

## Committee meeting of the Invercargill Contract Bridge Club Wednesday 21st August 2024 7.00pm.

### MINUTES

#### Present

Greg Buzzard, Kate Ramsay, Tony Winters, Anne Somerville, Grant Milne, Jane Carroll, Pauline Sutherland, Janice Hodson.

#### Apologies

Sue Scott, Fred Warnaar, Jan Brown

#### Matters arising from the Minutes:

Confirmation of Minutes of committee meeting 24 July 2024

**Moved:** Grant Milne                      **Seconded:** Kate Ramsay   **Carried.**

#### CORRESPONDENCE:            *To be dealt with as read.*

#### **Inwards:**

- 24 July 24    G Buzzard                      Handicap % Explanation x GE - Fwd Committee
- 25 July 24    E Joyce                              Resignation - Can't give the time it needs
- 26 July 24    A Sommerville                      Kiwi Bank - 3 signatories required for an account
- 28 July 24    ICC                                      Licensed Premises – Renewal application - required by 24 Aug 24 - Forwarded GM AS. ***Grant has forwarded to ICC***
  
- 29 July 24    NZ Bridge                              AGM - Draft Constitution - Fwd Committee
- 29 July 24    NZ Bridge                              Online improver lessons starting 15 Aug - Fwd ALL
- 08 Aug 24    ICC                                      Form: Notice of Management Change to complete - ***Grant has done***
  
- 09 Aug24    NZ Bridge                              Notice – Loveblock 15 Nov 2024 - NB
  
- 13 Aug 24    K Cartwright                              New Email address - ***Fwd to Jan and Anne***
- 13 Aug 24    ICC                                      LINZ - acquisition regarding the lease - ***Greg to sort***
- 13 Aug 24    NZ Bridge                              Board Meeting Minutes - Fwd Committee
- 14 Aug 24    NZ Bridge                              Result of complaint a NZ Bridge
- 20 Aug 24    L Glover                                      Letter regarding the bridge room being cold. ***Many people changing settings on the heat pumps. Pauline to put notice on the wall above the heat pumps and monitor***

**HEALTH & SAFETY**

- Kitchen door replaced with door with a glass window
- Unwanted visitor arriving on Tuesday nights - The Director is to lock the door, after play has started, so the premises cannot be entered from the outside while play is in progress.
- Office lights have been left on

**SUB-COMMITTEE REPORTS:**

- **Property:**
  - **ICC Lease** - no further progress. Sawdust from around the tree that was removed has been removed
  - Jane advised she has a conflict of interest re ICC lease and would not be partaking in discussions
  - Fridge - **Grant moved the purchase of a new Fridge as there was a gas leak and it was going to cost \$1600 to repair - a new fridge is \$3,500. Seconded Janice Hodson**
- **House:**
  - Debbie is required for the Bridge Tournament on Saturday from 4-6pm. Grant to Liaise with Debbie
- **Bar:**
  - \$1,000 for to renew the bar license. Anne to review information on increase from ICC
  - Grant and Fred to review a price increase at the bar
- **Masonic Lodge:**
  - **Masons Sub-Lease**
    - List of members wip....still not received, there has been no Masons meeting since our last meeting
- **Membership Club Promotion:**
- **Computer:**
- **Constitution Sub-committee:**

**ACTION ITEMS CARRIED FORWARD:**

Action Point	Who is doing	Actioned Y or No	Comment
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<p><b><u>LEASE</u></b></p> <p>ICC Lease</p> <p>Sign at Club</p> <p>Curbing</p>	<p>Greg</p> <p>Grant</p> <p>Greg</p>		<p><b><i>Aug: No change</i></b></p> <p><b>June:</b> Lease approved also sub draft lease. Awaiting payment to PR account. <b><i>Aug: No change</i></b></p> <p><b><i>Aug: No change</i></b></p> <p>Has been approved - can be ordered – ON HOLD until lease sorted - <b><i>To be approved by Parks and Reserves</i></b></p> <p><b>June:</b> Proof reviewed. To update by including “Thur” Size to be changed.</p> <p><b><i>Aug: No change</i></b></p> <p><b>July 24:</b> Drain is higher than the curbing – Follow up with Parks and reserves.</p>
<p><b><u>TECHNICAL</u></b></p> <p>Computer</p> <p>New Computer</p> <p><b><u>FINANCIAL</u></b></p>	<p>Jan</p> <p>Jane/Geoff</p>		<p>Richard McMillian to learn for SR. Chris McDonald also to learn</p> <p><b>Aug:</b> Geoff not committed to a date</p> <p><b>July:</b> Jane to load compass onto the computer</p>
<p><b><u>MEMBERS &amp; LEARNERS</u></b></p> <p>Lessons with Moss</p> <p>2025 Learners Class</p>			
<p><b><u>HEALTH &amp; SAFETY</u></b></p> <p>Fire Drill</p> <p>Fire Investigation</p> <p><b><u>GENERAL</u></b></p> <p>Blue Cards</p> <p>Library</p>	<p>Grant</p> <p>Grant</p> <p>???</p> <p>Anne</p>	<p>WIP</p>	<p>Next drill 24 January 2025</p> <p><b><i>July 24: Findings to be supplied to the Masons.</i></b></p> <p><b><i>Estimate Heat detectors 14k – no discount x Insurance</i></b></p> <p><b>June:</b> Issue with file causing disruption when dealing</p> <p><b>June:</b> New Books</p> <p><b>July:</b> Books ordered for Library – new achol bidding system</p>

