



The Newcastle Bridge Club Incorporated ABN 16 405 302 022

# **COMMITTEE MEETING MINUTES**

**For meeting held Tuesday 13/05/2025**



The Newcastle Bridge Club Incorporated ABN 16 405 302 022

### COMMITTEE MEETING AGENDA

|                  |                       |              |             |
|------------------|-----------------------|--------------|-------------|
| <b>Location:</b> | Newcastle Bridge Club | <b>Date:</b> | 13 May 2025 |
| <b>Chair:</b>    | Vincia Martin         | <b>Time:</b> | 1:30pm      |

|                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Apologies:</b><br>Jeff Biddlecombe, Les Brien, Peter Peterson                                                                                                                                                                                                       |
| <b>2. Minutes of previous meeting dated 08 April 2025</b>                                                                                                                                                                                                                 |
| <b>3. Correspondence</b><br>3.1. ABF Changes (going digital)                                                                                                                                                                                                              |
| <b>4. Financials</b><br>4.1. Treasurer's report<br>4.2. P & L                                                                                                                                                                                                             |
| <b>5. Business arising from correspondence and previous minutes</b><br>5.1. NBC Open Congress – update<br>5.2. Australia-wide Novice Pairs<br>5.3. Cleaners (schedule, bins)<br>5.4. Intermediate lessons<br>5.5. Tuesday night Bridge session (Suggestion box follow up) |
| <b>6. New Business</b><br>6.1. Club Teams Championship<br>6.2. Catering for weekend events<br>6.3. Tablecloths                                                                                                                                                            |
| <b>7. General Business</b><br>7.1. Suggestion box contents<br>7.2.                                                                                                                                                                                                        |
| <b>8. Next meeting: 10 June 1:30pm</b>                                                                                                                                                                                                                                    |

**COMMITTEE MEETING MINUTES: May 2025**

|                   |                                                                                     |              |            |
|-------------------|-------------------------------------------------------------------------------------|--------------|------------|
| <b>Location:</b>  | Newcastle Bridge Club                                                               | <b>Date:</b> | 13/05/2025 |
| <b>Chair:</b>     | Vincia Martin                                                                       | <b>Time:</b> | 1:35 pm    |
| <b>Attendees:</b> | Jenny Bissett, Julie Butel (minute taker), Ailsa Kearney, Vincia Martin, Ken Wilks. |              |            |

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

Vincia opened the meeting at 1:35 pm.

Apologies: Jeff Biddlecombe, Les Brien, Christine Chandler, Peter Peterson

**2. MINUTES OF PREVIOUS MEETING (08/04/2025)**

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

**3. CORRESPONDENCE:**

**3.1. ABF Changes (going digital):** ABF has decided to stop issuing paper registration cards, as well as ranking and one thousand club certificates. The ABF Board will investigate a digital solution instead. In the meantime they will continue to issue the paper ranking and one thousand certificates while stock lasts, if clubs request them. However, printed registration cards will cease immediately.

ABF also advised the new fees and charges effective 01 April 2025 – a 25% increase in Masterpoint levies and a 16.5% increase in capitation fees per home club member.

**Acton:** *Ken has requested that we continue to receive the ranking certificates while stock is available. We will review the digital solution once details are available.*

**3.2. Email from Albury Bridge Club re its congress 20/21 September.** The poster will be displayed at the Club even though it is unlikely that any of our members will attend given the location.

**4. FINANCIALS (Les)**

**4.1. P & L (see attached)**

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

Les was an apology for the meeting but had emailed his report and P & L prior to the meeting.

Included in his report was a comment that 3 participants had paid twice for the Novice / Restricted Congress in April (cash on the day plus ABF Bridge Credits). Julie commented that one participant has also failed to pay. Procedures have now been documented based on the learning gained from running a congress via the ABF

## AGENDA ITEM

website for the first time. These procedures, combined with amended table envelope labels, should minimise payment issues for future congresses.

**Ken moved that Les' report and P&L be accepted, which was seconded by Jenny and agreed by all.**

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

#### 5.1. NBC Open Congress – update

Currently 30 pairs and 14 teams have registered. It was agreed to have forms available at the front desk for members who are looking for a partner or team mates. An email will be sent to all members advising them of the forms, as well as a reminder to register if they intend to participate. Jenny also suggested that the name of the Congress on the ABF website be edited to include “Restricted” and “Novice”.

**Action: Julie to arrange forms, send the email to members and edit the name of the Congress.**

#### 5.2. Australia – wide Novice Pairs

We have now registered to participate in the event which will be held as part of the Thursday morning session on 29th May.

