

Bunbury Bridge Club Inc.

Management Committee meeting Minutes – 09 October 2023

PRESENT

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

APOLOGIES - nil

The meeting opened at 10.06 by Andy Males (President)

Minutes of the previous meeting held on 11 September 2023 had previously been supplied to committee members.

It was raised by Brian Hanson that at the AGM in September a nominated member had not signed the acceptance of the nomination. This was an oversight as the nominee was away at the time but had accepted the nomination verbally. At this meeting John Ferguson was nominated, he accepted the nomination, and the committee confirmed his appointment.

Minutes moved for acceptance by Jo Saunders and seconded by Colin Saunders. This motion was carried.

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

Moved for acceptance by Jo Saunders seconded by Colin Saunders and carried.

TREASURER'S REPORT

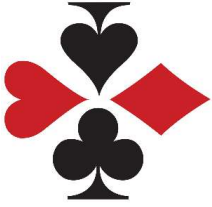
Norm Hoskin supplied a Financial Summary for September, this had been emailed to the committee members prior to the meeting.

The club's financial position as it stands at present show the Cash account and cash at hand having a balance of \$16,503.65 and a term deposit of \$31,846.59 making a total of \$48,350.24.

Income for the month was \$6578.00 made up mostly from table fees. Expenditure was \$4975.00.

The ANZ Bank has advised they are introducing a monthly charge on our Business Extra Account. Norm is to discuss this with the bank to see if this charge can be cancelled.

Moved for acceptance by Jo Saunders, seconded by Colin Saunders and carried by the committee.



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BRIDGE CO-ORDINATORS REPORT

I would like to thank Brian Wade as the outgoing Bridge Coordinator for all his time and effort that He's put into not just this role, but to helping the sustainability of the Club as a whole. He has done a fantastic job and continues to be of paramount importance in the ongoing support for the Directors' and the smooth running of The IT needs for the Club.

Brian will continue to work as the Masterpoint Secretary for the foreseeable future and, as such all correspondence relating to the Master point Secretary role should be forwarded to Brian.

On Monday 25th September we had a record number of players for the month totalling 9 full tables. This might have even been a record for the entire year so far!

The Bunbury Club was well represented at the WA Country Championships held in Bridgetown on 9th/10th September. The Club had 8 pairs out of a total of 28 pairs participating in the Pairs Championship on the Saturday. Colleen Long and Colleen Skipsey were the best Bunbury pair, finishing 4th in the Finals. The Club had 2 teams out of a total of 12 teams participating in the Teams Championship on the Sunday. Colin and Esther Saunders along with the two Colleen's were the best Bunbury team finishing 5th in the Swiss event.

The Player Development session held on Tuesday 5th September was run as two concurrent sessions:

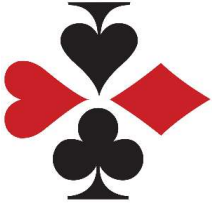
- 1) Player Development Tutorials for those interested in upskilling; and
- 2) Regular supervised session for those just wanting a game of bridge.

This was well received by both learners and regular players, and it was therefore deemed that future Player Development sessions will be conducted in this format.

Webmaster Report

The Bunbury Bridge Club website has been updated with the following items:

- The past years' worth of Committee Meeting Minutes has been added to the website. As new Minutes are added, the older ones will be removed so as not to "overcrowd" the Documents page on the website.
- The Code of Conduct has been added to the Documents page.
- Honour Boards have been typed up and added to the Documents page.
- Educational documents have been added to the Documents page.



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- Rosters for Directors and Dealers have been added to the Documents page.
- Some historical documents have been added to the Documents page.
- The Contacts' page has been updated with the current Committee members and contact people.
- Updated spiel on the Lessons Page to include a reference to Beginners Lessons and who to contact if interested in attending these.

Moved to accept the coordinators report by Minetta Hall and seconded Colin Saunders, carried by the committee.

