

Bunbury Bridge Club Inc.

## **Management Committee meeting Minutes – 8 May 2023**

### **PRESENT**

Andy Males, Bob McCartney, Norm Hoskin, Minetta Hall, John Ferguson,  
Brian Wade, Margie Mullen, Mike Van Wyk, Colin Saunders

### **APOLOGIES**

Nil

The meeting opened at 10.02 by Andy Males (President)

Minutes of the previous meeting held on 17 April 2023 had previously been supplied to committee members.

Minutes moved for acceptance by Norm Hoskin, seconded by John Ferguson.

Correspondence report from 18 April – 07 May 2023 was distributed by email to committee members prior to the meeting.

Correspondence moved for acceptance by Bob McCartney, seconded by John Ferguson.

### **Business Arising from Correspondence**

The insurance renewal for the club premises and contents. It was agreed to increase the premises cover to \$800,00.00 with a view to obtaining a valuation of the property and increasing if necessary.

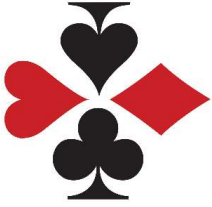
Appended to these minutes are a copy of emails sent by Esther Saunders to Subway Bunbury thanking them for their assistance with orders on both days.

Also appended is a thank you email from Colleen Skipsey to Esther and Brian and all their helpers for a smoothly run and enjoyable congress.

A 2023 Congress Convenor's Report to the committee is appended to these minutes.

### **TREASURER'S REPORT**

Norm Hoskin supplied a Financial Summary for April, this was emailed to the committee members prior to the meeting.



Bunbury Bridge Club Inc.

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The club's financial position as it stands at present show the Cash account having a balance of \$26,685.90 and a term deposit of \$31,272.28 making a total of \$57,958.13.

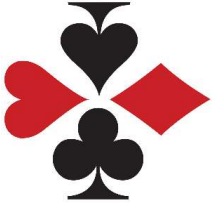
There are some substantial expenses of approximately \$12,000 to be paid in the near future being insurance, HWS, electrics and the balance of the air conditioning payment. This will substantially reduce funds.

Treasurers Report moved for acceptance by Minetta Hall, seconded by Bob McCartney.

### **BRIDGE CO-ORDINATORS REPORT**

- 1) Average player numbers improved in April with all sessions up except Wednesdays (-4) compared to March. Average improvement = +9 per week. YTD compared to the same period in 2022 - 8 per week.
- 2) The congress was a very successful event with many positive comments from many quarters. The new venue proved to be a significant improvement compared to the SWIC. Many volunteer helpers assisted with a range of tasks to ensure the success of the event and they are all thanked for their efforts. The venue has been booked again for the 20<sup>th</sup> and 21<sup>st</sup> April 2024 and hopefully this will be confirmed by the ADSCC committee this week. Well done to Esther for her work and coordination as the congress convenor.
- 3) There was an unscheduled power outage during the Tuesday night session on the 11<sup>th</sup> April. Chris managed to cope with the situation and play continued. The computing equipment continued to function using the back-up power supply unit and the session was scored as per normal.
- 4) The AWP session will be held on Tuesday 30<sup>th</sup> May as a full session of bridge. Brian Wade will direct.
- 5) The Moth Anderson Pairs Championships will be held on Sunday 25<sup>th</sup> June. Entries will be opened in early June. Brian Wade will direct.
- 6) The 42<sup>nd</sup> club anniversary will be celebrated on Monday 26<sup>th</sup> June as a red point event. It would seem appropriate to mark the occasion with a special afternoon tea on that day.

Moved to accept the coordinators report by Mike Van Wyk and seconded Margie Mullen.



Bunbury Bridge Club Inc.

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### **AIR CONDITIONERS**

It is confirmed that the installation of the new air conditions is set to begin on the 9<sup>th</sup> May 2023, this has been arranged to cause as little disruption to club events as possible.

Meeting closed at 11.25 am.

