

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

Tuesday November 24th 2009 at 6.00 p.m.

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

APOLOGIES: Iris Carling

MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on October 6th, 2009 were agreed by the Committee and signed by Vice President.

Moved: Sue Battley

Seconded: Joan Quirk

Minutes of the special meeting held on October 22nd, 2009 were agreed by the Committee and signed by the Vice President.

Moved: Sue Battley

Seconded: Joan Quirk

1. MATTERS ARISING FROM PREVIOUS MEETING

1.
 - Discussion was held as to the date of moving into the new premises. Because the electricity has not yet been connected and more information regarding this will not be available until Thursday, the decision was taken to cancel the removalists and service providers who had previously been engaged for Tuesday December 1 and rebook for Thursday December 3 if Council did not confirm everything OK by Thursday lunchtime. It is hoped that keys will be available early next week.
 - 4 screens have been bought from Harvey Norman and are awaiting installation by a professional installer.
 - Various other electronic equipment is currently stored at Ashwood Hall awaiting removal to the new rooms.
 - Furniture and carpets are not yet in the building.
 - Council is providing two handicapped spaces for club use. It was decided to address this at future House Committee meetings. Concern was expressed that the gravel parking spaces might be a source of dirt in the clubrooms.
 - There will be a new Wednesday morning and evening session, and a new supervised session will be run by Paula Schroor on Tuesday afternoons. Promotion of these sessions will begin soon.
 - Martin said that the club will be quiet during January but will begin to pick up in February. Diana has offered to assist with administrative duties for the first 2 weeks in January if needed. It was suggested that members could be asked to help with assistance in the office following that. The situation would be re-assessed in February.

Mary, Doug

Diana

2. CORRESPONDENCE

Inwards: VBA regarding change in bridge governance
Margaret Jackson regarding name tags
Liquor Licencing regarding temporary licence for Christmas parties
Various emails regarding new building.

Outwards: 7 letters welcoming new members
Liquor licence application
Reply to beginner enquiry

3. MATTERS ARISING FROM CORRESPONDENCE

- Nick reported that an interim committee has been formed to continue work on change in bridge governance in Victoria. Work will begin on a constitution. The VBA will continue to run state events for 3 years and will run the 2011 ANC.
- Discussion was held about issuing of name tags. It was decided to promote their usage but not to insist. New members will be given name tags and a supply of tags would be purchased to give to members.
- Mary reported that after sending in an application for a temporary licence 3 or 4 weeks earlier a reply was received saying that permission would need to be obtained from Council and the Police Department. She will get in touch with Liquor Licensing, the Police Department and Council to see if the process can be speeded up.

4. REPORTS

Attendance October 2009
Accounts October 2009

TREASURERS REPORT

November 2009

Copies of the latest accounts are attached to the meeting papers.

The profit for the four months to end October was about \$17,000. This is slightly down on the figure for 2008, but is otherwise unexceptional.

At the end of the month, we held about \$128,000 in cash. So far, I have spent just over \$10,000 on 4 42 inch LCD screens, 2 computers, three printers, other hardware including four UPS boxes, and software. Martin Willcox is obtaining quotes for the 4 microcomputers to run the screens and the two data switching boxes. Once the latter has been obtained, we should be in a position to get the club running on new machinery. As I have said before (repeatedly) once we are installed we will be able to buy other items which are obviously required.

While all members of the Committee are, and will be, working frantically to facilitate the transfer, there are bound to be some problems, and I suggest we tell the membership what is happening and asked them to be tolerant!

At the House Committee, we have been in active discussion with the other clubs concerning setting up a bank account for the House Committee mainly in respect of the expenses for the Common Area including the toilets. In the end, it was agreed that we should set up a Hall Committee account under a Declaration of Trust, called "Electronic Halls Management Committee" (or similar) with the three treasurers of the three clubs involved as signatories (any 2 to sign), and the clubs as beneficiaries. The Council has involved its solicitors to ensure that legal requirements are met.

Each of the clubs would make an initial contribution to the account to make up a starting balance of about \$2000. There would be regular top ups to make up this amount from the clubs. The current proportion for expenses has been suggested as 60:20:20, but there is an interesting discussion going on between Ceres and Croquet about their relative proportions. I suggested in any event that these be reviewed after a few months in the light of experience.

The main expenses concerned for the Common Area would be power costs, cleaning, and consumables for the toilets. At the moment, the general understanding is that WBC will run the cleaning operation, with the contractors showing the expenses for the Common Area and toilets separately. We will arrange with the House Committee for a fair apportionment of the costs. Your Treasurer has rashly volunteered to run the accounting for this. Similarly, all electricity costs for the different clubs and the Common Area will be separately identified by the power company.

I request approval from the Committee to proceed on this basis, as opening an account will require minuted approval from the Committee.

I have also attached the notes from the last House Committee meeting, as they contain material relevant to the committee discussions.

Doug Lavers
Treasurer

MEETING NOTES HOUSE COMMITTEE 18th November

Present: Jim Scott (Croquet), Doug Lavers, Miles Davine, James Collins, Rohan Waldie [Architect/Planner] Apology: Bob Rowett,

Discussion:

DATE OF ACCESS

At the moment, Rohan is involved in an interesting discussion with the electricity companies as to when they will physically connect power. Obviously, the building is unusable until this occurs.

He is 70% confident that we will have keyed access on 1 December. I pointed out that we had already ordered the removal people, screen assemblers, and safe people for that date. If this was infeasible, we needed to know ASAP. I also pointed out that once we had moved our equipment, we had to immediately start play in the new hall.

