



NEWCASTLEBRIDGE

The Newcastle Bridge Club Incorporated ABN 16 405 302 022

COMMITTEE MEETING MINUTES

For meeting held Tuesday 10/12/2024



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COMMITTEE MEETING AGENDA

Location:	Newcastle Bridge Club	Date:	10 December 2024
Chair:	Jeff Biddlecombe	Time:	1:30pm

1. Apologies:
2. Minutes of previous meeting dated 12 November 2024
3. Correspondence 3.1. Contact re NBC participating in U3A lessons (Christine)
4. Financials 4.1. Treasurer's report 4.2. P & L 4.3. Greater Bank Business Access Account - update
5. Business arising from correspondence and previous minutes 5.1. Christmas Party - feedback 5.2. Update Honour Boards 5.3. 2025 Program
6. New Business 6.1. Chairs – purchase more? 6.2. Aveo proposal 6.3. Partner finder
7. General Business 7.1. Suggestion box contents 7.2. Table 7 7.3. Maintenance Issues
8. Next meeting: TBA



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COMMITTEE MEETING MINUTES: December 2024

Location:	Newcastle Bridge Club	Date:	10/12/2024
Chair:	Jeff Biddlecombe	Time:	1:30 pm
Attendees:	Jeff Biddlecombe, Jenny Bissett, 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 1:30 pm.
No apologies

2. MINUTES OF PREVIOUS MEETING (12/11/2024)

Ken moved that the minutes of the previous meeting be accepted and Jenny seconded the motion. Jeff then signed the minutes as a true record of the meeting.

3. CORRESPONDENCE:

- 3.1.** Christine advised that she had recently been contacted by Helen Scott (former president of Maitland Bridge Club) re Newcastle Bridge Club participating in U3A Bridge lessons. Neil Best has agreed to be the contact point with U3A regarding this matter.

4. FINANCIALS (Les)

4.1. P & L (see attached)

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

Les gave an overview for the YTD ended November 30. There was a loss of \$581 for the period compared to a loss of \$103 last year. Timing of the payment of significant expenses (e.g. BNSW affiliation charges of \$5300 were paid in November this year but were paid in December last year) were the main reason for the result.

November was a good month for Table Fees – the weekly average was \$2100 compared to \$1812 last year.

Our term deposits are maturing in December and January. As no large expenses are anticipated in the next 6 months, as agreed last month, the deposits will be rolled over for a further 6 months once they mature.

During the month, we received a request from the ATO to lodge a NFP self-review return. Les believes that this is the first time that we have been requested to do so. The review was completed online by Ken and submitted with the outcome being that the Club is income tax exempt for the 2024 financial year.

We were also requested to update the details of associates and authorised contacts on the Australian Business Register, which was done with the assistance of Lambourne Partners.

AGENDA ITEM

Les recommended that his report and P&L be adopted which was agreed by Ailsa and seconded by Ken.

4.3. Greater Bank Business Access Account

We have applied to open this account as agreed at the last meeting. However, the account has not yet been established due to a technicality which Jeff is attending to.

Les has outlined the rules for the use of the cards associated with the account in his report.

5. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

5.1. Christmas Lunch – feedback

General feedback was positive with most people enjoying the food and occasion. There was not a lot of leftover food so the quantities provided were about right for the estimated 100 attendees. A few notes for some fine tuning for the next time have been recorded.

5.2. Honour Boards Update

The invoice has been paid and an email sent requesting an update, but no response has been received so far.

Action: Vincia to follow up with the supplier.

5.3. 2025 Program

Ken advised that the program has essentially been done with just a few details yet to be confirmed.

6. NEW BUSINESS

6.1. Chairs – do we need to purchase more?

It was agreed to buy 2 more chairs so that we have enough for 22 tables. In the event that we have 24 tables for the GNOTs regional final next year as was the case this year, we will order more then.

