

**Committee meeting of the Invercargill Contract Bridge Club Wednesday 24<sup>th</sup> July 2024 7.05pm.**

## **MINUTES**

### **Present**

Greg Buzzard, Kate Ramsay, Tony Winters, Fred Warnaar, Jan Brown 7.50pm, Anne Somerville, Grant Milne, Jane Carroll, Pauline Sutherland.

### **Apologies**

Janice Hodson, Sue Scott

### **Matters arising from the Minutes:**

Confirmation of Minutes of committee meeting 19 June 2024

**Moved:** Tony Winters                      **Seconded:** Kate Ramsay   **Carried.**

**CORRESPONDANCE:**          To be dealt with as read.

### **Inwards:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• 24 June 24 NZB</li><li>• 26 June 24 Geraldine Bridge</li><li>• 27 June 24 NZ Bridge</li><li>• 27 June 24 NZB</li><li>• 27 June 24 ICC</li><br/><li>• 30 June 24 OS Bridge</li><br/><li>• 06 July 24 Mitch Lindsay</li><br/><br/><li>• 07 July 24 NZ Bridge</li><li>• 08 July 24 Otago bridge Club</li><li>• 10 July 24 NZ Bridge</li><li>• 14 July 24 G Buzzard</li><li>• 15 July 24 NZ Bridge</li><br/><br/><li>• 15 July 24 Audiology South</li></ul> | <p>Player Transfer to Archives – E Milne</p> <p>Notice – Tournament Sun 11 August 24 – Fwd All</p> <p>Supporting Youth players – Fwd Tash, Jan and Jill</p> <p>May Minutes – Fwd to Committee</p> <p>Licensed Premises – Site Plans need updated ccd GM</p> <ul style="list-style-type: none"><li>○ <b>Grant advised he will advise council that they have the current plans</b></li></ul> <p>Data base of Directors – Form for Directors to fill in</p> <ul style="list-style-type: none"><li>○ <b>Email to Directors for competition and return</b></li></ul> <p>Request for use of car park for Car Show – Sat 26</p> <p>October early evening 1-2 hours and Sunday morning 27<br/>9am to midday</p> <ul style="list-style-type: none"><li>○ <b>Send email to Mitch acknowledging approval</b></li></ul> <p>Newsletter (no 4 2024) Fwd to Committee</p> <p>Notice – Swiss Pairs Sunday 4 August 24</p> <p>Player updated – L Glover</p> <p>Signed dead of Sub-Lease from masons</p> <p>Update of admin portal and subsequent requirements</p> <p>Forwarded to committee</p> <ul style="list-style-type: none"><li>○ <b>Forward to Jan Brown for action</b></li></ul> <p>Meet with Greg on 23 July to discuss sponsorship</p> |
|---|---|

- 15 July 24 NZ Bridge
- 15 July 24 NZ Bridge
- 17 July 24 R Caldwell
- 18 July 24 ICC – Leasing Officer

20 July 24 L Gutsell  
 22 July 24 R Reynolds

Quarterly Masterpoints – fwd to all  
 Membership levies – Fwd to Anne  
 Entry for 24 August comp – Fwd to Jan and Anne  
 Masons Sublease – dates not align  
 Curbing – to email Parks and Reserves  
 Handicap – Explanation in the newsletter  
 Handicap – Explanation of how it is worked out  
 ○ **Greg to respond in Monthly newsletter**

**Outwards:**

- 27 June 24 S Scott  
 Email to members regarding tournaments coming up June and July
- 19 June 24 G Buzzard  
 Masons, advising ICC had approved our Lease and the Masons sublease
- 20 June 24 G Buzzard  
 Rugby Sland – Authorising of use of club for parking for Fireworks Display 24 Aug 24 – if postponed 13 Sept 24
- 22 June 24 S Scott  
 Reminder
- 27 June 24 S Scott  
 Email to members regarding tournaments coming up June and July
- 07 July 24 A Sommerville  
 OS Bridge – Funding for new signage Elles Road
- 14 July 24 P Sutherland  
 Reply to Mitch re Car park advising will respond after next committee meeting on 24 July 24 ccd G Buzzard
- 14 July 24 G Buzzard  
 Masons, sublease issues, Lease clause changes
- 18 July 24 G Buzzard  
 Audiology South – Sponsorship going forward

**Matters arising from Correspondence:**

Noted In correspondence above

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

**Moved:** Pauline Sutherland      **Seconded:** Tony Winters      **Carried.**

**FINANCIAL STATEMENT:** Financial report tabled for 30 June 2024

**Matters arising from Treasurer Report:**

- **Letter to SBS re concern that they are no longer supporting clubs and charities**
- **Any changes of banks to be left until AGM as new committee members will need to sign**

