

Bunbury Bridge Club Incorporated

# Annual General Meeting Minutes

Meeting Held: 4<sup>th</sup> September 2021

Location: BBC Clubrooms

## 1. ATTENDANCE AND OPENING

### PRESENT

17 Members as per attached attendance register

### APOLOGIES

34 Members, as listed in the attached Apologies Register, submitted an apology prior to the meeting

The meeting was opened at 10:31am by Andy Males (President)

## 2. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the previous AGM held on 28<sup>th</sup> August 2020 were circulated prior to the meeting.

Brian Hanson discussed how the special resolution was decided, in-part, by the mechanism that the resolution removed. He queried whether we should repeat the vote under the current rules. This was answered that there was no need to do so, however if 15% of the membership felt this was of sufficient import a new special resolution could be put to a future meeting.

John Ferguson moved that these minutes be held as a true record of that meeting. Seconded by Fred Clarke. Carried.

## 3. PRESIDENTS REPORT

Andy Males read from his prepared report. The full text of the report is attached to these minutes.

Andy corrected his statement to include Marianne Viebke as one of the card dealers.

- Colin Bell commented that the previous committee was stretched due to its limited number of members, and strongly urged that the club should have a full committee in the future.

Moved for acceptance by Bob McCartney, Seconded Judy Clarke.

## 4. TREASURERS REPORT

Club Treasurer Brian Wade presented the Financial Report for 2020/21(attached). Brian reported a -\$14,733 cash flow for the financial year, with the club having total funds of \$63,535 on 30<sup>th</sup> June 2021. Brian reported that at a high-level most figures were like 2019/20 – but considering that the previous year includes 3.5 months of the club being closed, compared with approximately 1 month this year – reflecting our reduced membership numbers which flowed through to lower table fee receipts. Brian reported that compared with the previous year we averaged 36 less players attending each week, which equates to approximately \$9360 lower income over the year.

- Kerry McGregor asked about the electricity consumption costs being referred to as zero, as she pointed to item #11 in the expenditure list. Brian Wade pointed to item #17 in the income, which is the electricity credit of the same amount used during this financial year.
- The insurance item (#13) was queried, as to what it covers. Answered that the EBM insurance package we have primarily covers the building and contents. The committee reviewed this cover recently and proceeded with renewal as it was found to be competitive. A follow-up question was put about public liability insurance, which was answered that this was supplied via the ABF. Brian Hanson further asked about committee indemnity, Gareth Braid answered that this was also supplied by the ABF but would get further information for Brian.

Andy Males read the Auditors report letter (attached).

Fred Clarke moved that the meeting accept the Treasurers report. Seconded by Colin Saunders. Carried.

## 5. APPOINTMENT OF AUDITOR

Marianne Viebke moved that we re-appoint Lyndon Edwards for another year. General agreement among attendees. Chair called for a show of hands, which resulted in overwhelming support in favour.



## Annual General Meeting Minutes – 4<sup>th</sup> September 2021

### 6. BRIDGE COORDINATORS REPORT

Brian Wade – Acting Bridge Coordinator – read from his prepared report.

The full text of the report is attached to these minutes.

- Colin Saunders queried if we cannot run club championship events on Sundays, how do we go about running our congress over the weekend. Brian Wade reported that the congress is run by the club under the auspices of BAWA, so different rules apply.

Esther Saunders moved that we accept Brian's report, Seconded by Elizabeth Norton. Carried.

### 7. MEMBER FEES

The committee presented an unchanged member fee structure.

Full Year Membership	\$50	(payable immediately)
Half Year Membership	\$25	(applies from 1 Jan 2022)
Associate Membership	\$20	(payable immediately)
Members' Table Fees	\$5	
Visitor Table Fees	\$7	(green & red point events)
Joining Fee (New Members)	\$0	

- Kerry McGregor queried whether, as Treasurer, Brian Wade believes that this structure is appropriate, considering as discussed in the previous item, that approximately \$30 of our membership fees goes to ABF or BAWA in capitation/affiliation fees. Brian responded that he supports this fee structure.
- Esther queried whether setting this fee structure would restrict the club regarding a new program she is planning, promoting the game with school children (and parents). Andy Males reported that we would be able to subsidise new members in a program such as this, and recommended it be put on the agenda of the next committee meeting.