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Andy Males, President

Minetta Hall, Secretary

Item #	April			Year to Date			
	Actual	Forecast	Diff	Actual	Forecast	Diff	
1	Opening (Cash Account)	\$27,223	\$9,360	\$17,863	\$10,613	\$10,613	\$0
2	Average players per session	25	28	-3.5	24	28	-4.1
3	Sessions	20	19	1	217	213	4
<b>Income</b>							
4	Players	491	532	-41	\$178	5964	-786
5	Table Fees	\$2,936	\$3,084	-\$148	\$29,101	\$33,349	-\$4,248
6	Special Events	\$0	\$0	\$0	\$480	\$640	-\$160
7	Subs	\$0	\$0	\$0	\$4,810	\$5,250	-\$440
8	Net Token Sales	-\$60	\$0	-\$60	\$2,250	\$0	\$2,250
9	Lessons & Training	\$90	\$0	\$90	\$1,285	\$500	\$785
10	Congress	\$1,140	\$8,000	-\$6,860	\$2,925	\$8,000	-\$5,075
11	Disposals	\$0	\$0	\$0	\$0	\$0	\$0
12	Fund Raising/Charity	\$1	\$10	-\$9	\$392	\$100	\$292
13	Account Transfers	\$0	\$0	\$0	\$23,608	\$18,627	\$4,981
14	Refunds	\$0	\$0	\$0	\$342	\$0	\$342
15	Synergy Credit	\$0	\$0	\$0	\$0	\$0	\$0
16	Functions	\$0	\$0	\$0	\$140	\$0	\$140
17	<b>Sub-Total</b>	<b>\$4,107</b>	<b>\$11,094</b>	<b>-\$6,987</b>	<b>\$65,345</b>	<b>\$66,146</b>	<b>-\$801</b>
<b>Expenditure</b>							
18	ABF Master Points	\$215	\$250	-\$35	\$994	\$1,000	-\$6
19	ABF Capitation	\$1,640	\$1,800	-\$160	\$1,738	\$1,800	-\$62
20	Accounting Audit	\$0	\$0	\$0	\$100	\$100	\$0
21	Website	\$0	\$0	\$0	\$330	\$300	\$30
22	BAWA	\$1,215	\$1,700	-\$485	\$1,264	\$1,700	-\$436
23	Congress	\$0	\$7,500	-\$7,500	\$200	\$7,500	-\$7,300
24	Bridge Supplies	\$0	\$200	-\$200	\$2,113	\$2,000	\$113
25	Cleaning	\$678	\$630	\$48	\$6,567	\$6,300	\$267
26	Fund Raising	\$0	\$0	\$0	\$855	\$0	\$855
27	Equipment/Fittings	\$0	\$40	-\$40	\$1,251	\$1,360	-\$109
28	Electricity	\$0	\$0	\$0	\$1,784	\$1,750	\$34
29	Cleaning Consumables	\$0	\$20	-\$20	\$33	\$200	-\$167
30	Food & Drinks	\$258	\$300	-\$42	\$2,311	\$3,000	-\$689
31	Bathroom Consumables	\$0	\$40	-\$40	\$201	\$400	-\$199
32	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
33	Grounds	\$4	\$100	-\$96	\$4,139	\$3,900	\$239
34	Office Supplies	\$0	\$50	-\$50	\$532	\$500	\$32
35	City of Bunbury Rates	\$0	\$0	\$0	\$1,804	\$1,750	\$54
36	Water (Aqwest)	\$0	\$0	\$0	\$1,490	\$950	\$540
37	Sewerage (Water Corp)	\$0	\$0	\$0	\$896	\$875	\$21
38	Repairs & Maintenance	\$0	\$100	-\$100	\$429	\$1,000	-\$571
39	Security	\$127	\$0	\$127	\$475	\$390	\$85
40	Lessons & Training	\$404	\$0	\$404	\$1,618	\$300	\$1,318
41	Communications	\$90	\$90	\$0	\$900	\$900	\$0
42	Functions	\$0	\$0	\$0	\$1,962	\$1,500	\$462
43	Administration	\$12	\$50	-\$38	\$74	\$500	-\$426
44	Capital Works	\$0	\$0	\$0	\$14,939	\$29,000	-\$14,061
45	Australian Bridge	\$0	\$0	\$0	\$180	\$200	-\$20
46	<b>Sub-Total</b>	<b>\$4,644</b>	<b>\$12,870</b>	<b>-\$8,226</b>	<b>\$49,272</b>	<b>\$69,175</b>	<b>-\$19,903</b>
47	<b>Closing (Cash Account)</b>	<b>\$26,686</b>	<b>\$7,584</b>	<b>\$19,102</b>	<b>\$26,686</b>	<b>\$7,584</b>	<b>\$19,102</b>
48	<b>Cash Flow Movement</b>	<b>-\$537</b>	<b>-\$1,776</b>	<b>\$1,239</b>	<b>\$16,073</b>	<b>-\$3,029</b>	<b>\$19,102</b>
<b>Term Deposits</b>							
49	Opening	\$31,272	\$36,290	-\$5,018	\$54,836	\$54,836	-\$0
50	Interest	\$0	\$90	-\$90	\$45	\$171	-\$126
51	Transfer In	\$0	\$0	\$0	\$23,608	\$0	\$23,608
52	Transfer Out	\$0	\$0	\$0	-\$23,608	\$18,627	-\$42,235
53	Closing	\$31,272	\$36,380	-\$5,108	\$31,272	\$36,380	-\$5,108
54	<b>Total Funds</b>	<b>\$57,958</b>	<b>\$43,964</b>	<b>\$13,995</b>	<b>\$57,958</b>	<b>\$43,964</b>	<b>\$13,995</b>



