

Coffs Harbour Bridge Club
Minutes of Monthly Meeting

VENUE: Coffs Harbour Bridge Club, Club House
4 City Hill Drive, Coffs Harbour

DATE & TIME: 9 May 2016, 10:30 am

CHAIRPERSON: Phil Mason

ATTENDANCE: Phil Mason, Bambi Houlton, Robyn Bingham, Robin Irwin, Brian Salisbury, David Alexander, Bernadette Brebner, Rita O’Keeffe.

ABSENT: **Apologies Pauly Griffin**

Prior to commencement of the meeting Phil and Brian gave an information and hands on session to the committee on the reason for the use and the process involved in using one drive.

MINUTES Resolve that the minutes from previous meeting are confirmed as a true and correct record of that meeting.
Moved: Rita O’Keeffe: Seconded Robyn Bingham. Approved unanimously.

Business arising from April Minutes:

VOUCHERS: 100 of the 200 vouchers (designed by Phil) have been laminated by David. They have been designed to fit neatly in card section of wallets. Vouchers, from today will be available for purchase from the Director of the Day or the Treasurer. Price \$5.00 each.

HEATERS: Robin Irwin will collect the heaters from Harvey Norman and arrange for a tradesperson to install, hopefully before the weekend.

NEW BRIDGE SESSION TIMES:

Phil confirmed that the club’s New Bridge Sessions will commence Monday 23rd May, start time 6:30pm to 9:00 pm. Two experienced Bridge players will be on hand to supervise players. Supervisors will rotate on a monthly basis. Sessions will be promoted within the club. Also looking at placing an ad in the community notices section of the Advocate.

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SECRETARY'S REPORT: Rita reported collecting and distributing mail. Opening and forwarding Emails to relevant personnel. Correspondence List attached at Appendix A. Moved for acceptance by Rita O'Keeffe: Seconded Brian Salisbury. Approved unanimously.

TREASURERS REPORT: Robin tabled the financial reports for April. Finances appear in order. Reports attached at Appendix B. A hard copy of reports will be attached to minutes and placed on display board. As the Building Insurance is coming due Robin is going to source quotes from other Insurance brokers and will also request a hard copy of our existing policy from the current insurer. Robin moved that her report be accepted Seconded Rita O'Keeffe. Approved unanimously.

SENIOR DIRECTOR'S REPORT: Nil

IT REPORT: Brian was approached by a member who expressed concern about play results not appearing on website. Brian to deal with the issue. Brian moved that his report be accepted: Seconded Rita O'Keeffe. Approved unanimously.

PROPERTY MANAGER'S REPORT:

David reported that there was a small amount of extra cleaning to be undertaken prior to the Congress weekend. It was also noted that a window at rear of building needs attention. Security screen are to be reviewed. A Yard railing needs repair. David moved that his report be accepted: Seconded Bambi Houlton. Approved unanimously.

MEMBERSHIP REPORT:

Bernadette reported that Ros Rutter was now an associate member. Bernadette moved that this be accepted; seconded Bambi Houlton. Approved unanimously; Bernadette moved that her report be accepted: Seconded David Alexander. Approved unanimously.

HOUSE MANGER'S REPORT: Nil

GENERAL BUSINESS:

COUNCIL: Phil has written a letter to Council outlining the Club and the Bunker Gallery's concerns regarding adjoining council land. Refer Appendix D for copy of letter.

WEB SITE: A work in progress.

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Bridge for Brains: Coffs Harbour Bridge Club will match the \$500.00 being donated to Bridge for Brains by Super Congress committee.

EXETEL: Brian stated that he has checked the Exetel contract and found all is in order.

MEETING CLOSED: **12:10 p.m.**

NEXT MEETING: Monday 13th June 2016

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Appendix A –Correspondence Report

Mail In:-

Date	From	Subject	Copy Forwarded to
16/3/2016	Essential Safety	Annual Safety Inspection/Repairs -Invoice	Treasurer
"	Joan Barker	Annual Fee	Treasurer
"	NSW Bridge Association	Dec/Feb 16 Newsletter	Display Bench/Robyn
"	Australian Bridge	2 Magazines – February 2016	Robyn/Display Bench
"	CHCC	Water a/c – Invoice	Treasurer
"	Little Green Truck	Invoice -09032016	Treasurer
"	Hastings Bridge Club	May Congress 28/29 May- Flyers	Display Book
"	National Pen	Free Pen Promo	Robyn
"	ABF	March Newsletter	Display Bench
04/04/2016	Advanced Security Group	Alarm Response Invoice	Treasurer
"	Australia Post	Receipt Rental PO Box	Treasurer
14/04/2016	Essential Safety Protection	Inv 00023764 \$176.00	Treasurer
"	NAB	Tax Invoice/March 2016	Treasurer
"	Wheelie Washerman	Invoice	Treasurer
"	Ian Price	Country Teams Competition	Robyn Bingham
"	ABF	Inv Mar - 48300 - \$2779.56	R Bingham
17/4/16	Neura	Pamphlets	R Bingham
"	National Pen	Sample pen & keyring	R Bingham

Mail Out:-

Date	To	Subject	Copy Forwarded to
	Judith Thompson	Thank you for Wine glass donation	Minute Book

Email In:-

Date	From	Subject	Copy Forwarded to

Email Out:-

Date	To	Subject	Copy Forwarded to

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Coffs Harbour Bridge Club Inc
City Hill
Coffs Harbour

