

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

**Tuesday December 14, 2010
At 5.30 pm**

PRESENT: Peter Buchanan, Mary Elson, Joan Quirk, Denise Rozner, Jenifer Codognotto,
Rob Quirk, Doug Lavers

APOLOGIES: Paula Schroor, Sue Battley

MINUTES OF THE PREVIOUS MEETING

Minutes of the meetings held on 12th October 2010 were agreed by the Committee and signed by the President, Peter Buchanan.

1. MATTERS ARISING FROM PREVIOUS MEETING

1 Mary said that the method of table fee collection being trialled seemed to be successful. Members are putting correct money in the table fee bags and can get change from a staff member. Only one or two members had made minor complaints. Voucher sales, subscriptions and change will now be managed from a central point.

2 The Eftpos machine has recently been installed using a land line. Jenny Codognotto spoke to Westpac and has arranged a refund of the fee charged for the unsuccessful wireless unit. Members are happy with the facility and more members are now buying vouchers. The committee agreed that the club could sell vouchers in multiples of 3 from now on.

3 Some problems with the electrical circuits have been fixed. Difficulties with the windows and air conditioning have not been resolved. Mary spoke to Miles Davine about the inability to have the windows open in one room and the air conditioning on in the other. He said that his understanding was that the rooms operated independently, but that he would check. He has not yet replied.

There will be a meeting on Friday evening to discuss power usage. The committee feels there should be a professional power audit to determine what power is being used to result in the excessive bill presented.

4 Mary reported that Westpac said that WBC could not have a credit card, debit card or Bpay facilities because two signatures are needed to sign cheques. Jenny Codognotto said that she would speak to the bank.

5 Investigations in a possible upgrade of the security system are ongoing.

6 A prototype bidding box has been inspected and though it has faults, it is a good starting point. There is no indication yet of cost.

7 Rohan Waldie has been asked to report on the technical requirements for a solar system. He has not yet done so. The possibility of a system in the roof which will bypass the building electricians and go straight to the grid needs to be investigated.

- 8 Youth Bridge is now being issued with monthly invoices for amounts to be deducted from the \$1000 grant made to them by WBC.
- 9 Investigation into honour boards in ongoing.
- 10 500 x 500 sheet bidding blocks have been ordered. In the event that WBC gets bidding boxes some of the blocks could be sold on.
- 11 Russell Kennedy has still not sent an invoice to Mary.
- 12 Trialling a poly fleece table cloth has not yet begun.

2. CORRESPONDENCE

Inwards:

VBA profit and loss with State/Club split
Interim audit report from Catherine Jenkins with invoice

Outwards:

Neville Houghton regarding Building Accumulation Fund

3. MATTERS ARISING FROM CORRESPONDENCE

4. REPORTS

Attendance November 2010

Accounts November 2010

Treasurers Report December 2010

As of today (13th of December) we have about \$33,000 in our combined Westpac and ING accounts. Bearing in mind that around \$24,000 was held in our June accounts, this very roughly means we have made about \$8000 profit in pure cash flow terms. After depreciation et cetera, the real figure is less healthy, and I think we have operated at approximately breakeven over the six months.

Bearing in mind our fairly heavy capital expenditure over the period, this is tolerable. However I think we have to be more careful in the New Year, and I undertake to prepare a formal budget in January. I understand that QuickBooks contains a budgeting function, and it would be very convenient to use this as it will automate the process.

I spoke to Council again last week about solar panels, and understand that a report is currently being prepared on what can be done. We cannot move independently of what they recommend.

The urgency behind this is driven by our need to control our electricity cost. As an Appendix, I have attached the bill that Council sent us for electricity consumption in June, together with the e-mail response. We are meeting again with Council at the end of this week. Council

seemed to be very keen on us employing our own electricity supplier, but this is not feasible until we are satisfied that we are not also being billed for other areas (e.g. car park or Ashwood Hall).

Ceres have a similar issue, and have suggested that an electrical audit of the building be undertaken. We cannot see how we could have possibly used the amount of power the bill suggests. I would appreciate the Committee's views on how we should handle this.

Doug Lavers
Treasurer

APPENDIX

Fw: AGL Accounts - Bridge Club

Miles

Thank you for forwarding a copy of the electricity invoice.

I have had to admit to little expertise in reading these documents, but the following points occurred to me.

A) The invoice is for the month of June. On average during that month, we would have operated for six days a week for approximately 12 hours per day. (This is probably a slight overestimate) i.e 26 days.

B) the total power consumed appeared to be 4617 kwh. The invoice total was \$1371. This is approximately \$.30 per kilowatt hour. I would respectfully point out that my domestic tariff is only about \$.18 per kilowatt hour, and I would assume that the Council as an industrial user could negotiate a lower rate than this.

C) on the above usage figures, our continuous average power consumption during "working" hours would be as follows:

$4617 / (26 * 12)$ i.e. approximately 15 kW. By adding up the number of lights, fridges and computers etc, my guesstimate of our background power consumption was approximately 2.5 kW. As it was winter, most of the temperature related power expenditure would have been for heating. I find it very difficult to believe that a reverse cycle air-conditioner on the heating cycle could use about 12 kW continuously doing this. The building was supposed to be thermally efficient!

Could you look into this, as my admittedly amateurish calculations would seem to suggest that something is seriously awry.