**YEJ23 EXPENDITURE**

Item #	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%	2021/2022
1	ABF Master Points	\$241.39			\$265.32			\$271.58			\$215.37			\$993.66	2.0%	\$1,068.76
2	ABF Capitation	\$31.20			\$36.45			\$30.20			\$1,640.00			\$1,737.85	3.5%	\$1,802.90
3	Accounting Audit	\$100.00												\$100.00	0.2%	\$100.00
4	Website						\$330.00							\$330.00	0.7%	\$300.00
5	BAWA	\$24.30						\$24.32			\$1,215.00			\$1,263.62	2.6%	\$1,717.55
6	Congress			\$200.00										\$200.00	0.4%	\$7,520.58
7	Bridge Supplies	\$36.00	\$478.57	\$52.50	\$12.90		\$1,048.42	\$485.00						\$2,113.39	4.3%	\$2,611.30
8	Contract Cleaning	\$606.08	\$665.31	\$678.02	\$665.31	665.31	\$678.02	\$678.02	\$587.27	\$678.02	\$678.02			\$6,579.38	13.4%	\$7,085.71
9	Fund Raising/Donations				\$100.00		\$100.00			\$655.00				\$855.00	1.7%	\$891.00
10	Equipment/Fittings			\$400.00	\$851.31									\$1,251.31	2.5%	\$52.76
11	Electricity	\$325.90		\$426.03		\$325.72		\$271.46		\$434.93				\$1,784.04	3.6%	\$1,797.50
12	Cleaning Consumables							\$32.60						\$32.60	0.1%	\$94.89
13	Food and Drinks (kitchen)	\$180.30	\$559.80		\$247.72	\$335.25	\$283.74	\$194.36		\$251.25	\$258.40			\$2,310.82	4.7%	\$3,278.19
14	Bathroom Consumables					\$189.86		\$10.80						\$200.66	0.4%	\$470.61
15	Insurance													\$0.00	0.0%	\$2,855.68
16	Grounds	\$2,720.00	\$140.00	\$70.00	\$341.74	\$154.55	\$210.00	\$140.00	\$148.92	\$209.28	\$4.20			\$4,138.69	8.4%	\$1,269.24
17	Office Supplies		\$29.99		\$15.00	\$261.24	\$55.15	\$18.00		\$153.00				\$532.38	1.1%	\$471.19
18	City of Bunbury Rates			\$1,804.00										\$1,804.00	3.7%	\$1,651.00
19	Water (Aqwest)			\$477.43			\$338.55			\$674.05				\$1,490.03	3.0%	\$1,079.21
20	Sewerage (Water Corp)	\$182.67		\$179.72		\$179.72		\$173.83		\$179.72				\$895.66	1.8%	\$1,049.16
21	Repairs & Maintenance	\$6.95					\$422.00							\$428.95	0.9%	\$1,162.39
22	Security	\$95.70		\$126.50			\$126.50				\$126.50			\$475.20	1.0%	\$506.00
23	Lessons & Training	\$773.64	\$18.10						\$372.32		\$404.15			\$1,568.21	3.2%	\$1,126.83
24	Communications	\$89.99	\$89.99	\$89.99	\$90.29	\$89.99	\$89.99	\$89.99	\$89.99	\$89.99	\$89.99			\$900.20	1.8%	\$1,080.18
25	Functions					\$241.93	\$1,719.77							\$1,961.70	4.0%	\$1,841.00
26	Administration							\$50.00		\$12.00	\$12.00			\$74.00	0.2%	\$657.84
27	Capital Works	\$128.98				\$6,237.00	\$2,220.00		\$6,353.00					\$14,938.98	30.3%	\$7,889.36
28	Australian Bridge		\$180.00											\$180.00	0.4%	\$190.00
29	Bank fee													\$0.00	0.0%	\$0.00
30	Prizes					\$131.40								\$131.40	0.3%	\$0.00
31																
<b>Total</b>		<b>\$5,543.10</b>	<b>\$2,161.76</b>	<b>\$4,504.19</b>	<b>\$2,626.04</b>	<b>\$8,811.97</b>	<b>\$7,622.14</b>	<b>\$2,470.16</b>	<b>\$7,551.50</b>	<b>\$3,337.24</b>	<b>\$4,643.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,271.73</b>	<b>100.0%</b>	<b>\$51,620.83</b>

