

**Committee meeting of the Invercargill Contract Bridge Club held via Zoom Wednesday 25<sup>th</sup> August 2021, 7.00pm.**

## **MINUTES**

### **Present**

Cheryl Foley, Judith Lawton, Sue Scott, Bev Flint, Lee Davies, Jane Carroll, Lindsay Glover, Greg Buzzard, Anne Somerville, Karen Palmer-Hall, Megan Dowd, Jan Brown

### **APOLOGIES:**

Janice Hodson, Barbara Martin

Apologies Accepted      Moved: Judith      Seconded: Lee

### **MINUTES:**

Confirmation of Minutes of committee meeting 16th June 2021 and 21<sup>st</sup> July 2021

June      Moved: Lee      Seconded: Karen

July      Moved: Lee      Seconded: Karen

**CORRESPONDENCE:**      To be dealt with as read. \*\* = put into General business

### **INWARDS:**

1. 1/8/2021 Card from Anne Cosgrove, thanking us for card we sent.
2. 3/8/2021 Email from Audiology South thanking Sue for her email, and they had already had a client mention the sponsorship (great feedback)
3. 3/8/2021 Email from Audiology South confirming 2022 Sponsorship of \$300 plus GST
4. 6/8/2021 Letter from Sherry regarding Tournament catering
5. 11/8/2021 Reminder of Gore Charity Tournament
6. 17/8/2021 Apology from Jan re 18/8 meeting, and hasn't approached Glowing Sky as yet.
7. 17/8/2021 Apology from Lee for 18/8/2021 committee meeting (not held)
8. 17/8/2021 IBC Letter to say Bridge is on hold in current Level 4
9. 18/8/2021 NZ Bridge letter Covid Advisory letter
10. 20/8/2021 Yvonne's newsletter for August
11. 20/8/2021 Invercargill Junior & Intermediate Pairs cancelled
12. 20/8/2021 Yvonne Resignation (I haven't got a copy letter) \*\*
13. 22/8/2021 Change of email password for Invercargill Bridge
14. 23/8/2021 NZ Bridge re Congress – discount extended until 14/9/2021, and asking people to defer payments
15. 24/8/2021 Sue sent list for Phone Trees \*\*
16. In addition to the Inwards correspondence received, there was an additional item from NZ Bridge re cancelled tournament and offering Invercargill the opportunity to take up either the Otago Southland Congress (3 days in October labour weekend in 2022) or South Island Teams on 27/28 August 2022. After discussion, it was agreed that the South Island Teams would be favoured. Anne S is to follow-up with NZ Bridge and confirm this.

### **OUTWARDS:**

1. 2/8/2021 Sue emailed Audiology South for their sponsorship of the tournament
2. 15/8/2021 Letter to ICC re Land Lease.

In addition to the list of Outwards Correspondence, Sue Scott advised that she had responded to an email from Sherry Elton requesting a reduced rate for the Intermediate Tournament as she would not be eating the provided lunch. The response advised that the entry fee was the same irrespective of

whether lunch was partaken or not.

That the Inward Correspondence be accepted and the Outward Correspondence be approved.

Moved: Sue                      Seconded: Lee                      Carried.

**FINANCIAL STATEMENT:**

Treasurer report accepted with Accounts Payable \$ 4803.09 (Report \$4,629.66 plus \$173.43 for Marsh Industries Insurance) and closing balance on Profit and Loss of \$24,504.48.

Moved: Anne    Seconded: Greg                      Carried.

**MATTERS ARISING**

Discussed the wages subsidy – we will revisit this when we know what level we will be at next week.

Action Point	Who is doing	Actioned Y or No	Comment
SGHS Lunchtime Club and also contact Tessa Hickman at JHHS	Membershi p/Club Promotion		Judith is awaiting NZ Bridge Club guidelines. Update April – Still Waiting June Update – Otago is running a school holiday programme, Judith will look into how it goes and report back. July update – only one person signed up so it never eventuated. Judith will contact SGHS and JHHS. <b>August Update</b> - <i>Take off – as Judith is getting no support from NZ Bridge.</i>
Security Cameras	Sue		It was moved that security cameras are put up in the office, bar and by the raffle table. Quote from Foveaux Communications \$891.00 for two cameras. To get further quote for additional camera. Masons to be advised at next meeting. June Update - Quote for 3 Cameras - \$1,338.00 July Update – Sue followed up with Freemasons but hasn't heard back yet. <b>August – cameras are being put in.</b>
ICC re land lease	Greg		Anne has received a letter from ICC re the lease we pay . ( Our building is on city council land and we pay them a lease.Just received an account - currently \$623.15 annually incl GST ) The 21 yearly lease ended on 21st Feb 2021 They have requested a rental assessment from Robert Todd at Telfer Young and will advise us of the rental assessment in due course. 16/6 – Still with ICC. July update – Because of the valuation our rates will increase from \$623 to \$6k.Valuer said it could be reasonable but we should write to ICC. Judith moved that a letter is written to the ICC. Seconded by Jan. Greg will write a letter and also talk to the other clubs along the reserve we are on. <b>August update – Greg has sent a letter (see</b>