Esther Saunders moved that accept this fee structure. Seconded by Elizabeth Norton. Carried.

### 8. APPOINTMENTS TO APPEALS AND FACILITATORS PANELS

An updated list of recommended panel members was proposed to the meeting.

#### APPEALS PANEL

- Brian Wade
- Colin Bell
- Esther Saunders

#### FACILITATORS PANEL

- Patrick Smith
- Esther Saunders

- Marianne Viebke queried whether we needed more members on these panels. It was discussed that neither panel has met/been required in the past year, and that – particularly with the facilitators panel – should another member be required we could quickly appoint someone for that specific need.

Moved for acceptance by Colin Bell, seconded by John Ferguson. Carried.

### 9. ELECTION OF MANAGEMENT COMMITTEE

During the nomination period, we received one nomination for each of the *President*, *Treasurer* and *Secretary* positions, and two nominations for ordinary management committee members. (See attached). As per 12.1(a) and 12.1(c) respectively of the club's rules, these people are declared elected.

- Andy Males called for nominations from the floor for the Vice President position. Esther Saunders nominated Colin Saunders, which was seconded by Judy Clarke. A show of hands showed a majority of those attending in support.
- Andy Males called for nominations from the floor for the Bridge Coordinator position. Elizabeth Norton nominated Marianne Viebke. Marianne accepted the nomination, which John Ferguson seconded. Attendees also showed support for this nomination by show of hands.
- Andy Males called for nominations for committee member from the floor. Colin Saunders nominated Esther Saunders, seconded by Brian Hanson, and Colin Bell nominated John Ferguson, seconded by Marianne

**Annual General Meeting Minutes – 4<sup>th</sup> September 2021**

Viebke. Both nominations were accepted, and both were supported by members attending via a show of hands.

The result is that the Management Committee of the Bunbury Bridge Club for 2021/22 is:

<b>Position</b>	<b>Member Nominated &amp; Elected</b>
President	Andy Males
Vice President	Colin Saunders
Treasurer	Brian Wade
Secretary	Gareth Braid
Bridge Co-ordinator	Marianne Viebke
Committee Members	Bob McCartney Brian Hanson Esther Saunders John Ferguson

**10. OTHER BUSINESS****10.1. Air-conditioning (Marianne Viebke)**

Marianne acknowledged that she has previously been in favour of replacing the air-conditioning in the clubrooms but observed that the club has been acceptably warm in recent times – which is her primary concern.

**10.2. Green Masterpoints on Tuesday Nights (Brian Hanson)**

Brian queried an item that was briefly covered in the Bridge Coordinators report that Tuesday night sessions are masterpointed with green masterpoints. Brian Wade replied that Tuesday night sessions indeed receive green masterpoints, however as a supervised session, they receive a reduced amount compared with other club sessions.

**10.3. Lesson details on website (Brian Hanson)**

Brian asked if members could receive a schedule of the planned lessons that Esther is now offering. Esther replied that some information is available on the website, but does not include the current schedule, primarily as the content is quite fluid, and may change as the lessons occur. Esther also highlighted that these sessions – due to begin on October 11, in addition to not operating during the winter months, will also be suspended during the operation of 2022 beginners' lessons, and other periods where Esther is unavailable. Esther queried whether this can be promoted to all members via e-mail – which was agreed.

**11. CLUB PERSON OF THE YEAR**

Andy Males announced that Esther Saunders is awarded the Club Person of the Year, highlighting her dedication in helping beginners through lessons, including assisting people in her home, and discussed Esther's willingness to take on convening the congress.

**12. MEETING CLOSURE**

Meeting closed at 11:46am.

