

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS
ELECTRA AVENUE, ASHWOOD ON
Thursday August 16th, 2007 at 5.30 p.m.**

PRESENT: I. Carling, D. Lavers, M. Elson, T. Kersey, Peter Buchanan
Jill Bell, B. Campbell, Meg Waterworth

APOLOGIES: Leone Szabo, Nick Beaumont

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings held on July 6th, 2007 were agreed by all present and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 Future Bridge grant application. Action on this is ongoing Mary
- 1.2 Community Support Program 2008 grant application. Mary spoke to Julius Mary
Puiker at Monash Council. He said that an application from Waverley Bridge
Club would not be successful. It was decided that an application would be
made next year.
- 1.3 A Raffles bank account has been established.
- 1.4 Account records have been set up to show individual salary components.
- 1.5 A meeting was held with the auditor Brian Lydon, Iris Carling, Doug Lavers, Mary
Mary Elson, Brian Mee and Martin Willcox. It was decided to alter the sign-in
sheets to provide more detail of income from each session. There will be a
review at the end of August. A report on the meeting is attached to the
Treasurer's report

2. CORRESPONDENCE

Inwards: VBA Profit and Loss Financial Year 2007
Request for update for Monash Community Directory

Outwards: 10 letters welcoming new members
19 letters delivering application forms for beginner's lessons
Monash Halls Management Committee regarding change in Hall booking
151 letters to members regarding overdue subscriptions
98.1 FM letter regarding change in advertising copy
Update of information for Monash Community Directory

3. MATTERS ARISING FROM CORRESPONDENCE

4. REPORTS

Reports were presented and accepted for:
Attendance July 2007
Accounts July 2007
Manager's report July 2007
Treasurer's report July 2007

MANAGER'S REPORT JULY 2007

Annual subscriptions continued to be collected. Towards the end of the month letters were sent to 151 members who had not yet re-subscribed. I rang several people who had changed their home club to ask whether they intended to re-subscribe as Associate members. Generally these people decided not to rejoin WBC at this time. Another reminder letter will be sent in a week.

Advertising and promotion of beginner's lessons. Forms were returned from 33 people, and the two classes, with 5 people returning to redo the classes, have a total of 38 enrolments. A good proportion of enquiries have come from the advertising on 98.1 FM and mentions of the classes in the local press and Community Directory.

Finalised accounts for the year 2006-07 will be given to the Treasurer next week.

I took a week of annual leave during July to attend the ANC in Fremantle and a week after my return family matters impelled me to spend 3 days in Brisbane. On my return I developed a throat infection which resulted in my taking more time off work. July is a very busy month and it was unfortunate that I had to take so much time off.

Treasurer's Report July 2007

A meeting was held on 26 July for a discussion on how we were handling the physical cash takings from sessions. The draft meeting notes are attached.

The present procedures recommended have now been implemented, and I hope the Committee will support the actions as far as possible.

Over the next week, the Secretary will be providing full details of the annual results to 30th June. I will be setting these up in a suitable format for auditing. I propose that we actually prepare two sets of accounts this year, based on the same figures and with an explanatory note, as this is a transition year from the old manual system to the new computer-based accounting system. The first set will be in a similar format to those prepared last year, so that members can see the comparison. At the same time, I propose that we publish the full QuickBooks accounts, so that next year we have a direct comparison from the system. As soon as the figures have been prepared, I will pass them on to the Auditor for his checking and approval.

Doug Lavers

Meeting Notes 26th July

Present: Doug Lavers, Brian Lydon, Martin Willcox, Brian Mee, Iris Carling, Mary Elson

Subject: Session cash accounting

Notes: Doug Lavers opened the discussion by describing the process by which he and Brian Lydon reconciled the cash receipts, the hand written play sheets, the quickbook ledger records, the bank accounts, and the club score sheets. He stated that overall there was general agreement between the amount of cash received, and the apparent number of players. However, the reconciliation was very laborious, and his overall impression of the standard of reconciliation was that it was sloppy. Also, he stated that if there was ever going to be a theft problem in the club, this was the most likely area.

Martin Willcox pointed out that there was unlikely to ever be an absolute reconciliation between the cash collected and the number of players, as there were always problems in receiving, counting, and providing change. He also stated that money collection was always going to be difficult, as the director was subject to a number of distractions.

Iris asked whether it will be possible to collect money at the entrance, but Martin told her that this would be practically impossible as the director would be busy setting up the session.

Brian Lydon introduced the idea of the director of the session signing up on the hand written play sheets the number of tables and players, the number of free play vouchers, and the number of spares

and visitors. This would provide a reasonable audit trail. There was some discussion of this, and eventually the following was agreed:

- The director of the session would ensure that the number of cash bags collected corresponded to the table numbers
- Martin and Mary would collectively amend the play sheet so that there was a space for the director to sign up to the number of players, vouchers, visitors, and spares
- Mary would remain responsible for physically opening the bags and counting the cash. Cash entries in Quickbooks for the play sessions would be kept separate from other cash entries.
- The amended system would start from 1st August, and would be trialled for a month, after which Doug and Brian would do a new reconciliation.
- Martin would ensure that the position was explained to the other directors.

Doug Lavers

5. NEW MEMBERSHIP APPLICATIONS

Applications have been presented to the Committee and accepted for:
Bev McKern, Paul Grossman, Diana Serelis and Wally Reid

6. GENERAL BUSINESS

1. There has not been much progress at Council of building plans. A meeting is Doug to be held in the next couple of weeks.
Doug Lavers will be contacting Council shortly regarding rent relief should there be further extended delays to signing of contracts and further rent increases impacting on Club finances.
2. Discussion was held on providing vouchers for sale. This item has been continued to the next meeting.
3. Iris reported on information she has received regarding an outing to the Casino as a Fundraising event. Planning for this event will begin and the cost of the trip will be \$12.00 per head.

The meeting concluded at 7.05 p.m.

The next meeting will be on Friday September 14th at 6.00 p.m.