6.2. Aveo Proposal

Gary Brierley (Community Engagement Manager for Aveo) has proposed two events for the first quarter of 2025:

- **Support a competition day:** Attend a competition day and provide a light catering and raffle. The request is to have a few minutes at the beginning to introduce himself and Aveo.
- **Host 10 members (NOT current residents at Aveo) at Shortland Waters Retirement Community** for a tour, light lunch and raffle. The proposal also includes a \$500 prepaid Mastercard to Newcastle Bridge Club as a thank you for the Club's participation.

Action: Jeff to contact Gary re suitable dates and the arrangements for Gary's participation in a Club competition day. Also to make sure that Gary understands the format of a standard Bridge session. It was agreed that either a Tuesday morning or Thursday morning session would be the most appropriate given the higher participation levels.

6.3. Partner Finder

Judy Atkins has resigned from the position of Partner Finder. Jeff advised that he is happy to take on the role and Vincia agreed to assist.

Action: Ken to update the website

AGENDA ITEM

7. GENERAL BUSINESS:

7.1. Suggestion Box: Nothing received since the last meeting.

7.2. Social Saturday

Christine advised that she will be away for the February Social Saturday. Jenny agreed to fill in for Christine.

7.3. Table 7 (Roy Hardy request)

Following an incident, Roy requested that Table 7 be removed to allow more space adjacent to the back doorway. It was decided to move Table 7 to the middle row as there is enough space there and the row is the one least used.

7.4. Maintenance Issues

- Hand sanitizer unit near the ladies' toilet is making a strange noise.
Action: Jeff to contact Initial and request that it be checked
- Stormwater drain covered with leaf debris
Action: Jeff will sort out

8. NEXT MEETING: Tuesday 14 January at 1:30pm

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

CONFIRMED TO BE A TRUE RECORD OF THE MEETING

Moved by:	J Bissett
Seconded by:	K Wilks
Signed by:	J. Riddick
Date:	14.1.25

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

P & L for 5 months to November 2024 shows a result of \$581 loss compared to a loss of \$103 last year. See excel file P&L months of 25 year, sheet NOVEMBER 24. An estimate has been made for depreciation at the rate of \$450 per month. The actual amount will be processed by the Accountants at year end.

It should be noted that the Affiliation (NSWBA) fees of \$5300 have been paid in November whereas last year the amount of \$5200 was paid in December. Also note that \$4200 was received for subscriptions in December 2023. Please note that interest of \$2240.00 will be received in December, and \$3560.00 will be received in January 2025 from our term deposits. Which is just as well because our insurance cover runs to the end of January and last year the amount was \$7000 and this year I would expect the amount to be approximately \$8000.

Also see **Table Fees** exercise showing table fees to end of the month; a weekly average; and an estimate for the year. November was a good month with the weekly average being \$2100 compared to \$1812 last year.

Funds at end of November – cheque account \$9415 Online saver account \$10513. 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). Unless otherwise advised, I will reinvest the deposit and interest that matures on 29th December.

We have been requested by the ATO to lodge a NFP self-review return. I understand that this is the first time for such a return. The letter of request advised us to update details of associates and authorised contacts on the Australian Business Register, which has been done with the assistance of Lambourne Partners. Ken is the Principal Authority and the return has now been lodged with the outcome that the club is income tax exempt for the 2024 financial year.

Greater Bank Business Access Account.

The account has not yet been established due to a technicality that Jeff is attending to.

The debit cards attached to this account are only to be used to pay for goods and services for and on behalf of the club.

Not to be used for cash withdrawals.

Receipts are to be given to Ken/Julie as soon as possible.

If a card holder expects to make a relatively large payment, they should contact Ken/Julie beforehand to ensure there will be sufficient funds in the account to cover their transaction.

Each week the total expenses paid for from this account will be reimbursed from the ANZ cheque account.

A record of card holders is to be set up and maintained.

