

# Parramatta Bridge Club Inc. Committee

## MINUTES 10 June 2021

**MEETING OPENED:** 7.30pm

**1 ATTENDANCE:** Sandy Boyd, Shannon Queree, Kathy Duke, Ted Richards, Caimein Bowyer

Apologies: Annette Ashmore, VT Alanagar

**2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:**

Amendments: none

**Motion:** Minutes of previous meeting (May) be approved

1. Sandy Boyd      2. Shannon Queree    AIF

**3. BUSINESS ARISING:**

Mtg	Description	Owner
2104.2	Pastoral care – Wednesday players Some players have returned to play. A few others have advised they will return after COVID vaccination. Further promotion of club required	Closed
2105.1	Promotion of club being “open for business” in PBC update – Committee report this email	Kathy
2105.2	Review provision of tea/coffee at sessions – Committee decided not to provide coffee/tea at sessions yet – revisit next meeting	All
2105.3	Update on process reviews What we want is a spreadsheet of documents by role, templates, and central storage on web. <b>Motion:</b> All to continue working on documenting processes for your role(s). Send to Sandy for review. Shannon is happy to format and publish once finalised. AIF	All
2105.4	Review option of incentive program for referrals to lessons who join PBC <b>Motion:</b> Committee agreed to offer 2 free games for anyone referred to lessons who subsequently joins the club AIF	Closed
2105.5	Bridge with Kids/Grandkids feedback – off agenda until next year	Closed
2105.6	New venue options Rydalmere football club / old bowling club. Licensed restaurant – no poker machines. Plenty of parking. Open 10am to 9pm. Church halls in the area? <b>Motion:</b> Shannon will prepare Google list and questions to ask and each committee member make 2 or 3 calls AIF	All         Shannon

Mtg	Description	Owner
2105.7	<p>Survey suggested to start Monday and Thursday daytime sessions at 10am to finish no later than 1pm so players can get home for lunch</p> <p><b>Motion:</b> Directors to give out to Mon &amp; Thur session players for the next 3 weeks and Shannon will collate responses AIF</p>	Shannon

#### 4. CORRESPONDENCE

##### 4.1 IN:

Date	Sender	Content	Action
1 June	Freddie Zulfqar	Masterpoint Enquiry – why does PBC not post Red Points on time?	Sandy responded (see below)

##### 4.2 OUT:

Date	Sender	Content	Action
2 June	Sandy Boyd via PBC Mailbox	<p>Hi Freddie,</p> <p>All my fault. We have a deadline to meet at the end of the month and if we miss it, the results get posted in the next month. I am new at doing the red points. Red points do not get uploaded automatically; they have to be checked and approved by the Masterpoint Centre. So there is often a delay if they get processed at the end of the month. We are going to change our process so it gets done weekly as opposed to monthly. Hopefully this will fix the problem</p> <p>We have identified a couple of people to train up to take over the Masterpoint Secretary role and to back each other up.</p> <p>Please bear with us as we go through the training over the next couple of months.</p> <p>Many thanks, Sandy</p>	<p>Change of process to update Red points weekly.</p> <p>Appointment of Masterpoint Secretary and training in this role.</p>

#### 5. REPORTS

##### Reports tabled

##### 5.1 President

**State Mixed Pairs Qualifying** was held during May with the final played May 29<sup>th</sup> at NSWBA. Our qualifiers were:

1. Shijun TIAN & Judy ZHU
2. Henk SLUYTER & Adele ANDERSON
3. Ivone ISAAC & Gary GOLDSMITH
4. Annette MARSHALL & Firdous ZULFIQAR

The Club was represented by Annette and Firdous.

**Teams of 3 Event** was held on Wednesday May 19 and 26<sup>th</sup>. It was a great event for our beginners to get a taste of competitive bridge.

As you can see from this table our table numbers have not increased. Teams of 3 has impacted the Wednesday figures as there were Team Captains recruited to assist.

