

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE  
WAVERLEY BRIDGE CLUB INC.  
HELD AT THE CLUBROOMS, 21A ELECTRA AVE ASHWOOD**

**Tuesday, 12<sup>th</sup> October 2010 at 5.30 pm**

**PRESENT:** Peter Buchanan, Sue Battley, Doug Lavers, Paula Schroor,  
Martin Willcox, Joan Quirk, Rob Quirk

**APOLOGIES:** Jennie Codognotto, Mary Elson

**MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting held on 14<sup>th</sup> September 2010 were approved by the Committee and signed by the President.

**1 MATTERS ARISING FROM THE MINUTES**

- As noted at the previous meeting, the BPay and credit card applications are on hold pending Mary Elson's return from holidays.
- The financial accounts for the year ended 30<sup>th</sup> June 2010, which were approved at the previous meeting, have been signed off by the President and Treasurer and a copy can be forwarded now to the auditors.
- The projection equipment has been ordered and was due for delivery soon. An additional copy of the supporting software will be required to allow for editing of files in real time from the Director's office.
- Martin Willcox was arranging for quotes to be obtained for an appropriate security system, the operation of which would need to recognise that the building has other tenants. Doug Lavers and Rob Quirk offered to be points of contact once the system is operational.
- The application to vary the hours of the liquor licence has been approved and the licence has been signed.
- Paula Schroor advised that Youth Bridge had requested a credit of \$1,000 in preference to opening a bank account for this amount. A suggestion from the Treasurer that Youth Bridge be given 18 months rent free in lieu of a \$1,000 donation was approved by the Committee.
- With respect to the decision at the September meeting that early payment of Congress entry fees should be encouraged, it was subsequently recalled that Trish Henderson had previously made it a condition of her agreement to convene the Congress that entry fees would only be made on the day.

Further, a thank you letter would be sent to June Trevaks for her donation of a painting but a decision has yet to be made as to when this painting would be raffled. Arrangements have been made for additional cleaning of the clubrooms during the Congress. Finally, a call would be made shortly for volunteers to assist with preparation and cleaning up throughout the Congress and for donations of snacks and prizes.

- Doug Lavers reported that the contents insurance cover had been increased to \$85,000 and burglary cover to \$20,000. He added that an assets register was now in place and he thanked Jennie Codognotto for providing the electronic whiteboard.

## **2 CORRESPONDENCE**

### **Inwards**

- i. It was agreed to decline the invitation from Monash Council to participate in its consultation process concerning the extension of smoke-free environments in Council owned and managed areas.
- ii. The specific date of the approval of the application to amend the liquor licence was noted.
- iii. It was agreed to proceed with the fee schedule provided by Westpac for the wireless EFTPOS option.

### **Outwards**

All outward correspondence was noted

## **3 MATTERS ARISING FROM CORRESPONDENCE**

The draft replies to letters received from N Houghton and J Mainland were approved.

## **4 REPORTS**

### **a) Attendance September 2010**

Discussion occurred as to measures that could be taken to encourage greater participation in some sessions to offset the flattening out of attendance numbers as indicated in the September report. It was also noted that some senior members had felt that the club was losing some of its “friendliness”. It was agreed to discuss further with Mary how the club could undertake more promotion of particular events, including use of red points, and to consider how Directors could also assist with promotional efforts. Paula Schroor

mentioned that the VBA had cancelled its Wednesday am session which might benefit WBC's corresponding session.

## **b) Accounts and Treasurer's Report September 2010**

### **Accounts**

The Profit and Loss and Balance Sheet for the quarter to September 2010 are attached.

At first sight, the profit and loss figure for the quarter is disappointing, showing a loss of nearly \$5,500.

There are a number of items which contributed to this:

- The depreciation expense for the quarter of \$5,511 represents depreciation on the licence plus a monthly contingency. There is no corresponding charge for the same period in 2009, but the Committee should note that this approximately offsets the rent we paid for the same period in 2009.
- We have applied a charge for Common area expenses of \$6,644. A substantial part of this actually applies to the second half of the last financial year and includes an exceptionally expensive first-quarter cleaning charge from Council.
- The "Total Director" has increased by nearly \$7,000. \$1,500 of this approximately is due to increased Locum expenses in the absence of our Secretary on leave, and a large part of the rest is the increased number of sessions we are running including some on Sundays.
- The wages of our new Administration Assistant of \$4,490 have no corresponding figure for the previous year.
- There are some substantial increases in our miscellaneous expenses for Master Points/Capitation, printing and stationery, and repairs. These will probably not be repeated in the next quarters.

Overall, the figures are not as bad as they appear at first sight, but I consider that our underlying operating expenses has probably increased by about \$9,000 a quarter due to the increased Directing fees and Administration Assistant. It is worth pointing out that this additional expense would be covered by the addition of approximately 90 new members.

Currently we hold approximately \$25,000 in our various bank accounts, which is similar to the figure on 30th June.

