

Parramatta Bridge Club Inc. Committee

MINUTES 7 September 2021

MEETING OPENED: 7.30pm

1 ATTENDANCE: Sandy Boyd, Shannon Queree, Kathy Duke, Ted Richards, Caimein Bowyer, VT Alanagar
Apologies: Annette Ashmore

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:
Amendments: none

NOTE: Minutes of previous meeting (June) were approved via email

3. BUSINESS ARISING:

Mtg	Description	Owner
2105.1	Promotion of club being "open for business" in PBC update – Committee report this email Additional promotion of RB games done by Sandy & Kathy	Closed
2105.2	Review provision of tea/coffee at sessions – Committee decided not to provide coffee/tea at sessions yet – revisit next meeting No longer applicable – remove	N/A - lockdown
2105.3	Update on process reviews What we want is a spreadsheet of documents by role, templates, and central storage on web. Motion: 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 Ongoing
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? Shannon has prepared questions to ask and will prepare a Google list of venues each committee member make 2 or 3 calls 7/9: On hold due to lockdown	All Shannon
2105.7	Survey suggested to start Monday and Thursday daytime sessions at 10am to finish no later than 1pm so players can get home for lunch has been positively received by the participants Motion: Surveys agreed 10am to 1pm. Post COVID the committee will consider dropping Monday daytime session (except for public holidays) and retain the Monday night RB game AIF	All
2106.1	Sandy has drafted instructions for Masterpoints. Peter Dunn will review and we will need to advertise in the Club for a Full Masterpoint Secretary	Kathy

Mtg	Description	Owner
2106.2	Dealing boards for Saturday Motion: Sandy to keep this role AIF	Closed
2106.3	Booking Ermington for 2022 congress is on the calendar because can only be done 1 year in advance Add to actions for review in November	Shannon Kathy
2106.4	Kathy to send Beginner Welcome pack to Sandy	Closed
2106.5	Kathy to include Buddy volunteer request in PBC Committee Update	Closed
2106.6	Commence promotion of Trivia Night – postponed to 2022	Closed
2106.7	RealBridge Teams – RB teams events do not appear to be attracting many people. Potentially run this soon as a red point on a Saturday Actions: Sandy to verify Peter/Eric okay to run this Review suitable dates for this – 25 Sept an option	Sandy

4. CORRESPONDENCE

4.1 IN:

Date	Sender	Content	Action
16/8/21	Fraser Rew	Sydney convenor for the GNOT seeking interest for Metropolitan final, which is scheduled for 18-19 September	Sandy emailed all participants and Cevat Emul's team is registering
18/8/21	Bruce Fox	In relation to Committee item 2105.3, Bruce provided attachments for PBC Teams Scoring Forms template and IMPS to VPs conversion	Sandy expressed her thanks for this useful information
19/08/21	Vince Cariola	Pennant Hills Bridge Club is organising an on-line congress for the 10th October 2021. The cost will be BBO\$13 table fee. Swiss Pairs registration open	Sandy sent the message to all PBC members Ted noted that we shall have to look at PBC options for 5th Dec Congress.
24/8/21	Jill Mcrae	The Illawarra Bridge Association would like to invite you and your members to our Swiss Butler Pairs Congress on RealBridge on Sunday 26th September 2021	Details available on NSWBA website
28/8/21	Convenor CCBC	The Central Coast Bridge Club (CCBC) State Novice & Restricted Teams congress for 18 & 19 September will be on-line using the Real Bridge platform. The cost for the 2 days will be \$30 per person.	Details available on NSWBA website

4.2 OUT:

Date	Sender	Content	Action
30/8/21	Sandy Boyd via PBC Mailbox	Email to Matthew McManus to confirm availability for 5 Dec congress and online possibility.	Committee to discuss online options for congress in case COVID lockdown restricts F2F

5. REPORTS

Reports tabled

5.1 President

Our RealBridge numbers are improving slightly.

PBC total members home & away = 147

PBC members playing RealBridge = 64

Non-members playing RealBridge = 21

Total playing RealBridge = 85

Have received some feedback about challenges paying fees for RealBridge as some people do not use electronic banking. Anyone in this situation can call me and I will try to provide a solution.

GNOT Metropolitan Finals – PBC will be represented by the Grewcock team who came 2nd in our qualifying event. Team members Cevat Emul, Catherine Zhang, Les Grewcock and Bulent Kaytaz. Good luck!

Mathew McManus has agreed to direct our Congress as an online event.....more to come on the Congress soon.