#### 5.3. Cleaners

After requesting the cleaning schedule, the cleaning company advised that the cleaning is now being done either after 6:30pm Sunday or 6:00am Monday, and either late Tuesday evening or 6:00am Wednesday. It was previously done very early Monday morning and very early Wednesday morning.

It also came to light during the communication that the cleaners had decided to clean on the Saturday night before the April Congress (instead of Sunday night or Monday morning). This explained why it appeared that the building had not been cleaned after the Congress and before the Monday session.

The cleaners were reminded not to put the plastic bin liner in the recycle bin (which had been happening for a few weeks).

No response has yet been received to the request for the list of duties being done on each of the cleaning days.

**Action: Julie to follow up on the list of duties and to advise that the new times are acceptable.**

#### 5.4. Intermediate lessons

Jenny advised that she had spoken to a few of the potential sub-committee members and had received a favourable response. Ken mentioned that he is happy to re-run his Card Play lessons but the timing for commencement of the next set of Beginners' classes (late July) limits the time available. Jenny suggested that we also consider some one-off lessons on specific topics.

Jenny then moved that a sub-committee be formed charged with the responsibility to identify topics and teachers, and prepare a schedule for delivery. This was accepted by all present.

**Action: Jenny to coordinate.**

#### 5.5. Tuesday night Bridge session (Suggestion box follow up)

Jeff advised that he had spoken to the originator of the request to make the Tuesday night session a restricted one. As agreed at the April meeting, the Tuesday night session will not be changed, the reason being that it is the only evening session available to all members. The originator accepted this decision.

## AGENDA ITEM

### 6. NEW BUSINESS

#### 6.1. Club Team Championship

Peter Peterson was an apology for the meeting but provided the following report:

***"The Club Teams Championship was held on Sunday May 4, with 6 teams competing. The format was head-to-head matches (New England Relay), with 5 6-board matches in the morning and again in the afternoon.***

***The winning team, and 2025 Club Teams Champions, are Paul McGrath, Michael Simes, Chris Dibley, Michael Seldon.***

***Second was the team of Ken Berry, Roger Yandley, Peter Wheatley and Peter Peterson. Third was the team of Pam Robinson, Christo Moskovsky, Cheryl Platz and Diana Ellis.***

***Peter Peterson acted as playing Director.***

***The Club sponsors two teams to enter the Country Teams Regional Final, which will be held at Tomaree Bridge Club on Sunday 29 June. [Which two teams are selected will depend on player availability, to be confirmed.]***

***All players had an enjoyable day of Bridge. Many thanks to Christine Chandler for organising the food and drinks at the end of play. Peter Peterson"***

There was discussion about the low level of participation in such events. Jenny commented that the descriptor "Championship" is off-putting. Ken said that he believes the issue is that members aren't as competitive as they used to be with most interested in the social aspect of playing club Bridge.

#### 6.2. Catering for weekend events

Ailsa proposed that the Committee should not be responsible for catering for weekend events when table numbers were low (as for the Club Teams Championship) but that she'd be happy to provide platters (available at Woolworths) for players to access after the event. This suggestion was accepted by those present. Ailsa then proposed that the discussion be held over to the next meeting when Christine Chandler is present.

#### 6.3. Tablecloths

The current roster will end in June. It was agreed to continue with the same process.

***Action: Julie to contact the current volunteers to see how many are prepared to continue, then send an email to all members if more volunteers are needed.***

### 7. GENERAL BUSINESS:

**7.1. Suggestion Box:** There were no new suggestions received since the last meeting.

**8. NEXT MEETING:** Tuesday 10 June at 1:30 pm

**9. MEETING CLOSE:** The meeting concluded at 2:20pm

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

|              |            |
|--------------|------------|
| Moved by:    | K WILKE    |
| Seconded by: | J. Bissett |
| Signed by:   | J. Bissett |
| Date:        | 10.6.25    |

### **Newcastle Bridge Club – Treasurer's Report for May 2025 meeting**

**P & L** for 10 months to April 2025 shows a result of \$8126 profit compared to a profit of \$612 last year. See excel file P&L Months of 25 year, sheet APR 25. 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.

The \$7514 turnaround from last year is mainly as a result of increased subscriptions (\$1430); increased table fees (\$7648); and increased interest (\$3043). The congress income of \$3500 includes \$500 for TBIB's sponsorship of the June congress; \$300 paid for players in the June congress; and 3 people that have paid twice for the Restricted congress (ABF credits and cash on the day).

