



The Newcastle Bridge Club Incorporated ABN 16 405 302 022

COMMITTEE MEETING MINUTES

For meeting held Tuesday 11/11/2025



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COMMITTEE MEETING AGENDA

| | | | |
|--|-----------------------|--------------|------------------|
| Location: | Newcastle Bridge Club | Date: | 11 November 2025 |
| Chair: | Jeff Biddlecombe | Time: | 1:30pm |
| 1. Apologies: Effie Roach | | | |
| 2. Minutes of previous meeting dated 23 September 2025 | | | |
| 3. AGM Follow Up <ul style="list-style-type: none"> 3.1. Election of Tournament Director and Masterpoint Secretary 3.2. Minutes 3.3. Consideration of the Annual Summary of Financial Affairs (Form A12-T2) 3.4. Responsibilities – need for update following changes in Committee (including responsibility for Congress, yard and premises) 3.5. Banking – change in signatories / access cards | | | |
| 4. Correspondence <ul style="list-style-type: none"> 4.1. Phone call from Glenda Parmenter (BridgeNSW) – looking for a club to host a Regional Final for the State Championships next year. Not finalised yet but will be towards the end of the year as Club qualifiers will not finish until August. Event will probably be over 2 days (Pairs, Teams). Will be aimed at all levels. Numbers expected to be similar to GNOTs Regional Final. | | | |
| 5. Financials <ul style="list-style-type: none"> 5.1. P & L to October 2025 5.2. Treasurer's report for November meeting | | | |
| 6. Business arising from correspondence and previous minutes <ul style="list-style-type: none"> 6.1. Lessons and mentoring: Sub-committee update 6.2. Christmas Party 6.3. Energy Management | | | |
| 7. New Business <ul style="list-style-type: none"> 7.1. Discussion of suggestions received at AGM 7.2. Next Year's Program: <ul style="list-style-type: none"> a. Prizes b. Club Pairs c. Club Teams d. Club Mixed Pairs e. GNOT Qualifying f. UHMP 7.3. Congresses (including Convenor responsibility) 7.4. CPR and AED training (Hunter Heart Safe) | | | |
| 8. General Business | | | |
| 9. Next meeting: TBA | | | |



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COMMITTEE MEETING MINUTES: November 2025

| | | | |
|-------------------|--|--------------|------------|
| Location: | Newcastle Bridge Club | Date: | 11/11/2025 |
| Chair: | Jeff Biddlecombe | Time: | 1:30 pm |
| Attendees: | Jeff Biddlecombe, Jenny Bissett, Les Brien, Julie Butel (minute taker), Kathleen Drew, Ailsa Kearney, James Leitch, Peter Peterson, Ken Wilks. | | |

AGENDA ITEM

1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:30 pm and welcomed the new Committee members (Kathleen and James).

Apologies: Effie Roach.

2. MINUTES OF PREVIOUS MEETING (23/09/2025)

Les moved that the minutes of the previous meeting be accepted and Ailsa seconded the motion which was agreed by all. Jeff then signed the minutes as a true record of the meeting.

3. FOLLOW UP TO AGM (HELD 25/10/2025)

3.1. Election of Tournament Director and Masterpoint Secretary

Jeff moved that Peter Peterson be nominated as Tournament Director and Ken Wilks as Masterpoint Secretary. The nominations were accepted by all.

3.2. Draft Minutes of the AGM

Les moved that the Draft Minutes be accepted and Ailsa seconded the motion which was agreed by all. The Minutes were then signed by Jeff as a true record of the AGM. The Minutes will be posted on the website and displayed on the Club notice board pending final approval by members at the 2026 AGM.

Note: It was agreed that the names of the Office Bearers would be amended to reflect their legal identities before the Minutes are posted. Based on previous experience, this will be required by our banks when we apply to update our signatories.

3.3. Consideration of the Annual Summary of Financial Affairs (Form A12-T2)

Les advised that he had lodged the Form online on 30/10/2025, then read out the details that had been lodged. Ken moved that the Form as submitted was correct, which Jenny seconded. There were no objections.

