

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

**Thursday September 3, 2009 at 6.00 p.m.
(held in lieu of September 8, 2009)**

PRESENT: Iris Carling, Doug Lavers, Mary Elson, Nick Beaumont
Peter Buchanan, Trish Kersey, Sue Battley

APOLOGIES: Diana Jacobs Martin Willcox, Joan Quirk,

MINUTES OF THE PREVIOUS MEETING

Minutes of the meetings held on August 18, 2009 were agreed by the Committee and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

1. Iris, Doug and Ray Anderson will be touring the new building on Friday September 4. It is anticipated that the official opening of the building will be on November 30, but we may not take occupation till mid way through December.
2. Iris and Doug had a meeting with the architect on Wednesday September 2. The design of table chosen by the Committee will be changed to a table selected by the architect. It has a central column but is very stable. The chair will be as selected. A sizeable sample of fabric will be provided to Council. 116 side tables will be included in furniture provided and will measure 45 x 45cm. A sample of plastic chair provided was not suitable and the architect will look at the black chair in Alvie Hall.
The architect asked what we would do with the old furniture and was told that we would retain the best of what we needed (12 folding tables and some stackable side tables) and that we would find it easy to give the rest away.

A motion was proposed that the Committee agrees that Council should provide tables to our specifications and chairs as previously quoted. And side tables and stackable chairs as offered by Council.

Proposed: Doug Lavers

Seconded: Iris Carling

Adopted unanimously.

3. A report was given to the Committee on the recent legal proceedings. Discussion was held about possible ramifications of the outcome and it was decided to lodge papers for an appeal to the Supreme Court. Further legal advice will be sought in the coming weeks and a final decision as to whether to appeal or not to proceed with the appeal will be made.

2. CORRESPONDENCE

Inwards: VBA State/Club split May and July 2009
Liquor Licence

Outwards: Iris Carling to Miles Davine regarding furniture.

3. MATTERS ARISING FROM CORRESPONDENCE

VBA State/Club split May and July 09 – copy to be given to Doug and Mary/Doug matter carried forward to next meeting.

Mary reported that a liquor licence has been granted and service of alcohol will be allowed 1.30 pm to 10.30 pm Monday, Tuesday, Thursday, Friday and Saturday. Because of the approaching move to the new building the process will shortly have to be begun again. Mary has rung Liquor Licencing and has been told that because the building will be shared by children it may be difficult to obtain a licence. Clearly the only area in which we can propose to serve alcohol will be the playing area.

4. REPORTS

Attendance July 2009
 August 2009
Accounts July 2009
 August 2009

MANAGER’S REPORT SEPTEMBER 2009

Collection of annual subscriptions is complete and cancellation of non-financial members has been finished. Currently we have 710 financial members, and only cancelled 60 memberships – fewer than last year, and I expect that a few of these will eventually re-subscribe.

I have once again begun the process of applying for a Liquor Licence for the new clubrooms. I have made phone enquiries and have been told that there may be problems because the clubrooms will be used by children, but that I should send in an application with the areas to be licensed marked. I think it is most unlikely that we will be permitted to consume alcohol in the common area. (Let us hope that there will be no more complaints about crackers and black and yellow cockatoos!)

I have made enquiries with Laurie Kelso about holding a Welcome to the New Clubrooms Congress on December 12 and 13.

Work has begun on preparations for the AGM to be held on October 26. I have also started work on next year’s handbook.

I have also prepared information for Doug to present to the auditor to ensure that the voucher system is working smoothly. After 3 months of using the bar-coded vouchers I can only say that I am very pleased with the system which is simple to use and effective. One or two of the old vouchers are being returned, but very few. Normally around half of our table fees are presented as vouchers.

By the time the current beginner’s course was under way we had 27 students, not the 15 or 16 that I had feared would enrol. It is very clear that much more promotion needs to be done before the next course.

I attended the court proceedings held recently and have been in touch since with the solicitor.

Mary Elson

5. NEW MEMBERSHIP APPLICATIONS

Membership applications have been received and approved for :
Donna Dai and Stephen George.

6. GENERAL

1. Mary Elson left the meeting and the Committee discussed a cost of living raise for the Manager. It was agreed to date a raise from July 1. Mary then rejoined the meeting. Doug will inform Mary of the amount. Doug
2. Mary Elson presented to the meeting a nomination to make Martin Willcox a life member in recognition of his 20 years of service to the Club. Though this was paid employment, much work was done by Martin for free and it is accepted that much of the overall success of the Club is due to the work of Martin Willcox. A vote was taken and the nomination was approved by a majority of the Committee. Mary
3. Annual subscriptions are completed and we have 710 financial members. Only 60 members either informed us that they were not resubscribing or did not reply.
4. It is suggested that the Club runs a Congress on December 12 and 13. The Committee approved this, but it will be contingent upon the Club occupying the building. More will be known about the proposed date of occupation by the end of September. Once the building is finished there will be a period during which formal checks of the building will have to be done. Trish Henderson will be asked if she will agree to convene the Congress. Mary
5. Mary asked whether it would be possible to pay recurring invoices by BPay, to save time and money. She checked with the bank who said that it was possible despite the fact that 2 signatories are currently required for cheques. Mary has downloaded the appropriate forms and will present them at the bank after Doug and Iris sign. It was agreed that a printout of the BPay form along with the invoice will be sufficient record keeping and because the auditor checks the invoices every 3 months there will be a tight audit of all accounts. Doug will look into all aspects of payments and record keeping once we are in the new building. Doug
6. It was discussed whether a roster should be drawn up to provide regular standbys for Tuesday and Friday mornings. Currently not enough members have volunteered to help which will present problems in future. Mary will draw up a roster. A free game will be offered to all members volunteering as standbys. Mary
7. Mary Enter has suggested that the practice of offering a free game to kitchen roster volunteers be reinstated. The Committee decided not to do so, but to make efforts to improve the number of people signing up on the roster.

The meeting closed at 7.10 p.m.

The next meeting will be on Tuesday October 6 at 6.00 p.m. (later changed to 5.00 p.m.)