Promotions Jun – August:

Congratulations to all!

Ahmad Akbari	Bronze Local
Aiyathurai Vasanthanathan	Graduate
Caimein Bowyer	Club Local
Jagrutee Parekh	Bronze Local
Jeff Dun	Graduate
Rasiah Rajalingam	Graduate
Saba Puvirajan	Graduate
Sherlock Shao	Bronze Local

5.2 Treasurer

See table at the end for data

Balance of 31 August \$15,422.11

Encourage people to deposit monies in blocks of \$40 per month, rather than in \$4 increments

5.3 Tournament Secretary

Not provided

5.4 Masterpoints

All Masterpoints are up-to-date. A reminder GNOT points do not get awarded until after the finals are played. Thank you Peter Dun for rescuing me.

We need a new Masterpoint Secretary as I am no longer able to do this job. We will advertise.

5.5 Membership (including communications)	
New members	William Barry (Home) Eugene Graznski (Home) Les Grewcock (Away) Bulent Kaytaz (Away)
5.6 Education	
Training held	<ul style="list-style-type: none"> No F2F lessons due to lockdown 1 group of improvers meet online weekly
Training planned	<ul style="list-style-type: none"> Subsequent to Internet link speed, Kathy would like to hold a 2 over 1 course
Any attendance at training or accreditation of directors	<ul style="list-style-type: none"> None
Any attendance at CPD training or accreditation of teachers	<ul style="list-style-type: none"> None

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

6. GENERAL BUSINESS

- 6.1. RealBridge links and website updates
Shannon to give Kathy details for updating the website
- 6.2. RealBridge Red Point Events (plus \$2 for the game)
Teams on 25 September
"The Hunt for Red October" – Red Point every week on different days
Mon 4th (labour Day) Sat 16th Thu 28th
Melbourne Cup Monday 8th November
Christmas 18th December
- 6.3. PBC Congress
Matthew McManus is still available and fees TBC
Will likely be online via RealBridge
Committee to review Teams vs Pairs at the next meeting
Fee structure and prize money to be agreed
Payments can be done via EventBrite on NSWBA
- 6.4. PBC Christmas Party
Potential for Saturday 18th December
Consider Bridge Bingo with free game tickets for prizes
- 6.5. Request to committee from members to distribute committee minutes in a more timely basis
Kathy to finalise within the week and send with PBC update

7. **NEXT MEETING:** 7 October 2021 via Zoom

8. **MEETING CLOSED:** 9:05pm

Financial Reports July/August 2021

Transactions

INCOME								
2021	Sum of Table Money	Sum of Special Event Fees	Sum of Membership	Sum of Training	Sum of Operational	Sum of Bank Interest	Sum of Subtotal	
Jan	\$ -	\$ -	\$ 30.00	\$ -	\$ -	\$ -	\$ 30.00	
Feb	\$ 976.49	\$ -	\$ 1,340.00	\$ -	\$ 210.00	\$ -	\$ 2,526.49	
Mar	\$ 1,149.26	\$ -	\$ 1,720.00	\$ 55.00	\$ 1.00	\$ -	\$ 2,925.26	
Apr	\$ 2,919.00	\$ 154.00	\$ 320.00	\$ -	\$ -	\$ -	\$ 3,393.00	
May	\$ 4,009.46	\$ 97.00	\$ 30.00	\$ 105.00	\$ -	\$ -	\$ 4,241.46	
Jun	\$ 2,417.00	\$ 754.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 3,211.00	
Jul	\$ 1,781.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 0.87	\$ 1,801.87	
Realbridge	\$ 1,781.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,781.00	
SMP Refund	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.87	\$ 0.87	
Aug	\$ 2,671.36	\$ -	\$ -	\$ 166.60	\$ -	\$ 1.70	\$ 2,839.66	
Realbridge	\$ 2,671.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,671.36	
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.70	\$ 1.70	
Lessons	\$ -	\$ -	\$ -	\$ 166.60	\$ -	\$ -	\$ 166.60	
YTD Grand Total	\$ 15,923.57	\$ 1,025.00	\$ 3,480.00	\$ 326.60	\$ 211.00	\$ 2.57	\$ 20,968.74	

