

Bunbury Bridge Club Inc.

Management Committee meeting Minutes – 10 September 2023

PRESENT

Andy Males, , Minetta Hall, John Ferguson, Colin Saunders, Jo Saunders, Bev Hopley, Chris Hollingsworth, Brian Hanson, Norm Hoskin

APOLOGIES

Mike Van Wyk

The meeting opened at 10.04 by Andy Males (President)

Minutes of the previous meeting held on 14 August 2023 had previously been supplied to committee members.

Minutes moved for acceptance by Andy Males, seconded by John Ferguson. This motion was carried with four abstentions who were not at the previous meeting.

Correspondence report previously supplied to committee members, no business arising from the correspondence.

Moved for acceptance by Colin Saunders seconded by Chris Hollingsworth and carried.

TREASURER'S REPORT

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

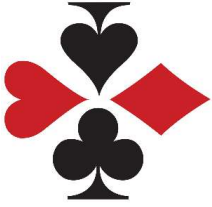
The club's financial position as it stands at present show the Cash account and cash at hand having a balance of \$14,900.60 and a term deposit of \$31,846.59 making a total of \$46,747.19.

Income for the month was \$2596.00 made up mostly from table fees. Expenditure was \$1392.00.

Our major expense appears to be the cleaning costs, this was discussed by the committee and agreed that it is an expense we can't avoid.

Bank signatories need to be updated with the Bank. Brian Wade and Robert McCartney resigned from the committee as from the AGM on the 2nd September.

It is proposed by Colin Saunders that Joanne Nicole Saunders and Christine Ruth Hollingsworth be added as signatories to all Bunbury Bridge Club Inc. ANZ bank



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accounts including internet banking. Existing signatories Andy Males and Norman Hoskin are to remain signatories to the accounts. Brian Wade and Robert McCartney to be removed as signatories to all Bunbury Bridge Club Inc accounts. The accounts remain two (2) to sign/authorise all transactions.

Seconded by John Ferguson and carried by the committee.

Norm is to arrange an appointment with the bank for the four signatories to attend.

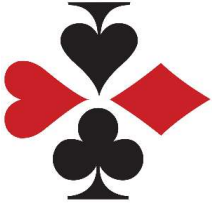
BRIDGE CO-ORDINATORS REPORT

The Bridge Co-ordinator's report was prepared by Brian Wade on the 31 August 2023, the outgoing Co-ordinator and read by Jo Saunders as the new Club Co-ordinator.

- 1) Unfortunately, player numbers declined during August after the improvement recorded in July. Members enjoying time away from home appeared to be the major reason.
- 2) The AWOP event was held on Monday 28th August. Well done to Gillian and Jennie for winning the session locally.
- 3) Monthly player development sessions with Esther will resume on Tuesday 5 September. The final PD session in Esther's campaign will be held in December.
- 4) Finally, I thank Jo Saunders for taking on the role of Bridge Coordinator and Webmaster.

A handover session has been conducted with Jo and I will continue to offer my support on an as needs basis.

Moved to accept the coordinators report by Minetta Hall and seconded Norm Hoskin, carried by the committee.



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NEW BUSINESS

The committee ratified Esther Saunders as the 2024 congress convener.

The hot water system is turned on and off with the lights in the club rooms by the Director of the day.

With relation to the alarm system Andy Males is to contact the security company and update the contacts on the emergency list, replacing John Ferguson with Colin Saunders and for sJo to check with Bob McCartney over records he may have on this and who has keys to the premises.

Brian Hanson and Jo Saunders to investigate uploading the minutes to the website. Brian agreed to create a newsletter and is to complete a template for this.

Bev Garrett and Cheryl Caley have volunteered to organise our Christmas function but will not be doing the entertainment. We will need a volunteer to organise this.

Chris Hollingsworth to liaise with Bev and Cheryl as to the use of crockery and cutlery the club owns or to use paper plates. If we use crockery what would be the cost of washing up and who would do this.

The code of conduct is to be included in the club book and the wording of this is to be finalised at the next meeting with Jo Saunders.

It was agreed by the committee to wait for Mike Van Wyk to return from holiday to discuss the question of an extra playing day.

Colin Saunders with the help of John Ferguson will insulate the ceiling over the office and toilets at an expected cost of around \$1000.00.

An email is to be sent to members reminding them that membership fees are due now.

