

**Committee meeting of the Invercargill Contract Bridge Club Wednesday 15<sup>th</sup> February 2023, 7.00pm.**

## **Agenda**

### **Present**

Cheryl Foley, Sue Scott, Janice Hodson, Lindsay Glover, Greg Buzzard, Anne Somerville, Karen Palmer-Hall, Grant Milne, Pauline Sutherland, Jane Carroll, Chris McDonald

### **APOLOGIES:**

Jan Brown

Apologies Accepted

Moved: Anne    Seconded: Karen

### **MINUTES:**

Confirmation of Minutes of committee meeting 11<sup>th</sup> January 2023




Moved: Grant

Seconded: Lindsay

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

**INWARDS:**

# February Correspondance.

→ O/S Bridge Admin	Club Website Review - Hi there It's that time of year - hence, just a reminder to check your Club Page Content on ...	Feb 14
→ O/S Bridge Admin	Rubber Bridge Competition 2023 - Hi there - would you please address the following attachments at your next Co... 	Feb 14
→ Secretary	Appointment- Congress Events Manager - To Club Secretaries CC Regions & Regional Support Hi everyone Bridge...	Feb 13
→ Christine Dallas (2)	Salmon - Hi We have some salmon offcut pieces FRZ available, 10kg ctns, for \$69.80, would make great raffle priz...	Feb 13
→ Secretary	Board election cycle 2023 - To Club Secretaries CC Regions & Regional Support Please see the attached. Regards... 	Feb 10
→ Secretary	Expressions of interest- NZ Seniors Team for APBF Championships 2023 - To Club Secretaries CC Regions & Regio... 	Feb 10
NZB	NZB Player Transfer - Hello 615 Invercargill Bridge Club, This automated email is to advise you that a club transfer ...	Feb 7
NZB	NZB Player Transfer - Hello 615 Invercargill Bridge Club, This automated email is to advise you that a club transfer ...	Feb 7
Jan and Malcolm Bro.	Re: URGENT: Invoice for Invercargill Contract Bridge Club Inc is overdue - RemovedJan On Tue, 7 Feb 2023, 10:15 ...	Feb 7
→ Tina Johnston	Re: URGENT: Invoice for Invercargill Contract Bridge Club Inc is overdue - Hi Jane Pouw will not be playing bridge t...	Feb 7
→ Irina Owens	Fwd: URGENT: Invoice for Invercargill Contract Bridge Club Inc is overdue - Dear Sir/Madam, I have received an inv...	Feb 3
Sue Scott	RE: A & P show 3 - 4 March - Hi Sonya March 14th is the start date for lessons. Kind regards Sue Sue ScottRevenu...	Feb 3
Sonya Adams	Re: A & P show 3 - 4 March - Hi Thanks for your reply. Judith was going to answer this, But I really just need the co...	Feb 3
Judith Lawton	Bridge lessons - Hi clubs is there a start date for bridge lessons at your club?? The RBSP wants to advertise lesson...	Feb 3
Judith Lawton	RE: A & P show 3 - 4 March - Hi Sonya We are working on this project and have willing and enthusiastic people on ...	Feb 3
← Sonya Adams	A & P show 3 - 4 March - Hi guys Click here NZ Bridge A & P Shows 2023 docs.google.com This is the third email I ...	Feb 3

1009.

