

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE  
WAVERLEY BRIDGE CLUB INC. HELD AT THE CLUB ROOMS  
ELECTRA AVENUE, ASHWOOD ON  
Friday September 14<sup>th</sup>, 2007, at 5.00 p.m.**

**PRESENT:** I. Carling, D. Lavers, M. Elson, Peter Buchanan, Nick Beaumont  
Jill Bell, B. Campbell, Meg Waterworth

**APOLOGIES:** Leone Szabo, T. Kersey

**1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meetings held on August 16th, 2007 were agreed by all present and signed by the President.

**1. MATTERS ARISING FROM PREVIOUS MEETING**

- 1.1 An application has been written for a Future Bridge grant and will be posted next week. Mary
- 1.2 Discussion was held regarding sale of play vouchers. It was decided to trial use of vouchers for 6 months. Eleven vouchers would be sold for the price of ten. Any smaller numbers would be full value. Noting of numbers sold would be undertaken with care, to ensure accuracy for audit. Vouchers would be individually numbered, signed by the user and their return would be monitored to remove the risk of forgery. Mary
- 1.3 Email from Miles Davine regarding building planning was presented.

**2. CORRESPONDENCE**

**Inwards:** VBA Survey results  
Various emails regarding building  
Letter from residents regarding parking in the street  
Monash Halls operational changes – Maryse Pikines has returned as Hall Manager

**Outwards:** 4 letters welcoming new members  
63 final notice letters regarding annual subscriptions

**3. MATTERS ARISING FROM CORRESPONDENCE**

Letter from members regarding parking. Members will be reminded to park thoughtfully and use the side area when the car park is full.

**4. REPORTS**

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

**MANAGER'S REPORT AUGUST 2007**

63 follow up letters were sent to members who had not yet paid their subscriptions.

At the end of August, 67 members' subscriptions remained unpaid. Notification has been received from 24 that they did not intend to resubscribe. I believe that a number of members are away and do intend to resubscribe on their return.

This drop-out number is very close to last year, when 66 members did not re-subscribe.

Accounts for the year 2006-2007 were completed, with the assistance of Trish, for auditing, and were delivered to the auditor who signed off on them.

Trialling of the new player sign-in sheet was carried out, and some changes have been made to the new sheet. Directors do seem reluctant to use the areas provided on the form and continue to write anywhere handy.

### **Treasurer's report Sept 2007**

The audit for the last financial year's figures has been completed, and we have received an unqualified audit report.

I would commend to the Committee the work of Mary Elson, very well supported by Trish Kersey. Setting up the system, and making it work for the whole financial year, was very important to the Club. From my point of view, providing proper sets of accounts in the future should be much simpler.

Brian Lydon was very complimentary about the state of the accounts, and to paraphrase, he said the figures were a vast improvement over previous years and were very easy to audit.

Also, from now on we should be able to provide direct year on year comparisons for each period.

### **I recommend the figures to the Committee for their approval.**

Once again, I would caution the Committee that a large part of the annual profit is due to the interest on the ING account, and expenses will continue to increase over the next 12 months.

During the month, I contacted Ian Swan at the Council, and gently put in a request for some rent relief if the building project overruns the original theoretical end date of December 2008.

At some point during the next month, the Auditor and I will be examining how the new money collection system is working.

Finally, Trish Henderson believes that the Westpac "Congress Account" is unnecessary. She only ever writes about 4 cheques, which could just as well be sourced from the main account. **Accordingly, I would like the Committee to consider closing the Congress Account, balances to be transferred to our main operating account.**

Doug Lavers

A motion was proposed by Doug Lavers that the 2006-2007 Accounts should be accepted by the Committee.

Seconded: Iris Carling.

Carried unanimously.

A motion was proposed by Doug Lavers that the Westpac Congress Account should be closed and the balance transferred to the main Westpac operating account.

Seconded: Iris Carling.

Carried unanimously.

### **5. NEW MEMBERSHIP APPLICATIONS**

Applications have been presented to the Committee and accepted for:

John Heath, Noeline Heath, Joan Shrides, Rita Payne-Gill and Barbara Li.

### **6. GENERAL BUSINESS**

1. The draft Ceres/WBC agreement was briefly discussed. Further work will have to be done, and overall planning for the building will have to be taken into account.
2. The treasurer presented completed 2006-2007 accounts, which have been signed off by the auditor. The auditor was very pleased with the accounts which have been simplified and clarified by use of Quickbooks.
3. Preparations are under way for the 2007 AGM. Forms have been prepared and a nomination form will be displayed in the club next week. Mary  
Mailouts to members will begin in two weeks. A locked box for return of proxies will be provided. The auditor and Michael Petrie will be invited to oversee counting of proxies.

- It was decided to allow nominees for contested positions to display a CV sheet on the board beside the nominations form.
4. Discussion of increased payment for dealing has been carried over till the next meeting.
  5. It was decided to close the Congress cheque account and use only the main WBC cheque account. Only 4 or 5 cheques are written annually for the Congress Account and the convenor is happy to have all signing of cheques done by Committee members. Mary
  6. It was decided to run several sessions between Christmas and New Year – on Thursday December 27, Friday December 28 and Saturday December 29. Members have requested this and many would prefer not to have to travel to Brighton to have a game of Bridge. Directors will be available and first choice will be given to regular directors for each session. Advertising of the new sessions will begin shortly.
  7. Trish Henderson and Martin Willcox joined the meeting for discussion of plans for the 2008 Congress. It was decided to confirm the tentative booking at the Hungarian Club, and to hold a 3 day Congress at that venue on the weekend of March 7, 8 and 9, 2008. Iris Carling and Trish Henderson made extensive enquiries at other venues but none proved to be suitable. Trish said that she would liaise with Leone Szabo and Angela Petrie with a view to simplifying purchase of Congress food and other supplies. It was tentatively decided that lunch on Saturday and Sunday would be catered, and players would be asked to bring their own on Monday.

The meeting concluded at 6.30 p.m.

The next meeting will be on Friday October 19th at 6.00 p.m.

Ray Anderson was invited to take part in a meeting to discuss progress of building plans. Mary Elson reported that Don Cameron and one of the architects visited the clubrooms on Friday morning to gauge needs. Don Cameron explained that the \$1.2 million increase in building costs necessitated a major revamp of plans. Ray Anderson said that he had attended a meeting with Don Cameron earlier on Friday evening and that redrawing of plans would still result in an approximate \$300,000 shortfall in planned funds. A meeting will be held at Council in two weeks to gain Executive approval of the project and a further meeting two weeks later for briefing of Councillors and final approval. In the event of approval being gained, further discussions will take place. Nick Beaumont thanked Ray for the work he has been doing.