

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

Tuesday July 20th, 2010 at 5.00 pm

PRESENT: Peter Buchanan, Doug Lavers, Mary Elson, Sue Battley, Joan Quirk, Denise Rozner

APOLOGIES: Martin Willcox, Paula Schroor, Jenifer Codognotto

MINUTES OF THE PREVIOUS MEETING

Minutes of the meetings held on May 11th and June 15th 2010 were agreed by the Committee and signed by the President, Peter Buchanan.

1. MATTERS ARISING FROM PREVIOUS MEETING

1.
 - Mary reported that emails have been exchanged with Rec. Services regarding the air conditioning system and that Rohan Waldie will be coming in on July 21 to raise the temperature in the rooms. There is a House Committee meeting on Thursday July 22.
 - Negotiations have been completed for the Manager's contract and when presented it will be signed. Mary
 - An assistant has been hired for the Manager and started work on July 12. Currently she is employed for 12 hours a week. She has not yet signed an agreement, but will be doing so during the coming week. Notification will need to be made to Work Cover.
 - The cleaning contract is working well. A cost of living rise in the charges has been made and will affect charges from July.
 - It has been decided not to go ahead with buying floor coverings for Calisthenics Room 2 for the time being. The floor appears well used and it is probably not necessary to further protect it. Discussions will be held with Bob Rowett to decide if anything needs to be done before the room needs to be used by the Bridge Club.
 - Mary has written to Liquor Licensing to enquire why the licence was granted for 1 pm to 10.30 pm, instead of the 12 pm to 11 pm requested.
 - Work on selection of bidding boxes is ongoing.
 - Mary spent an hour and a half participating in a Council survey being run to check into local clubs and groups.
 - Discussion on prize money was held over till the next meeting.
 - New cards have arrived and are in use.

- The trivia night held in WBC for Youth Bridge was a great success, though attendance could have been better.
- Samples of cloth were displayed for new table cloths and two chosen. Volunteers will be requested to sew the cloths.

2. CORRESPONDENCE

Inwards:

David Conran (CEO City of Monash) regarding unresolved issues in clubrooms
 Ray Anderson regarding Waverley Camera Club use of WBC rooms
 Russell Kennedy regarding legal fees
 Dorothy Knowles, Adrienne Reid, regarding Mid-Winter Celebration
 Neville Houghton and Shirley Baker regarding building accumulation fund
 George Skarbek regarding building accumulation fund and provision of pens
 Jim Dunstan regarding club events

Outwards:

45 letters welcoming new members
 Ray Anderson regarding Waverley Camera Club use of WBC rooms
 Russell Kennedy regarding legal fees

3. MATTERS ARISING FROM CORRESPONDENCE

- Mary is writing to the CEO regarding the air conditioning.
- The Committee decided that Youth Bridge would have access to Room 2 on Tuesday evenings. Mary will find out if the other clubs would agree to the Camera Club having weekly use of the foyer. Mary will write to Ray Anderson.
- Mary will write to Neville Houghton, Shirley Baker and George Skarbek.
- Discussion of Jim Dunstan's letter held over to general business

4. REPORTS

Attendance June 2010

Accounts June 2010

Treasurers Report July 2010

I attach draft preliminary unaudited accounts for the Quarter and Year to 30 June.

The balance sheet at the end of June shows that we had cash or equivalent of about \$24,000. The current position [16th July] is that we hold approximately \$32,000 at bank and ING.

The preliminary profit for the year is shown as just under \$37,000. This figure will reduce substantially over the next week as we bring to account expenditures for the House Committee and there will also be a reductions for prepaid annual subscriptions and outstanding vouchers which have yet to be calculated. I believe the final figure will be between \$22,000 and \$30,000.

This is considerably smaller than the figure for last year, but this will be substantially explained by our considerable expenditure in setting up the new clubroom.

Overall, I believe this represents a satisfactory financial performance for the Club. Once again, I would like to reiterate that in my view the best way to improve facilities for members and increase the general prosperity of the Club is to expand our membership and use the available time slots more efficiently. I have no current intention of recommending to the Committee a change in our fee structure.

For the current year, we will continue to depreciate the Building Licence on a monthly basis in our accounts, and I also intend to apply a monthly provision of \$1000 for depreciation on capital items. In the latter case, I am aware of approximately \$10,000 of capital items, namely shelving for the store room and possibly a new photocopier.

As stated previously, we will be receiving a large electricity bill from the Council at some stage, and at the moment we are paying all the operating costs for the Common Area. Next week, there is a House Committee meeting at which we will receive a refund for some of our costs.

At the same time, we are in the process of setting up a formal assets register to show what assets we hold and their estimated replacement costs. As soon as this is established, we will need to talk to our insurers.

Apart from this, the Auditor, Secretary President and myself have been discussing whether we should expand the utilisation of our bank account to include a Corporate Credit Card, EFTPOS and BPAY facilities.