<b>Tables</b>	<b>Average April</b>	<b>Average May</b>	
Saturday	10	9.8	
Monday	4.5	4.8	
RealBridge	5.75	5.6	
Wednesday	5.5	6.75	Driven by Teams Of 3
Thursday	6.75	6.13	

VT is unable to continuing doing the boards for Saturdays. I am doing it for now but we do need someone else to take it over.

## 5.2 Treasurer

See table at the end for data

Balance of 31 May \$17,448.94

Monthly table fee analysis in progress

83 pre-card payment cards used for games

RealBridge Payment Summary now available on the website for members to access – paid in advance for games

## 5.3 Tournament Secretary

Not provided

## 5.4 Masterpoints

Masterpoints

- Have identified 3 people to train on Masterpoints and will begin training in June.

Promotions report

- Promotions year to date end of May 2021 are listed below. Congratulations to everyone. These will be reported monthly in future.

Hapek, Sue	Silver Life
East, Margaret	Life
Henson, Geoff	Silver Local
Bock, Kathy	Bronze Local
Shao, Sherlock	Local
Till, Keith	Local
Caddy, Ian	Club
Bowyer, Caimein	Graduate
Lawrence, Ann	Graduate

5.5 Membership (including communications)					
Note of any issues with members or sessions	<ul style="list-style-type: none"> <li>• None</li> </ul>				
New members	<ul style="list-style-type: none"> <li>• Derwyn Hewett (was a member many years ago)</li> <li>• Sue Hapek (Transfer from Pennant Hills)</li> </ul>				
Number of members (total)	<ul style="list-style-type: none"> <li>• 144</li> </ul>				
Membership improvement activities	<ul style="list-style-type: none"> <li>• Need to do a welcome to club pack for new members in the online environment</li> <li>• Monthly newsletter to include new members</li> </ul>				
Website	<ul style="list-style-type: none"> <li>• Update completed. Shannon has done a great job and we have received very good feedback</li> </ul>				
5.6 Education					
Training held	<table border="1"> <tr> <td>Beginner</td> <td> <ul style="list-style-type: none"> <li>• 11 new, 1 returning (2 withdrew due to surgery)</li> </ul> </td> </tr> <tr> <td>Improver</td> <td> <ul style="list-style-type: none"> <li>• 7 students face-to-face</li> </ul> </td> </tr> </table>	Beginner	<ul style="list-style-type: none"> <li>• 11 new, 1 returning (2 withdrew due to surgery)</li> </ul>	Improver	<ul style="list-style-type: none"> <li>• 7 students face-to-face</li> </ul>
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Training planned	<ul style="list-style-type: none"> <li>• Need Buddies for Wednesday 16 and 23 June</li> <li>• Snippet improver lessons every Wednesday in June at 7pm at Burnside</li> <li>• Beginner lessons at Hunters Hill from Monday 12 July, 2 to 4:15pm</li> <li>• Beginner lessons at West Pennant Hills from Thursday 15 July, 6:45 to 9pm</li> </ul>				
Any attendance at training or accreditation of directors	<ul style="list-style-type: none"> <li>• None</li> </ul>				
Any attendance at CPD training or accreditation of teachers	<ul style="list-style-type: none"> <li>• None</li> </ul>				

**Motion:** All Reports be accepted    1. Caimein Bowyer    2. Sandy Boyd    AIF

## 6. GENERAL BUSINESS

- PBC Congress 2022 – Shannon to book Ermington Hall for Sunday 6 November
- Committee has agreed that there are no free games for any Parramatta Bridge Session (including RealBridge) except for a playing Director and a voucher from the Committee.
- Welcome Pack for new members – Kathy to send Sandy current materials
- Monthly newsletter to include new members and promotions
- Committee agreed that the promotion of Beginner lessons that are being held by Kathy at Hunters Hill is permitted. Players should be encouraged to join PBC as well to continue their Bridge journey

- Committee agreed with the proposal to request Buddy volunteers – Kathy to include in the PBC update email
- Trivia Night on 7 July 2021 – Committee approved for the team to begin promotion
- RealBridge Teams - request from Peter Dun and Eric Lam to run a Teams event. Committee agreed if it is in place of the regular Monday event and there are no more Red Points available (green point only). Peter/Eric to verify dates with committee. No additional fee will be paid to the Director. Peter/Eric have to advise how teams would be paying – must be via prepayment.