Meeting closed at 11.55

Andy Males, President

Minetta Hall, Secretary

Item #	August			Year to Date			
	Actual	Forecast	Diff	Actual	Forecast	Diff	
1	Opening (Cash Account)	\$13,696	\$12,520	\$1,177	\$11,659	\$11,659	\$0
2	Average players per session	21	24	-3	22	24	-2
3	Sessions	22	22	0	44	44	0
	Income						
4	Players	466	528	-62	978	1056	-78
5	Table Fees	\$2,692	\$3,042	-\$350	\$5,672	\$6,084	-\$412
6	Special Events	\$0	\$0	\$0	\$384	\$384	\$0
7	Subs	\$0	\$0	\$0	-\$50	\$0	-\$50
8	Net Token Sales	-\$96	\$0	-\$96	-\$108	\$0	-\$108
9	Lessons & Training	\$0	\$0	\$0	\$15	\$0	\$15
10	Congress	\$0	\$0	\$0	\$0	\$0	\$0
11	Disposals	\$0	\$0	\$0	\$0	\$0	\$0
12	Fund Raising/Charity	\$0	\$5	-\$5	\$0	\$10	-\$10
13	Account Transfers	\$0	\$0	\$0	\$0	\$0	\$0
14	Refunds	\$0	\$0	\$0	\$0	\$0	\$0
15	Synergy Credit	\$0	\$0	\$0	\$325	\$0	\$325
16	Functions	\$0	\$0	\$0	\$0	\$0	\$0
17	Sub-Total	\$2,596	\$3,047	-\$451	\$6,238	\$6,478	-\$240
	Expenditure						
18	ABF Master Points	\$0	\$0	\$0	\$0	\$250	-\$250
19	ABF Capitation	\$0	\$0	\$0	\$0	\$0	\$0
20	Accounting Audit	\$0	\$0	\$0	\$100	\$100	\$0
21	Website	\$0	\$0	\$0	\$0	\$0	\$0
22	BAWA	\$0	\$0	\$0	\$24	\$0	\$24
23	Congress	\$0	\$0	\$0	\$0	\$0	\$0
24	Bridge Supplies	\$0	\$200	-\$200	\$0	\$400	-\$400
25	Cleaning	\$739	\$740	-\$2	\$1,417	\$1,420	-\$3
26	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
27	Equipment/Fittings	\$0	\$40	-\$40	\$0	\$80	-\$80
28	Electricity	\$0	\$0	\$0	\$303	\$350	-\$47
29	Cleaning Consumables	\$0	\$20	-\$20	\$0	\$40	-\$40
30	Food & Drinks	\$209	\$300	-\$91	\$362	\$600	-\$238
31	Bathroom Consumables	\$0	\$40	-\$40	\$0	\$80	-\$80
32	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
33	Grounds	\$140	\$125	\$15	\$210	\$250	-\$40
34	Office Supplies	\$64	\$50	\$14	\$64	\$100	-\$36
35	City of Bunbury Rates	\$0	\$0	\$0	\$0	\$0	\$0
36	Water (Aqwest)	\$0	\$0	\$0	\$187	\$0	\$187
37	Sewerage (Water Corp)	\$0	\$0	\$0	\$0	\$175	-\$175
38	Repairs & Maintenance	\$0	\$100	-\$100	\$0	\$200	-\$200
39	Security	\$0	\$0	\$0	\$0	\$0	\$0
40	Lessons & Training	\$0	\$0	\$0	\$0	\$0	\$0
41	Communications	\$90	\$90	\$0	\$180	\$180	-\$0
42	Functions	\$0	\$0	\$0	\$0	\$0	\$0
43	Administration	\$0	\$50	-\$50	\$0	\$100	-\$100
44	Capital Works	\$0	\$0	\$0	\$0	\$0	\$0
45	Australian Bridge	\$150	\$200	-\$50	\$150	\$200	-\$50
46	Sub-Total	\$1,392	\$1,955	-\$563	\$2,996	\$4,525	-\$1,529
47	Closing (Cash Account)	\$14,901	\$13,612	\$1,289	\$14,901	\$13,612	\$1,289
48	Cash Flow Movement	\$1,204	\$1,092	\$112	\$3,242	\$1,953	\$1,289
	Term Deposits						
49	Opening	\$31,847	\$31,847	\$0	\$31,847	\$31,847	\$0
50	Interest	\$0	\$0	\$0	\$0	\$0	\$0
51	Transfer In	\$0	\$0	\$0	\$0	\$0	\$0
52	Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0
53	Closing	\$31,847	\$31,847	\$0	\$31,847	\$31,847	\$0
54	Total Funds	\$46,747	\$45,458	\$1,289	\$46,747	\$45,458	\$1,289