AGENDA ITEM

3.4. Update of Responsibilities due to changes in the Committee

Ken advised that he had updated the website as follows:

Ailsa Kearney: Congress Convenor

Premises and Grounds: Ian van Altena

Partner Arranger: No change (Vincia Martin has agreed to continue)

Grievance Officer: Ailsa Kearney. After discussion, it was agreed that this should be Jeff Biddlecombe. Ken will update the website.

3.5. Banking – changes required to signatories and access cards

ANZ: Delete Vincia Martin as a signatory; add Jennifer Lee Bissett

Greater Bank Access Visa Card: Christine Chandler has returned her card; a card is required for Jennifer Lee Bissett

Action: Julie to contact both banks to confirm requirements

4. CORRESPONDENCE

A phone call and follow up email was received from Glenda Parmenter (Bridge NSW):

Bridge NSW is redesigning the State Championships to be more inclusive of all players of all aspirations and an addition will be Regional Championships. Glenda is making informal enquiries to Bridge Clubs about the possibility of running one of the 10 Regional Championships. The event would be run in the latter part of the year, with Club qualifiers needing to be completed by the end of August. The event would most likely be run over a weekend, with Pairs on Saturday and Teams on Sunday.

Action: It was agreed that more details are needed before we can decide whether or not to commit, so we will await the proposal and discuss at that time.

5. FINANCIALS (Les)

5.1. P & L to October 2025 (see attached)

5.2. Treasurer's report for November meeting (see attached)

The P & L for the 4 months to October 2025 shows a profit of \$3423 compared to \$5136 last year. Income was up by \$6902 but expenses were also up by \$10308 (cleaning, printing, competitions, Non Playing Director, Masterpoints, R & M, and depreciation).

Les advised that the NFP Self Review Return to the ATO had been completed by Ken on 8/10/2025. This means that all our statutory reporting obligations have now been fulfilled.

Les moved that the P & L and his report be accepted, which was seconded by Peter and Ailsa and agreed by all present.

6. BUSINESS ARISING FROM CORRESPONDENCE / PREVIOUS MINUTES

6.1. Lessons and mentoring: Sub-committee update

Jenny provided the following summary for inclusion in the Minutes:

AGENDA ITEM

“Lessons on Weak Twos & Preempts were held on 30 September 2025 and **Strong 2C and 2NTs** on 7 October 2025. An average of 24 attended these lessons. Feedback received was very positive and we plan to run this again for people who recently completed the Beginner Lessons and others who could not make these sessions. These lessons are an extension of the Beginner Lessons Program.

Ken Wilks has commenced **Lessons on No Trumps**, running on Thursday afternoons and Wednesday evenings.

The Teaching Subcommittee’s email, Prioritising Development Opportunities, sent 6 November 2025 has received 9 responses to date with interest in most of the topics identified. These and subsequent responses will be further reviewed at the Subcommittee’s next meeting to set the calendar for future lessons. In addition Christo Moskovsky advised he can run some of these sessions. Noting that we already have another lesson planned to be run by Christo and also another lesson on Suit Play by Ken Wilks.

Regarding **Mentoring**, after recent completion of Beginner Lessons, 3 people indicated they were interested in mentoring. 1 has been placed with a mentor and 2 will be when suitable day, mentor and start date is confirmed. There is still a couple of people being mentored from the previous Beginner Lessons due to delayed start/finish.

The agenda item which had been held over for the last 2 meetings, due to Jenny’s absence was the discussion of a report (submitted at a prior committee meeting) regarding an impromptu discussion held after a supervised session on 20 August 2025. A handful of players provided feedback to Jeff Biddlecombe and Jenny Bissett on the mentoring program. These players were not mentored and are regular attendees of the supervised sessions. The feedback was noted and where relevant will be incorporated into the Mentoring Program. One suggestion was to run the mentoring and supervised sessions as two sessions. Whilst this was supported in principle it was noted that this could only happen if there were sufficient numbers to run two sessions, which in most circumstances is unlikely. It is relevant to consider that the feedback from those being mentored and numerous members of the Club was overwhelmingly positive and that the supervised players are supportive of the program but wished to suggest some improvements and issues for the committee to consider.”

