

Committee meeting of the Invercargill Contract Bridge Club Wednesday 14th February 2024 7.07pm.

MINUTES

Present

Sue Scott, Pauline Sutherland, Janice Hodson, Kate Ramsay, Tony Winters, Fred Warnaar, Jan Brown, Jane Carroll

Apologies

Anne Somerville, Grant Milne, Greg Buzzard- late

Apologies Accepted

Moved: Tony Winters

Seconded: Kate Ramsay

Matters arising from the Minutes:

Confirmation of Minutes of committee meeting 10th January 2024.

Moved: Tony Winters

Seconded: Sue Scott

CORRESPONDANCE:

To be dealt with as read

ALL INWARDS CARRIED FORWARD FROM THE LAST MEETING – 10 JAN 24

Inwards:

- 21 Nov 23 Jane Carroll IBC Privacy Policy (Draft) – *attached*
 - *IBC Privacy Policy be Adopted – Moved Jane Carroll Seconded Tony Winter*
 - *Jan Brown IBC Privacy Officer – Moved Fred Warnaar Seconded Kate Ramsay*
- 04 Dec 23 Jan Brown Report x Otago Southland Regional Bridge – for Discussion – *attached*
 - *Template from the Incorporated Societies to be downloaded and sent to Sub Committee along with copy of Jans report – Jan*
 - *Membership Form to be Updated - Jan*
 - *Interest Register to be added to Agenda Items for monthly meeting minutes - Pauline*
- 12 Dec 23 Clare Hadley Prizegiving suggestion
 - *Forward to match Committee - Pauline*
- 13 Dec 23 NZ Bridge World Bridge Federation – changes to laws effective 1 Jan 2024 – *attached*
 - *Put copy on Noticeboard and email to members - Pauline*
- 11 Jan 24 Joy Keen Resignation – forwarded to Jill, Jan and Anne
- 12 Jan 24 ICC Letter re rent arrears – forwarded to Greg
- 23 Jan 24 NZ Bridge Board Meeting Minutes – forwarded to All members
- 31 Jan 24 O/S Bridge Subsidise the costs of advertising of any beginners lessons – info by 27 Feb 24
 - *Receive invoice x Tash and forward to O/S Bridge for subsidy - Pauline*

- 03 Feb 24 D McStay Re subs payment made
- 06 Feb 24 Clare Hadley Suggestion regarding committee members managing the kitchen whilst playing in a tournament
 - *Already in action – Greg to advise Clare of the same*

Outwards:

- 08 Jan 24 Pauline Sutherland All members/NB – Cromwell Tournament 23 Feb 24
- 09 Jan 24 Pauline Sutherland All members – Flyer re Congress 20/21 April
- 23 Jan 24 Pauline Sutherland NZ Bridge – updated club contact details
- 28 Jan 24 Pauline Sutherland All members – Donations for Charity Tournament required
- 06 Feb 24 Pauline Sutherland All members – Learners Class Flyer 2024
- 06 Feb 24 Pauline Sutherland Fergus, Greg, Sherry – Email re Inc Societies - 11 Dec 23
- 06 Feb 24 Pauline Sutherland Sue, Lee – Copy of match Minutes 10 Jan requested

Matters arising from Correspondence:

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

Moved: Pauline Sutherland **Seconded:** Jane Carroll **Carried.**

FINANCIAL STATEMENT: Financial report to be tabled for 31 January 2024

Matters arising from Treasurer Report:

Treasurer report accepted with Accounts Payable of \$3616.34 to be paid (this is less ICC leases)

Moved: Tony Winters **Seconded:** Jane Carroll **Carried.**

\$889.00 was raised for the local Ronald McDonald House from the Charity Tournament held on Feb 3 2024.

\$1000.00 to be paid to Ronald McDonald House – Moved Fred Warnaar Seconded Tony Winters

Letter to be sent to Ronald McDonald House advising of the above and requesting bank details so payment can be made – see Grant for contact details

HEALTH & SAFETY

Building WOF received from the Fire Protection

SUB-COMMITTEE REPORTS:

- **Property:**
 - Light out in Car Park – Grant IBC fix or ICC?
- **House:**
 - Papercups required
 - After discussion was decided should use glasses
 - Kitchen Notices re processes and procedures – Janice and Pauline to sort
- **Bar:**
 - Stocks are being keep low at present
- **Masonic Lodge:**
 - Meeting deferred till 12 March
 - Names of 4 persons to become members to be confirmed
 - \$320 for prizes Sponsored Tournament
- **Membership Club Promotion:**
 - More notices to be photocopied if required – Master copy in Paulines cubby
- **Computer:**
 - *New Toner required – Jan*
 - *Jane to help Geoff set up new computer*
 - All Bridgemates have been fixed and updated to the latest version
- **Constitution Sub-committee:**

- **Match:** **Match Report of 12 Feb 2024 attached**
 - Match report read and Adopted