NEW BUSINESS

The wording of the Code of Conduct for the Club book was discussed and agreed by the committee. The wording agreed is as follows:

Enjoyable Bridge and the ABF Code of Conduct

'Playing bridge should be an enjoyable experience that is conducted in accordance with the laws at all times. A player should carefully avoid any remark or action that might cause annoyance or embarrassment to another player or might interfere with the enjoyment of the game. The Bunbury Bridge Club has two elected facilitators to assist with Code of Conduct issues and with conflict resolution.

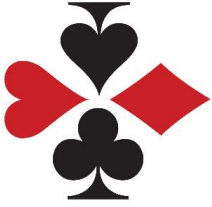
Expectations of players include:

- Being polite and courteous at all times.
- Respecting other people's rights to have different opinions or way of thinking.
- Conducting their game in a proper, mature and inoffensive manner.
- Assisting new members and guests and trying to show patience and understanding.

Zero tolerance is held for behaviours like: rudeness, intimidation, loud arguments, harassment, discrimination and gratuitous lessons at the table.

For a full outline of the Code of Conduct please refer to the BAWA website (<http://www.bawa.asn.au>).

New application for membership to the Club are passed to the treasurer to make sure that the fees have been paid, then to Brian Wade the Masterpoint secretary for registering with the ABF. Applications are then ratified by the committee.



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John Ferguson advised that the fireproof external door will be fitted and he has purchased the necessary handles which he will be reimbursed for.

At the previous committee meeting it had been discussed that we use the club crockery etc. for the Christmas function. This was declined by the organisers as the kitchen is too small for serving and washing of dishes.

Colin advised that the insulation discussed at the previous meeting is proceeding, he is waiting for more insulation to arrive. He has also purchased the new toilet roll holders and will fit them.

The introduction of providing Handicap Results on the Club website was discussed and a proposal was put forward by Brian Hanson to use these results and create a spreadsheet with a view to awarding members with details of most improved and handicap winners.

Brian will bring this information to the next committee meeting for discussion. The committee were supportive of this proposal.

Jo Saunders has agreed to do a Club Newsletter to keep members informed.

Extra Playing Day.

Mike Van Wyk's proposal for an extra social playing day on a Sunday afternoon was discussed at length. Mike has communicated with the ABF about running a three- month trial for social bridge to try to increase numbers playing social bridge. During this trial players do not have to become members of the Club and will pay table fees of \$5.00 during the trial. The ABF Board has given approval to run this trial period whereby membership to the ABF is not required. The Board would like to hear how successful this initiative is.

The question of Insurance was raised but it was agreed by the committee that we would proceed with this trial and as Mike has put his hand up to run this, with the help of Christine Hollingsworth and Jo Saunders to name a few he is going to proceed with this endeavour.

Meeting closed at 11.56 am.

