

PARKES BRIDGE CLUB

MEETING TYPE: COMMITTEE

DATE: 25 July 2017

TIME: 19.30

VENUE: President's residence

CHAIR: Rosemary Morris, President

1 Present:

Bev Laing, Keith Fiedler, Rosemary Morris, Isabel Orange, Dawn Phipps, Greig Ball, Robyn Sheridan, Jenny Freeman,

2 Apologies:

Nancye Blatch

3 Minutes of Previous Meeting:

Read by Secretary. Correction that 5 people were trained by David Reddell in the new computer system and not 6. Minutes accepted.

4 Correspondence

Nil received or sent.

5 Treasurer's Report:

5.1 Report - Dawn Phipps advised that the Club was \$746 down at the end of the financial year compared to the previous year. Noted that some extra expenses incurred in 16/17 for equipment purchases.

5.2 Donation to CareWest – Greig asked if the donation was automatic every year or based on the financial standing of the club. Bev Laing advised that it was based on the finances of the club at the end of the year. Committee to discuss before AGM next year.

ACTION: Discuss Care West donation prior to AGM in July 2018

5.3 Recording of Signatures at Bank - AGM Minutes provided to Dawn Phipps. Dawn, Robyn Sheridan and Rosemary Morris to attend Commonwealth Bank for signatures to be recorded for banking purposes.

ACTION: Executive to attend Commonwealth Bank and record signatures.

5.4 Recording Change of Executive with Department of Fair Trading – a copy of AGM minutes and financial report to be provided. Public Officer usually receives letter from Fair Trading.

ACTION: Check if Public Officer has received this letter and respond.

5.5 Allocation of Money Collection on Bridge Days – Dawn to collect Monday night and Tuesday afternoon. Jan Latter to continue collecting on Thursday afternoon.

5.6 Internet Banking – Rosemary asked if the Club used internet banking. Greig stated that this had previously been investigated and decided it was not worth doing. Using manual cheque signing also gave more accountability as two signatures required. Agreed to leave at status quo.

5.7 Accounts to be Paid – Dawn Phipps presented the current accounts awaiting payment. These included ABF, Ingrid Stephenson, Parkes Leagues Club and Auditor. See attachment. Discussion took place regarding the payments that can be made without waiting for a Committee meeting to approve. Agreed Dawn can pay accounts up to \$200. All accounts will still be presented to the Committee meeting.

5.8 Petty Cash for Secretary/ Card Person – discussed but Robyn advised she was happy to recoup with receipts rather than have petty cash available.

6 General Business:

6.1 New Members – new members were proposed and accepted by the Committee.

ACTION: Create a pamphlet for new members describing fees, name badge costs, days of play etc. Robyn to draft and send back to Committee.

6.2 Running of Committee - President Rosemary Morris asked any Committee members to bring forward suggestions on what is needed to get the Club moving forward. Rosemary particularly is keen on education being provided to members (both internal and external) and trying to better retain new players.

Rosemary stated that the Committee must be unified and commit to any agreements made at the meetings. Jobs must be shared.

Keith offered to provide education again on Wednesday nights when the weather improves.

ACTION: Working bee to be undertaken on Monday 31 July at 10 am to sort out the storage room at the Leagues Club.

ACTION: Rosemary to contact Leagues Club about clearing of room of other items not related to the Bridge Club.

ACTION: Lock to be supplied to store room door.

ACTION: Greig to get two more sets of keys cut for Executive.

ACTION: Other Committee members not already knowing the scoring system on the computer to be taught.

6.3 Break-up of Bridge day duties

MONDAYS – Set up - Greig, Scoring - Robyn, Book and Director – Keith-

TUESDAYS – Set up and scoring – Keith and Jenny, Book – Val Worthington, Director – Keith

THURSDAYS – Set up – Greig, Book – Jenny Freeman, Scoring – Helen McQuie or Peter Quin, Director – Helen or Peter

6.4 New Laws Commencing 1 August – Keith noted that some changes were coming in on August 1. He will read up and announce them at each day for first session after 1 August.

6.5 Email List of Members – a full list of email contacts or an email buddy nomination to be established.

ACTION: Greig to send Robyn list he has currently. Robyn to complete and distribute to all members as agreed at General Meeting on 20 July 2017.

6.6 Publication of Minutes – all minutes to be placed on the notice board as soon as possible after each meeting.

6.7 Membership of Parkes Leagues Club – include the need to be a member of the club in the pamphlet for new members. Memberships due in March each year.

6.8 Joan Butts Education Days – a flyer has been done by Ingrid. Robyn to check with Ingrid and post notice.

6.9 Teams Day (Muriel Waddell Memorial Day) – flyers are out. Book is available for names. Keith to take extra flyers to Orange when he next plays there.

6.10 Insurance – Rosemary enquired how we are insured. Advised that ABF covers members for personal injury. Need to check if our equipment will be covered by Leagues Club insurance when stored at the PLC.

ACTION: Rosemary to follow up with PLC regarding insurance.