Sonya Adams	URGENT - PLEASE COMPLETE AND RETURN TOMORROW NZ Bridge A & P Shows 2023 forms.gle Hi everyone Tha...		Feb 2
Sonya Adams	Lesson Form - Hi Bridge Friends We have been listening and most clubs are saying "WE NEED MORE MEMBERS & ...		Jan 29
Jill McMeeking	Re: - Thanks Sue On Sun, 29 Jan 2023, 4:17 pm Invercargill Bridge Club, <invbridge@gmail.com> wrote: Hi Jill Not s...		Jan 29
Vivienne Axon	Re: - Hi, no I hadn't been advised, thank you for letting me know! I look forward to hearing the rest. Thanks so muc...		Jan 29
Secretary	RE: From Sonya - Thank you very much Cheryl Regards Alister From: Invercargill Bridge Club <invbridge@gmail.co...		Jan 27
Sue Scott	RE: Meeting Minutes January 2023 - for Cheryl - to amend - - Rowena Jackson Tournament - match has applied f...		Jan 27
Sue Scott	RE: FW: I am sharing 'Tournament Details Change Request Form' with you - No still sorting out a date Cheers Sue ...		Jan 27
→ otagosouthland.brid.	POSTPONEMENT of OS CONFERENCE and other important matters. - Good Evening Otago Southland Clubs Well, ...	📧	Jan 24
→ SBS Bank	Grab Our 6.00% Rate for 12 Months - Our Extra-Hot Term Investment Rate		Jan 24
→ Christine Dallas	Duty - Hi Change in duty Faye for 20/02/23 Christine For 12/04/23 regards Christine Dallas Office Manager DDI +6...		Jan 24
Greg Buzzard	RE: FW: The Great Southern Cocktail Party - Thanks Cheryl good idea ,worth considering as a charity. Going to th...	📧	Jan 23
← Greg Buzzard	FW: The Great Southern Cocktail Party - Email request from Yonne. I think her comment would apply to everyone ...	📧	Jan 22
karen palmer	Re: Rubber Bridge 2023 - 9th February - Sounds fine to me but I wont be there on that night. On Sun, 22 Jan 2023...		Jan 22
Jill McMeeking	Re: Lessons 2023 - Hi Cheryl Tuesday March 14th 7pm. Jill On Sun, Jan 22, 2023 at 9:44 AM Invercargill Bridge Clu...		Jan 22
Annie Somerville	Re: Items to be deleted from asset register - to be included in minutes from our Januray meeting - Could you also ...		Jan 22
→ Secretary	Policy Documents updated - To Club Secretaries CC Regions & Regional Support Hi everyone The following policy ...	📧	Jan 20
→ Secretary	Board Meeting Minutes 22 Nov 2022 - To Club Secretaries CC Regions & Regional Bridge Mates Hi everyone I hav...	📧	Jan 19
→ gloverland	Re: Calenders on the website - Hi Cheryl I need the word document from Jill, so I can then break it down into sepa...		Jan 19
Annie Somerville	(no subject) - Hi I have fixed Pat Officer Young's email now so they should stop bouncing back to this account . C...		Jan 19
→ Annie Somerville	Items to be deleted from asset register - to be included in minutes from our Januray meeting - Hi Cheryl, As per t...		Jan 19
Rob and Mary McInto.	RE: vouchers - 18/1/23 Anne, Many thanks for that. Mary. Sent from Mail for Windows From: Invercargill Bridge Club...		Jan 18
→ STONE, Jenny	RFS 386537 - Bridge club light - Hi Grant, We've received your request regarding a light out at the Bridge Club. Th...		Jan 18
→ grant.donaldsoncons.	Fee system for alcohol licensing   New Zealand Ministry of Justice - https://www.justice.govt.nz/justice-sector-poli...		Jan 18
me	January Newsletter - Happy New Year and welcome back to Bridge for 2023 and our first Newsletter. Thursday Pr...	📧	Jan 17
→ Sonya Adams	Fw: Southland A&P Show 2023- WE ARE BACK!!! - Hi everyone, It's time to start planning for the A & P Show in Inv...		Jan 17
Geraldine Bridge	.../Flyers to put on Noti... Geraldine Bridge Club's February Tournament - Hi Everyone Our February tournament is c...	📧	Jan 16

**OUTWARDS:**

**Matters arising from Correspondence –**

1. Discussed letter from Clare Hadley – Re Pipeband practicing in the carpark they took up about 10 Carparks. Janice will give Greg the contact details.
2. Pauline is arranging to get salmon from Christine for raffles.

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

**Moved:** Cheryl      **Seconded:** Karen      Carried.

**FINANCIAL STATEMENT:**

Russell McPherson is a new silver reserve member.

It was moved to change the signatories on the Westpac Account from Robyn Reidie, Marilyn Jackson and Bob Attley to Anne Sommerville, Greg Buzzard and Karen Palmer-Hall.

