

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS
ELECTRA AVENUE, ASHWOOD ON
FRIDAY JULY 6th, 2007 at 5.30 p.m.**

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

APOLOGIES: Meg Waterworth, Leone Szabo

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings held on June 5th, 2007 were agreed by all present and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 Letter from Neville Houghton on behalf of 7 club members.
Discussion was held and it was decided that Iris Carling would reply to the letter.
- 1.2 Mid-winter Celebration held on June 19th was a great success. Thanks go to all the volunteer helpers, and to Paula Schroor for her catering and help with the event.
- 1.3 Mary to speak to Nick about Future Bridge grant application Mary
- 1.4 A motion was proposed that the Treasurer would set up an account with Westpac to deal with the proceeds of raffles. Doug
Proposed: Doug Lavers
Seconded: Mary Elson

2. CORRESPONDENCE

Inwards: 3 letters from members regarding Mid-Winter Celebration
Miles Davine (City of Monash) regarding building plans
City of Monash regarding Community Support grant application Mary

Outwards: Arie Meydan from Iris Carling regarding further correspondence about voting procedures, Committee responsibilities and mode of operation for WBC
98.1 FM new copy for advertising
22 letters welcoming new members
Monash Halls Management Committee regarding extra Hall bookings
Monash Halls Management Committee requesting reimbursement of rent for Thursday July 5th, when lack of water prevented normal bridge session

3. MATTERS ARISING FROM CORRESPONDENCE

A paragraph will be added to AGM notification letter to advise members to make sure they familiarise themselves with nominees for positions on Committee.

4. REPORTS

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

Accounts for June 2007 will be re-prepared to allow for noting of individual salary components.

MANAGER'S REPORT JUNE 2007

Annual Subscriptions are being collected at most sessions. Iris is assisting regularly and Judy is also helping.

A spot audit of 2 weeks Table Fees in March and May was requested by the auditor and the relevant materials were prepared and delivered.

The Mid-Winter Celebration was held on Tuesday June 19 and as well as the usual experienced players, a large number of players entered who had never played in a competition before. Catering was done by Paula Schroor and assistance with snack food was given by various members – Peg Jackson, Leona Thomson, Meg Waterworth, Iris Carling, Jill Bell. Thanks to all these people.

100 members booked in for the Swiss Pairs and lunch, and the day was a great success. A real spirit of fun and friendliness was evident, Paula's catering was universally praised, Martin smoothly handled the various problems inherent in running an event attended by many inexperienced competition players.

A small duplicate session run in the morning ensured that none of our usual players missed out on their bridge, and several of these players have decided to come to the next party.

Many thanks to Jill Bell and Meg Waterworth for your wonderful help. You did a mountain of work. Thanks also to Beryl Campbell who helped clean up after the event.

We hope to hold regular social days in the future and with the experience we have had, plans can be made to make running future events even smoother. I believe that it will be necessary to have extra assistance on the day and hope to have more volunteers come forward.

Prizes awarded were taken from stock held at the Club.

Table fees of \$1800 were collected. These, being Fund Raising, are free of GST. Costs of \$1150.18 were incurred, see Fund Raising report, making a profit of \$649.82. These costs exclude the purchase of bowls, which will be re-used. Some paper products purchased will be used in future. The raffles drawn on the day grossed \$824. Costs of \$70 meant that \$754 was raised.

Total profit was \$1403.82

I believe that an increase in charges for future events will be accepted by members, with possibly a discount for pensioners.

A questionnaire given to members regarding age of players, returned by 242 members, has resulted in the information that 88% are aged 60 and over. I believe that efforts should be made to encourage more, younger, players to join.

The Manager's report was accepted, but it was decided that there would be no discount for pensioners at future Club events.

Treasurer's report June 2007

Having just received the very timely [unaudited] profit and loss accounts for the year to June 2007, I would reiterate previous observations that profitability is not as high as I would like. If the income from fundraising and ING interest is stripped out of the figures, our underlying profit for the year was only about \$8,000. Fortunately, the figures will improve from now on due to the table fee increase, but I believe that we should watch the year-on-year comparisons for profitability very carefully over the next few months.