A new auditor Catherine Jenkins has successfully installed QuickBooks on her machine at home and operated a copy of our main accounting file. She pointed out a small error in one of our sub accounts!

## **HOUSE COMMITTEE**

The House Committee accounts have been reconciled exactly to the end of September. A copy of the accounting spreadsheet is attached. For GST reasons, each of the Clubs concerned will be receiving a formal letter invoice for the nine months expenditure to the end of September plus a copy of the underlying invoices.

## **SOLAR PANELS**

A meeting was held with Monash Council concerning the above, notes on which are attached in the Appendix.

The gist of the talk was that Council are generally supportive of the idea, and had actually drawn up plans for installing an 18kW system. Unfortunately, this had been costed at \$120,000. The apparent reason for the very high expense was that a linked three inverter system was required in order to feed the three-phase power that the building main air-conditioning system requires.

I pointed out that the size of system mentioned was beyond the WBC financing capacity. There was some general discussion on this, and Charles Nielson stated that he thought there were some grants available. Last week, I did some internet searching but was unable to find anything.

I was able to talk with Charles again on Friday, as he had been away ill. I pointed out my lack of success, but also made the observation that I thought we might be approaching this project from the wrong end. I suggested that it might be worthwhile for the Council to investigate whether we could leave the current supply for the air-conditioning units completely unchanged, and that we consider installing a separate solar panel system which fed directly into the Grid. This would enable a much cheaper single phase supply into the Grid, for which we could receive the credit. It would be technically much cheaper to install, and could be carried out on a piecemeal basis within our financial capacity.

On reflection, Charles agreed he would discuss with the Council's Engineering Department whether this approach was feasible, and also try and guide me to where the Federal community grants could be obtained.

In my view, we should wait for Charles' response, and also consider drafting a letter to the CEO of the Council outlining the current position and asking for Council support.

**Doug Lavers, Treasurer**

Following discussion, it was agreed to make a provision of \$1,500 per month in the accounts to allow for installation of solar panels.

**5 NEW MEMBERSHIP APPLICATIONS**

The Committee approved the new applications for membership as listed in the Agenda for this meeting.

**6 GENERAL BUSINESS**

- i. Regarding the Annual General Meeting, the President noted that as there were no new nominations for the various positions on the Committee, elections will not be required. Martin Willcox offered to act as scrutineer and count proxies received prior to the AGM.
- ii. It was agreed that a sub-committee would be formed to review the club's constitution after the AGM. The President and Rob Quirk offered to be part of this sub-committee and it was proposed that Jennie Codognotto should also be a member. In the light of our previous experience, the revised constitution must clearly spell out in legally defensible terms how the club can terminate any individual's membership.
- iii. The Committee noted that a considerable number of building defects remained unresolved notwithstanding these matters having been raised in emails to, and meetings with, Council staff throughout 2010. These included the "spraying" taps in the toilets (which it was agreed should be raised again with Council as an OH&S issue), key access to the telecommunications cabinet (which includes the fire alarm panel), lack of drainage to the east of the building and the missing downpipe. This again prompted the question as to whether Council had ever received a Certificate of Occupancy for this building.

Subsequent to this Committee meeting, Doug Lavers, Mary Elson and Rob Quirk, together with representatives of the other tenants, attended a building premises inspection review with Council representatives, Charles Nielson, Rohan Waldie and Miles Devine on Wednesday, 20<sup>th</sup> October. All of the building defects that have been catalogued over time were raised during this inspection review and a verbal report will be provided to the next Committee meeting.

- iv. It was agreed that it would be appropriate to have both Mary and Marcia attend a St John's ambulance course at an appropriate time in the near future. Some concern was expressed as to any liabilities that might result from undertaking such a course but it was understood that this aspect would be covered during the course.
- v. Regarding Honour Boards, the Committee agreed to proceed with obtaining a plaque, similar to the one erected by Ceres, to recognise the work done by Ray Anderson, Iris Carling and Doug Lavers in the building of the new clubrooms. Further work was required to determine the number, size and layout of other Honour Boards to record club champions, major event winners and the like.
- vi. It was agreed to test out the durability and other features of a fleece tablecloth on one table.
- vii. The Treasurer raised the issue of licensing of software, in response to which Martin Willcox understood that 2 copies had been purchased with the new machines. He undertook to investigate further and report back. Martin also advised that the systems were currently using Windows 2003 Office and that he was waiting for the 2010 version.
- viii. Martin Willcox noted that 10.00am was not an appropriate time for commencing play on Cup day and the President said that he would take this up with Trish Henderson.
- ix. The President advised that he had invited Jim Dunstan to attend this meeting to outline his concerns about the running of the Thursday night session in particular. As Jim had not appeared, he would now ask him to state his concerns in writing to the Committee.

## 7 NEXT MEETING

The Next meeting will be held at 5.30pm on Tuesday 9<sup>th</sup> November 2010