7. **NEXT MEETING:** 8 July 2021 Sandy's house and via Zoom

8. **MEETING CLOSED:** 9:10pm

INCOME					
2021	Sum of Table Money	Sum of Hall Rental	Sum of Membership	Sum of Training	Sum of Subtotal
Jan			\$ 30.00		\$ 30.00
Feb	\$ 976.49	\$ 210.00	\$ 1,340.00		\$ 2,526.49
Mar	\$ 1,149.26		\$ 1,720.00	\$ 55.00	\$ 2,925.26
Apr	\$ 3,073.00		\$ 320.00		\$ 3,393.00
May	\$ 4,106.46		\$ 30.00	\$ 105.00	\$ 4,241.46
BBO revenue	\$ 430.46				\$ 430.46
Books				\$ 105.00	\$ 105.00
Membership - Away			\$ 10.00		\$ 10.00
Membership - Home			\$ 20.00		\$ 20.00
Prepaid table money	\$ 420.00				\$ 420.00
Realbridge	\$ 174.00				\$ 174.00
Table Money	\$ 3,082.00				\$ 3,082.00
<b>YTD Grand Total</b>	<b>\$ 9,305.21</b>	<b>\$ 210.00</b>	<b>\$ 3,440.00</b>	<b>\$ 160.00</b>	<b>\$ 13,116.21</b>

Bank reconciliation

**MAY. 2021**

Balance brought forward from previous month \$16,602.28

Add Receipts \$ 4,241.46

\$20,843.74

Less Payments

\$ 3,394.80

Balance carried forward to next month

\$17,448.94

PAYMENTS									
2021	Sum of Hall rental	Sum of Director Fees	Sum of Membership	Sum of Masterpoints	Sum of Operational	Sum of Training	Sum of Equipment	Sum of Special Events	Sum of Subtotal
Jan		\$ 880.00		\$ 46.73	\$ 316.00				\$ 1,242.73
Feb		\$ 680.00			\$ 250.00	\$ 742.50			\$ 1,672.50
Mar	\$ 363.75	\$ 640.00			\$ 519.78				\$ 1,523.53
Apr		\$ 1,205.00							\$ 1,205.00
May	\$ 568.60	\$ 1,096.00	\$ 20.00	\$ 897.63	\$ 215.95		\$ 422.62	\$ 174.00	\$ 3,394.80
dealing machine repair							\$ 255.00		\$ 255.00
Directors Fees		\$ 1,096.00							\$ 1,096.00
Fees	\$ 83.60								\$ 83.60
Masterpoints				\$ 897.63					\$ 897.63
play fees					\$ 15.96				\$ 15.96
refund			\$ 20.00						\$ 20.00
Rent - Carlingford	\$ 485.00								\$ 485.00
Sanitiser n refund					\$ 130.00				\$ 130.00
State pairs								\$ 140.00	\$ 140.00
stools							\$ 167.62		\$ 167.62
transfer accounts									\$ -
vistaprint					\$ 69.99				\$ 69.99
Wine prizes								\$ 34.00	\$ 34.00
<b>YTD Grand Total</b>	<b>\$ 932.35</b>	<b>\$ 4,501.00</b>	<b>\$ 20.00</b>	<b>\$ 944.36</b>	<b>\$ 1,301.73</b>	<b>\$ 742.50</b>	<b>\$ 422.62</b>	<b>\$ 174.00</b>	<b>\$ 9,038.56</b>