

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

**Tuesday February 15<sup>th</sup> 2011  
At 5.30 pm**

**PRESENT:** Peter Buchanan, Mary Elson, Joan Quirk, Rob Quirk, Doug Lavers, Paula Schroor, Martin Willcox

**APOLOGIES:**

**MINUTES OF THE PREVIOUS MEETING**

Minutes of the meetings held on 9<sup>th</sup> January 2011 were agreed by the Committee and signed by the President, Peter Buchanan.

Moved: Doug Lavers

Seconded: Mary Elson

**RESIGNATION OF COMMITTEE MEMBERS**

Notice has been given to the Committee that Committee members Jenifer Codognotto and Janet Hill have resigned for personal reasons. The Committee has accepted their resignations with regret. Mary will write to them confirming that the Committee has accepted their resignations.

**1. MATTERS ARISING FROM PREVIOUS MEETING**

- 1 Peter reported that a meeting was being held with Council staff on Friday February 18 at 3 pm. Peter, Doug and Mary are attending from WBC. Martin stressed that we need information about what is wrong with the system, and need to sight a Certificate of Occupancy. The committee agreed that if no satisfaction is achieved by this meeting we will need to consider legal action. Though membership numbers have risen in the past 12 months, player numbers have not, and it can be assumed that the untenable conditions often experienced in the clubrooms is a major reason for this. Mary reported that she had been told on numerous occasions that a member had said she would not come in hot weather, or not until autumn. This is the time of year when numbers should be at their best. Though the atmosphere was slightly improved by the temporary units installed by Council, it was still at times most unpleasant, particularly when player numbers were high, or it was very humid outside.
- 2 Mary said that forms had been completed for a Debit card and would be presented to the bank in the next few days.
- 3 Doug reported that changes to the Insurance premium with a back-to-base alarm system would be negligible.
- 4 Work on obtaining bidding boxes is ongoing.
- 5 **Doug reported that he has had a telephone conversation with Charles Nielsen about the proposed solar system.** There is an urgent need to get this underway because Solar concessions are about to be

phased out. A meeting will be arranged between Charles Nielsen, Doug, Peter and Bob Rowett very shortly.

6. Mary reported that she had a quote for honour boards and displayed a picture of the proposed boards with possible dimensions and prices. Peter and Mary will continue to work on this. Paula asked if Mary had obtained quotes from Moorabbin Trophies. Mary said she had not, but would contact them.
7. Mary reported that she has a meeting on February 24 with representatives of Athelstan Camberwell (retirement apartments) and Villa Maria with regard to possible sponsorship. Doug reported that he has discussions with a Financial Planner who has offered a possible commission for sales made to club members. It was agreed by the Committee that commissions for successful sponsorship were not desirable. Reporting of all monies collected by sponsorship would have to be made to the club members.
8. The first Sunday bridge session, being held as a Fund Raiser for the Flood Appeals, was successful, with 54 players. WBC donated all its profits for the day, charges were made for food and wine, and a raffle was held. \$540 was raised.

It is planned to hold barbeques at all Sunday sessions, and it was decided, because it will be used so regularly, to purchase our own barbeque. Ceres and the Croquet have generously offered to lend us theirs, but every Sunday is too often. Paula and Dale Sheather have offered to run the barbeque for Sunday February 20.

Martin and Mary will be attending a Food Handling Course at Chadstone Holmesglen on February 26.

9. Preparations for mentoring sessions on Wednesday evenings is ongoing.
10. Thursday afternoon teaching sessions run by Martin will begin on March 3, with sessions running from 1.30 to 4.00. Normal table fees will apply.

## **2. CORRESPONDENCE**

### **Inwards:**

Monash Safety Register  
Various emails from Council regarding unresolved issues in clubrooms  
Jean Deacon (Monash Croquet Club) regarding levelling of croquet courts

### **Outwards:**

6 letters welcoming new members  
David Conran (Monash CEO) regarding unresolved issues in clubrooms

## **3. MATTERS ARISING FROM CORRESPONDENCE**

Mary will invite representative from Monash Safety Register to speak to members.

Mary will write to Jean Deacon regarding levelling of croquet courts

**REPORTS**

Attendance January 2011  
Accounts December 2011

**Treasurers Report February 2011**

As of today (13th February) we have about \$45,000 in our combined Westpac and ING accounts. My understanding from the Secretary is that sales of vouchers are going very well, which means we put much cash in the bank while having an accrued liability for when the vouchers are presented. Also, we would have received the prepayments for lessons.