Newcastle Bridge Club				
12 Young Road BROADMEADOW 2292				
Profit & Loss [With Last Year]				
July 2024 To November 2024				
	This Year		Last Year	TY - LY
	TY		LY	
Income				
Competitions				
Weekend Club Events	\$746.00		\$732.00	\$14.00
Hosting Events	\$470.00		\$882.00	(\$412.00)
Memberships				
Subscriptions	\$2,325.00		\$1,985.00	\$340.00
Table Fees				
Monday Supervised Play	\$3,934.00		\$2,660.00	\$1,274.00
Monday Afternoon	\$4,098.00		\$4,956.00	(\$858.00)
Tuesday Morning	\$9,408.00		\$9,640.00	(\$232.00)
Tuesday Night	\$3,812.00		\$3,138.00	\$674.00
Wednesday	\$2,758.00		\$1,892.00	\$866.00
Thursday Supervised Play	\$428.00		\$410.00	\$18.00
Thursday Morning	\$8,976.00		\$8,028.00	\$948.00
Friday	\$4,868.00		\$4,744.00	\$124.00
Saturday	\$4,740.00		\$2,944.00	\$1,796.00
Total Table Fees	\$43,022.00		\$38,412.00	\$4,610.00
Board Dealing	\$936.00		\$928.50	\$7.50
Hall Hire	\$0.00		\$60.00	(\$60.00)
Lessons	\$100.00		\$418.75	(\$318.75)
Sundry Receipts	\$600.00		\$20.00	\$580.00
Gain on Disposal of Assets	\$0.00		\$10.00	(\$10.00)
Total Income	\$48,199.00		\$43,448.25	\$4,750.75
Expenses				
Accounting Fees	\$935.00		\$2,200.00	(\$1,265.00)
Bank Charges	\$0.00		\$56.00	(\$56.00)
Card Dealing	\$768.00		\$617.00	\$151.00
Cleaning	\$5,995.00		\$6,283.75	(\$288.75)
Consumables	\$2,834.21		\$2,605.56	\$228.65
General Expense	\$56.00		\$296.00	(\$240.00)
Printing, Stationery & Postage	\$2,280.13		\$2,570.89	(\$290.76)
Prize Money	\$2,540.00		\$2,470.00	\$70.00
Refreshments	\$1,997.20		\$1,932.47	\$64.73
Socials	\$1,214.30		\$1,037.70	\$176.60
Competitions				
Congress	\$110.86		\$104.00	\$6.86
Other Competitions	\$475.81		\$1,531.61	(\$1,055.80)
Employment Expenses				
Wages				
Office Staff	\$5,115.16		\$3,430.75	\$1,684.41
Superannuation	\$671.27		\$485.99	\$185.28
Non Playing Director	\$4,550.00		\$4,270.00	\$280.00

July 2024 To November 2024				
	This Year		Last Year	TY - LY
	TY		LY	
Fees & Levies				
Affiliation (NSWBA)	\$5,300.00		\$0.00	\$5,300.00
Capitation (ABF)	\$20.00		\$0.00	\$20.00
Masterpoints	\$788.50		\$552.25	\$236.25
Repairs & Mtce				
R&M Air Conditioning	\$0.00		\$360.00	(\$360.00)
R&M Building	\$39.94		\$439.47	(\$399.53)
R&M Equipment	\$796.15		\$1,167.56	(\$371.41)
R&M Grounds	\$198.00		\$198.00	\$0.00
Utilities				
Electricity	\$1,213.94		\$1,261.65	(\$47.71)
Rates - Land / Water	\$6,888.49		\$6,202.28	\$686.21
Telecommunications	\$1,566.15		\$1,231.47	\$334.68
Computer Systems				
Events Calendar	\$170.50		\$176.00	(\$5.50)
MYOB Esentials	\$60.00		\$47.50	\$12.50
Depreciation	\$2,250.00		\$2,081.67	\$168.33
Total Expenses	\$48,834.61		\$43,609.57	\$5,225.04
Operating Profit/Loss	\$635.61		\$161.32	(\$474.29)
Other Income				
Interest Income	\$53.85		\$57.55	(\$3.70)
Total Other Income	\$53.85		\$57.55	(\$3.70)
Net Profit/(Loss)	\$581.76		\$103.77	\$477.99

Table fees to -		Weeks to	Wkly Avge	Est for Yr
July	9,504.00	5	1901	98842
August	17456.00	9	1940	100857
September	24880.00	13	1914	99520
October	34622.00	18	1923	100019
November	43022.00	22	1956	101688
December				
January				
February				
March				
April				
May				
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				