Next week, the Auditor will be examining a further two weeks of table and entry fees, as part of our ongoing auditing process.

With respect to the new building, it has gone very quiet on the finance front. As far as I can see, it may well be August or September before we hand over our first tranche of monies to the Council.

My personal view is that the originally anticipated completion date of December 2008 is unlikely to be met.

Doug Lavers

Doug said that there are ongoing problems relating the player sign-in sheets to the amounts collected for banking. A spot audit currently being conducted is encountering some difficulties. Though the total amount banked is in agreement with total player numbers, there are some discrepancies on sign-in sheets. Doug said that it would be necessary to tighten up sign-in procedures. A meeting will be held shortly, Mary Elson, Doug Lavers, Iris Carling Brian Lydon, the auditor, to discuss improvements in the current system.

5. NEW MEMBERSHIP APPLICATIONS

Applications have been presented to the Committee and accepted for:

Alison Main, Robert Ashe, Cecile Senior, Betty Teltscher, Dell Macneil, Kathy Palmer, Malcolm Clark, Ruth Kingham, Barbara Thomson, Peter Yuritta, Silvana Layton, Pamela McDonald.

6. GENERAL BUSINESS

1. Nick Beaumont reported that he had resigned from the Chair of Building Sub-Committee owing to pressure of work. Peter Buchanan is now the Chairman
- 2.

Report of the new building committee 6 July 2007

Nick Beaumont

The new building committee comprising Nick Beaumont, Doug Lavers, Martin Willcox, Ray Anderson, Peter Buchanan, Bob Rowett, Linda Kelly met 22 May 2007. The minutes are overleaf.

I decided to resign as chair, not because of any difficulties within the committee itself, but simply because I have too many other commitments to do a decent job. Peter Buchanan has kindly agreed to take over.

The situation, as demonstrated by copies of two e-mails from Monash Council, is that we are still waiting on the council's internal processes. They are presumably debating costs, building sizes, building locations, and parking. This delay irritates me, every week we muck around now delays commissioning the building. Admittedly, time spent in careful design may pay off but none of the actual users are participating in the council's internal deliberations.

I am pleased that Pete Buchanan, Ray Anderson, and Bob Rowett are to approach Ian Swan and find out what's going on.

Nick Beaumont

Emails from Monash Council

Dear All (30/5/2007),

This email is designed to provide a brief update on the Electra Reserve Multi-Purpose Venue Development project.

Since our last User Group meeting on 19 April, the Project Control Group is aware that Croxon/Ramsay Architects have individually met with representatives of each of the User Groups to ascertain space requirements at the new facility.

Over the past number of weeks the Project Control Group has also had meetings with Croxon/Ramsay to review club requirements, budgets

and program schedules.

Most recently the Project Control Group discussed matters pertaining to car parking requirements, the building's location and it's (sic) likely impact on the available budget, and the impact on the existing Community Centre once the project is completed.

Croxon/Ramsay has indicated that draft plans would be prepared to test the space requirements for each of the user groups, with the goal of providing a clearer understanding of projected costs for the construction of the facility.

It was agreed that the project timelines would be delayed slightly to ensure Council and user groups were comfortable with the final draft designs for the project, confirm that the project will come in within budget and the facility location is appropriately positioned to make best use of available space and resources.

The next meeting of the Project Control Group will be scheduled once Croxon/Ramsay have prepared and tested draft plans for functionality.

Please be assured further details will be provided as they become available.

Further individual meetings with each club and the architects will occur to discuss the facility layout when these issues have been resolved.

Kind regards

Miles Davine
Senior Recreation Services Coordinator
City of Monash

Dear All, (26 June)

This email is designed to provide a brief update on the Electra Reserve Multi-Purpose Venue Development project.

Since my last email to the User Group on 30 May, the Project Control Group (PCG) has met to again review club requirements, budgets and car parking issues in relation to the potential positioning of the new facility.