He understood the problem, and undertook to let us know early next week the position. I suggest that if we have not heard one way or another by Wednesday next week we reschedule. The change date would need to be discussed with Rohan.

SIZE OF OVEN

This was confirmed as standard. In a separate discussion with Bob Rowett, we decided to further consider this after occupation of the building with a view to a joint purchase of a pie warmer if deemed feasible, practical, and agreed with Committees.

KEYS

Miles confirmed that he had possession of our plan, and will be finalising the key arrangements against the plan in conjunction with Rohan Waldie.

There will be a digital audible alarm at the front entrance which will include all areas.

TELEPHONE LINES

These have apparently been connected to the main switchboard.

BANK ACCOUNT

Monash Council passed our draft declaration of trust onto their solicitors. Apparently they opted to use one of their own standards and merge our comments into this. Monash Council will pay the cost of this exercise.

One thing to note however is that the beneficiaries under this document will have to be the individual clubs, for legal reasons.

I will be asking the Committee meeting next Tuesday for a minuted permission to open a bank account in the name of the Hall Committee in conjunction with the other two clubs to handle day-to-day running of the common area etc. WBC will be a nominated beneficiary.

SAFE

After some discussion, the council agreed to allow us to bolt the safe into the floor.

PARKING

I had no joy at all on this. Apparently there are two invalid parking slots arranged. The council will not increase this because they had to make these slots physically larger and they need special signage and other legal requirements.

I think we will have to have an opening discussion regularly at sessions asking people who are fit to use parking slots further away from the building and leave those near the building for people who are less hale.

With respect to loading, apparently the paved area in front of the main entrance is placed on top of concrete slab and is safe for a van to drive on. Hence we will be able to use this for loading unloading (only).

The one piece of good news was that the tarmac will be complete before the opening session.

Doug Lavers

A memo was written as follows:

The Waverley Bridge Club committee agrees that the Electra Community Centre House Committee can open a bank account with Waverley Bridge Club nominated as one of the beneficiaries and the Treasurer as nominated signatory together with the treasurers of the other two clubs.

Signed: Iris Carling

MANAGER'S REPORT OCTOBER/NOVEMBER 2009

Preparations for the new handbook are continuing.

With George Skarbek's considerable help I sent out the first bulk email to approximately 330 members. 35 addresses were variously incorrect and after a hard day on the phone I think I have the list pretty well up to date. I am collecting more addresses.

The email contained an invitation to attend the official opening of the clubrooms on December 12 and an enrolment form for the congress and I received quite a few complimentary replies from members.

I have been assisting Trish Henderson with preparation of an entry form for the Congress – and with this experience will be able to do it better in future!

I have completed an article to be included in the December issue of the VBA newsletter and have sent it to Bill Jacobs for editing.

I have applied for a temporary licence for the three Christmas parties.

Sue Battley and I spent several hours sorting out materials for the congress in the store-room and took the opportunity to do a bit of judicious rationalization of store-room contents. Iris and I had made a start on file boxes in the office some weeks ago.

I acquired 3 quotes and have arranged a removalist to arrive on Tuesday afternoon December 1. Boxes will be arriving tomorrow morning (Doug has volunteered to take them inside) and I shall start packing on Thursday.

I have obtained quotes and arranged installation of a simple phone system, with 3 handsets and the ability to switch from one phone to another. This has been booked for an inspection by the installer on December 1.

I have arranged to hire a pie heater for the congress and will pick it up on Friday December 11.

I compiled and delivered information to the auditor for an interim audit last week.

I have produced flyers and application forms for the beginner's lessons to start in February. So far we have 19 expressions of interest – which is more than usual.

For the past couple of weeks, and I expect for the next month or so, I shall be doing more 'Manager' hours, and have begun to keep a diary.

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for : Julie Gilmour, Ruth Shapcott, Barbara Day, Pat Brown, Marge Duke, Val Sullivan, Lois Mason, Terence Rankin, Phyllis Moore, Susanne Head, Ian Head, Robert Wilson, Gaye Marks, Helen Caldwell, Grant Caldwell, Jenny Riches, Val Barton, Raoul Mills, Anne Roberts, Ernest Nestadt, Goolam Ganey, Yvonne Goldbloom and John Selwyn.

Mary was asked where the new members were coming from and said that most are new supervised players who have come through word of mouth and as a result of the recent beginner's course.

6. GENERAL

1. Mary requested that information for the 2010 handbook be provided in order to get the files to the printer in time for December delivery of the Handbook.
2. Terry Crawford will cease to act as the WBC public officer. Mary will check on the legal requirements for a new public officer, and if suitable will take over the position. Mary
3. Mary said that for the past few weeks she had been working extra hours in the lead up to the move, and expected the heavy work load to continue for the next few weeks. She is keeping a detailed diary of hours worked and requested that she be paid for this extra work. The Committee agreed to do so.
4. A short official opening ceremony would held before the beginning of the Swiss Pairs on December 12. Invitations have been sent to all Victorian clubs and Mary will send a few more to individuals. Mary
5. Preparations for the Congress are continuing. Catering is being managed by Beryl Campbell and it has been decided to use a local caterer to provide ribbon sandwiches for lunch on both days. Cakes will be requested from members to be used for dessert. Committee

The meeting closed at 7.05 p.m.

The next meeting will be on Tuesday February 2, 2010 at 6.00 p.m.