Item #	September			Year to Date			
	Actual	Forecast	Diff	Actual	Forecast	Diff	
1	Opening (Cash Account)	\$14,901	\$13,612	\$1,289	\$11,659	\$11,659	\$0
2	Average players per session	23	24	-1	23	24	-1
3	Sessions	22	22	0	66	66	0
	Income						
4	Players	509	528	-19	1487	1584	-97
5	Table Fees	\$2,940	\$3,042	-\$102	\$8,612	\$9,126	-\$514
6	Special Events	\$0	\$0	\$0	\$384	\$384	\$0
7	Subs	\$3,420	\$3,000	\$420	\$3,370	\$3,000	\$370
8	Net Token Sales	\$180	\$0	\$180	\$72	\$0	\$72
9	Lessons & Training	\$15	\$0	\$15	\$30	\$0	\$30
10	Congress	\$0	\$0	\$0	\$0	\$0	\$0
11	Disposals	\$0	\$0	\$0	\$0	\$0	\$0
12	Fund Raising/Charity	\$23	\$5	\$18	\$23	\$15	\$8
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	\$6,578	\$6,047	\$531	\$12,816	\$12,525	\$291
	Expenditure						
18	ABF Master Points	\$255	\$0	\$255	\$255	\$250	\$5
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	\$600	-\$600
25	Cleaning	\$739	\$740	-\$2	\$2,155	\$2,160	-\$5
26	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
27	Equipment/Fittings	\$0	\$40	-\$40	\$0	\$120	-\$120
28	Electricity	\$343	\$350	-\$7	\$645	\$700	-\$55
29	Cleaning Consumables	\$0	\$20	-\$20	\$0	\$60	-\$60
30	Food & Drinks	\$358	\$300	\$58	\$720	\$900	-\$180
31	Bathroom Consumables	\$0	\$40	-\$40	\$0	\$120	-\$120
32	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
33	Grounds	\$70	\$125	-\$55	\$280	\$375	-\$95
34	Office Supplies	\$0	\$50	-\$50	\$64	\$150	-\$86
35	City of Bunbury Rates	\$1,955	\$1,800	\$155	\$1,955	\$1,800	\$155
36	Water (Aqwest)	\$320	\$250	\$70	\$507	\$250	\$257
37	Sewerage (Water Corp)	\$184	\$175	\$9	\$184	\$350	-\$166
38	Repairs & Maintenance	\$560	\$100	\$460	\$560	\$300	\$260
39	Security	\$0	\$130	-\$130	\$0	\$130	-\$130
40	Lessons & Training	\$0	\$0	\$0	\$0	\$0	\$0
41	Communications	\$90	\$90	\$0	\$270	\$270	-\$0
42	Functions	\$0	\$0	\$0	\$0	\$0	\$0
43	Administration	\$103	\$50	\$53	\$103	\$150	-\$48
44	Capital Works	\$0	\$2,000	-\$2,000	\$0	\$2,000	-\$2,000
45	Australian Bridge	\$0	\$0	\$0	\$150	\$200	-\$50
46	Sub-Total	\$4,975	\$6,460	-\$1,485	\$7,971	\$10,985	-\$3,014
47	Closing (Cash Account)	\$16,504	\$13,199	\$3,305	\$16,504	\$13,199	\$3,305
48	Cash Flow Movement	\$1,603	-\$413	\$2,016	\$4,845	\$1,540	\$3,305
	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	\$48,350	\$45,045	\$3,305	\$48,350	\$45,045	\$3,305

YEJ24 EXPENDITURE																
Item #	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%	2022/2023
1	ABF Master Points	\$0.00		\$255.26										\$255.26	3.2%	\$993.66
2	ABF Capitation													\$0.00	0.0%	\$1,737.85
3	Accounting Audit	\$100.00												\$100.00	1.3%	\$100.00
4	Website													\$0.00	0.0%	\$330.00
5	BAWA	\$24.30												\$24.30	0.3%	\$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	\$678.02	\$738.50	\$738.50										\$2,155.02	27.0%	\$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		\$342.94										\$645.46	8.1%	\$2,114.46
12	Cleaning Consumables													\$0.00	0.0%	\$64.70
13	Food and Drinks (kitchen)	\$152.81	\$209.14	\$357.65										\$719.60	9.0%	\$2,871.95
14	Bathroom Consumables													\$0.00	0.0%	\$362.41
15	Insurance													\$0.00	0.0%	\$3,371.34
16	Grounds	\$70.00	\$140.00	\$70.00										\$280.00	3.5%	\$4,278.69
17	Office Supplies		\$64.20											\$64.20	0.8%	\$582.36
18	City of Bunbury Rates			\$1,954.50										\$1,954.50	24.5%	\$1,804.00
19	Water (Aqwest)	\$186.72		\$320.21										\$506.93	6.4%	\$1,682.18
20	Sewerage (Water Corp)			\$183.72										\$183.72	2.3%	\$1,075.38
21	Repairs & Maintenance			\$559.68										\$559.68	7.0%	\$660.03
22	Security													\$0.00	0.0%	\$601.70
23	Lessons & Training													\$0.00	0.0%	\$1,568.21
24	Communications	\$89.99	\$89.99	\$89.99										\$269.97	3.4%	\$1,080.18
25	Functions													\$0.00	0.0%	\$1,961.70
26	Administration			\$102.50										\$102.50	1.3%	\$86.00
27	Capital Works													\$0.00	0.0%	\$28,360.59
28	Australian Bridge		\$150.00											\$150.00	1.9%	\$340.00
29														\$0.00	0.0%	\$0.00
30														\$0.00	0.0%	\$216.36
Total		\$1,604.36	\$1,391.83	\$4,974.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,971.14	100.0%	\$76,985.84