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	\$ 584.56	\$ 1,096.00	\$ 838.00	\$ 79.63	\$ 199.99		\$ 422.62	\$ 174.00	\$ 3,394.80
Jun	\$ 485.00	\$ 1,504.00			\$ 349.00				\$ 2,338.00
Jul	\$ 96.52	\$ 1,240.00			\$ 66.00				\$ 1,402.52
Directors Fees		\$ 1,240.00							\$ 1,240.00
Web Hosting					\$ 66.00				\$ 66.00
RealBridge Fees	\$ 96.52								\$ 96.52
Aug	\$ 4,053.07	\$ 1,440.00	\$ 222.00	\$ 213.77	\$ 210.00				\$ 6,138.84
Directors Fees		\$ 1,440.00							\$ 1,440.00
Masterpoints			\$ 222.00	\$ 213.77					\$ 435.77
RealBridge Fees	\$ 411.16								\$ 411.16
Burnside - July 2019 arrears	\$ 801.39								\$ 801.39
Burnside - March	\$ 308.20								\$ 308.20
Wordpress					\$ 144.00				\$ 144.00
Burnside - April	\$ 833.00								\$ 833.00
Burnside - May	\$ 957.95								\$ 957.95
Burnside - June	\$ 741.37								\$ 741.37
Web Hosting Jul-Sept					\$ 66.00				\$ 66.00
YTD Grand Total	\$ 5,582.90	\$ 8,685.00	\$ 1,060.00	\$ 340.13	\$ 1,910.77	\$ 742.50	\$ 422.62	\$ 174.00	\$ 18,917.92

Reconciliations

Closing balances				Month activity						Check	
Month	Year	Balance b/f	Suncorp Op	Suncorp Saver	Statement No	CommBank	Balance on Statements	Add Receipts	Less Payments	Balance c/f	Difference
Jan	2021	\$ 13,371.29			397	\$ 12,158.56	\$ 12,158.56	\$ 30.00	\$ 1,242.73	\$ 12,158.56	\$ -
Feb	2021	\$ 12,158.56			398	\$ 13,012.55	\$ 13,012.55	\$ 2,526.49	\$ 1,672.50	\$ 13,012.55	\$ -
Mar	2021	\$ 13,012.55			399	\$ 14,414.28	\$ 14,414.28	\$ 2,925.26	\$ 1,523.53	\$ 14,414.28	\$ -
Apr	2021	\$ 14,414.28			400	\$ 16,602.28	\$ 16,602.28	\$ 3,393.00	\$ 1,205.00	\$ 16,602.28	\$ -
May	2021	\$ 16,602.28	\$ 13,033.40		401	\$ 4,415.54	\$ 17,448.94	\$ 4,241.46	\$ 3,394.80	\$ 17,448.94	\$ -
Jun	2021	\$ 17,448.94	\$ 17,642.40		402	\$ 679.54	\$ 18,321.94	\$ 3,211.00	\$ 2,338.00	\$ 18,321.94	\$ -
Jul	2021	\$ 18,321.94	\$ 7,912.88	\$ 10,000.87	403	\$ 807.54	\$ 18,721.29	\$ 1,801.87	\$ 1,402.52	\$ 18,721.29	\$ -
Aug	2021	\$ 18,721.29	\$ 4,532.00	\$ 10,002.57	404	\$ 887.54	\$ 15,422.11	\$ 2,839.66	\$ 6,138.84	\$ 15,422.11	\$ -

Bank reconciliation

JULY. 2021

Balance brought forward from previous month	\$ 18,321.94
Add Receipts	\$ 1,801.87
	<u>\$ 20,123.81</u>
Less Payments	\$ 1,402.52
Balance carried forward to next month	<u>\$ 18,721.29</u>

Bank reconciliation

AUGUST. 2021

Balance brought forward from previous month	\$ 18,721.29
Add Receipts	\$ 2,839.66
	<u>\$ 21,560.95</u>
Less Payments	\$ 6,138.84
Balance carried forward to next month	<u>\$ 15,422.11</u>