Item April  
 1 ABF Master Points \$215.37  
 2 ABF Capitation 100 members (\$1640)  
 5 BAWA Capitation fees \$1215  
 16 Lawn Mowing \$70

Item April  
 16 Credit \$65.80 NH  
 22 Security Monitoring \$126.50  
 23 Beginners Lesson Booklets (E5)(\$404.15)(30)  
 26 Name Badge Keith Hopkins

## BUNBURY BRIDGE CLUB APRIL FINANCIAL SUMMARY

### Cash Account

Opening Balance	\$27,222.53
Plus Income	\$4,107.00
Transfers In (+) or Out (-)	\$0.00
<b>Sub-Total</b>	<b>\$31,329.53</b>
Less Expenditure	\$4,643.63
<b>Closing Balance</b>	<b>\$26,685.90</b>

### Term Deposits

Opening Balance	\$31,272.28
Plus Interest	
<b>Sub-Total</b>	<b>\$31,272.28</b>
Transfers In (+) or Out (-)	\$0.00
<b>Closing Balance</b>	<b>\$31,272.28</b>

### Reconciliation

Cash Balance	\$26,685.90
Add unpresented cheques/refunds	\$0.00
Less cash at hand	\$332.00
<b>Sub-Total</b>	<b>\$26,353.90</b>

### Total Funds

Cash Account + Cash at hand	\$26,685.90
Term Deposit #1	\$31,272.28
Term Deposit #2	\$0.00
<b>Total</b>	<b>\$57,958.18</b>

<b>Matures</b>	<b>IR</b>
8/05/2023	3.15%

**EOM Bank Statement Balance**

<b>\$26,353.90</b>
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Statement

bank

that that the by-laws be modified to include the following in the General category, new clause 5:  
**"Sou' West Getaway Club require all participants at all club events (ie members + guests) to be fully vaccinated against covid-19 (unless exempted for valid medical reasons)".**

Marie asked if there was anyone who wanted to put a case against the motion and there were no takers. Max asked for clarification of "fully vaccinated" and Marie stated this would be whatever the government definition was at the time. At this exact moment it is "double vaccinated" but may change depending on government definition. We will not be arbitrarily deciding a definition, we will simply follow the health advice at the time.

The motion to modify the by-laws as listed in bold above was formally moved by Richie Palmer and seconded by Jenny Palmer and the motion was carried overwhelmingly with a show of hands (no dissenting votes).

Meeting closed 4.30 pm.

Steve Kinniard

Secretary SouWest Getaway Club.



## Correspondence Report 18 April - 07 May 2023

Date	Issue	Correspondent	Type	Comments	
1	18/04/2023	Transition to MyABF	Robyn McConnell	Email	Club Co-Ordinator
2	18/04/2023	Masterpoint Update	ABF	Email	Club Co-Ordinator
3	19/04/2023	Bank Statement	ANZ	Email	Treasurer
4	24/04/2023	Zonta Charity Day	Robyn McConnell	Email	Notice Board
5	26/04/2023	Registrations	ABF	Mail	Club Co-Ordinator
6	26/04/2023	Invoice	ABF	Mail	Treasurer
7	28/04/2023	BAWA Email address	David Burn	Email	Club Co-Ordinator
8	28/04/2023	Invoice 2037808035	Synergy	Email	Treasurer
9	28/04/2023	Invoice 29429	Cleanway Xtra	Email	Treasurer
10	28/04/2023	Volunteer	Robyn McConnell	Email	Club Co-Ordinator
11	30/04/2023	Masterpoint Update	ABF	Email	Club Co-Ordinator
12	30/04/2023	Masterpoint Update	ABF	Email	Club Co-Ordinator
13	30/04/2023	Perth ANC 2023	Robyn McConnell	Email	Notice Board
14	1/05/2023	Bus. Plan Renewal	BBC Insurance	Email	Treasurer
15	1/05/2023	Masterpoint Rewards	David Weston	Email	Club Co-Ordinator
16	1/05/2023	Notice to Members	Norm Hoskin	Email	Treasurer
17	1/05/2023	Invoice	Westnet	Email	Treasurer
18	2/05/2023	Invoice	WaterCorp	Email	Treasurer
19	2/05/2023	State Evening Open Pairs	Robyn McConnell	Email	Notice Board
20	2/05/2023	Kalamunda Restricted	Robyn McConnell	Email	Notice Board
21	4/05/2023	Norton Security	Norton	Email	Treasurer
22	4/05/2023	Conveners Report	Esther Saunders	Email	Committee
23	4/05/2023	Thankyou to Subway	Esther Saunders	Email	Committee
24	4/05/2023	Thankyou to Conveners	Colleen Skipsey	Email	Committee



