

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS
ELECTRA AVENUE, ASHWOOD ON
TUESDAY JUNE 5, 2007 at 5.30 p.m.**

PRESENT: I. Carling, D. Lavers, M. Elson, N. Beaumont, T. Kersey, Peter Buchanan
Leone Szabo, Meg Waterworth

APOLOGIES: Beryl Campbell, Jill Bell

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings held on April 13, 2007 were agreed by all present and signed by the President.

1. MATTERS ARISING FROM PREVIOUS MEETING

- 1.1 Beginner's follow up sessions will begin in June, and run for 4 Fridays and 4 Tuesdays during June and July.

2. CORRESPONDENCE

Inwards: FABCV – letter from President, minutes of meeting and draft constitution
VBA report on State and Club budget
Liz Brady regarding plans for fund-raising
Ken Lee regarding payment of annual subscription
2 letters from members regarding members' letter February 2007
Arie Meydan regarding WBC reply dated 16/4/07
VBA regarding formation of sub-committee to oversee dispersal of ABF Marketing and Promotions Grant
Victorian Affiliated Clubs feedback survey
FABCV regarding VBA survey, Croft Teams, proposed constitution, FABCV AGM and reminder about 'Future Bridge' Fund.
Kim Hoff regarding election procedures
FABCV President's report 2006-07
Miles Davine, Senior Recreation Services Coordinator, City of Monash, brief update on Electra Reserve Multi-Purpose Venue Development project.
Victorian Commission for Gaming Regulation regarding application for declared status to run raffles.

Outwards: Neville Houghton regarding recommendations for postal voting for elections
Email correspondence regarding building project and financial planning
21 letters to members regarding members' letter February 2007
Victorian Gaming Commission regarding registration to run raffles
Arie Meydan acknowledging his reply to WBC letter dated 16 April, 2007
Ken Lee regarding annual subscription
Neville Houghton regarding completion of spot audit
5 letters welcoming new members
Monash Halls Management Committee regarding extra Hall bookings

3. MATTERS ARISING FROM CORRESPONDENCE

Discussion was held regarding the letter from Arie Meydan regarding administration of Waverley Bridge Club, and a reply was prepared. Mary

The VBA survey will be completed and returned prior to June 15. Mary

Nick Beaumont re-stated the need for pairs to be available for the upcoming Croft Teams.

The letter from Neville Houghton will be acknowledged, but discussion will be deferred until the next meeting. Iris

4. REPORTS

Reports were presented and accepted for:
Attendance April, May 2007
Accounts April, May 2007

MANAGER'S REPORT MAY 2007

Quotes were obtained for new travellers and a supply of 135,000 was ordered and delivered. There are now 4 colours, with a limited supply of yellow to cater for very busy events. No further travellers will have to be purchased for at least 5 years.

Further training with George Skarbek for management of Web Site.

Preparations were made for annual subscriptions and collection has now begun. I shall be attending as many sessions as I can, and Judy Bayliss and Iris have offered to assist.

Planning for 'Mid-Winter Celebration'. Discussion with Paula regarding catering. It appeared possible that Paula would not be able to cater for this event, but I have just been informed that she will do it. Preparation of advertising and promotion within Club. Initial reaction is muted, but I trust that by June 19 there will be a reasonable turnout.

Preparation and posting of BAS (thanks Trish).

Files of Monthly accounts, a copy of the Rules of Incorporation and correspondence were prepared and are in the Office for general viewing.

Permission was obtained from Gambling Commission to run raffles. Preparation for production of raffle tickets and advertising of upcoming raffles.

Treasurers Report June 2007

Fund raising

In previous reports, I suggested that we should consider making presentations to the membership for Debenture fundraising at around the current date.

It appears that it will be several weeks before the architects provide a new draft building plan.

In my view, we need an at least indicatively satisfactory building plan to present to the membership before we can ask for their support.

Accordingly, I recommend that we defer fund raising until at least early July.

Secretarial workload

I attach a separate report on this.

Profitability

At the time of drafting, the financial reports for the Club to the end of May were not available.

We have approximately \$350,000 available in cash spread between the ING and Westpac accounts. However, this represents only a small increase from the position at the end of 2006. Bearing in mind that interest of approximately \$1700 per month is accruing, this suggests to me that our underlying

cost level is now starting to overtake revenue. It is my view that we should clearly separate operating profit from investment income in considering our position.

Our last round of fee increases occurred early in 2006, and my understanding is that we are amongst the cheapest of all the Bridge clubs in fee terms. We are likely to enter a period of substantially increased expenditure shortly, and payments to Council and substantial reduction in accrual income will occur early in the new financial year.

Accordingly, I believe that the Committee should consider an increase in fees from July onwards.

Doug Lavers
Treasurer

The Committee decided that from July 1, 2007 table fees for day-time players would be brought into line with night time fees. All sessions would charge \$7.00 per player. A notice will be prepared and announcements made in the Club.