Regards
Doug Lavers

From: [Miles Davine](#)
Sent: Tuesday, November 30, 2010 4:32 PM
To: [peter](#) ; [Doug Lavers](#)
Subject: AGL Accounts - Bridge Club

Hi Peter and Doug,

Sorry for the delay in providing this information, but once I started to pull all the information I could together, AGL changed the meters to Smart meters and gave them all new meter numbers. I've just been on the phone to them to confirm the new numbers against the old numbers.

I have attached the accounts that have come across my desk to date, just to give you some idea of the current usage charges.

Regards

MILES DAVINE

Co-ordinator - Recreation Facility Management

Monash City Council

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NMI 640778122
 AMM004772
 N10943

AGL Sales Pty Limited (ABN 88 090 538 337)
 ELECTRICITY ACCOUNT

Tax Invoice

Account Manager: CUSTOMER SERVICE TEAM
 Direct Phone: 1300 785 739
 Account Number: 9799 8551 1786
 Issue Date: 09-JUL-10
 Amount Due: \$1,371.24
 Due Date: 23-JUL-10

Service Address: 21A ELECTRA AVE, ASHBURTON VIC 3147

For the Period: 01-JUN-10 to 30-JUN-10 (30 Days)

Charge Summary	Total Amount excluding GST	Amount of GST Payable	Total Amount including GST
Opening Balance 03-JUN-2010			\$7,975.81
Payment received			-\$7,975.81
Energy Charges	\$401.12	\$40.12	\$441.24
Network Charges	\$661.70	\$66.16	\$727.86
Other Charges	\$183.77	\$18.37	\$202.14
TOTALS	\$1,246.59	\$124.65	\$1,371.24

TOTAL AMOUNT DUE \$1,371.24

Greenhouse gas emissions graph appears at end of bill.

Service Address: 21A ELECTRA AVE, ASHBURTON VIC 3147
 Account Number: 9799 8551 1786 0
 Amount Due: \$1,371.24
 Due Date: 23-JUL-10

AGL
 Locked Bag 20024
 Melbourne VIC 3001

+00979985511786> +002667+ <0000000000> <0000137124> +444+

MANAGER'S REPORT

MANAGER'S REPORT DECEMBER 2010

My assistant, Marcia Mead, resigned during the past month. I would like to thank her for her dedication to the job during the past 6 months, and for her generosity in volunteering so much of her time.

Laura Ginnan was interviewed for the position and started work on December 6. She appears to be settling in well.

Members seem to be accepting the change to table fee collection very well – with a very few exceptions. I have tried to advertise the changes as well as possible with notices on the table and bulk emails. Take-up of Eftpos usage is good. Some members who have never had vouchers before are now buying them.

Work on the handbook was completed and the job sent to the printers in plenty of time for distribution at the Christmas parties. My thanks to Martin for his assistance with planning and information.

The Christmas parties are underway and hopefully all will go smoothly.

We shall not be able to have Bpay or a credit or debit card because we must have two to sign. I shall keep on writing cheques.

I have been enquiring about honour boards and have realized that, with prices ranging from \$500 to \$900 a board, it will be a fairly expensive investment. I shall have recommendations at the next meeting.

Prize money has not been distributed for a few events. I have now gotten up to date.

The 4 workshops on Multi Twos just completed have had fair success with a total of 108 attending. Most people attended all four sessions. I am now advertising the February lessons.
Mary Elson

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for: Silvana Layton, Heather Trumble, Rupert Ferdinands, Vartkes Tchakerian, Diana Tchakerian, Jens Norlyng, Annabel Norlyng and Liz Olie.

6. GENERAL

1. A bill for \$250 was received for cleaning on Cup Day. Mary reported that the clubrooms were left in a clean state and that she had assumed a figure of \$85 a clean had been negotiated for the Congress period. She will check with Mermaid cleaners. Mary

Mary said that it was important that members of the Committee should volunteer to help with events to ensure that major cleaning was never needed.

2. The new assistant, Laura Ginnan, started work on December 6 and was settling in well.
3. A sub-committee composed of Rob Quirk, Jenny Codognotto and Peter Buchanan has had preliminary discussions about possible changes to the club constitution. Jenny reported that an inspection of the model rules showed the WBC largely complied with the rules, but mentioned the omission of email correspondence, the current practice of new committee members assuming office on January 1st of each year, and the financial year which runs from July 1 to June 30. Rob Quirk asked if committee members were indemnified. He was told

that insurance is held. Rob also mentioned disclosure of interests and practices regarding any possible wind-up of the business. Doug Lavers said that in the event of a wind-up the rules of the Associations Act would be followed.

Doug asked if possible changes to the constitution foreshadowed by Gavin Wigginton in 2008 were available for the sub-committee. Mary said that she had forwarded these.

Further meetings would be held with a view to convening a Special General Meeting during 2011 to agree needed changes.

Before the General meeting it would be possible to have informal meetings of members to allow discussion of desired changes.

4. An 8 session Eclectic Pairs is being run between Christmas and New Year, with a Swiss Pairs on Wednesday December 29. The committee was asked to promote these events as frequently as possible.
5. It was decided to allow advertising in the newsletter – at a price of \$25 per quarter page. Advertising by rival bridge clubs will not be accepted.

The next meeting will be on Sunday January 9 at 10.00 am