**Moved:** Anne      **Seconded:** Jan      Carried.

Treasurer report accepted with Accounts Payable of \$5,258.95 P&L – \$14,426.72

**Moved:** Anne      **Seconded:** Jane      Carried.

**MATTERS ARISING**

Action Point	Who is doing	Actioned Y or No	Comment
Potholes in Carpark –.	Lawyers		Now that lease is sorted Judith will ring ICC. ICC have said that we are on the list to get this repaired. April update – Lease has now been received, but it is still showing that the Bridge Club is responsible for the carpark. It has been sent to lawyers Scholfield/Cockroft for review. May Update – Sue has a letter

			<p>that says ICC is responsible for the carpark – lease is still with the lawyer. June Update – Sue has been talking to the lawyers re the lease, and if we should sign the lease if they haven't rectified the runoff from the stopbank issue. Sue will advise lawyer to go back to ICC to advise our position.</p> <p>July Update – Lawyers were liaising with ICC, Holly will be in contact with them. Greg will take some photos and send them.</p> <p>August Update – Anne and Greg were chasing up lease, as we would like to get this paid by end of August. New lawyer is Linda Whatson. <b>Sept Update:</b> Greg has sent photos to the ICC. <b>Oct Update:</b> Environment Southland looked at the drain and have passed a report onto ICC. Greg and Judith will go and see ICC.</p>
Light outside is out.	Lindsay		<p>Lindsay has discussed with ICC and they will get back to him.</p> <p><b>Jan 23 – Lindsay will chase up.</b></p>
Masons queries in October emails	Greg		<p>Judith will contact Laurie and see if these have been answered.</p> <p>Nov 22 update – meeting is next week – The meeting is to be held 17/1/2023.</p>
Fixed Asset Schedule Check	Anne/ Grant		<p><del>Committee to go through.</del> Nov 22 update – Anne and Grant go through the schedule. <b>Jan 23 update</b> – Anne has gone through and moved to dispose of some items. It was decided that Anne goes through the items with Grant.</p>
Closure of Westpac accounts	Anne		<p>Brought up at AGM. Nov update – Anne will talk to Robyn Reidie about it, and to find signatories. Will close savings account and then just have the minimal amount, not closing it, as so hard to reopen.</p>
New BridgeMates	Geoff		<p>Brought up at AGM. Jan had checked and we could get the bad-pix one repaired for \$50. Will discuss at Match committee.</p>
Coaching of people moving up to Silver	Greg		<p>Ask Moss to do half hour coaching as he had previously.</p> <p>Updated Jan 23 – Lessons on Leads, Next Monday 6.30 for next 2 weeks. All welcome.</p>
Ideas to keep learners coming back	Cheryl/ Jane	All silver too.	<p>Buddy system, Suppers again, making sure they have people to play with. Nov 22 update – Get buddy system started for the 3 learners that are still here. Jane &amp; Cheryl to action this.</p> <p>Karen and Judith have rung up learners from 2018 and they are getting some good response. Sue had talked to Ellie and</p>

			<p>maybe she needs a buddy. Cheryl to talk to Jane to see where we are at with this, and we'll get it sorted ASAP.</p> <p>Also need a buddy system for Silver – promote to everyone to ask the new players for a series. Michael needs a partner for next series.</p> <p>Feb updated - Jane has checked in and they are all fine. There are currently 4 learners playing.</p>
Should we take the swing off the doors, or put on the slow-down arms	Grant		Grant will look into options.
Ask Robyn Boylan and Karen du Mez if they would like to go on the committee.	Greg	No (NFA)	
Chased up the survey – we need to reply to survey to say what is required	Cheryl	Yes	(NFA)
Club directors exams – OSRC will pay for them. Let Carol know if any interest (March 23).	Greg		Greg will add to newsletter. (NFA)
March 3 <sup>rd</sup> there is a night market in Invercargill and March 4 <sup>th</sup> A&P Show. Gore/ Winton will be approached.	To discuss		<p>Karen will be the point of contact and will ask people to help her.</p> <p>Gore/ Winton will be approached – they are not participating.</p>
Signs for Lessons – email Judith if any ideas of where signs could go. Karen suggested local markets (a moving sign).	Lindsay		<p>Discussed having a sign outside the club. Lindsay will come up with some ideas, send them through and we can adjust if required.</p> <p>Also discussed Social Media and community notices and Southland Express (Cheryl will look into this)</p> <p>Feb update – It was moved that Cheryl to put in advertising for 2 weeks in Southland Express – advertising the lessons</p>