<p><b><u>PROPERTY</u></b></p> <p>Ventilation - Fans</p> <p>Heat Pumps</p> <p>Drains</p>	<p>Grant</p> <p>Grant</p> <p>Grant</p>	<p></p> <p>WIP</p> <p></p>	<p><i>Aug no quote - Grant to chase up. Reinstalling the ventilation system in the toilet area that was disconnected when the heat pumps were installed. 20 Mar - quote to come x Faults. <b>July:</b> Still waiting on Faults for a Quote</i></p> <p><i><b>Aug: No change</b> -Put a timer on the heat pumps, also a notice to go on the wall 'HOW TO OPERATE' May -Geoff to contact Grant to put Heat Pumps on timer.</i></p> <p><i><b>Aug: No change - 17 Apr</b> - Drains need check by a camera. To email council.<b>July: WIP</b></i></p>
<p><b><u>HOUSE</u></b></p> <p>Kitchen Instructions</p> <p>Dealing of Boards</p>	<p>Janice/Pauline</p> <p>Janice/Pauline</p> <p>Pauline</p>	<p>WIP</p> <p>WIP</p> <p></p>	<p><i><b>Aug: No change</b> - Folder to be set up for instruction on 'What to do and how to do it' in the kitchen.</i></p> <p><i><b>Aug: No change</b> - July 24: List of catering requirements and duties</i></p> <p><i><b>Aug: No change</b> - July 24: Notes to be updated</i></p>
<p><b><u>LEGAL</u></b></p> <p>Constitution</p>	<p></p>	<p></p>	<p><b>June 24:</b> Fergus Moore to get involved with NZ Bridge Constitution</p>
<p><b><u>SPONSORSHIP</u></b></p> <p>Community Trust</p> <p>Southern Optical</p> <p>E Hayes</p>	<p>Anne</p> <p>Jane</p> <p>Grant</p>	<p>WIP</p>	<p>To follow up – <b>June/July</b>– Still to Follow Up</p> <p><b>July:</b> Jane to follow up to see if interested in sponsorship for 2025</p> <p>Aug: Has been contacted by Grant - all set to go. <b>July:</b> To be contacted nearer the tournament date <b>of 28 Sept 24</b></p>
<p><b><u>TOURNAMENT</u></b></p> <p>Bayleys SRE</p> <p>World Bridge - Anne</p> <p>IP's Fundraiser</p>	<p></p>	<p></p>	<p>Saturday 24 August. Pauline to advise Geoff 9.5 and 4 tables Fundraiser Sunday Sept 15th</p> <p>Anne offering house in Te Anau for a weekend in the for the raffles. Donations for raffle table required from members, , Greg to put in Newsletter. Auction weekend stay at Gregs property Clyde - Feb 24. \$10 entry Fee and a plate.</p> <p><b>Thursday October 17<sup>th</sup></b></p> <p>Will do the same as Annes fundraiser for the Ip's fundraiser</p>

<b>MASONS</b>			
Use of Bar			20 Mar - 4 x names to be provided to become members by the end of the month - No names yet but bill paid. <b>July:</b> Still waiting on names...
Fireworks – Rugby Park	Greg		<b>June:</b> <b>Rugby Park – Rugby and Fireworks August 24<sup>th</sup></b> <b>Car Park to be empty.</b> <b>No cars to be left in Car Park after the Bayleys SRE Bridge Tournament on that day, 24 August.</b> <b>Traffic Management from 5pm at entrance way.</b>
Kitchen	Greg		<b>Aug:</b> Food left and the rubbish not removed

**GENERAL BUSINESS:**

- **Committee 2025**

- AGM Coming up - start preparation - put out nomination forms
- Need more Silver Reserve members on the committee
  - Tony to bring up next Tuesday with Silver Reserve before bridge starts

- **Bridge Club emails**

- Jane to look at Office 365 to replace gmail - **Moved: Janice Seconded: Kate**
- Any persons opening Bridge Club emails and they are not actioning them must reset them on unread
  - All secretaries time is spent trying to clear emails as do'sn't know what has and what hasn't been actioned
- Honoriem - same as last year - **Moved: Kate Ramsy Seconded: Jane Carroll**
  - Anne to check on the coding of last year's honoriems

Meeting concluded at 8.35pm Next meeting Wednesday 25<sup>th</sup> September 2024

**SIGNED AS A TRUE AND CORRECT RECORD**

Signature:   
 (Invercargill Bridge Club President)

Date: 25/9/24