As the sub-committee now consists only of Jenny Bissett, Neil Best and Greg Archbald, Jenny moved that approval be given for Kathleen Drew to join the sub-committee. All present were in favour.

Jenny asked if members of other Bridge Clubs could be invited to attend our lessons, then moved that any instructor could publicize lessons outside of NBC. All present were in favour.

Jenny advised that at this stage the next meeting of the sub-committee is TBA.

Everyone present acknowledged the efforts of Jenny and the sub-committee for the progress they had made to date.

AGENDA ITEM

6.2. Christmas Party

Arrangements are underway for the Christmas Party. At this stage, 94 members have indicated they will attend so we expect that the final number will be similar to last year. Approximately 14 volunteers are needed to help on the day (set up and preparation, serving, cleaning up).

6.3. Energy Management

Jeff advised that we have now switched to Amber Energy, who facilitates the control of feed in and out based on energy demand. We are only 2 weeks into doing this and it is estimated that it will probably be 3 months before we start to see any results. A tablet has been purchased for the Club so that energy usage and production can be monitored.

7. NEW BUSINESS

7.1. Discussion of suggestions received during AGM

A number of suggestions were offered at the AGM as ways to encourage higher levels of participation in the sessions that are struggling, particularly Monday afternoon. It was agreed that the suggestions would be discussed at this Committee meeting.

The suggestions included free tokens for winners at all sessions, incentives for members who play very frequently, experienced players pairing up with less experienced players on a monthly basis (perhaps based on a ballot and geared towards the Monday afternoon session), and the concept of Teams of 3 (an experienced player would play in a team event with 3 less experienced players then provide feedback on the scoring at the end of each round). Peter mentioned the President Pairs event that had been held in the past, where an experienced player played with a less experienced player once a month and suggested that this could be an option targeted at Mondays with perhaps a suitable prize awarded at the end of the year.

After consideration of the suggestions, it was concluded that there is no quick fix for the decline in table numbers at the Monday afternoon session. It was generally agreed that offering free tokens as an incentive to participate in a less popular session is not the answer as has been proven in the past. Less experienced players are looking for a session where competition is less and there is a better chance of doing well, as well as not feeling intimidated but instead feeling supported.

We will continue to monitor Monday afternoon and Wednesday morning sessions and look for options to improve attendance levels.

Action agreed: Jenny will discuss with Chris Dibley how to progress the ideas, including lessons on scoring, a ballot for pairing up an experienced player with a less experienced player, a President's Pairs or similar competition and the concept of Teams of 3.

7.2. Next Year's Program:

- a) **Prizes:** Agreed to have the same level as this year.
- b) **Club Pairs, Club Teams, Club Mixed Pairs:** Will be again run on a Sunday.
- c) **GNOT Qualifying:** Will take place in the Tuesday morning and Friday sessions (Friday to replace Monday)

AGENDA ITEM

- d) **UHMP:** Will participate again next year (Tuesday night and Thursday morning sessions). The Club will again fund the entry fee.

7.3. Congresses (including Convenor responsibility): Ailsa has agreed to assume this responsibility. Jeff will forward the current procedure to Ailsa, and Vincia has agreed to offer her support if / when needed.

7.4. CPR and AED training (Hunter Heart Safe): Mike Anscombe (Dr), a new member of our Club, has offered CPR and AED training to the Club, from the organisation he is involved with (Hunter Heart Safe). We agreed in principle that it would be worthwhile. Ken will follow up with Mike.

8. GENERAL BUSINESS:

8.1. Suggestion Box

Three suggestions were received, but two of them were anonymous so were not discussed.

The third suggestion was a request to re-introduce a night session for supervised play.

Our preferred option would be to run a concurrent session for supervised players on Tuesday night as volunteers are already available for this session. This has been tried recently but wasn't successful due to insufficient numbers.

Action: Send an email to all members to gauge the level of interest in the Tuesday night option.

8.2. Issues with Dealing Machine

Ken reported that there has been issues with the newest dealing machine (Duplimate) and that Graham Woods has spent a lot of time trying to sort out the problem. It was agreed to pay Graham for his time.

