

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS
ELECTRA AVENUE, ASHWOOD ON
Tuesday March 18, 2008 at 5.30 p.m.**

PRESENT: I. Carling, D. Lavers, M. Elson, B. Campbell, P. Schroor, D. Jacobs, P. Buchanan, S. Battley, N. Beaumont, J. Quirk

APOLOGIES:

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings held on February 12th, 2008 were agreed by all present and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 One of the air conditioners in Hall 1 is periodically cutting out, and the repairman said that owing to its age it would be difficult to fix, and it was reported that the air conditioner in Hall 2 sometimes stops cooling. It was decided that because the hot weather is nearly over, nothing would be done at this time and repairs at any stage would not be useful if we get our new clubrooms.
- 1.2 Gavin Wigginton said that it would be necessary to change the Constitution in order to allow electronic posting of AGM papers.
- 1.3 Use of electronic scorers on a regular basis will not be happening in the near future.

2. CORRESPONDENCE

Inwards: Revised Hall contract with Hall bookings

Outwards: 12 letters welcoming new members

3. MATTERS ARISING FROM CORRESPONDENCE

4. REPORTS

Reports were presented and accepted for:

Attendance February 2008

Accounts February 2008

Treasurer's report February 2008

Manager's report February 2008

Iris said that she finds it difficult to read the financial reports generated by Quickbooks because payments are being made at different times. Doug said that, with the use of the new system, the financial reporting would stabilize in time.

Doug said that plans are underway to introduce a system of barcoding for the vouchers.

Mary

Martin has been approached and has agreed to provide a system. Mary will check on costs.

Iris said that we should ensure that our own copy of any purchased software was bought.

Treasurer's Report March 2008

We now hold just over \$400,000 in the ING account, together with about \$15,000 in the Westpac account.

Allowing for about \$8,500 of building rental which is about to be paid, income for the year to date to end February is approximately \$44,000 as against \$28,000 for the comparative period last year.

Following on from my earlier reports this year, I believe that the Committee should give serious consideration to arranging for barcoding of play vouchers plus the associated hardware and software as soon as possible. This assumes that these come at reasonable cost. This would reduce handling costs, and greatly improve audit and control procedures. I also believe that we should formalise a procedure for destroying cancelled vouchers. Brian Lydon has suggested that we keep them for three months to enable spot audit checks, and then destroy.

With respect to the building, my understanding from the Council is that the Licence Agreement is awaiting final details of the building drawing before it is ready to be signed. Obviously, we will need to scrutinise the Council's suggested final version for changes. There is a further meeting with the architect next Wednesday from which we should have much greater detail.

At the time of writing, I have not been able to talk to Ian Swan at the Council with respect to the House Committee.

Doug Lavers

MANAGER'S REPORT FEBRUARY 2008

Applications for beginner's lessons continued to arrive until after the commencement of the course, with a total of 50 booking in. Four students have since pulled out of the course. Because over 20 students are coming to the Friday evening class, I have asked Beryl Campbell to assist with the card play section of the lessons, and Trish Kersey is helping on Tuesday afternoons.

10,000 bidding pads were delivered on March 11 with a total cost, including GST, of \$4950. Migration Path will take 3000 pads and various other Clubs have agreed to purchase pads.

Currently I am working on the annual membership reporting to the ABF and expect to have completed this in the next couple of days.

Sale of table fee vouchers continues strongly with 435 sheets sold up to March 17. 95% of early sales have been surrendered.

5. NEW MEMBERSHIP APPLICATIONS

Applications have been presented to the Committee and accepted for:
Dan Warna, Lyndy Hickman and Margaret Williams

6. GENERAL BUSINESS

1. It was agreed to hold regular raffles with the prize of a sheet of vouchers. Legally, tickets can only be sold for 8 hours, so Mondays, Thursdays and Fridays, being the days with highest numbers, would be used. Mary said that she would come in to help with ticket sales. Iris asked whether in future we should only have one raffle during the Congress, and it was agreed that the second raffle held this year on Thursday was not as well received as the first one. Mary
2. The six month trial of the vouchers is over, and it has been agreed that voucher sales will continue.
3. A suggestion has been made that a Trivia Night could be run as a fund-raiser. Mary will check on rental prices for halls. Doug said that it might be a good idea to trial the idea with a small event. Diana said that Trivia nights were used as fund-raisers in schools. Mary

4. Mary said that the Library was now open and thanked Sue Battley for the very large amount of work involved. Volunteers would be called for to assist in opening the Library on Tuesday and Friday evenings. Currently the Library is opening Monday morning, Thursday evening and Friday morning. It was agreed to buy new books and \$200 - \$250 was set aside for the purpose.

4. Martin Willcox joined the meeting. Peter reported that a meeting was held with Andy Diamond, Don Cameron, Peter, Iris, Doug and Ray Anderson at which it was made clear that co-operation between the groups using the building was essential and that total areas designated for usage would not be altered. A following meeting was held the next day with the architects who were most helpful in planning. The area provided for an administrator's office is far too small but a small area of the playing room can be shaved off to increase the office space. A meeting is being held on March 19 to plan more efficient usage of the available area. Martin said that it was most important to agree on a multi-use facility and that smaller matters could easily be ironed out later.

5. Trish Henderson joined the meeting. Iris thanked Trish for her work with the Congress and thanked all the many volunteers for their help. Trish said that more planning will need to be done in future with logistics for set up and pull down of any facility used, it was very difficult at the Hungarian Club which had stairs. Trish said that she would have hoped for more volunteers from the Club as the few helpers she had were all past the first flush of youth. Angela Petrie would not be coordinating the kitchen in future; she will provide a full run-down on procedures, but a new co-ordinator will need to be found. She said that running a 3 day Congress made it hard for volunteers.
In future, no cash will be taken prior to the Congress, players can pay by cheque, or pay on the day.
Complaints had been made about the lunches provided, so Trish recommended that no lunches be served in future.
More publicity would need to be done, and Trish suggested emailing all clubs providing an entry form. Mail-outs would need to be done with entry forms and sending a flyer which could be posted on Club noticeboards. An entry form should also be available on WBC website. Entries can already be made on Bridge Unlimited.
A discussion was held as to the timing of the next Congress. Next March is unsuitable because the Gold Coast Congress is a week later, and Trish would be unavailable because she will be overseas. A tentative choice of November 2009 was made, hopefully the new building will be available, and if not, a booking can be made with Clayton Hall, which, if cancelled, would only cost \$100. Martin will check on the ABF calendar for next year.
Martin said that, in the long term, congresses held in local club-rooms are not as successful as those using rented halls.

The 2008 Congress made a small profit. Martin said that having a 3 day Congress would need to be persevered with in order to be giving a chance to develop successfully. If the Congress is held in November, it would be run over 2 days.

The meeting closed at 7.05

The next meeting will be on Tuesday April 15 at 6.00 p.m.