6.11 Calendar of Dates – Keith does this each year and places it on the notice board just before the Xmas recess.

6.12 New Computer Programme - more people wish to learn the scoring programme which would make covering days during members absences easier. Greig stated that he also has this programme on his own laptop and will bring it to each session he attends as a back-up in case of problems.

Jenny Freeman asked if we had purchased this programme. Greig advised that no bill has yet been received but the cost was \$250. Greig also advised that for a further \$300 a web site portion for the programme can be purchased and the company will assist in building a webpage for the club. Committee agreed that this may be looked into at a later date.

Only ongoing issue is access to the internet to download the results each session. The dongle sometimes has issues in connecting to the internet.

ACTION: Greig to follow up with PLC about access to wi-fi.

ACTION: Dawn to follow-up payment.

6.13 Card Dealing – Keith is currently paid by the PBC to undertake this task. Cost is approximately \$36 per week. Agreed that this arrangement will continue until the store room is cleared and the dealing machine is moved to the Leagues Club.

6.14 Friday Lunches – issue regarding suggestion that the PBC sometimes subsidises these lunches was discussed. Agreed that this would not be fair as not all members attend.

MOTION: That Friday lunches are not subsidised but the subsidy to the Xmas party be increased in consultation with the Treasurer.

Moved: Bev Laing Seconded: Keith Fiedler Carried

6.15 Thursday Drinks after Bridge – the Committee discussed the drop off in numbers staying on for a social drink after Bridge. Members are encouraged to stay on if possible and enjoy some camaraderie.

6.16 Notes for the Parkes Champion Post – Jenny Freeman stated that she is getting very frustrated with the change in management of the local paper and their reluctance to include anything other than results in the paper. Jenny asked for a new volunteer to undertake this task.

ACTION: Rosemary to ask for a volunteer from the members

6.17 Name Badges – Jenny has been organizing this for a long time. Has difficulty getting money from members when badge is supplied. Agreed that money should be paid before Badge is ordered.

ACTION: Include Badge ordering in the new member pamphlet.

ACTION: Dawn to provide Jenny with a receipt book as there is currently no recording of the payment being made.

6.18 Masterpoints Secretary – members list to be edited so that we not paying for people no longer continuing with Bridge. Jenny Freeman to continue in this role

ACTION: Edit list of members and provide to Jenny Freeman

6.19 Use of ABF Numbers for playing sessions – discussion on use either club or ABF number. Advise to use ABF had come from David Reddell originally. Most members had adjusted to use and agreed to continue with ABF numbers.

6.20 Charges to be levelled by Leagues Club – to date the PBC had been using up its own coffee/tea/sugar etc that had been brought over from the Bowling Club. No discussion or agreement has been made with the Leagues Club regarding ongoing costs and catering costs.

ACTION: Rosemary to follow up with the Leagues Club and a written arrangement to be established.

ACTION: All catering to have a written quote provided. Xmas party quote to be requested. Dawn to follow up.

6.21 Agreement with Leagues Club for session costs – Rosemary advised that the letter she has was manually changed and not signed off by the PLC after the change had been made. Rosemary would like the letter ratified by the Club.

ACTION: Robyn to follow up with Jan Latter and find the letter and provide to Rosemary to arrange countersigning.

Meeting Closed: 2120

Next Meeting: 12 October 2017 - 11.30 am – Parkes Leagues Club

ACTION	BY WHOM	BY WHEN
Discuss Care West donation prior to AGM in July 2018	Committee	June 2018
Executive to attend Commonwealth Bank and record signatures	Rosemary, Robyn and Dawn	One week
Check if Public Officer has received Fair Trading letter and respond	Rosemary	One month
Create a pamphlet for new members describing fees, name badge costs, days of play etc.	Robyn	Next meeting
Working bee to be undertaken on Monday 31 July at 10 am to sort out the storage room at the Leagues Club	Committee	31 July 2017
Contact Leagues Club about clearing of room of other items not related to the Bridge Club	Rosemary	One month
Lock to be supplied to store room door.	Rosemary	One month
Greig to get two more sets of keys cut for Executive	Greig	Two weeks
Other Committee members not already knowing the scoring system on the computer to be taught	Committee members	Next meeting
Greig to send Robyn list he has currently.	Greig	Completed
Distribute contact list to all members as agreed at General Meeting on 20 July 2017.	Robyn	One month
Follow up with PLC regarding insurance	Rosemary	Next meeting
Follow up with PLC about access to wi-fi	Greig	One month
Follow up payment for new scoring programme	Dawn	Next meeting
Ask for a volunteer to write up results for newspaper	Rosemary	Thursday 3 August
Provide Jenny with a receipt book for name badges	Dawn	One month
Follow up with the Leagues Club and a written arrangement to be established regarding afternoon tea costs	Rosemary	Next meeting
All future catering to be quoted in writing	Dawn	Before next event
Follow up with Jan Latter re copy of letter of agreement with Leagues Club for costs per session	Robyn	One month