

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS
ELECTRA AVENUE, ASHWOOD ON
Tuesday January 15, 2008, at 600 p.m.**

PRESENT: I. Carling, D. Lavers, M. Elson, B. Campbell, J. Quirk, P. Buchanan
Sue Battley

APOLOGIES: N. Beaumont. P. Schroor

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings held on December 7th, 2007 were agreed by all present and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 Printing of the 2008 Handbook was delayed because a file was lost. Mary rang the printers on January 15 and was told that it should be ready by Monday January 22. She told the printer that the handbooks would have to be delivered to the Club. Iris asked whether we should use a different printer next year, and Mary replied that it was not the fault of the printer that the handbook is late, that last year the book was ready on time, and that the price is very reasonable.
- 1.2 Voucher sales have continued steadily and are widely accepted by members. Mary reported that approximately 90% of vouchers sold between October 15 and November 15 had been surrendered.
- 1.3 Mary reported that investigation into holding a Bridge holiday was advanced but owing to her absence and Christmas holidays, all costings were not in. She expected that costs could be brought in at around \$3000, this would allow for a wage for Mary, some payment for Martin, and \$150 per head towards fund raising, which, if 40 people sign up, would bring in \$6000. It is not possible to break down the quote into its components, but \$3000 is a competitive price. It was agreed that, on the understanding that the Club faced no financial risk, promotion of the holiday should begin immediately, with a brochure to be printed after final costing is accepted. Mary
- 1.4 Migration Path's charges are as follows:
Sessions run by Martin \$130
Sessions run by sub-contractors \$110
Dealing \$6 per set
75 sets were dealt in December
- 1.5 The Saturday partner standby roster was in operation with 13 people joining the roster.
- 1.6 Iris asked about promotion of the Congress. The entry form is ready for printing and should be available very shortly. Distribution of entry forms will be done by Trish. There have been no offers from members for sponsorship and raffle prizes. Iris suggested two possibilities and Mary will follow up. Mary

2. CORRESPONDENCE

Inwards: VBA regarding free copy of new Laws
City of Boroondara Community Information update query
Margaret Griffiths (member) regarding absence from Club

Outwards: 7 letters welcoming new members
14 x application forms for beginner's lessons
Monash Journal, Waverley Leader, 98.1 FM advertising material for beginners' lessons.
Margaret Griffiths reply

3. MATTERS ARISING FROM CORRESPONDENCE

Iris suggested that Law changes could be made an article for an upcoming newsletter Mary

4. REPORTS

Reports were presented and accepted for:

Attendance November 2007
December 2007

Accounts November 2007
December 2007

Manager's report January 2008

Treasurer's report December 2007

A motion was passed approving the Cash Flow Statement for the year ending June 30, 2007, signed off by Brian Lydon, the auditor

Proposed: Peter Buchanan

Seconded: Beryl Campbell

Doug said that the auditor would shortly be examining the voucher system.

MANAGER'S REPORT JANUARY 2008

The usual busy end to the year was made even busier because of my unexpected absence in early December. The three Christmas parties went smoothly, my thanks to the various helpers who made them an easier task.

Unexpected circumstances prevented the normal roll out of the new handbook which is usually ready by the time of the first Christmas party. The printer has informed me that pressure of work has meant that the book will not be ready until mid-way through January.

The experimental running of 4 sessions between Christmas and New Year proved to be most successful, with turnups of 80 on Thursday morning, 72 on Friday, 38 on Saturday (the largest Saturday session for quite some time!), and 94 on Monday. I can see no reason not to continue running these sessions, and I would suggest that we could add more sessions next Christmas. I believe that one of the main reasons given for not playing in the past has been because the directors needed a break. All directors were given the option of not working, but all agreed quite happily to do their normal sessions. Next Christmas, if we run additional sessions, we shall also have the luxury of more directors to choose from. I do not foresee any problems in the future, and we are certainly pleasing our members.

Sale of table fee vouchers is continuing steadily, and they are widely accepted by members who have often commented on the convenience of using them. The small amount of additional handling is balanced by the smaller amount of coin to count, and Martin has said that it will be quite possible to produce bar-coded vouchers in the future which will streamline the process. A check of numbers returned has shown that 90% of vouchers sold between October 15 and November 15 have been surrendered.

Continuing problems with one of the air conditioning units in Hall 1 have meant that a new pump has had to be ordered. As we have no contract with the serviceman, we are expecting at least a 4 week wait for delivery. I spoke to the serviceman on January 14, and am expecting delivery of the pump in the week beginning January 21.

I have continued to look into the possibility of running a fund-raising Bridge holiday late this year and will report on this at the meeting.

A training session for directors was held in early January to introduce them to the new scoring/member management program which has just been brought into use. So far only scoring for Green Point events is possible, but preparation of scoring for Red Point events is advanced. Masterpointing of events will be greatly facilitated as results are automatically uploaded to the Masterpoint Centre. After a little experience, I believe that all users will find the new program easy and efficient to use. It will certainly make possible wider use of email addresses to contact members, which will save us some money.

Advertising has begun for the next beginners' class which this year will be held slightly earlier than usual, starting on February 12.

Treasurer's report Dec 2007

The preliminary figures for the half year to end December show that we made a profit overall of approximately \$31,000 against \$25,000 for the comparable period last year.

Our Public Officer Terry Crawford contacted me a few days ago in connection with a cash flow report required by the authorities as turnover now exceeds \$200,000 per annum. I have produced a preliminary report, which our auditor has taken away to ensure compliance with the relevant accounting standard and also

to correct some problems with the report. Terry has to have this report back to the authorities before the end of January.

Doug Lavers

5. NEW MEMBERSHIP APPLICATIONS

Applications have been presented to the Committee and accepted for:

Jo-Anne Heywood, John Manton, Mary Lynch, Warren Johnson, Naomi Duff and Louise Gold.

6. GENERAL BUSINESS

1. It was decided to purchase an inscribed trophy annually to present to the Club Champion. Cost to the Club would be approximately \$30. Mary
2. It was decided to engage Trish Kersey for 5 hours per week to count and bank the money during the Manager's absence. Pay would be \$20 an hour and Trish would be asked to invoice the Club.
3. Iris said that Chula Naranong had asked about the possibility of a partnership service for Congresses. It was decided that a list could be put on the Noticeboard asking for partners and providing a phone number to ring. Mary
4. Sue Battley asked whether more use could be made of email addresses when posting out official papers. Iris questioned the legality of this process for the AGM, and Mary will check. The question was raised as to how noting could be made of which members had emails. Mary said that when the new scoring/member program is in full use it would probably be possible to have mailouts to members with email addresses, and labels printed for those without email addresses. Mary

The meeting closed at 7.00

The next meeting will be on Tuesday February 12 at 6.00 p.m.