

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

Tuesday May 11th, 2010 at 5.00 pm

PRESENT: Peter Buchanan, Doug Lavers, Mary Elson, Sue Battley, Paula Schroor, Martin Willcox, Joan Quirk, Denise Rozner

APOLOGIES: Ben Kingham

MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on March 9th, 2010 were agreed by the Committee and signed by the President.

Proposed: Sue Battley

Seconded: Doug Lavers. Accepted unanimously.

1. MATTERS ARISING FROM PREVIOUS MEETING

1.
 - Mary reported that a cleaning contract had been arranged and the new contractor had started. The Committee decided to ask the cleaner to do the Bridge rooms 4 times a week instead of the current 3. Mary said that currently the cost per clean is \$55. (Subsequently, it was arranged for the extra clean at the cost of \$48 per clean.) Mary will discuss with the cleaning firm the best days for the cleaning to be done. Mary Doug
 - The debentures have been paid out. Mary will check shortly to find out which cheques have not been cashed and will get in contact with these members.
 - The Swiss Pairs held on March 14 was a great success. Mary
 - Buying floor coverings for Calisthenics Room 2 is ongoing. It was suggested that we use the floor 'as is' but it was decided that the risk would be too great.
 - Work on selection of bidding boxes is ongoing. Design has to be completed of a clip to hold the boxes on to the tables. Martin
 - WBC has done all it can in the process of getting a liquor licence. We are now waiting for Council to reply to Liquor Licensing.
 - The role of Public Officer has been transferred to Mary Elson.
 - Footy tipping is up and running, with 71 tippers. Feedback from members has been very positive.
 - Sue Battley reported that a letter was sent to Russell Kennedy outlining our concerns with the invoice sent to the Club for last year's legal action. No reply has yet been received.
 - Martin reported that he has been playing with Adrian Beaumont on several occasions. Efforts will be made to find other members who will be able to partner him in the future.
 - Mary reported that no progress had been made on moving Youth Bridge to WBC. Paula said that the young boys who had been playing at WBC have gone to Andrew Mill.

2. CORRESPONDENCE

Inwards: Liquor Licensing regarding application
VBA regarding tax exempt status
Neville Houghton regarding Building Accumulation Fund
Ray Anderson regarding charity events and Building Accumulation Fund
Ray Anderson regarding use of Bridge Room 2 by a local camera club
Shirley Baker regarding electronic scoring
VBA regarding Future Bridge subsidy of dealing machines and Bridgemates
VBA regarding Public Liability Insurance
Hera Greek Ladies club (to Miles Davine) regarding use of ECC.
Gail Shawyer – Waverley Arts Society – regarding use of art works in clubrooms

Outwards: 13 letter welcoming new members
Liquor Licensing regarding application
David Conran (Monash CEO) regarding ECC air conditioning and car park lighting.

3. MATTERS ARISING FROM CORRESPONDENCE

- Mary will reply to Neville Houghton's letter.
- A discussion was held regarding fund raising activities by WBC and the possibility of having an annual event or events to support local charities was also discussed. Mary will reply to Ray Anderson's letter.
- It was decided to seek more information from long time members – possibly Shirley Collins, Shirley Baker or Mike Walden, about fundraising arrangements made by earlier Committees.
- It was decided to allow use of Bridge Room 2, if requested, for a 6 month trial period at a cost of \$60 per use, including refreshments, by a local camera group. Mary will write to Ray Anderson, including a reply regarding charity events and the Building Accumulation Fund.
- It was decided to trial joint use of electronic scorers and travellers. Mary will reply to Shirley Baker's letter
- It was decided to apply to the VBA for a subsidy to purchase a new dealing machine.

4. REPORTS

Attendance March April 2010

Accounts March April 2010

Treasurers Report May 2010

First of all, I would like to report that the Debentures were repaid with interest at the beginning of April. I understand from the Secretary that there are a few small cheques still outstanding, but we would expect these to get cleared shortly. If nothing has happened by the middle of the month, we will personally contact the people concerned to make sure the cheques have not gone astray.

The balance sheet at the end of April shows that we had cash or equivalent of just over \$10,000. The current position [6th May] is that we hold approximately \$30,000 at bank and ING. In the second half of May we will start collecting subscriptions, which will result in a substantial additional cash flow.

Our year-to-date profit to the end of April was approximately \$30,000 as against \$34,000 for the comparable period last year.