The reported profit for January was just over \$5,300. This is not as good as it looks because we still have a large invoice for directing for December and January to pay, but against that in February the fees for the renewed teaching classes will also provide some good reported profits.

With respect to the alarm systems, I have contacted our insurance agent and basically the effect of putting in a fully fledged back to base alarm would have a negligible effect on our insurance cost.

I have also contacted a financial planning group, a member of whom was quite enthusiastic about the opportunity to market to the full membership via our newsletters in particular. His suggestion was that we would take a fee of 20% of the gross revenue in perpetuity for any business which was written. I will talk to the proposal at more length at the meeting, but I would be interested in the Committee view of this type of proposal.

This Sunday, I attended a joint session of the Interim Committee and the VBA Council. The meeting was very long, but the outcome was that various members of the Interim Committee are joining various subcommittees of the VBA. I have been co-opted on to the Finance Committee, to discuss the State finances in detail with the VBA Treasurer. In passing, they mentioned that the VBA website has an associated clubs area, which is available for outside clubs to utilise. It might be an idea to advertise our classes on this area, and provide a hyperlink back to our main website. At the same time, it might be advisable to make sure all our Newsletters go onto our website promptly.

I also volunteered the use of our premises, either the Common Area or the small bridge room, depending on availability, on Sunday, March 6 at 2 PM. Obviously I will need to check with the Secretary that this does not clash with anything.

**Doug Lavers**  
**Treasurer**

**MANAGER'S REPORT FEBRUARY 2011**

The fund raising day for Flood victims was held on February 13, on our first ever Sunday session, and \$540 was raised on the day. We had 14 tables and the day was most successful. Ceres Calisthenic Club loaned us their barbeque and we have bought a gas bottle. Other monies raised make a total of \$1010. No Victorian Bridge Clubs were impacted by the floods, so I suggest that we send a proportion of the funds raised to the official Victorian flood appeal.

Unfortunately a packet of 24 sausages left in the freezer disappeared. I am going to have a lock put on the freezer, and I believe that we should have lockable doors put on one bay of the open shelves in the store room. I do know that food has gone missing in the past. I am getting quotes.

I am hoping to book Martin and myself into a food handling course to be run by Monash Council. Possibly other members of the Club will need to attend as well. The law requires that a certificated person be present at all times when hot food is being prepared. The cost per attendee is \$195.

Sale of vouchers has increased with twice as many sheets being sold now as before the introduction of Eftpos facilities. (This of course is dropping our income by around 33 cents a player)

Beginner's lessons have begun, and we have an enrolment of 57 in the two sessions.

I have asked Graham Hill to run 2 workshops to be held at the end of this month and early March. I want to have a full program of workshops during the year – last year I think I ran 12, and would like more to be done this year. I think it is important that people apart from myself run workshops and hope that Graham will be a benefit to the program. I intend to start a full series of Intermediate workshops starting in Mid March.

*Mary Elson*

## **5. NEW MEMBERSHIP APPLICATIONS**

Membership applications have been received and approved for:  
Leigh Gold, Catherine Burrows, Ronda Beer, Jillian Tyler, Shirley Cohen, Ruth Warren, Steven White and Merele Webb

## **6. GENERAL**

1. A joint Trivia Night is being held by all occupants of ECC and will run on Saturday March 19. Promotion of this will begin immediately. Donations will be sought for a silent auction to be run on the night. Each club will keep the proceeds of items provided by its own members.
2. Kitchen duty rosters are not working well. It was decided to limit participation to once a month, and to promote this heavily.
3. Trish Kersey is unable to assist Mary with the bookkeeping in future and Mary will require another person for this work. Very little time would be required, but a good knowledge of Quickbooks is essential and an ability to do the BAS once every 3 months. Mary will approach several club members with regard to this. Doug suggested that the Auditor, Catherine Jenkins be asked to assist, and Mary questioned whether this would impinge on her objectivity in doing her audits.

- 4 Footy tipping is coming up shortly. Peter will get the site going again and promotion will begin shortly.
- 5 It was decided not to replace the two resigning Committee members at the moment. Robert Quirk was invited to act as Vice President and he agreed to do so.
- 6 Martin raised the matter of directors holding First Aid Certificates, following a recent incident in the clubrooms. Mary will look into the availability of courses.

The meeting ended at 6.50

The next meeting will be on Tuesday March 15 at 5.30 pm