Secretary Manager Conditions

Secretarial workload

The Secretary kept a diary of her workload for 19 full weeks over the last six months. These covered November, December, February, March and April.

The average workload per week was 25 hours, but this was highly variable from a low of about 10.5 hours to a high of about 36.5 hours. This variability is inevitable given the nature of the position.

Her original letter of offer envisaged 16 hours per week at \$25 per hour, plus superannuation and four weeks leave. [approximately \$21,000 per annum].

Changes to position since appointment

1. The current membership of close to 700 compares with a position at the end of 2004 of 562 members. The consequences of this are:
 - i. There is more money to be counted and controlled
 - ii. There is substantially more physical paperwork
 - iii. There are more membership questions and subscriptions to be controlled
2. Computerwise, there is more website updating and newsletter items to be produced. This is moderated by QuickBooks being easier to update and control.
3. The building project is already starting to create more work, and this is likely to increase substantially in the next 12 to 18 months.
4. Increased work on beginners classes. These involve advertising, fielding enquiries and applications, lists of students and nametags.

External teaching business

In addition to “normal workload”, the Secretary operates a number of class sessions for which she is separately remunerated by the Club.

- i. Three supervised sessions per week run between 7:30 and 10:30 p.m.
(\$100 per session)
- ii. Two seven-week classes for beginners [each week two sessions \$100 for each session]
- iii. Shortly, a four-week extension short course for improvers is planned [each week two sessions \$100 each]
- iv. Periodical workshops. There were six last year at a cost of \$150 per workshop.

Preparation for the above includes all notes and course material. The workshops in particular require a large amount of preparation.

The Secretary believes her classes have always been profitable for the Club. In any event, they are essential to maintain a stream of new members and for upgrading the skills of existing members.

Recommendation

It is recommended that the Club increases the notional hours per week basis of the Secretary’s employment to 25 hours remunerated at the same rate. This will increase her base salary from about \$21,000 per annum to about \$32,500 per annum.

Doug Lavers Treasurer

Mary Elson left the meeting while the recommendation was debated.

The Committee decided to increase the Secretary/Manager’s hours to 24, starting on July 1, 2007

5. NEW MEMBERSHIP APPLICATIONS

Applications have been presented to the Committee and accepted for:

Russell Watson, Judy Palmer, Myrna Demetriou, Victor Demetriou, Penelope Blakey, Lu Dal Cin, Betty To, Libby McLauchlan, Annette Burns, Dorene Sadgrove, Pauline Heymen, Lynne Ferry, Dee Reynolds, Rhonda Willson, Jess Brunswick, Karin Birch, Margaret Lawlor, Ann Stewart, Diana Medcalf, Jennie McAdam, David Isaacs, Margaret Arnold-Levy

6. GENERAL BUSINESS

1. Nick Beaumont recommended that WBC make an application for funding from the ‘Future Bridge Fund’ to help run lessons. Mary will make out an application.
2. Doug Lavers reported that it is 80% sure that the building project will go ahead. Negotiations with Council are progressing and there should be a working plan in a couple of weeks. Presentations to members will take place when plans have been accepted. Iris questioned whether kitchen facilities would be provided in the playing area for members to get drinks. This has been included in plans.
3. April 2007 Fund Raising report held over from last meeting
Home produce sold during March proved a great success. \$2270 was banked during March, and some income from Home Produce was also banked early in April. Total raised to date: \$3755.60

After acquiring information from the Taxation Department that Fundraising can be GST free if a separate set of books is kept, Trish helped Mary set up a new account in Quickbooks.

It will be difficult to run raffles as there are many restrictions in place. Mary is finalizing an application to the Gaming Commission to register for running Raffles, but:

1. Raffles with prizes worth less than \$500 can only have ticket sales for 1 day
2. Raffles with prizes worth between \$500 and \$5000 can have protracted ticket sales, but tickets must be specially printed.
3. Ticket sales must not be greater than 6 times the worth of the prize.

Book sales are continuing throughout April and members are being most helpful in bringing in materials for sale.

So far there hasn't been much interest in bulb sales, but hopefully as the time for putting in the order nears, members will start to participate.

4. Mid Winter celebration will be held on Tuesday June 19th. A two session Swiss pairs will be contested. Lunch will be catered by Paula Schroor. Close to 70 people have so far signed up.
5. The Victorian Gaming Commission has approved WBC's request for permission to hold raffles. An HP Photosmart printer, copier, scanner donated by Trish Henderson will be raffled and the draw will be on June 19. Mary checked with Trish who is happy to allow South-Eastern Office Supplies to be named as the donor. Second prize is 10 free games. Mary has produced tickets complying with all legal requirements. Other raffles will be held regularly.
6. Mary is starting to interview members with a view to producing a Club History.

The meeting concluded at 7.05 p.m.

The next meeting will be on Friday July 6 at 5.30 p.m.