In my view, the calendar year-to-date figures from January to April are more interesting. There are a number of major one-off distortions such as about \$12,000 of depreciation and new premises expense and about \$9000 for capitation fees as against about \$2700 last year. Overall we show a profit of just under \$8000 for the period compared with just over \$10,000 for last year.

At some point, we will be receiving a large electricity bill from the Council, and at the moment we are paying all the operating costs for the Common Area. A meeting will be organised shortly to arrange for sharing of these latter costs with the other two clubs.

I would be very hesitant to annualise the four-month figures, even allowing for the distortions, but overall I consider the figures satisfactory.

A possible substantial additional expenditure we may incur is shelving for our store room. We have received a quote of about \$6000 for industrial shelving, but at the moment that has been put aside in view of other priorities. However, we will need to consider this as the need for more space is urgent.

Doug Lavers

MANAGER'S REPORT MARCH APRIL 2010

WBC ran a most successful Welcome Pairs event on March 14. I wish to thank all those who helped make the day such a standout success.

The new Library was delivered on March 14, and has been receiving favourable comments.

During April I arranged teams to play in the Croft teams. The WBC team of Hagan, Szabo, Kunc and Mroz had the highest score of the day, but Geelong took out the competition.

The liquor license application has been sent in, and correspondence has been continuing, along with discussions with Council staff. I hope that the license might be granted before June. I have received a call from the Police who were asking questions, and believe that the application will be approved, but we will have to wait for Council staff to ok the application before Liquor Licensing grants us a license. Let's hope that no local residents continue to be worried about the rare black and yellow parrot!

I have undertaken tidying up of the email lists, this work is now complete. The feedback from members regarding the emails has been most favourable.

I have sourced and ordered a carousel stand to house brochures etc.

Annual reporting of membership statistics to the ABF was completed

and new registration cards have been sent. I have been in touch with around 12 people who played at WBC recently but were unfinancial in their own clubs. Most of these people have requested to become home club members at WBC.

Supplies of the Entertainment Book have once again been provided. So far, 35 books have been sold. WBC has a payment of \$13 per book sold.

All debentures were paid out at the end of March, and book-keeping has been completed. This has been a big job.

After much discussion with Ceres and Monash Croquet Club a cleaning contract has finally been arranged and the new cleaners have commenced work. I have arranged for the installation of paper towel dispensers in the toilets.

I have arranged community charities to benefit from the three Swiss Pairs events being run in May, arranged catering and otherwise assisted in the organisation of these events.

Bridge for Brain Research was held on Wednesday May 5 and was successful – 86 players entered and \$942 was raised for the Prince of Wales Medical Research Institute.

I shall be starting to collect subscriptions in the next week and ask for volunteers to help, there will have to be ‘collectors’ at every session.

I am taking enquiries for the next lesson course to be held in July and have several acceptances.

Mary Elson

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for:
Tony Date, Marcia Krampel, Joseph Krampel and Barbara A’Beckett.

6. GENERAL

1. It was proposed to the meeting that Jenifer Codognotto be approached to become a Committee member for the remainder of 2010. It was agreed to do so.
2. Allocation of duties for Committee members is ongoing. Joan Martin suggested that vouchers be reintroduced for those members who help with kitchen duty. A discussion about the running of the kitchen area was held. It was agreed to purchase another dishwasher and install it in Room 1. The fridge could be moved to the hatch area.

Mary asked for volunteers to help with collection of annual subscriptions. Sue Battley and Denise Rozner offered to help.

3. A list of building faults has been made to present to Council in the near future. We are awaiting a reply from David Conran, the Monash CEO, to the letter written to him and copied to the Mayor, Joy Banerji and other Council executives regarding the difficulties we are having with the 'Building Management System' and the lack of car park lighting. The car park lights were brought into operation less than 48 hours after receipt of this letter.
It was pointed out that no fire plan has yet been arranged, and there is a lack of fire extinguishers. The House Committee will be asked to deal with this.
Security systems do not seem to be linked to any base, and Council will be asked for their plans in this regard.
4. The Mid-Winter Celebration is coming up next month. Mary asked for the establishment of a sub-committee to discuss and plan for this event.
5. Mary left the meeting while discussion was held of her proposal for an employment contract. This discussion has been held over for completion shortly.

The meeting closed at 7.05 p.m.

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