			Moved Karen Seconded: Grant
Balclutha conference 12/2/2023.	To discuss		Greg had spoken to Judith, this is definitely on, but maybe March. February update – Not March. They are waiting on direction from NZ Bridge.
New Signatures on Bank account – It was moved that the signatories were changed to Greg, Anne, Karen, Jan	Anne		Everyone on the committee needs to go into the SBS, taking proof of address and ID required.
Concerns re Masons supplying own spirits - this will be discussed at meeting next time	Masons		
Moss to be asked to direct pairs on Monday.	Greg	Yes	(NFA)
It was moved that Janice and Karen are given Countdown Cards to be able to purchase stock.	Anne	Yes (NFA)	Cards are on the way.
Buy a new computer			
Labels to be put on drawers, some stock to be adjusted. Handwash dispenser put out, basket for dirty washing put out, blue plates to be put away.	Janice		Actioned (NFA)
Masons have a broken window – Grant will chase up. Anne will ring Clare re insurance.	Grant/ Anne		\$1,000 excess (NFA)
Junior teams trophy, W&T Trophy			To be awarded to correct people. Winners advised in newsletter. Correct names have been engraved.

Update all the details with OSRC/Citizens Advice Bureau/ NZ Bridge	Cheryl		Actioned (NFA)
Greg recalled that someone had emailed re lessons. Cheryl will find the email, and find out when the lessons are and let the committee know.	Cheryl		Sue has answered (NFA)
Peter Anstice sympathy card to be sent		Done (NFA)	

**SUB-COMMITTEES REPORTS – Including ongoing matters:**

**Bar –** Ice maker missing – Grant will check. At the 28/2/2023 Masons meeting they will be asked if they want to continue using the bar.  
**Property -** Tree is covering the light, suggested putting up a new light (Grant and Chris). They will also clear out the grass in the spouting. There is a window with a stone-hole – Grant will check.  
 Door into office that is supposed to be always locked, is remaining open.  
 Heatpumps need serviced, as leaking (Grant looking at)

**Masonic Lodge (IMHBCT) –** Had a meeting. Lease renewal coming up, they will work through this. The internet is still not performing so well – they are looking into this.

**House:** - Getting a sign made up to remind people to clean ovens.  
 Janice is away 28 May to 24 July.

**Match –** Tournament this week. Karen, Cheryl will come in early to set up.  
 Anne will contact Jan to confirm amount that needs donated from charity Tournament.

**Membership/Club Promotion:**

**Computer:**

**Health and Safety:**



**Constitution Sub-committee:** NZ Bridge are compiling a document. Committee – Fergus, Sherry, Greg.

**O/S Regional committee** – Sonya Adams won't be attending the night market and A&P show, to help with marketing bridge. This will mean Judith and Karen will do the setup. It was decided to just do the Saturday of the A&P show, 8.30 – 5pm 4<sup>th</sup> March 2023. Grant will help with the furnishing of the display tent. Judith and Karen will do a roster for players/helpers.

Rubber Bridge – we need to encourage people to enter

We were asked if we what to hold Congress in October 2024 – it was decided no.

**Other** - The Christadelphians have hired the rooms 18<sup>th</sup> and 19<sup>th</sup> March. Chris is away. Keys need to be arranged. He will try and arrange the keys before he leaves.

**GENERAL BUSINESS:**

1. Fixed Asset Writeoffs (discussed)
2. Change Westpac Signatures (discussed above)
3. Curtains (see Jans email) – Lindsay and Grant will look at this.
4. Tournament scoring (see Jans email) - discussed
5. It was moved to apply to the ILT Foundation for the sponsorship of the ILT and Murihiku Tournaments later in the year, Sue and Cheryl will do the Application    Moved: Sue    Seconded: Chris
6. Kitchen Assistant – Greg will send out an email seeing if anyone is interested.

Meeting concluded at 9.20 pm. Next meeting 15th March 2023 – this has been adjusted to 22<sup>nd</sup> March 2023

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SIGNED AS A TRUE AND CORRECT RECORD

Signature : \_\_\_\_\_ 

Date: \_\_\_\_\_ 22 March 2023