Also see **Table Fees** exercise showing table fees to end of the month; a weekly average; and an estimate for the year.

**Funds** at end of April – cheque account \$3892 & Online saver account \$14567. Greater Bank business access account \$471

Greater Bank Term Deposits - \$73579 for 6 months at 4.75% pa (matures 10<sup>th</sup> July 2025), and \$91073 for 6 months at 4.75% pa (matures 29<sup>th</sup> June 2025). Unless there are any large, unusual expenses in the foreseeable future, I will transfer \$4000 from the Online saver account to the Greater term deposit that matures on 29<sup>th</sup> June 2025 and reinvest that deposit and interest. In relation to the deposit that matures on 10<sup>th</sup> July 2025, I will also reinvest the deposit and interest.

| Newcastle Bridge Club          |                     |  |                    |                   |
|--------------------------------|---------------------|--|--------------------|-------------------|
| 12 Young Road Broadmeadow 2292 |                     |  |                    |                   |
| Profit & Loss [With Last Year] |                     |  |                    |                   |
| July 2024 To April 2025        |                     |  |                    |                   |
|                                | This Year           |  | Last Year          | TY - LY           |
|                                | TY                  |  | LY                 |                   |
| <b>Income</b>                  |                     |  |                    |                   |
| <b>Competitions</b>            |                     |  |                    |                   |
| Congress                       | \$3,500.00          |  | \$2,213.60         | \$1,286.40        |
| Weekend Club Events            | \$1,274.00          |  | \$1,012.00         | \$262.00          |
| Hosting Events                 | \$470.00            |  | \$1,652.00         | (\$1,182.00)      |
| <b>Memberships</b>             |                     |  |                    |                   |
| Subscriptions                  | \$11,180.00         |  | \$9,750.00         | \$1,430.00        |
| <b>Table Fees</b>              |                     |  |                    |                   |
| Monday Supervised Play         | \$8,324.00          |  | \$5,600.00         | \$2,724.00        |
| Monday Afternoon               | \$8,094.00          |  | \$9,414.00         | (\$1,320.00)      |
| Tuesday Morning                | \$19,254.00         |  | \$19,668.00        | (\$414.00)        |
| Tuesday Night                  | \$7,162.00          |  | \$6,286.00         | \$876.00          |
| Wednesday                      | \$5,660.00          |  | \$4,628.00         | \$1,032.00        |
| Wednesday Supervised Play      | \$1,092.00          |  | \$0.00             | \$1,092.00        |
| Thursday Supervised Play       | \$428.00            |  | \$410.00           | \$18.00           |
| Thursday Morning               | \$18,392.00         |  | \$17,120.00        | \$1,272.00        |
| Friday                         | \$9,260.00          |  | \$9,750.00         | (\$490.00)        |
| Saturday                       | \$9,874.00          |  | \$7,016.00         | \$2,858.00        |
| <b>Total Table Fees</b>        | <b>\$87,540.00</b>  |  | <b>\$79,892.00</b> | <b>\$7,648.00</b> |
| Board Dealing                  | \$1,808.00          |  | \$1,614.00         | \$194.00          |
| Hall Hire                      | \$160.00            |  | \$140.00           | \$20.00           |
| Lessons                        | \$100.00            |  | \$390.85           | (\$290.85)        |
| Sundry Receipts                | \$680.00            |  | \$40.00            | \$640.00          |
| Gain on Disposal of Assets     | \$0.00              |  | \$10.00            | (\$10.00)         |
| <b>Total Income</b>            | <b>\$106,712.00</b> |  | <b>\$96,714.45</b> | <b>\$9,997.55</b> |
| <b>Expenses</b>                |                     |  |                    |                   |
| Accounting Fees                | \$935.00            |  | \$2,200.00         | (\$1,265.00)      |
| Card Dealing                   | \$1,528.00          |  | \$1,241.00         | \$287.00          |
| Cleaning                       | \$12,727.00         |  | \$12,961.00        | (\$234.00)        |
| Consumables                    | \$5,702.18          |  | \$4,982.31         | \$719.87          |
| Insurance                      | \$7,796.38          |  | \$6,797.00         | \$999.38          |
| General Expense                | \$136.00            |  | \$296.00           | (\$160.00)        |
| Printing, Stationery & Postage | \$4,246.95          |  | \$3,912.50         | \$334.45          |
| Prize Money                    | \$5,844.00          |  | \$4,066.00         | \$1,778.00        |
| Refreshments                   | \$3,882.99          |  | \$3,608.42         | \$274.57          |
| Socials                        | \$2,565.02          |  | \$2,885.70         | (\$320.68)        |
| <b>Competitions</b>            |                     |  |                    |                   |
| Congress                       | \$590.76            |  | \$784.00           | (\$193.24)        |
| Other Competitions             | \$2,034.81          |  | \$2,171.61         | (\$136.80)        |
| <b>Employment Expenses</b>     |                     |  |                    |                   |
| <b>Wages</b>                   |                     |  |                    |                   |
| Office Staff                   | \$9,822.66          |  | \$8,676.10         | \$1,146.56        |
| Superannuation                 | \$2,045.95          |  | \$1,449.12         | \$596.83          |
| Non Playing Director           | \$8,570.00          |  | \$8,470.00         | \$100.00          |
| <b>Fees &amp; Levies</b>       |                     |  |                    |                   |
| Affiliation (NSWBA)            | \$5,300.00          |  | \$5,200.00         | \$100.00          |