Budget

2021	Adj Covid 1 Jan	Adj Covid 2 Jul	Actual	Variance
INCOME				
Membership	\$ 3,500.00	\$ 3,500.00	\$ 3,480.00	-\$ 20.00
Table Money	\$ 24,000.00	\$ 22,500.00	\$ 15,923.57	-\$ 6,576.43
Special Events	\$ 7,500.00	\$ 7,500.00	\$ 1,025.00	-\$ 6,475.00
Training	\$ -	\$ -	\$ 326.60	\$ 326.60
Operational	\$ -	\$ -	\$ 211.00	\$ 211.00
Bank Interest	\$ 625.00	\$ 625.00	\$ 2.57	-\$ 622.43
Sub total	\$ 32,125.00	\$ 30,625.00	\$ 17,488.74	-\$ 13,136.26
EXPENDITURE				
Hall rental	\$ 17,000.00	\$ 10,000.00	\$ 5,582.90	-\$ 4,417.10
Director Fees	\$ 21,000.00	\$ 17,500.00	\$ 8,685.00	-\$ 8,815.00
Membership	\$ 2,320.00	\$ 1,200.00	\$ 1,060.00	-\$ 140.00
Masterpoints	\$ 1,200.00	\$ 1,000.00	\$ 340.13	-\$ 659.87
Special Events	\$ 5,000.00	\$ 5,000.00	\$ 174.00	-\$ 4,826.00
Training	\$ 1,000.00	\$ 1,000.00	\$ 742.50	-\$ 257.50
Operational	\$ 5,000.00	\$ 2,000.00	\$ 1,910.77	-\$ 89.23
Equipment	\$ 1,000.00	\$ 1,000.00	\$ 422.62	-\$ 577.38
Sub total	\$ 53,520.00	\$ 38,700.00	\$ 18,917.92	-\$ 19,782.08
Total	-\$ 21,395.00	-\$ 8,075.00	-\$ 1,429.18	

Notes on Table money

Still to come up with details on managing debt/prepaid balances.

Cannot currently give definite outstanding value on how much table money has been prepaid through free tickets and prepaid cards etc. let's put it at cards approx. \$1000 for now

Outstanding realbridge fees at 31 Aug \$197.00

Value of \$800 will come of future physical table money sessions.

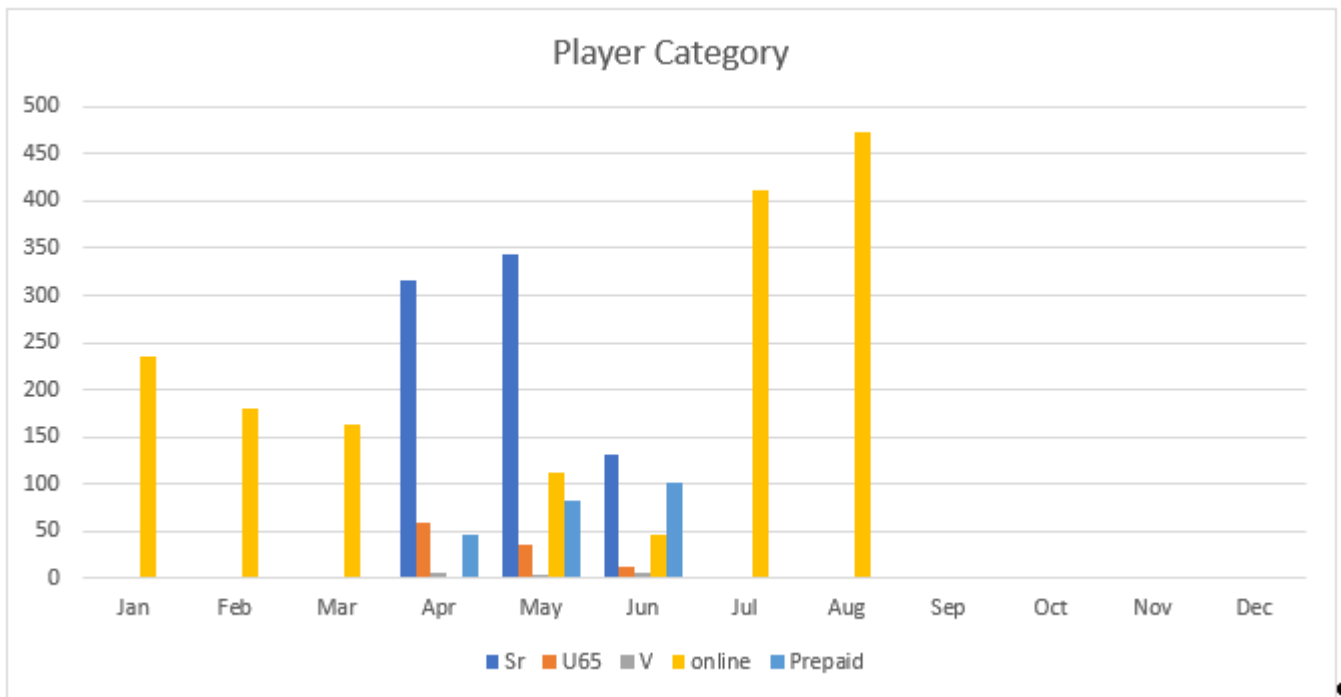
Term Deposit

This is maturing in September and will be rolled into Suncorp as previously approved. Term Deposits will not be included on operational monthly reconciliations.