**SIGNED**  
\_\_\_\_\_  
ANDY MALES, PRESIDENT  
\_\_\_\_\_  
GARETH BRAID, SECRETARY



BUNBURY BRIDGE CLUB INC.  
2021 Annual General Meeting

### ATTENDANCE REGISTER

Please enter your name below to confirm your attendance at the 2021 AGM held on  
Saturday 4<sup>th</sup> September 2021

BRIAN HANSON <del>BIRNWOOD</del>	GARETH BRAD
JUDY CLARKE	ANDY MALES
FRED CLARKE	BRIAN WADE
LIZ NORTON	<del>PATRICK SMITH</del>
Colin Bell.	Bob M <sup>c</sup> Cartney
Marianne Viebke	Chris Hollingsworth.
John Ferguson	KERRY McCREGOR
Esther Saunders	
Colin Saunders	
PATRICK SMITH	
JANE FLEET	



**BUNBURY BRIDGE CLUB INC.  
2021 Annual General Meeting**

## **APOLOGIES**

Apologies for the AGM held on Saturday 4<sup>th</sup> September 2021 received prior to the day

Norm Hoskin	Linda Hoskin
Sue Cornwell	Joy Gibson
Peter Jones	Jo Jones
William Hall	Minetta Hall
Diana Enders	Bev Hopley
Kerry Frazer	Murray Webber
Jo Saunders	Melanie Levi
Patrick Smythe	Tony Albertsen
Jan Morgan	Gillian Disney
Andy Cayley	Anne-Louise Dubrawski
Jock Mullen	Margie Mullen
Neville Fitzpatrick	Helen Fitzpatrick
Jan Macpherson	Di Taylor
Lurline Anderson	Sandra Main
Colleen Skipsey	Jennie Drennan
Kevin Simpson	Dennis Evans
Tom Hollingsworth	Holly Nutley

## **2020/21 Bunbury Bridge Club President's Report**

### **Andy Males 4<sup>th</sup> September 2021**

What a wonderful hardworking bridge committee the club has. We were very fortunate to have Brian Wade join the committee as treasurer and as it turned out, as Bridge Coordinator for most of the year. Our club is also lucky to have Gareth Braid as our diligent and thorough secretary. Vice President Patrick Smith has done an outstanding job of encouraging and retaining our new members on Tuesday night. Colin Bell has added organising the director's rooster to his usual catering activities this year and Bob looks after maintenance and Stella helps out at our meetings.

Covid-19 has and will continue to be a challenge for everybody. Financially we are still quite strong as you will hear from Brian later. I believe club harmony is good and the main objective for the future is to build club membership.

I would like to thank our Directors, Esther and Colin Saunders, Colin Bell, Brian Wade, Dennis Evans, John Ferguson, Marianne Viebke and our new director Andy Cayley for your time and efforts in organising our playing days.

We are lucky to have Anne-Louise and Andy looking after the kitchen supplies and our card dealers, Norm and Linda, Minetta, Anne-Louise, Jan, Neil, Brian and Colleen helping.

Having just celebrated our 40th year, in our own premises and with money in the bank, the Bunbury Bridge Club is continuing to do well.