| Profit & Loss [With Last Year]<br>July 2024 To April 2025 |                     |  |                    |                   |
|-----------------------------------------------------------|---------------------|--|--------------------|-------------------|
|                                                           | This Year           |  | Last Year          | TY - LY           |
|                                                           | TY                  |  | LY                 |                   |
| Capitation (ABF)                                          | \$6,245.10          |  | \$5,061.20         | \$1,183.90        |
| Masterpoints                                              | \$2,166.85          |  | \$1,863.59         | \$303.26          |
| <b>Repairs &amp; Mtce</b>                                 |                     |  |                    |                   |
| R&M Air Conditioning                                      | \$163.64            |  | \$540.00           | (\$376.36)        |
| R&M Building                                              | \$319.94            |  | \$1,554.48         | (\$1,234.54)      |
| R&M Equipment                                             | \$1,124.77          |  | \$1,328.15         | (\$203.38)        |
| R&M Grounds                                               | \$562.00            |  | \$429.00           | \$133.00          |
| <b>Utilities</b>                                          |                     |  |                    |                   |
| Electricity                                               | \$1,893.95          |  | \$1,780.14         | \$113.81          |
| Rates - Land / Water                                      | \$10,178.55         |  | \$9,278.69         | \$899.86          |
| Telecommunications                                        | \$2,562.80          |  | \$2,147.42         | \$415.38          |
| <b>Computer Systems</b>                                   |                     |  |                    |                   |
| Events Calendar                                           | \$170.50            |  | \$271.83           | (\$101.33)        |
| Microsoft 365                                             | \$179.00            |  | \$139.00           | \$40.00           |
| MYOB Esentials                                            | \$120.00            |  | \$99.50            | \$20.50           |
| Pianola                                                   | \$600.00            |  | \$600.00           | \$0.00            |
| Web Site                                                  | \$0.00              |  | \$41.25            | (\$41.25)         |
| Depreciation                                              | \$4,500.00          |  | \$4,163.33         | \$336.67          |
| <b>Total Expenses</b>                                     | <b>\$104,514.80</b> |  | <b>\$98,998.34</b> | <b>\$5,516.46</b> |
| <b>Operating Profit/(Loss)</b>                            | <b>\$2,197.20</b>   |  | <b>\$2,283.89</b>  | <b>\$4,481.09</b> |
| <b>Other Income</b>                                       |                     |  |                    |                   |
| Interest Income                                           | \$5,929.54          |  | \$2,885.95         | \$3,043.59        |
| Investment Income                                         | \$0.00              |  | \$10.31            | (\$10.31)         |
| <b>Total Other Income</b>                                 | <b>\$5,929.54</b>   |  | <b>\$2,896.26</b>  | <b>\$3,033.28</b> |
| <b>Net Profit/(Loss)</b>                                  | <b>\$8,126.74</b>   |  | <b>\$612.37</b>    | <b>\$7,514.37</b> |

| 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        | 50360.00 | 26       | 1937      | 100720     |
| January         | 59852.00 | 31       | 1931      | 100397     |
| February        | 68206.00 | 35       | 1949      | 101335     |
| March           | 77128.00 | 39       | 1978      | 102837     |
| April           | 87540.00 | 44       | 1990      | 103456     |
| May             |          |          |           |            |
| June            |          |          |           |            |

| Membership at                        |  | April 2025 | April 2024 | April 2023 |
|--------------------------------------|--|------------|------------|------------|
| Home members                         |  | 268        | 255        | 247        |
| Alternate members                    |  | 43         | 38         | 28         |
| Total                                |  | 311        | 293        | 275        |
| 1 April 2024 includes 6 life members |  |            |            |            |