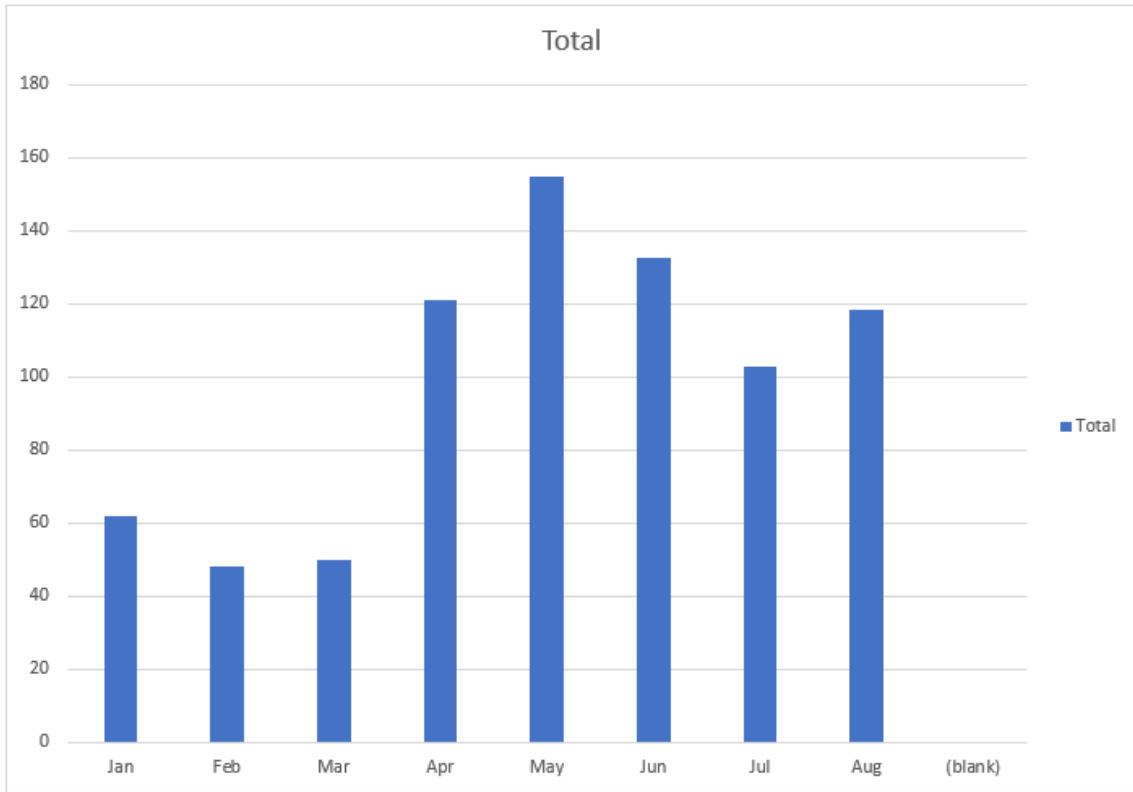
Other Reports

Table money summary							
Actual	IN	OUT >				Adjusted	
Month	Table money	Director Fees	Hall Rental	Masterpoints	Profit/Loss	Director fee waivers	Adjusted profit/loss
Jan	382.99	880	0	26.54	-523.55	0	-523.55
Feb	593.5	680	0	26.54	-113.04	0	-113.04
Mar	1149.26	640	210	26.54	272.72	0	272.72
Apr	2463	1816	1253.23	71.26	-677.49	470	-207.49
May	2571	2584	1385.12	71.26	-1469.38	760	-709.38
Jun	1716	2080	1193.8	71.26	-1629.06	640	-989.06
Jul	1592	1440	313.12	86	-247.12	0	-247.12
Aug	1860	1360	360.24	86	53.76	0	53.76

