

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

**Tuesday May 10 2011  
At 5.30 pm**

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

John Kent was also in attendance.

**APOLOGIES:** Joan Quirk

**MINUTES OF THE PREVIOUS MEETING**

Minutes of the meetings held on April 12, 2011 were agreed by the Committee and signed by the President, Peter Buchanan.

Moved: Doug Lavers

Seconded: Paula Schroor

It was proposed that John Kent should join the committee

Proposed: Peter Buchanan

Seconded: Paula Schroor. Accepted unanimously.

**1. MATTERS ARISING FROM PREVIOUS MEETING**

- 1** Council is currently working with Rezeko to supply a 5 kW solar system for installation for WBC. Mary sent a \$1000 deposit to Rezeko.
- 2** Honour boards have been ordered – one 1600 x 1200; one 800 x 1200, and 2 400 x 800.
- 3.** Martin and Mary have obtained Responsible Service of Alcohol certificates. It is not a legal requirement to have a certificate holder when alcohol is being served, but ultimate responsibility for operation of the Liquor Licence lies with Doug Lavers, the licensee.
- 4.** Discussion of proposed changes to the Constitution were held over to General Business.
- 5.** The Friday night competition started last Friday. This needs to be heavily promoted. Committee

## 2. CORRESPONDENCE

**Inwards:**

**Outwards:**

Waverley Leader and Monash Journal regarding June beginners' lessons.

## 3. MATTERS ARISING FROM CORRESPONDENCE

## 4. REPORTS

Attendance April 2011

Accounts April 2011

### **Treasurers Report May 2011**

As of today (10th May) we have about \$36,000 in our combined Westpac and ING accounts.

In the 10 months to end April, our net income was barely positive. Although as I repeatedly state, this figure is very variable, I do not believe the Club has any alternative but to raise its fees significantly in the next financial year. This will be the first fee increase for four years, over which period CPI inflation will have been about 14%.

Accordingly, I would like to propose the following motion:

*"The Committee resolves to increase our basic table fees by one dollar across the board, making the new base eight dollars. For special events, commensurate additional charges will be made. The Committee also resolves to increase our membership fees from \$30 to \$40 for Ordinary Members and from \$15-\$20 for Associate Members. These increases are to be applicable for the 2011/2012 financial year".*

I understand that the Secretary will start to collect next year's membership fees very shortly, so it is important that these charges are applicable.

### Budget report

I have circulated to the Committee the Budget Report Spreadsheet prepared jointly by myself and the Auditor.

Points to note include:

- We have applied a 14% increase to table fees to allow for the increases
- We have assumed a 4% annual average increase in membership.
- Most general figures have been increased by 3%, approximating to my estimate of inflation over the year
- Some 2011/2012 budget figures are pure estimates (e.g. electricity)

Our initial estimate of the profit for 2011/2012 on the above assumptions is approximately \$40,000. This is in line with my view that long run net profit should be of the order of 10% of turnover.

For comparison, if the membership increase percentage was switched to 0% in cell M3, our estimated profit would reduce to about \$25,000.

With respect to capital expenditure in 2011/2012, I am very much hoping we will have almost exhausted our ability to spend money on new hardware or machinery, so the figure should be quite low. In any event, as the financial year progresses we can show the principal items in the "Depreciation Detail" worksheet.

Next financial year, the design of the spreadsheet will enable direct comparison with the relevant QuickBooks figures.

### Solar Panels

We have accepted the quotation to install a 5 kW system in the roof, and have paid a \$1000 deposit. My understanding is that work is proceeding on final design for the panels between the Contractor and Monash Council.

### ***Doug Lavers*** ***Treasurer***

Following discussion by the Committee a motion was proposed that table fees be raised \$1 from July 1<sup>st</sup> 2011.

Proposed: Doug Lavers

Seconded: Rob Quirk.

Unanimous.

It was decided not to raise club subscriptions at this time.

It was decided to add of sum of \$5000 to the budget for sponsorships for 2011 – 12.

## **MANAGER'S REPORT MAY 2011**

Martin and I have obtained Responsible Service of Alcohol certificates, though in fact a certificate holder does not need to be present while alcohol is being served. I would say that we are now fairly well trained – with First Aid, Food Handling and RSA.

I have begun to set up the mentoring program and have put 6 or 7 people in contact with mentors so far.

Promotion for the next beginner's course has begun with a fair amount of interest. This is the first time a course has been run in June and it will be interesting to see how it goes.

Attendance at the current workshop series is fairly normal, with 20 to 30 attendees. It would be unusual for higher numbers to attend these

nuts and bolts lessons.

I shall begin accepting annual subscriptions in the next week or so. I believe that in the past we have started too early, giving us all too much work to do.

The Friday night competition started last week. The office will keep a record of all players' scores. Please promote this to everyone you play against.

Sales of the Entertainment book have been good – we have sold more than 40.

Promotion of the Mid-Winter celebration will begin shortly. Volunteers are needed for the day.

Mary Elson  
Manager

## **5. NEW MEMBERSHIP APPLICATIONS**

No new members applied owing to the close proximity to the end of the subscription year. Mary expects applications to recommence in the next week.

A discussion was held about subscriptions for new members who wish to join from January onwards. It was decided to charge half the first year's subscription for these applicants. Martin said that he believed capitation fees for new members had been cancelled for the time being. Mary said that she would check, and would check on other charges made by the ABF.

The amount of time given to new members who join close to the end of the financial year will be decided at the next meeting. Currently new members are given up to 6 weeks free membership.

John asked why it was necessary for the club to make a profit. Doug said that sufficient capital to provide a safety net was essential, and that at some point in the future, the club needs to put funds aside to assure the club's future.

## **6. GENERAL**

1. Doug reported that he was dissatisfied with the electricity audit done by Ironbark and will be speaking to Council staff about the needs of the club and the current situation.

Peter and Doug will discuss what needs to be done.

Mary said that she had requested a Certificate of Occupancy, but one had not yet been provided.

- 2 A short discussion was held about proposed changes to the Constitution. Committee members will read the material, discuss it at the next meeting and arrangements would be made to hold a meeting at which members' reactions would be canvassed.

The meeting ended at 7.00

The next meeting will be held on Tuesday June 14 at 5.30 pm