**BUNBURY BRIDGE CLUB**  
**YEJ21 TREASURER'S REPORT**

- 1) Total cash flow = -\$14,733.65 (includes \$483.58 term deposit interest)
  - 2) Total funds @ 30<sup>th</sup> June = \$63,545.64
  - 3) Table fees income = \$28,600 (\$28,893 previous year)
  - 4) Total income = \$38,988.58 (\$40,017.50 previous year excluding TD transfer)
  - 5) Total expenditure = \$54,205.81 (\$54,771.66 previous year)
  - 6) Capital expenditure = \$13,571.50 (\$14,735.23 previous year)
  - 7) Electricity cost = \$0 due to state government subsidy (\$1,082.72 remaining)
  - 8) 40<sup>th</sup> anniversary function cost = \$4,442.20 (\$61 paid in 2021/22 year)
  - 9) 2020 Christmas function cost = \$2,135
  - 10) Grounds expenditure included \$2,640 for tree pruning
  - 11) BAWA costs included two lots of capitation due to deferment of 2019/20 liability to 2020/21
  - 12) Charity donation to WA iSports = \$448
  - 13) Net lessons expenditure = \$264 credit
  - 14) Congress cost = \$163
  - 15) YEJ22 forecast = +\$11,198
  - 16) Club membership in 2020 reduced from 136 to 108 members (currently 121 members). [Subs reduction = \$1,400]
  - 17) Average player attendance in 20/21 compared to 19/20
- |               |                                    |
|---------------|------------------------------------|
| Monday:       | -9.8                               |
| Tuesday:      | -1.2                               |
| Wednesday:    | -7.5                               |
| Friday:       | -13.5                              |
| Saturday:     | -4.1                               |
| <b>Total:</b> | <b>-36 = [9 tables or \$9,360]</b> |

## BUNBURY BRIDGE CLUB YEJ21 FINANCIAL SUMMARY

### Cash Account

Opening Balance (1/07/20)	\$24,007.95
Plus Income	\$38,988.58
Plus Account Transfers	\$0.00
<b>Sub-Total</b>	<b>\$62,996.53</b>
Less Expenditure	\$54,205.81
<b>Closing Balance (30/06/2021)</b>	<b>\$8,790.72</b>

### Term Deposits

Opening Balance (1/07/20)	\$54,271.34
Plus Interest	\$483.58
<b>Sub-Total</b>	<b>\$54,754.92</b>
Less Transfers	\$0.00
<b>Closing Balance (30/06/2021)</b>	<b>\$54,754.92</b>

### Reconciliation (30/06/2021)

Cash Balance	\$8,790.72
Add unpresented cheques	-\$169.78
Less cash at hand	\$230.00
<b>Sub-Total</b>	<b>\$8,390.94</b>

### Total Funds

	1/07/2020	30/06/2021
Cash Account + Cash at hand	\$24,007.95	\$8,790.72
Term Deposits	\$54,271.34	\$54,754.92
<b>Total</b>	<b>\$78,279.29</b>	<b>\$63,545.64</b>

**Bank Statement Balance (30/06/2021)**

<b>\$8,390.94</b>
-------------------



<b>YEJ21 INCOME</b>			
Item #	Description	2020/2021	2019/2020
1	Monday Bridge	\$7,429.00	\$7,624.00
2	Tuesday Bridge	\$4,531.00	\$3,713.00
3	Wednesday Bridge	\$5,352.00	\$5,105.00
4	Thursday Bridge	\$0.00	\$440.00
5	Friday Bridge	\$5,552.00	\$6,788.00
6	Saturday Bridge	\$4,996.00	\$4,743.00
7	Sunday Bridge	\$0.00	\$0.00
8	Other Bridge	\$740.00	\$480.00

<b>Sub-Total</b>	<b>\$28,600.00</b>	<b>\$28,893.00</b>
------------------	--------------------	--------------------

9	Subscriptions	\$5,555.00	\$6,220.00
10	Net Sponsorship (Members)	-\$180.00	\$110.00
11	Lessons & Training	\$1,355.00	\$2,130.00
12	Congress	\$563.80	\$900.00
13	Disposals	\$0.00	\$220.00
14	Fund Raising/Donations	\$107.50	\$631.00
15	Account Transfers	\$0.00	\$25,000.00
16	Refunds	\$535.00	\$900.00
17	Synergy Credit	\$1,917.28	\$13.50
18	Functions	\$535.00	\$0.00
19		\$0.00	\$0.00
20		\$0.00	\$0.00

<b>Total</b>	<b>\$38,988.58</b>	<b>\$65,017.50</b>
--------------	--------------------	--------------------