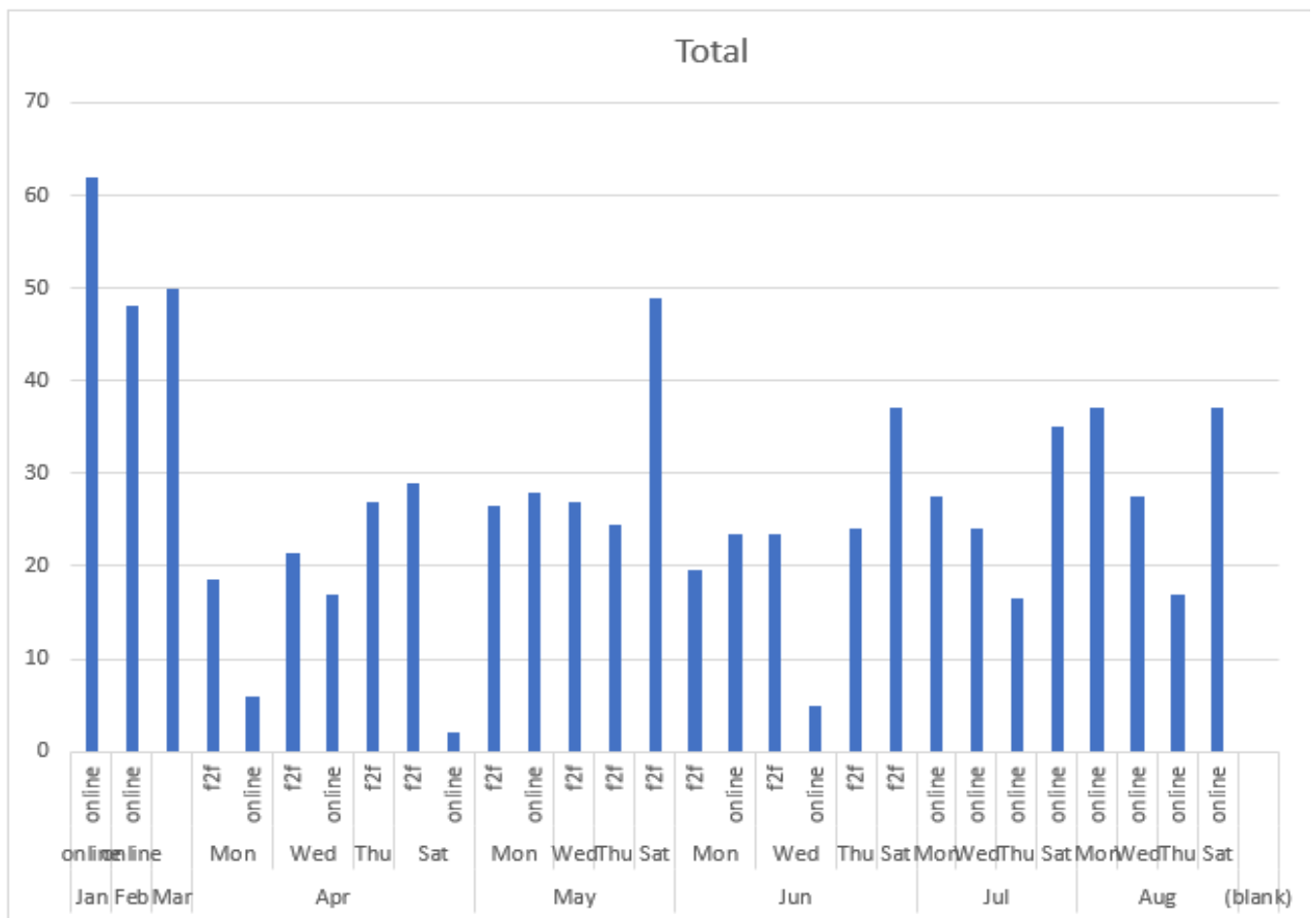
Player by Fee Structure



Total tables per month 2021



Total tables per session 2021



Alternate Table Summary View

Total Jan-Aug tables: 790

Details	Sum of Tables	Details	Sum of Tables
Jan	62	Jun	132.5
online	62	Mon	43
online	62	f2f	19.5
Feb	48	online	23.5
online	48	Wed	28.5
online	48	f2f	23.5
Mar	50	online	5
Apr	121	Thu	24
Mon	24.5	f2f	24
f2f	18.5	Sat	37
online	6	f2f	37
Wed	38.5	Jul	103
f2f	21.5	Mon	27.5
online	17	online	27.5
Thu	27	Wed	24
f2f	27	online	24
Sat	31	Thu	16.5
f2f	29	online	16.5
online	2	Sat	35
May	155	online	35
Mon	54.5	Aug	118.5
f2f	26.5	Mon	37
online	28	online	37
Wed	27	Wed	27.5
f2f	27	online	27.5
Thu	24.5	Thu	17
f2f	24.5	online	17
Sat	49	Sat	37
f2f	49	online	37