Balance Sheet

As of April 2016

Assets		
Cash On Hand		
Cheque Account	\$12,210.51	
Visa Card		\$563.67
NAB TERM DEPOSIT	\$50,277.40	
Petty Cash House Keeping	\$550.00	
Undeposited Funds	\$3,489.00	
Total Cash On Hand		\$66,526.91
Other Assets		
Deposits Paid - Electricity	\$200.00	
Total Other Assets		\$200.00
Non Current Assets		
Buildings		
Land & Buildings at Cost	\$354,931.00	
Land & Buildings Accum Dep	-\$97,239.00	
Total Buildings		\$257,692.00
Plant & Equipment		
Equipment & Fittings at Cost	\$101,359.68	
Equip & Fittings Accum Dep	-\$73,177.00	
Total Plant & Equipment		\$28,182.68
Intangible Assets		
Goodwill	\$8,000.00	
Total Non Current Assets		\$293,874.68
Total Assets		\$361,165.26
Liabilities		
Current Liabilities		
GST Liabilities		
GST Paid	-\$372.16	
Total GST Liabilities		-\$372.16
Subscriptions in Advance	\$2,321.00	
Total Current Liabilities		\$1,948.84
Total Liabilities		\$1,948.84
Net Assets		\$359,216.42
Equity		
Retained Earnings		\$360,969.18
Current Year Surplus/Deficit		\$10,262.84
Historical Balancing		-\$43,084.11
Total Equity		\$328,147.91

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Appendix C -

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Coffs Harbour Bridge Club Inc

City Hill
Coffs Harbour

Profit & Loss [With Year to Date]

April 2016

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Bidding Pads	\$0.00	0.0%	\$20.00	0.0%
Membership Fees	\$80.00	1.0%	\$6,430.00	14.0%
Table Fees	\$8,006.00	99.0%	\$38,295.70	83.5%
Miscellaneous Income	\$0.00	0.0%	\$532.00	1.2%
Bank Interest	\$0.00	0.0%	\$575.98	1.3%
Total Income	\$8,086.00	100.0%	\$45,853.68	100.0%
Gross Profit	\$8,086.00	100.0%	\$45,853.68	100.0%
Expenses				
Dealing	\$400.00	4.9%	\$2,480.00	5.4%
Advertising	\$621.22	7.7%	\$1,242.44	2.7%
ASF fees	\$2,779.56	34.4%	\$4,534.62	9.9%
Bank Fees	\$0.00	0.0%	\$4.58	0.0%
Computer Expenses	\$0.00	0.0%	\$320.54	0.7%
Office Supplies	\$0.00	0.0%	\$8.85	0.0%
Cleaning	\$913.30	11.3%	\$3,546.23	7.7%
Grounds Maintenance	\$0.00	0.0%	\$1,795.30	3.9%
House Keeping	\$430.35	5.3%	\$2,863.19	6.2%
Catering	\$16.50	0.2%	\$1,256.26	2.7%
Legal & Accounting	\$0.00	0.0%	\$2,280.75	5.0%
Members Amenities	\$0.00	0.0%	\$1,231.88	2.7%
Beverages	\$42.00	0.5%	\$64.00	0.1%
Library Books	\$0.00	0.0%	\$497.93	1.1%
NSWBA	\$0.00	0.0%	\$2,071.82	4.5%
Security	\$183.70	2.3%	\$653.40	1.4%
Entry fees & Subscriptions	\$30.00	0.6%	\$1,386.76	3.0%
Postage, Printing, Stationery	\$32.50	0.4%	\$2,589.19	5.6%
Rates	\$0.00	0.0%	\$2,230.00	4.9%
Repairs & Maintenance	\$175.00	2.2%	\$717.20	1.6%
Telephones	\$56.06	0.7%	\$414.21	0.9%
Internet Expense	\$344.00	4.3%	\$926.43	2.0%
Honour boards & engraving	\$0.00	0.0%	\$190.36	0.4%
Services				
Electricity	\$0.00	0.0%	\$1,234.19	2.7%
Water	\$69.83	0.9%	\$392.35	0.9%
Miscellaneous Expense	\$0.00	0.0%	\$58.36	0.1%
Championship Prizemoney	\$0.00	0.0%	\$600.00	1.3%
Total Services	\$69.83	0.9%	\$2,284.90	5.0%
Total Expenses	\$6,115.02	75.6%	\$35,590.84	77.6%
Operating Profit	\$1,970.98	24.4%	\$10,262.84	22.4%
Total Other Income	\$0.00	0.0%	\$0.00	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	\$1,970.98	24.4%	\$10,262.84	22.4%

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10 May 2016

The Manager
Coffs Harbour City Council
Cnr. Coff & Castle Streets
Coffs Harbour NSW 2450

Dear Sir

Re: State of Council Property

We respectfully draw your attention to the state of council's property adjoining the Coffs Harbour Bridge Club and the Bunker Cartoon Gallery. Whilst we applaud the high standard of garden maintenance and beautification of public spaces generally by the council, the areas of council property adjoining the two above properties has been largely neglected, and could best be described as unsightly. We would like to request that Council address this matter.

The Bridge Club also has a particular safety concern regarding your adjoining property. There is a considerable amount of wood, leaf and bark litter on the ground of your property as well as large Eucalyptus trees very close to our building and overhanging our boundary. This poses a great danger to our Club House should a fire occur in the nearby bush (as happened recently on Hogbin Drive near the airport). We have drawn this matter to the attention of the Rural Fire Service, who have carried out an inspection and agree that there is a considerable fire risk to our premises. (As a courtesy, we have copied this letter to the Rural Fire Service.)

Would you please advise what steps the Council will undertake to reduce the fire risk to our property to an acceptably low level.

Yours Faithfully,

Coffs Harbour Bridge Club