<b>YEJ21 EXPENDITURE</b>				
Item #	Description	2020/2021	%	2019/2020
1	ABF Master Points	\$612.99	1.1%	\$3,550.34
2	ABF Capitation	\$1,182.20	2.2%	\$0.00
3	Accounting Audit	\$400.00	0.7%	\$400.00
4	Website	\$300.00	0.6%	\$300.00
5	BAWA	\$3,086.09	5.7%	\$135.09
6	Congress	\$727.05	1.3%	\$900.00
7	Bridge Supplies	\$1,263.45	2.3%	\$1,152.80
8	Contract Cleaning	\$5,981.20	11.0%	\$6,359.85
9	Fund Raising/Donations	\$448.00	0.8%	\$400.00
10	Equipment/Fittings	\$434.27	0.8%	\$508.00
11	Electricity	\$1,917.28	3.5%	\$2,031.48
12A	Cleaning Consumables	\$1,220.64	2.3%	
12B	Food and Drinks (kitchen)	\$1,151.37	2.1%	\$3,342.00
12C	Bathroom Consumables	\$473.11	0.9%	
13	Insurance	\$2,377.89	4.4%	\$2,304.35
14	Grounds	\$3,691.49	6.8%	\$800.00
15	Office Supplies	\$455.10	0.8%	\$943.04
16	City of Bunbury Rates	\$1,609.50	3.0%	\$4,783.14
17	Water (Aqwest)	\$1,135.39	2.1%	
18	Sewerage (Water Corp)	\$1,023.57	1.9%	
19	Repairs & Maintenance	\$883.20	1.6%	\$7,214.51
20	Security	\$737.50	1.4%	\$506.00
21	Lessons & Training	\$1,090.84	2.0%	\$854.95
22	Communications	\$1,079.88	2.0%	\$1,079.88
23	Functions	\$6,516.20	12.0%	\$2,471.00
24	Administration	\$776.10	1.4%	
25	Capital Works	\$13,571.50	25.0%	\$14,735.23
26	Australian Bridge	\$60.00	0.1%	

<b>Total</b>	<b>\$54,205.81</b>	<b>100.0%</b>	<b>\$54,771.66</b>
--------------	--------------------	---------------	--------------------

335 Wellesley Rd  
WELLESLEY WA 6233

25 July 2021

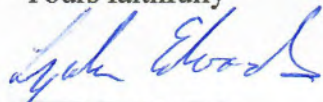
The Committee  
Bunbury Bridge Club Inc  
PO Box 1098  
BUNBURY WA 6231

Dear Committee

I have conducted an audit of the financial records of the Bunbury Bridge Club for the financial year ending June 30<sup>th</sup> 2021 from Print outs of the monthly statements as well as supporting documents and the bank statements.

I find that the YEJ21 Financial Summary truly reflects the annual transactions shown in the source documents.

Yours faithfully



Lyndon Edwards

Hon. Auditor

# **BUNBURY BRIDGE CLUB**

## **YEJ21 BRIDGE COORDINATOR'S REPORT**

### **COVID19**

The first half of the year was dominated by the club's response to COVID19. Having closed the club in mid-March 2020, the club reopened in late July 2020. Prior to the reopening of the club, significant work was undertaken to ensure the club was compliant with government regulations including the observance of social distancing, limiting session attendance, installing double tables, providing personal hygiene products, rotation of playing equipment, eliminating table cloths, closing the kitchen and other measures. Marianne Viebke was instrumental in allowing the club to reopen and special mention is also made to all the volunteers who offered their time to clean the clubrooms after each session of play. Thank you as well to all the players for their patience and understanding during those difficult times. In line with government guidelines and community expectations, the club gradually lifted restrictions to the extent that normal operations resumed in May 2021.

### **Lessons & Training**

Despite the difficulties imposed by COVID19, Esther Saunders and her assistants were able to offer an 8 week series of lessons in February and March. These were very well attended and resulted in a spike in Tuesday night numbers following the conclusion of the lessons. Special mention to Esther for offering home tuition in addition to the scheduled lessons, to June Kiel for her post lessons tuition at the Eaton library and to Patrick Smith for his devotion to the ongoing player development through the Tuesday supervised sessions.