Moved: Sue Scott **Seconded:** Kate Ramsay **Carried**

ACTION ITEMS CARRIED FORWARD:

Action Point	Who is doing	Actioned Y or No	Comment
<p><u>LEASE</u> Potholes in Carpark</p> <p>ICC – Letter re intention</p> <p>Lease Payments Sign at Club</p>	<p>Greg/ICC</p> <p>Greg</p> <p>Greg Grant/Greg</p>		<p>Sept 23 Update – Meeting with ICC. Quote from FH to put in kerbing and tidy up carpark \$10k. Also Environment Southland contacted re the stop bank repair. The masons have been updated on this. Oct 23 Update – Greg has emailed Environment Southland, they have indicated they would pay \$1,500 towards it. But we think they should pay more. Masons would pay half of our portion. <i>Greg spoke to the pipe band and they were taking it to their committee.</i></p> <p>Feb 24: Copy of Letter received x ES that was sent to ES by ICC – Greg to contact Jimmy Turnbull at ES</p> <p>Feb 24: Letter received from ICC re unpaid Lease payments Has been approved - can be ordered – ON HOLD until lease sorted - <i>To be approved by Parks and Reserves</i></p>
<p><u>TECHNICAL</u> Computer New Computer</p>	<p>Jan/Chris Jane/Geoff</p>		<p>Jan to teach Chris computer Jane to help Geoff set up new computer</p>
<p><u>MEMBERS & LEARNERS</u> Lessons with Moss Learners 2024</p>	<p>Greg</p>		<p>Confirmed – Team Tactics – Thurs Feb 22 Start 27 Feb 2024</p>
<p><u>HEALTH & SAFETY</u> Fire Drill</p>	<p>Anne/Grant</p>		<p>There should be a drill every 6 months. Fire department is sending info out to Grant.</p> <p><i>Need to register online, Anne will help with this.</i> <i>10 Jan 24 - Fire Drill to be done asap</i></p>

<p><u>PROPERTY</u></p> <p>Curtains</p> <p>Windows</p> <p>Ventilation</p> <p>Heat Pumps</p> <p>New Cleaner-Debbie</p>	<p>Janice</p> <p>Grant</p> <p>Grant</p> <p>Grant</p> <p>Anne</p>		<p>To approach Linda Stevens for a quote for replacement and making of the same. Feb 24 – Linda will repair the curtains within the next 3 months. She will reverse the linings and repair where necessary (tracks, cords etc)</p> <p>Suggested two of the windows to the South be made into opening windows</p> <p>Look at reinstalling the ventilation system that was disconnected when the heat pumps were installed</p> <p>Put a timer on the heat pumps, also a notice to go on the wall 'HOW TO OPERATE'</p> <p>Grants sister (Debbie) will do the cleaning and help with the kitchen – start date? 3 FEB 2024</p>
<p><u>HOUSE</u></p> <p>Dishwasher</p> <p>Kitchen Instructions</p>	<p>Janice/Pauline</p> <p>Janice/Pauline</p>		<p>Duty person to be advised the kitchen sink to be filled with hot soapy water so cups can be washed and then put in sterilizer and turned on at the end of a bridge playing evening</p> <p>Folder to be set up for instruction on 'What to do and how to do it' in the kitchen</p>
<p><u>LEGAL</u></p> <p>Incorporated Societies and Privacy Acts</p>	<p>Jane/Greg</p>		<p>Put on the President newsletter.</p> <p>Re-jig the enrolment forms.</p> <p>Check re photos being used.</p>
<p><u>SPONSORSHIP</u></p> <p>Community Trust</p> <p>E Hayes</p>	<p>Anne</p> <p>Pauline</p>		<p>To follow up</p> <p>Letter acknowledging sponsorship for 2024</p>
<p><u>WEBSITE</u></p>			

<u>MASONS</u> Use of Bar	Greg		<i>Nov 23 - 4 members are to become full members of the Bridge Club. They will require a guest book to be signed by all other users of the bar</i>
<u>NZ BRIDGE</u>			

GENERAL BUSINESS:

1. **Silver Reserve – Penalties** – Greg to address in newsletter (again)
2. **Committee – Planned absent dates during year for meetings and tournaments**
 - a. Pauline, Jane away all of May and June and Janice away in May during ILT Tournament
 - b. Sue to do Secretary Duties. To make sure there is a quorum for meetings and Kate will lead the House committee (with help) for the ILT Murihiku Teams and Pairs on 11-12 May
3. **ILT Sponsorship** – *Pauline to apply to ILT for sponsorship for ILT Murihiku Teams and Pairs Tournaments to be held on 11-12 May (1000) and the ILT Tournament to be held on 30 June (500)*
Moved Sue Scott Seconded Tony Winters
Greg to help with Application

Meeting concluded at 9.00 pm. Next meeting Wednesday 20th March 2024

SIGNED AS A TRUE AND CORRECT RECORD

Signature: 
 (Invercargill Bridge Club President)

Date: 20/3/24