Corporate Credit Card: the current position is that members of the Club are using their own personal credit cards to purchase items on the Club's behalf, and being refunded. This process was inevitable in the last nine months in view of the types of capital expenditure we had to undertake. Longer term, I do not think it is appropriate for members to use their personal cards in this manner. Accordingly, I propose that we consider whether to request a Corporate Credit Card with a \$2000 limit. A statement would be received monthly, to be verified by the Treasurer and Auditor.

BPAY Facilities: this system has become one of the standard methods for paying bills. It is secure and efficient, and effective immediately. The Secretary believes that it would save a considerable amount of time in paying a number of our standard bills. The main problem with utilisation of the system, is that it effectively removes the "dual signature" requirement for cheques. (this is also true for a Corporate Credit Card)

For both BPAY and the Corporate Credit Card, the Auditor has expressed some concern about the control requirements. This needs to be discussed further, but I believe that the most satisfactory way to control this is to institute a requirement that on a monthly basis the Auditor and Treasurer initial the bank statement and any credit card statement, after verifying that the cards and BPAY transactions are valid.

EFTPOS: apparently a number of members have suggested that the Club obtains EFTPOS facilities to facilitate transactions. There is a merchant charge for this, against which it would substantially reduce the amount of cash being physically (and expensively) handled and banked. My view is that the Club should encourage any move which reduces the amount of physical cash on the premises, for security reasons.

I seek the views of the Committee on these possible proposals.

With respect to our Building Accumulation Fund, we have had a large set of sheets available for Members comments and views for about the past month. Overall there appears to be an overwhelming consensus in favour of the proposal. Accordingly I would like to propose to the Committee **the formation of an Investment Subcommittee** in the next few months including the President and the Treasurer, any other Committee Members who wish to participate, and members of the Club. . In the latter case, I can think of at least one Club Member who would be valuable.

I would also like to propose a formal resolution to set up the Fund as and when warranted by our liquidity position.

Doug Lavers

Treasurer

A discussion was held as to the possibility of a corporate credit card and Bpay and Eftpos facilities and the Committee agreed in principle that these facilities were desirable, given a modest credit limit – around \$2000 – and regular checks by the auditor and Treasurer. Mary will make more enquiries.

It was decided to hold over a formal resolution to set up the Building Accumulation Fund until the next meeting. It was decided to inform members who are unhappy about the proposal that they are free to display their letters on the notice board.

MANAGER'S REPORT JULY 2010

My assistant, Marcia Mead, started work on Monday July 12 and I am sure will settle in well. My thanks to Sue who dealt with the secretarial work for this task.

Beginner's lessons have begun with around 44 students. Not as many as the February course but a successful enrolment and a more manageable number.

Collection of subscriptions is continuing and I am planning to send out reminder letters in 2 weeks. I shall be pleased to have Marcia to assist with this task.

I am continuing to have problems with my computer and George has told me that it may be necessary to completely re-install Windows, which would be a big job.

The new dishwasher will be installed in the next few days. I have ordered a wireless microphone and asked for quote on installing a projector cradle.

I attended the Youth trivia night which was held on Saturday July 10. It was a good night and raised quite a bit of money for the players. In my capacity as Manager of WBC I felt I had to stay until the room had been tidied up, and was pleased that a good job was done in re-constituting the room at the end of the night.

I am in touch with Liquor Licensing to ask why the Licence was

granted for the hours 1.00 – 10.30 pm when I had requested 12.00 – 11.00 pm and am awaiting a response.

Mary Elson
Manager

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for: Margaret Ford, Jeannie Blyth, Margaret Reed, Edward Kantor, Tricia Davey, June Osborne, Reen Hancorne, Adele Butler, Jack Huang, Chris Raising, Martin Murphy, Ralph Capponi, Robert Miller and Ken Trolland.

6. GENERAL

1. Discussion was held about the breakup of Mary's tasks while she is leave in September and October. Marcia Mead, the new assistant, will take over some areas, Trish Kersey will do the book keeping and accounts. Peter and Mary will further discuss the job and what extra help will be needed. Supervised play will be shared between various members. Peter, Mary
2. It was decided to retain Youth Victoria's use of Room 2 on Tuesday evenings, but to approach the House Committee to ask if they will allow the Waverley Camera Club to have use of the foyer once a week. Mary will reply to Ray after the House Committee meeting. Mary
3. Mary reported that WBC would be holding a 'Come and Try' session for participants in the Waverley Seniors Festival to be held in October.
4. Sue said that posting of results was not done regularly when Martin is away. Mary said that she is learning how to do it and offered to oversee the process in Martin's absence to make sure that all results go on the website. Mary
5. Jim Dunstan made various points regarding grading of events, posting of interim scores for club champion and event prizes. These points will be raised with Martin.

The meeting closed at 6.45

The next meeting will be on Tuesday August 17 at 6.00 p.m.