YEJ24 EXPENDITURE															
Item #	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%	2022/2023
1	ABF Master Points												\$0.00	0.0%	\$993.66
2	ABF Capitation												\$0.00	0.0%	\$1,737.85
3	Accounting Audit												\$100.00	3.3%	\$100.00
4	Website												\$0.00	0.0%	\$330.00
5	BAWA												\$24.30	0.8%	\$1,263.62
6	Congress												\$0.00	0.0%	\$7,046.15
7	Bridge Supplies												\$0.00	0.0%	\$2,113.39
8	Contract Cleaning	\$738.50											\$1,416.52	47.3%	\$7,935.42
9	Fund Raising/Donations												\$0.00	0.0%	\$855.00
10	Equipment/Fittings												\$0.00	0.0%	\$1,528.51
11	Electricity												\$302.52	10.1%	\$2,114.46
12	Cleaning Consumables												\$0.00	0.0%	\$64.70
13	Food and Drinks (kitchen)	\$209.14											\$361.95	12.1%	\$2,871.95
14	Bathroom Consumables												\$0.00	0.0%	\$362.41
15	Insurance												\$0.00	0.0%	\$3,371.34
16	Grounds	\$140.00											\$210.00	7.0%	\$4,278.69
17	Office Supplies	\$64.20											\$64.20	2.1%	\$582.36
18	City of Bunbury Rates												\$0.00	0.0%	\$1,804.00
19	Water (Aqwest)												\$186.72	6.2%	\$1,682.18
20	Sewerage (Water Corp)												\$0.00	0.0%	\$1,075.38
21	Repairs & Maintenance												\$0.00	0.0%	\$660.03
22	Security												\$0.00	0.0%	\$601.70
23	Lessons & Training												\$0.00	0.0%	\$1,568.21
24	Communications	\$89.99											\$179.98	6.0%	\$1,080.18
25	Functions												\$0.00	0.0%	\$1,961.70
26	Administration												\$0.00	0.0%	\$86.00
27	Capital Works												\$0.00	0.0%	\$28,360.59
28	Australian Bridge	\$150.00											\$150.00	5.0%	\$340.00
29													\$0.00	0.0%	\$0.00
30													\$0.00	0.0%	\$216.36
Total		\$1,391.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,996.19	100.0%	\$76,985.84

Item August

- 16 Lawn mowing (2x\$70)
- 17 Copy paper (\$64.20)

Item August

- 28 Aust wide pairs

BUNBURY BRIDGE CLUB AUGUST FINANCIAL SUMMARY

Cash Account

Opening Balance \$13,696.43
 Plus Income \$2,596.00
 Transfers In (+) or Out (-) \$0.00

Sub-Total \$16,292.43

Less Expenditure \$1,391.83

Closing Balance \$14,900.60

Term Deposits

Opening Balance \$31,846.59
 Plus Interest \$0.00

Sub-Total \$31,846.59

Transfers In (+) or Out (-) \$0.00

Closing Balance \$31,846.59

Reconciliation

Cash Balance \$14,900.60
 Add unrepresented cheques
 Less cash at hand \$1,572.00

Sub-Total \$13,328.60

Total Funds

Cash Account + Cash at hand \$14,900.60
 Term Deposit #1 \$31,846.59
 Term Deposit #2

Total \$46,747.19

Matures IR

8/12/2023 2.65%

EOM Bank Statement Balance

\$13,306.12

Imbalance

Synergy Credit \$22.48

Correspondence Report 14th August - 10 September 2023

Date	Issue	Correspondent	Type	Comment
1	14/08/2023 WA Bridge Magazine	BAWA	Mail	Club Rooms
2	15/08/2023 Receipt for Invoice 137609	Westnet	Email	Treasurer
3	15/08/2023 Masterpoint Update	ABF	Email	Club Co-ordinator
4	15/08/2023 Bank Statement	ANZ	Mail	Treasurer
5	15/08/2023 Australian Bridge Magazine	ABF	Mail	Club Rooms
6	16/08/2023 AWOP Kit	ABF	Mail	Club Co-ordinator
7	16/08/2023 Approval for Direct Debit	By City Council	Mail	Treasurer
8	17/08/2023 Masterpoint update	ABF	Email	Filed
9	17/08/2023 Invoice 41110735	Aqwest	Email	Treasurer
10	22/08/2023 Compscore 3 handicap reports	Brian Wade	Email	Directors
11	22/08/2023 Email Change	Westnet	Email	Secretary
12	24/08/2023 Nedlands 2023 Spring Congress	Robina Mconnell	Email	Notice Board
13	23/08/2023 Lawnmowing Invoice	Danno's	Mail	Treasurer
14	24/08/2023 Invoice	Synergy	Email	Treasurer
15	28/08/2023 Time Change Spring Swiss Pairs	BAWA	Email	Notice Board
16	28/08/2023 Future Events x 3	BAWA	Email	Notice Board
	29/08/2023 Albany Newsletter	Albany BC	Email	Notice Board
18	30/08/2023 Sth Pth Bridge Club Open Pairs	Robina Mconnell	Email	Notice Board
19	31/08/2023 Masterpoint Update	ABF	Email	Club Co-ordinator
20	31/01/2023 Invoice 31372	Cleanway Xtra	Email	Treasurer
21	1/09/2023 Masterpoint Update	ABF	Email	Club Co-ordinator
22	1/09/2023 South Perth Red Pt Events	Robina Mconnell	Email	Notice Board
23	2/09/2023 Invoice 137960954	Westnet	Email	Treasurer
24	2/09/2023 Updated Grandmaster	BAWA	Email	Notice Board
25	3/09/2023 AW Provisional results	ABF	Email	Club Co-ordinator
26	5/09/2023 Invoice	Water Corp	Email	Treasurer
27	7/09/2023 2024 Draft Calendar	BAWA	Email	Club Co-ordinator