

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

Tuesday May 19, 2009 at 6.00 p.m.

PRESENT: Iris Carling, Doug Lavers, Mary Elson, Nick Beaumont,
Martin Willcox, Peter Buchanan, Joan Quirk, Trish Kersey, Sue Battley
APOLOGIES: Diana Jacobs

MINUTES OF THE PREVIOUS MEETING

Minutes of the meetings held on April 21, 2009 were agreed by the Committee and signed by the President

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 Bar coded vouchers have been in use since early April and now make up most of the vouchers returned. It was decided not to cancel old vouchers, but wait till they were all used up. Mary showed Doug, Trish and the auditor, Brian Lydon the system. It was decided to ask George Skarbek to provide a facility where numbers sold and returned were shown. Mary will speak to George. Mary will also put written instructions on one of the sheets. Iris said that it would be good to train another user.
- 1.2 The new safe is in use and Mary is taking less money home. Mary said that she thought the safe should be bigger, Martin agreed that he had hoped to store electronic equipment from time to time. Doug said that if the need arose, another safe could be purchased in the future, and the existing safe sold.
- 1.3 The Liquor Licence application was sent 3 weeks ago. Mary was requested to send more information, and is expecting to receive the Licence in a couple of weeks.
- 1.4 Officers and Directors Insurance has been purchased.
- 1.5 It was decided not to discuss the open letter sent to Clubs from the ABF regarding changes to the VBA because the letter was no longer current.

2. CORRESPONDENCE

Inwards: Dale Battley enclosing letter from Colin McMullen regarding Martin Willcox and WBC

Outwards: 3 letters to Liquor Licencing
Monash Journal and Waverley Leader with promotional material
Judith Gregory thanks for donation
2 letters welcoming new members

3. MATTERS ARISING FROM CORRESPONDENCE

Martin said that he is seeking further legal opinion regarding Colin McMullen. WBC is awaiting further mail before taking any more action.

4. REPORTS

Attendance April 2009

Accounts April 2009

Treasurers Report, May 2009

The net surplus for April was approximately \$6,300. The year-to-date figure to end April is approximately \$35,000 compared with \$44,000 for the same period last year. At the end of the month our bank accounts held approximately \$99,000.

As suggested by the architect, we went to two outside organisations for cabling and machinery quotations, but the figures that were returned were unacceptable. Accordingly, we are now following a minimalist path. At a meeting today, the Council agreed to install the cabling we required, and we have provided the brackets for the screens. We do not need to provide all of the screens initially, but we are ensuring that sufficient computer points and brackets will be available as and when required. Similarly, I do not believe we should make any final decision on the projector and screen until we are ensconced in the building and can review the requirements more calmly in the light of experience.

Next week, the purchasing committee is having a further meeting and hopefully a sample of the suggested table and chair will be available. The subcommittee will also be sampling and trying out some alternatives with the help of Trish Henderson, probably at her office premises. When we are reasonably satisfied with what is available and the choices, I would suggest that this be integrated with a full committee meeting for the full committee to review what has been suggested [with alternative examples] before any final decision is made. Although I understand that the building is progressing well, we have a couple of months at least before any final decision has to be made.

At the moment, my wish list purchasing budget adds up to about \$28,000, and with further minor blowouts my best guess as to the end total would be of the order of \$30,000. We have spent about \$7000 of this so far. (no figures for a projector and screen are included in this).

Separately from this, Brian Lydon, Trish Kersey, Mary Elson and myself reviewed the barcode screening computer program and process at length. While the system is not perfect, it is a vast improvement on what existed before, and Brian appeared reasonably satisfied with the control aspects. Mary agreed to complete some further documentation on usage. It is my view that we should let the system run for a few months, and through a few audit intervals, and then carry out a further review in the light of experience at that time. By then exactly what additional reporting requirements can and should be available from the system will be clearer. In the meantime, I believe we should express our appreciation to George Skarbek for the work he has put into the system at very low cost to the Club.

Doug Lavers

MANAGER'S REPORT MAY 2009

A generally busy month. Preparations are beginning for the Midwinter party, and a decision has been taken to cater for the party ourselves.

Advertising is beginning for the next lesson course to start at the end of July and I am fielding a steady stream of enquiries.

The Liquor Licence application has been sent and I have sent extra information when requested. I expect a reply within a couple of weeks, hopefully well before the party.

Sales of the Entertainment book have been strong and I have ordered more on three occasions.

Collection of annual subscriptions has begun. I shall attend more sessions and hope that Committee members will volunteer on a regular basis. We shall need to have someone collecting at most sessions for the next 6 or 7 weeks. I don't think it should be left up to the Director at any stage because of the work involved in the collection.

Mary Elson

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for :
Larry Atwood, Kevin Sertori, Chandradeep Chakravorty, Helen Wilkinson, Jenny Riches, Joy Featherby, Helena Higginbottom, Joan Muller, Elizabeth Gillies, Ann Bennett, Helen Jowett, Genie Harband and Betty Robertson

6. GENERAL

1. The F.F. & E sub-committee is working on selection of furnishings and samples of tables and chairs will be brought in to show the Sub-Committee on Thursday. The purchase of 2 or 4 side tables per table will depend on whether bidding boxes are purchased which can be attached to the tables. Martin showed the committee literature about these boxes.
Discussion is being held about the purchase of a dishwasher.
A completion date is still expected to be before Christmas. The current Mayor is hoping the building can be opened during his term which ends in December.
The Committee will begin to discuss opening festivities and events in the near future.
2. Draft copies of an article to be included in the next newsletter were shown to Committee members who were asked to comment before the end of the week. The article is designed to acquaint members with the work of the Committee. Iris. Committee
3. The Committee agreed, when asked by Mary, that all building sub-committee matters should be dealt with by the sub-committee.
4. Planning has begun for the Mid-Winter Celebration to be held on June 23. Catering will be done by members and a meeting will be held shortly to complete planning. Members have already offered to help. Committee
No duplicate session will be held on the morning of the party.
5. Martin will contact possible representatives for the Croft teams. The Bridge Unlimited website which has an entry form which is not in line with WBC's practice of selecting teams. This has created some confusion among players. Martin
6. The Tuesday morning session is becoming so busy that it will be necessary to use a standby. Members will be approached to volunteer, and will be given a voucher for a free game.
7. Discussion on proposed changes to the Constitution were held over till the next meeting.
8. Statistics sent to Mary by George Skarbek show that the website is getting 7000 hits a month, with over 700 unique users. Some users access the site from overseas.

The meeting closed at 7.05 p.m.

The next meeting will be on Tuesday June 30 at 6.00 p.m.