We are currently seeking to get a loan machine (alternative to the Duplimate machine) for testing. If successful, it may involve purchasing a new dealing machine.

9. NEXT MEETING: Tuesday 9/12 commencing at 1:30pm

10. MEETING CLOSE: The meeting concluded at 3.00 pm

CONFIRMED TO BE A TRUE RECORD OF THE MEETING:

| | |
|--------------|---------------|
| Moved by: | Jenny Blisset |
| Seconded by: | Ken Wilkes |
| Signed by: | J. Blisset |
| Date: | 9.12.25 |

Newcastle Bridge Club
12 Young Road Broadmeadow 2292
Profit & Loss [With Last Year]
July 2025 To October 2025

| | This Year | Last Year | TY - LY |
|--------------------------------|--------------------|--------------------|-------------------|
| | TY | LY | |
| Income | | | |
| Competitions | | | |
| Weekend Club Events | \$672.00 | \$432.00 | \$240.00 |
| Hosting Events | \$470.00 | \$470.00 | \$0.00 |
| Memberships | | | |
| Subscriptions | \$485.00 | \$180.00 | \$305.00 |
| Table Fees | | | |
| Monday Supervised Play | \$4,014.00 | \$3,142.00 | \$872.00 |
| Monday Afternoon | \$2,678.00 | \$3,406.00 | (\$728.00) |
| Tuesday Morning | \$8,498.00 | \$7,776.00 | \$722.00 |
| Tuesday Night | \$2,810.00 | \$3,004.00 | (\$194.00) |
| Wednesday | \$2,706.00 | \$2,326.00 | \$380.00 |
| Wednesday Supervised Play | \$2,922.00 | \$0.00 | \$2,922.00 |
| Thursday Morning | \$7,786.00 | \$7,054.00 | \$732.00 |
| Friday | \$4,062.00 | \$4,096.00 | (\$34.00) |
| Saturday | \$4,148.00 | \$3,818.00 | \$330.00 |
| Total Table Fees | \$39,624.00 | \$34,622.00 | \$5,002.00 |
| Board Dealing | \$1,350.00 | \$764.00 | \$586.00 |
| Lessons | \$860.30 | \$100.00 | \$760.30 |
| Soft drink surplus | \$0.00 | \$600.00 | (\$600.00) |
| Sundry Receipts | \$9.09 | \$0.00 | \$9.09 |
| Total Income | \$43,470.39 | \$36,568.00 | \$6,902.39 |
| Expenses | | | |
| Accounting Fees | \$990.00 | \$935.00 | \$55.00 |
| Card Dealing | \$688.00 | \$608.00 | \$80.00 |
| Cleaning | \$5,610.00 | \$4,840.00 | \$770.00 |
| Consumables | \$2,164.51 | \$2,253.66 | (\$89.15) |
| Insurance | \$82.85 | \$0.00 | \$82.85 |
| General Expense | \$0.00 | \$56.00 | (\$56.00) |
| Printing, Stationery & Postage | \$2,826.72 | \$973.96 | \$1,852.76 |
| Prize Money | \$2,044.00 | \$2,140.00 | (\$96.00) |
| Refreshments | \$1,893.68 | \$1,491.38 | \$402.30 |
| Socials | \$942.76 | \$666.02 | \$276.74 |
| Subscriptions / Membership | (\$25.00) | \$0.00 | (\$25.00) |
| Competitions | | | |
| Congress | \$136.62 | \$110.86 | \$25.76 |
| Other Competitions | \$1,512.40 | \$175.81 | \$1,336.59 |
| Employment Expenses | | | |
| Wages | | | |
| Office Staff | \$4,366.91 | \$4,098.34 | \$268.57 |
| Superannuation | \$875.03 | \$671.27 | \$203.76 |
| Non Playing Director | \$5,400.00 | \$3,710.00 | \$1,690.00 |