Item September

- 1 ABF masterpoints
- 11 Synergy (\$342.94)(1130 Kw)
- 13 Kitchen catering (CS)(\$367.65)
- 16 Lawn Mowing (Dannos)\$70

Item September

- 18 Bunbury rates \$1954.50
- 19 Aqwest Water (Consumption 9 kl)(Supply (\$292.1))
- 21 Fire Exit Door (Bunnings)\$559.68
- 26 Name badge Bill Rudler, Life member (\$90, \$12)

BUNBURY BRIDGE CLUB SEPTEMBER FINANCIAL SUMMARY

Cash Account

Opening Balance	\$14,900.60
Plus Income	\$6,578.00
Transfers In (+) or Out (-)	\$0.00

Sub-Total **\$21,478.60**

Less Expenditure \$4,974.95

Closing Balance **\$16,503.65**

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	\$16,503.65
Add unpresented cheques	
Less cash at hand	\$1,139.00

Sub-Total **\$15,364.65**

Total Funds

Cash Account + Cash at hand	\$16,503.65
Term Deposit #1	\$31,846.59
Term Deposit #2	

Total **\$48,350.24**

Matures	IR
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8/12/2023	2.65%
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EOM Bank Statement Balance

\$15,349.65

Imbalance (Cash Book Sale)

\$15.00

Correspondence Report 11 September - 8 October 2023

Date	Issue	Correspondent	Type	Comment
1	11/09/2023 Invoice	Danno's Lawnmowing	Mail	Treasurer
2	11/09/2023 Change of email	Westnet	Email	Secretary
3	11/09/2023 WABC Christmas 2023 Congress	Robina McConnell	Email	Notice Board
4	11/09/2023 Directors Course	Robina McConnell	Email	Notice Board
5	13/09/2023 Masterpoints Update	ABF	Email	Club Co-ordinator
6	13/09/2023 Bank Statement	ANZ	Mail	Treasurer
7	15/09/2023 BAWA Calendar & Sub-lease update	Robina McConnell	Email	Club Co-ordinator
8	15/09/2023 Receipt for Inv 137960954	Westnet	Email	Treasurer
9	17/09/2023 Invoice 16342	Security Man	Email	Treasurer
10	17/09/2023 AW Restricted Pairs	ABF	Email	Notice Board
11	19/09/2023 Masterpoints Update	ABF	Email	Club Co-ordinator
12	19/09/2023 Nedlands Spring Congress	Robina McConnell	Email	Notice Board
13	21/09/2023 Teachers & Coach Conference	Robina McConnell	Email	Club Co-ordinator
14	20/09/2023 Major Items & Decisions	Robina McConnell	Email	Filed
15	27/09/2023 Lesson Enquiry	Lucy Murphy	Email	Club Co-ordinator
16	27/09/2023 Masterpoints Update	ABF	Email	Club Co-ordinator
17	29/09/2023 Account changes	ANZ	Mail	Treasurer
18	29/09/2023 Invoice 31864	Cleanway Xtra	Email	Treasurer
19	30/09/2023 Masterpoints Update	ABF	Email	Committee
20	2/09/2023 AW Restricted Pairs	Brad Coles	Email	Club Co-ordinator
21	2/10/2023 Statement	Cleanway Xtra	Email	Treasurer
22	3/10/2023 Invoice 138304691	Westnet	Email	Treasurer
23	4/10/2023 Invoice	Danno's Lawnmowing	Mail	Treasurer
24	6/10/2023 Masterpoints Update	David Weston	Email	Club Co-ordinator
25	6/10/2023 Focus	Robina McConnell	Email	Filed
26	7/10/2023 Code of Conduct	Jo Saunders	Email	Committee
27	3/10/2023 September financials	Norm Hoskin	Email	Committee
28	8/10/2023 Bridge Co-ordinators report	Jo Saunders	Email	Committee