			outwards mail), Greg will follow up with ICC. Judith had discussed the Pipe Band that are also arguing with the ICC. Greg, Judith & Jane will make contact with others in the same area. Better to have a united front.
Cashless system	Anne	<b>Keep on action list to discuss.</b>	There are a few ways to do this, which will be looked into. At the moment the committee needs to promote the current voucher system. 17/3 Discussed. There may still be a bit of administration.
Cashless System (a)	Anne/ Judith		Discussed paying prize money directly into the winners account. It was moved by Judith to trial this for the Avenal Tournament. 2 <sup>nd</sup> Sue. <ul style="list-style-type: none"> <li>• Need to check that everyone who won money received it .August - yes, all paid NFA</li> <li>• Should the prize money won vs Prize money received show in the P&amp;L (Anne) – August - Yes this will happen in the future NFA</li> </ul>
Investigate the correct place to have all the Member contact details	Jan		Investigate the right place for the contact details to be kept. If this is Compass, or somewhere else. June Update – Jan will talk to Geoff and Yvonne <b>August Update</b> - Jan has spoken to Geoff – Compass database will be the source of truth, and we will need an email list updated. Jan to get the 3 different lists and check where the differences are. Aim to be up to date after the AGM.
Building WOF	Property		Needs completed as its expired. Judith will look at previous WOF and Grant and Harry can help. 17/3 Judith is meeting with inspector next week. Update – waiting on ICC. Update - Building WOF was carried out, and we believe it was passed. Keep on Agenda to make sure we receive the paperwork June & July Update – Judith will follow up. <b>August Certificate is On wall - NFA</b>
New Ventilation fan	IMHBCT		Quote was accepted for Foveaux Communication for installation. <b>August - Still to be installed.</b>
New Members – Margaret Wright (Silver Reserve) and Shona Goodall (Silver Reserve). Moved Lee 2 <sup>nd</sup> Anne	Cheryl	Y	Send welcome letter and scan forms to Anne/ Yvonne. Cheryl to get addresses. I had the email addresses from Anne but I don't seem to have the new forms. July update – forms were in foyer and now Anne, Yvonne and Cheryl all have copies.
Pamphlet to promote Bridge	Anne		Anne will follow up and consider Waimumu Field days, and checking costs. As per NZB Kate Stratford is interested in promoting bridge. June update – Sonia from Wanaka is prepared to do this on our behalf – Feb 2022

			July – Waimumu is too expensive but suggestion was local A&P Show. Otago/Southland will help us with this – 5/3/2022. We would need to start lessons straight after this promotion. It was agreed to go ahead. Jill to teach the lessons. <i>Talk at September meeting</i>
Karawan – still has outstanding subs	Lee		Lee will ask Chrissie if she knows what is happening with her. July update – Lee will talk to Chrissy again. <i>Remove – she has moved to Queenstown NFA</i>
Karen to do her bar licence	Karen		Karen has booked in for the 2 day course to complete the licence. <b>August Update</b> - <i>Just waiting for confirmation of second test.</i>
Cheryl has previously started her licence – so will see if she can complete it.	Cheryl		Cheryl will chase up hers, and will check via NZQA number . <b>August update</b> – <i>Cheryl not going to do. NFA</i>
Pothole in Carpark – Judith will go to ICC.	Judith		Cones have been put up around the pothole, and is chasing the ICC. Waiting from ICC <b>August update</b> - <i>Someone is moving the cones – not sure who that is. Put a note up when we go back</i>
Megan and Jane to remind the <b>Last Year</b> learners that they are not to use their notes. The current learners can use their notes to the end of the year.	Megan & Jane		The current learners can use their notes to the end of the year. <b>August Update</b> - <i>All done. NFA</i> <i>Megan checked if was OK for Tash Lundun (new learner) to use hers on a Thursday – its fine.</i>
Ailine Vials Debuture This debuture has been donated back to the club. Judith suggested we put something in the garden	Bev/ Cheryl		There was a comment that we hadn't done this before for a donation. The committee all agreed we would get something in this instance. Bev will talk to Nola about a dried flower display. We have vases we will be able to use. Letter to be sent to family (Cheryl) <b>August Update</b> - <i>Dried flower arrangement has been made up, and is very nice</i>
More Refresher Lessons	Judith		More names were given to Judith so she will chase these up. <b>August</b> – <i>we have 2 that are really enthusiastic.</i>
Fence knocked over – Lindsay will have a look at this	Lindsay		Fence has been put back up. NFA
31/7/2021 Tournament Raffles – 5 meat packs.	Lindsay		NFA
A Silver player played in a junior team, this rule needs to be updated next year.	Match		NFA
The Silver Reserve percentages will be updated.	Jan		Updated. NFA