Over the past number of weeks there have been a site investigations conducted to identify the most favourable position for the facility. As part of this process it became evident that a former creek had passed through the area, therefore necessitating geotechnical assessments to establish foundation requirements for the facility.

The need to review increased car parking requirements and design a facility which meets all of the clubs' requirements, has taken time. Most recently, the PCG was provided with a concept design for the facility, which now requires a Quantity Surveyor to provide a more detailed cost to complete the project.

It would be accurate to say that this project now has some budgetary pressures to be addressed by the PCG and that further discussions with the architects need to be undertaken to resolve these concerns.

It is now anticipated that a more accurate schematic design of the facility, positioned in a suitable location, will be available for all clubs to view and comment upon in either late July or early August. These comments will form the basis of further design reviews if required and

final project costing.

Please be assured further details will be provided as they become available.

Miles Davine
Senior Recreation Services Coordinator
City of Monash
(03) 9518 3560

Minutes Waverley Bridge Club New Building Committee

First meeting, 5.45pm Tuesday 22 May 2007 at Ashwood Hall, 21A Electra Ave, Ashwood.

Present: Nick Beaumont (chair), Ray Anderson, Peter Buchanan, Linda Kelly (Ceres), Bob Rowett (Ceres), Martin Willcox.

Apologies

Doug Lavers

Procedures

It will be important that issues raised, tasks and their allocation to individuals, interactions with outside bodies, and task progress be carefully recorded.

Updates

The architects will report to council presumably with a first design on 24 May. Community groups may be able to view the plans about two weeks later.

Ray and Bob suggested that there was a very strong possibility of the building being designed to only 900 square metres. This would have a major impact on the bridge club at least. At least 50 tables are required for normal use to accommodate growing demand and smaller clubs' congresses. The space available at Electra is 380 square metre: enough for 38 tables so 10 square metre per table.

The council has evidently specified a foyer of least 40 m-sq: big enough for a meeting and presentation. It was thought possible that council might be tempted to use some of its matching contribution in a way that cross subsidised other community activities.

Actions

The consensus was that intensive and protracted lobbying of councillors and MPs would be required. Prime responsibility lies with Ray and Bob.

It is essential that both parties share all information and present a united negotiating front to council and other participants.

Bob will be on holiday from 1/6 to 26/6. Julie Jellis is up to speed and can speak for Ceres to MPs if necessary.

Ray will be absent 26/5-5/6. If there is an urgent need to approach councillors and/or council staff Peter and Nick will do so.

Next meeting

Tentatively 28 or 29 June 5.45pm at Waverley Bridge club.

FUND RAISING REPORT JUNE 2007

The Mid-winter Celebration held on June 19 was a great success, with 100 players entering.

Two raffles were drawn on the day. One had a prize of an HP Printer donated by Trish Henderson and second prize of 10 free games. The other was a basket of olive products donated by Jenny and Ron Gray. 342 tickets were sold for the printer raffle at a cost of \$2 per ticket and tickets worth \$140 were sold on the day for the olive products. The two raffles drawn grossed \$824. Costs of \$70 meant that \$754 was raised.

A longer lead time for future big raffles will result in higher ticket sales.

I believe that an increase in charges for future events will be accepted by members, with possibly a discount for pensioners.

INCOME:

TABLE FEES	1800.00
RAFFLES	824.00

TOTAL	2624.00
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COSTS:

GST	\$163.64 (on table fees)
Catering:	500
Boards:	80
Director	260
Rent of Hall 2	50
Condiments	6.56
Drinks	31.30
Paper products	30.32
Raffle prize	70.00

TOTAL:	1191.82
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PROFIT	\$1432.18	Swiss Pairs	\$678.18
		Raffles	\$754.00

3. During the current audit being carried out of 2 weeks' table fees, it has been decided that procedures for noting numbers of players on player sign-in sheets, and amounts received, need to be improved. The auditor will meet with Doug, Mary and Iris to institute improved methods.
4. The next beginner's course will begin on August 7th. It was decided to raise the price of the course to \$80.00.

The meeting concluded at 7.05 p.m.

The next meeting will be on Friday August 10th at 6.00 p.m.