| | This Year | | Last Year | TY - LY |
|--------------------------------|--------------------|--|--------------------|---------------------|
| | TY | | LY | |
| Fees & Levies | | | | |
| Capitation (ABF) | \$91.20 | | \$20.00 | \$71.20 |
| Masterpoints | \$1,148.24 | | \$723.20 | \$425.04 |
| Repairs & Mtce | | | | |
| R&M Air Conditioning | \$220.00 | | \$0.00 | \$220.00 |
| R&M Building | \$1,195.00 | | \$39.94 | \$1,155.06 |
| R&M Equipment | \$612.00 | | \$388.35 | \$223.65 |
| R&M Grounds | \$132.00 | | \$132.00 | \$0.00 |
| Utilities | | | | |
| Electricity | \$820.58 | | \$730.78 | \$89.80 |
| Rates - Land / Water | \$3,516.60 | | \$3,700.35 | (\$183.75) |
| Telecommunications | \$491.48 | | \$469.66 | \$21.82 |
| Computer Systems | | | | |
| MYOB Essentials | \$48.00 | | \$48.00 | \$0.00 |
| Depreciation | \$3,000.00 | | \$1,926.00 | \$1,074.00 |
| Loss on disposal of NC assets | \$1,000.00 | | \$566.67 | \$433.33 |
| Total Expenses | \$41,783.58 | | \$31,475.25 | \$10,308.33 |
| Operating Profit/(Loss) | \$1,686.81 | | \$5,092.75 | \$3,405.94 |
| Other Income | | | | |
| Interest Income | \$1,736.32 | | \$44.06 | \$1,692.26 |
| Total Other Income | \$1,736.32 | | \$44.06 | \$1,692.26 |
| Net Profit/(Loss) | \$3,423.13 | | \$5,136.81 | (\$1,713.68) |

| Table fees to - | | Weeks to | Wkly Ave | Est for Yr |
|--|----------|----------|----------|---------------|
| July | 11014.00 | 5 | 2203 | 114546 |
| August | 20326.00 | 9 | 2258 | 117439 |
| September | 31384.00 | 14 | 2242 | 116569 |
| October | 39624.00 | 18 | 2201 | 114469 |
| November | | | | |
| December | | | | |
| January | | | | |
| February | | | | |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |
| NB Total table fees for the year ended 30th June 2025 | | | | 104159 |

| Membership at | June 2025 | April 2024 | April 2023 |
|-----------------------------------|------------|------------|------------|
| Home members | 274 | 255 | 247 |
| Alternate members | 33 | 38 | 28 |
| Total | 307 | 293 | 275 |
| June 2025 includes 6 life members | | | |

Newcastle Bridge Club – Treasurer's Report for November 2025 meeting

For newer members of the committee I disclose that I am also the treasurer of Wests City Bridge Club and Newcastle supplies pre-dealt boards to Wests . Also, for some information on the financial history of our club see the website/documents/minutes/ committee minutes of 9th April 2024 – item 4.2 Treasurer's notes for April meeting and the attached document.

P & L for 3 months to September 2025 shows a result of \$3852 profit compared to a profit of \$2909 last year. See excel file P&L months of 26 year, sheet SEPTEMBER 25.

P&L for 4 months to October 2025 shows a result of \$3423 profit compared to a profit of \$5136 last year. See excel file P&L months of 26 year, sheet OCTOBER 25.

An estimate has been made for depreciation at the rate of \$750 per month allowing for the new solar panels and battery installation and likely purchase of new chairs. An allowance has also been made for the loss on disposal of the old solar panels at the rate of \$250 per month. The actual amounts will be processed by the Accountants at year end. There are also some explanations noted in the spreadsheet. Please note that interest of \$1981 will be received in December, and \$1313 will be received in January 2026 from our term deposits.

Also see **Table Fees** exercise showing table fees to end of the month; a weekly average; and an estimate for the year. Table fees are up by 14%.

Funds at end of October – cheque account \$5989 Online saver account \$8575 Greater Bank business access account \$760.

Greater Bank Deposit \$63312 for 6 months at 4.15% pa(matures 10th January 2026), and \$93231 for 6 months at 4.25% pa(matures 29th December 2025).

Ken submitted on 8/10/25 the club's annual NFP self-review return to the ATO which indicates that the club is exempt from income tax and has no tax offsets to claim.

I submitted on 30/10/25 the club's Annual summary of financial affairs –Tier 2(Form A12-T2) with the NSW department of Fair Trading.