### **Congress**

Preparations for the annual congress commenced in late 2020. In early March, Esther kindly offered to step in as the congress convenor. Unfortunately and as a huge disappointment to all involved, the congress had to be cancelled due to a snap government lockdown. Let's hope for better luck next year, but in the interim, there will be a review of how the 2022 congress should be structured.

### **MY ABF**

During 2020, the ABF and BAWA announced that they were moving towards a cashless environment. As such, since 1<sup>st</sup> August, all BAWA events need to be paid by EFT through the MY ABF website. This is a significant variation from past practises. BAWA is still supporting congress entries through their website but this is also likely to change. As well, within the next 12 months, the ABF intends to make available to all clubs the facility for players to use the MY ABF website for the payment of club

table fees. The committee will monitor this closely and advise members as important milestones are reached.

### **Club Championships**

The committee endorsed the renaming of the annual pairs and teams championships as the Moth Andersson Pairs Championships and the Peter Morgan Teams Championships. This was done to acknowledge the significant contribution both Moth and Peter (along with their partners) made to the club over many years of service. Club champions were as follows:-

2021 Moth Andersson Pairs Championships: Colleen Long and Colleen Skipsey.

2020 Teams Championships: Colin & Esther Saunders, Colleen Long and Graeme Bowman.

2020 Pairs Championships: Colin & Esther Saunders.

### **Australia Wide Pairs**

The club participated in the Australia Wide Novice Pairs event in late May.

Unfortunately, the participation was disappointing and this cast a shadow over the motivation to continue offering this type of event. This will continue to be reviewed by the committee. The club will continue to participate in the Open Pairs event.

### **Championship Scheduling**

Following advice from both BAWA and the ABF, the club was required to schedule their club championship events on Saturdays (rather than Sundays) assuming the events remain classified as red point events. Bunbury, as with some other WA clubs, challenged this apparent archaic and nonsense policy but to no avail. Following further review by the committee, it was agreed that future club championships will be scheduled for Sundays but will be masterpointed as green rather than red. This will permit the normal Saturday session to be scheduled uninterrupted and will allow the championships to be directed with a playing director. Additional red point sessions will be scheduled as compensation for not holding the championships as red point events.

### **Thanks**

Finally, a personal thank you to all the directors and dealers who have kept the club operating throughout the year. Their time and support, all offered voluntarily for the benefit of all members, is much appreciated. I also acknowledge the support of the committee and the membership in general in undertaking my duties as the acting Bridge Coordinator.

Brian Wade





# BUNBURY BRIDGE CLUB

Incorporated

POSTAL: Hon. Secretary,  
P.O. Box 1098,  
BUNBURY, W.A. 6231.  
PHONE: (08) 9791 3177.

**Nominations Close**  
9pm on Wednesday 1<sup>st</sup> September 2021

## Management Committee Nomination Form

OFFICE	NOMINEE	NOMINATOR	SIGN, ACCEPTANCE
<b>PRESIDENT:</b> (1 vacancy)	Andy Males	J. Deveraux	[Signature]
<b>VICE PRESIDENT:</b> (1 vacancy)			
<b>TREASURER:</b> (1 vacancy)	BRIAN WADE	G. Bowman	[Signature]
<b>SECRETARY:</b> (1 vacancy)	Gareth Braid	Jo Saunders	[Signature]

OFFICE	NOMINEE	NOMINATOR	SIGN, ACCEPTANCE
<b>BRIDGE CO-ORDINATOR:</b> (1 vacancy)			
<b>COMMITTEE MEMBERS:</b> (At least 4 vacancies)			
	Bob McCartney	[Signature]	[Signature]
	Brian Hanson	[Signature]	[Signature]

**Nominees:** Members may only be nominated once prior to the AGM. By accepting a nomination, you confirm that you are eligible under the *Associations Incorporation Act (2015)* and implies understanding of the role and its duties [as documented in the club's constitution].

Nominations may only be made in writing by either completing this form or by letter to the Secretary.