2024

3. Correspondence

- 3.1. Email from Warren Lazer re Under 100 Masterpoint (UHMP) Championship
- 3.2. Email re a reported defect in HeartSine defibrillators

4. Financials

- 4.1. Treasurer's report for year ended June 2024
- 4.2. Treasurer report for September meeting

5. Business arising from correspondence and previous minutes

- 5.1. Potluck Partners
- 5.2. AGM
- 5.3. Christmas party

6. New Business

- 6.1. Suggestion box contents
- 6.2. Aveo – Jeff

7. General Business

8. Notes for future meeting agendas

- 8.1. Honour Boards – update after Club Pairs (3/11)

9. Next meeting: TBA



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COMMITTEE MEETING MINUTES: September 2024

Location:	Newcastle Bridge Club	Date:	03/09/2024
Chair:	Jeff Biddlecombe	Time:	1:30 pm
Attendees:	Jeff Biddlecombe, Les Brien, Julie Butel (minute taker), Christine Chandler, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks.		

AGENDA ITEM

1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:35 pm.

Apology: Angela Jeffs, Caroline Carey

2. MINUTES OF PREVIOUS MEETING (13/08/2024)

Vincia 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 Warren Lazer re Under 100 Masterpoint (UHMP) Championship.

The Club Sessions of this event can be held any time between now and 24/11.

Participation involves sending the final scores of a regular session and payment of \$2.50 per participant.

We agreed to participate in the event using a Tuesday night and Thursday morning session and that the club would pay the entry fee (which is what happened last year).

A potential issue is that the BNSW website (due to go live mid-November) may not be able to handle the deal files.

Action: Ken to decide which week to run the event

3.2. Email regarding our HeartSine Defibrillator

An Urgent Product Defect Correction notice was received following one reported adverse event in which a defibrillator failed to deliver audio prompts. None have been reported in Australia/New Zealand.

The recommendation from the manufacturer is that 3-monthly maintenance checks be conducted to verify that audio prompts can be heard. A copy of the relevant Maintenance Supplement has been added to the HeartSine 360P manual located on Director's desk.

An Acknowledgment Form has been completed and returned to Stryker and a maintenance checklist is being developed.

Action: It was agreed that we need to send members a reminder email about our Defibrillator at least annually (National Heart Week in May) and to add a link on our website to the video on how to use it.

AGENDA ITEM

4. FINANCIALS (Les)

4.1. Financial Statements and Treasurer's Report for the year ended 30 June 2024

Les had circulated the Financial Statements from Lambourne Partners with a request that the Committee approve the declaration accompanying the Statements in the September meeting.

Les had also circulated his Treasurer's Report for the financial year. The report and Statements will be sent to members prior to the AGM and tabled at the AGM.

Les moved that the statements be adopted and Ken seconded the motion which was carried unanimously.

To save on printing costs, printed copies of the Financial Statements will not be available at the AGM.

4.2. Treasurer's Report for the September meeting (see attached)

The P & L to the end of August is not yet available but will be emailed to the Committee when it has been finalised.

Following discussions with our insurance broker, Les recommended in his report that the club premises should not be made available for private use due to potential insurance issues. This was agreed.

5. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

5.1. Potluck Partners

The second session was held in August and attended by 16 players. A proposal to hold the event every 3 months was put to the participants but the request was that it be held every month.

As the September event will fall on the day after the AGM, it was agreed to skip that one. The next Potluck session will be held on 27th October.

5.2. AGM - preparation

As previously advised to members, the 2024 AGM will be held on Saturday 28th September. Lists for apologies and intention to attend are available at the front desk of the Club. Ken has organized the Committee nomination forms. Ailsa will write the nominations up on the notice board.

A follow-up email will be sent to members before the end of next week with the notice of the AGM, the agenda, the financial statements and the Treasurer's report (Julie).

Jeff will order pizzas for after the AGM closer to the day (once numbers staying for pizza are available).

5.3. Christmas Party

As agreed at the last Committee meeting, the Christmas party will be held on Saturday 7th December. The event will follow the same format as last year (menu, format, etc). While Angela Jeffs will not be re-nominating for the Committee, she has offered to help with the catering, an offer which has been gratefully accepted.

An email will be sent to members within the next month (Julie).

6. NEW BUSINESS

6.1. Suggestion box

No suggestions were received since the last meeting.

AGENDA ITEM

6.2. Aveo

Jeff has been in contact with Aveo following an approach from them. Jeff explained that they have approached a number of clubs (not just Bridge clubs) re making presentations to their members.

The proposal is that Aveo will give a presentation on their site at Shortland Waters (our members would be invited to attend), and we would give a presentation re Bridge and our club. Aveo are also happy to consider sponsoring one or both of our congresses.

Action: Jeff to work on a presentation with Caroline's assistance, with the aim of arranging something for February.

7. GENERAL BUSINESS:

- 7.1. Ken advised that Charlestown Bridge Club has requested that we print hand records each week when we do their dealing. It was agreed to do this at a cost of \$0.20/sheet to cover the printing cost.

8. NEXT MEETING: Tuesday 8th October at 1:30pm (In Julie's absence, Ailsa agreed to take the minutes)

9. MEETING CLOSE: The meeting concluded at 2:30 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	Ken Wilks
Seconded by:	Les Brice
Signed by:	Jeff Wilks
Date:	8-10-24

Newcastle Bridge Club – Treasurer's Report for September 2024 meeting

P & L for 2 months to August 2024 will be emailed to the Committee members when it is prepared.

The electricity account was transferred on 13th August 2024 to Pacific Blue.

I have sent an email to our insurance broker about private use of the club premises and I have forwarded his reply to the committee. Based on my discussion with the broker and his email reply, I recommend that the club premises be not made available for private use other than exceptional circumstances.

Funds at end of August:

Cheque account \$14249 Online saver account \$10481

Greater Bank Deposit \$69997 for 12 months at 5.10% pa (matures 10th January 2025), and \$88825 for 6 months at 5.05% pa (matures 29th December 2024).