Minetta Hall <billandminetta@gmail.com>

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## Thank you

1 message

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**Esther Saunders** <mrsesaunders@gmail.com>  
To: SubwayBunbury <subwayby@exemail.com.au>  
Cc: Bunbury Bridge Club <bybridge1@westnet.com.au>

Wed, May 3, 2023 at 10:28 PM

Hi Mark,  
Thank you for your generous support of the Bunbury Bridge Club's congress again this year. The Subway biscuits were delicious and greatly appreciated. We also appreciate your collecting and delivering the orders for us on Saturday and Sunday and I made mention of your support in my speeches on both days.  
Esther Saunders  
Event convenor

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**Congress**

1 message

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**Colleen Skipsey** <colleenskipsey@bigpond.com>  
To: Bunbury Bridge Club <bybridge1@westnet.com.au>  
To the Committee,

Mon, May 1, 2023 at 1:09 PM

A big thank you to Esther, Brian and all their helpers for a smoothly run, enjoyable congress.

Planning and running an event like the congress takes a lot of effort and time. We, the participants, acknowledge the hard work put in by everyone to make the weekend pleasant and enjoyable.

As we all know bridge players love the refreshments served throughout the day. Many people commented on the delicious cakes, slices and savouries on offer and complimented the ladies for the way they portioned things out into bite-size pieces.

Having the wine and nibbles/soup afterward gave everyone a chance to connect socially which I think is an important part of a congress. This new venue was more conducive to people staying for a chat after play.

Congratulations to all those involved in the organising and running of the congress!

Kind regards  
Colleen Skipsey

P. O. Box 1092  
Bunbury WA 6231  
Mobile 0450 559 623

## **2023 CONGRESS CONVENOR'S REPORT TO COMMITTEE**

There has been a lot of excellent positive feedback about this year's congress via texts, phone calls and emails. The Australind & Districts Senior Citizen's Club venue proved popular, and it has been booked for next year. Their staff were extremely helpful to us, particularly Lorraine Paget, Maureen Townsend, and June Fleay.

The competition itself went well, thanks to the expert direction of Brian Wade.

There were some issues with last minute withdrawals as one member was ill and unable to participate at all so substitutes had to be arranged at the last minute. Thanks go to Neil Weir (who was meant to be caddying) for filling in and thanks to Kevin Simpson for driving from Collie as a replacement caddy!

One participant went home ill in the 2<sup>nd</sup> half of Sunday (Thanks to our emergency caddie Kevin Simpson for filling in with no notice! – and thanks for Brian Wade for coping with directing the teams without a caddie for the rest of the afternoon!).

One kitchen helper had a broken leg and had to be replaced (thanks to Pam Studsor for filling in!)

On Thursday morning May 4<sup>th</sup>, some of the kitchen helpers held a short debriefing meeting at Joan Gribble's house to discuss next years congress and what worked and what didn't work this year.

As it is the convenor's job to arrange last minute replacements when circumstances such as the above happen, it becomes untenable for the convenor to also be the kitchen manager. Therefore, the following are some changes that will be made for next year:

- Joan Gribble and Pam Studsor have volunteered to be the kitchen managers for next year. They will be responsible for all helper's rosters, members food contributions organisation, food and drinks purchases, liaising with ADSCC kitchen staff, and everything to do with the catering and management of it.
- Joan will contact various private schools at the beginning of the school year in an attempt to recruit senior students to help in the kitchen under guidance of our adult volunteers. Some schools require students to complete a certain number of hours of

In all, I feel the congress was a huge success and I thank all members who contributed with their time and/or food and for their efforts in the set up and clean up afterwards.

Special mention must be made about Brian Wade helping with last minute things while I was away for the 10 days just prior to the congress and I thank him for that.

On Saturday, we had cleaned up and left the premises by 6.15pm and on Sunday by 6.45pm.

Esther Saunders

Convenor, 2023