Emma Strong will fill in a form when she comes in 2 weeks.	Members hip		Will be still coming, not here yet.
Using On-line Booking (may need to help people with this).	All		FYI – help given when required. <b>August update</b> Otago bridge is sending out instructions – and Judith suggested we put it on the website. Pass to Deirdre and she will put up under resources.
National Teams. Glowing Sky to be asked for sponsorship.	Jane		NFA
NZ Bridge Form to be completed	Greg		Including our rep, alternate and agenda items as per July minutes. NFA
Suggestions for the Charity Tournament Recipients (2022)	All		Hawthorndale Care Village, Local St Johns or SPCA. <b>Moved – Karen, 2<sup>nd</sup> Bev. Carried - SPCA will be the recipient. NFA</b>
Junior Tournaments – the Juniors need reminded that the tournaments are on and great if they supported them.	All		NFA. <b>August Update</b> - Greg asked if there was a chance that the tournament that was cancelled because of lockdown could be rescheduled. Jan moved that we ask OS if we could have Junior or Intermediate tournament 6 or 7 November. Seconded – Jane. Anne will draft a letter.
We need to remove the sticky/germy cards.			<b>August Update</b> - Order new cards and then we can get rid of the cards. Karen will check with Diana at ToyWorld and see if she has access to an. Otherwise Anne will organise.
Minutes to come out faster	Cheryl		NFA

#### SUB-COMMITTEES REPORTS - Including ongoing matters:

##### **Bar: No report**

**Property & Masonic Lodge (IMHBCT) Sub-Committee:** Meeting last Tuesday before lockdown. Discussed lease, vandalism, insurance. Terry Whittington is still to remove graffiti (just a sore back at the moment). Sign – this has been put out the front, with no discussion with the Bridge Club. We do have signs at the front. They did apologise that they didn't discuss with us. We should trim up trees so that our sign on building can be seen. Liquor licence – Masons will get 3 people that will get licences. Reminded how to turn off the heater in the committee room. Security cameras are being put in – and they did have a car broken into in the car park. Discussed the funeral that they had, as discussed at our last meeting. Decided no more funerals on a Wednesday. Discussed potholes. Remembrance Day for Masons is the 3<sup>rd</sup> November – but will double check that it wasn't 6<sup>th</sup>. It will be after 5pm.

**House:** Bought 24 mugs for the teams.

**Match:** No meeting (once out of lockdown)

**Membership/Club Promotion:**

**Computer:** (due to time restrictions – not discussed)

**Health and Safety:** (due to time restrictions – not discussed)

**Constitution Sub-committee:** (Judith has Draft law change)

**Sub committees of O/S Regional committee:** (due to time restrictions – not discussed)

**Committee for National teams:** didn't need to be discussed

**GENERAL BUSINESS:**

- Yvonne resignation – this was in the club newsletter. Sue has phoned her to thank her for all her help. Karen and Lee have been approached to take over her role. Karen has declined. Could split role into separate – we could split the administrator and the tournament secretary roles, and split them between the current positions. Cheryl can take on the emails from Invercargill Bridge Club, for the short term.
- Phone Trees – discussed this and people have the lists of who they are calling.
- Cheryl to send a card to Irene Warnock

Meeting concluded at 8.15 pm. Next meeting 15 September 2021.



SIGNED AS A TRUE AND CORRECT RECORD

Signature : *[Handwritten Signature]*  
Invercargill Bridge Club President

Date: 14-10-21