Treasurer report accepted with Accounts Payable of \$4446.61 less \$2,5000 for ICC - Curbing to be paid

**Moved:** Anne Sommerville      **Seconded:** Tony Winters      **Carried.**

## OTAGO/SOUTHLAND REGIONAL COMMITTEE UPDATE: Nil

### MATCH REPORT

- Report from Meeting on Monday 15 July read by Tony Winters as report not received in time for meeting...since received

### HEALTH & SAFETY

- Fire Evacuation Held Wednesday 24 July at 7.15pm. Next Evacuation due 24 January 2025
- Masons tried to smoke the kitchen out heating up pizzas still in the boxes which went on fire in the ovens.
  - A request to be made to the Masons to clean the ovens (odour is still lingering in the kitchen).
  - An Investigation to be carried out by Grant and a report sent to the Masons with findings.
  - An estimate for heat detectors was received for \$14,000.
  - Anne to check with Insurance to confirm what the benefit in Insurance premiums would be

### SUB-COMMITTEE REPORTS:

- **Property:**
  - **ICC Lease**
    - Costs have been paid and lease draft has been sent to ICC for approval
    - Curbing (Drain is higher than the curbing)– Greg to follow up with Parks & Reserves
    - Masons Sub-lease draft withdrawn from Council
- **House:**
  - Debbie available for Kitchen cover for Audiology Tournament on Sunday 28<sup>th</sup> July
  - List of Tournaments and catering requirements and a list of Duties to be made up for the Kitchen
- **Bar:**
  - Has been restocked

- **Masonic Lodge:**
    - **Masons Sub-Lease**
      - The Masons lawyers miraculously 'found' the signed copy of the lease dated early 2020 (Masons had previously advised a lease had not been signed). It has also been signed by the ICC. We now also have a copy of the signed Sub-Lease.
      - Annual review in March each year
      - There was an agreed variation on the power bill
        - 50/50 split on the fixed charge and 70/30 split on the variable charge – effective 1 August 2024
          - Moved T Winter      Seconded G Milne
      - Agreed to keep annual lease the same from April 2025- March 2026
      - List of members wip....
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- **Membership Club Promotion:** Nil
- **Computer:**
  - Jane to load compass programme on computer
- **Constitution Sub-committee:** Nil

**ACTION ITEMS CARRIED FORWARD:**

| Action Point                                  | Who is doing      | Actioned Y or No | Comment  |
|---|-------------------|------------------|--|
| <u>LEASE</u><br>ICC Lease<br><br>Sign at Club | Greg<br><br>Grant |                  | <b>June:</b> Lease approved also sub draft lease. Awaiting payment to PR account<br><br>Has been approved - can be ordered – ON HOLD until lease sorted - <i><b>To be approved by Parks and Reserves</b></i><br><br><b>June:</b> Proof reviewed. To update by including "Thur" Size to be changed. |

|   |  |                                  |  |
|---|--|----------------------------------|--|
| <p><b><u>TECHNICAL</u></b><br/>Computer</p> <p>New Computer</p> <p><b><u>FINANCIAL</u></b><br/>GST On raffles</p> | <p>Jan</p> <p>Jane/Geoff</p> <p>Anne</p>             |                                  | <p>Richard McMillian to learn for SR. Chris McDonald also to learn</p> <p>Jane to help Geoff set up new computer. <b>May</b> Geoff to add programme to new computer. <b>June</b> Jane has been away.</p> <p><b>June:</b> To review<br/><i>Since meeting confirmed with R Reidie as Raffles viewed as type of gambling GST is payable but not on donated books for library. Anne to ascertain if GST paid can be returned.</i></p> <p>July: GST that has been paid can be returned</p>  |
| <p><b><u>MEMBERS &amp; LEARNERS</u></b><br/>Lessons with Moss<br/>2024 Learners Class</p>                         |  |                                  | <p><b>July:</b> Take out Doubles – 6.30pm Monday 29 July</p> <p><b>July:</b> Through to main room on Tues 23 July 2024</p>   |
| <p><b><u>HEALTH &amp; SAFETY</u></b><br/>Fire Drill</p> <p><b><u>GENERAL</u></b><br/>Blue Cards<br/>Library</p>   | <p>Anne/Grant</p> <p>???</p> <p>Anne</p>             | <p>WIP</p>                       | <p><b>June:</b> Fire evacuation drill to be held any time.</p> <p><b>July:</b> Done 24 July 2024 – Next drill 24 January 2025</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><br/>Curtains</p> <p>Ventilation - Fans</p> <p>Heat Pumps</p> <p>Drains</p>              | <p>Janice</p> <p>Grant</p> <p>Grant</p> <p>Grant</p> | <p>WIP</p> <p>WIP</p> <p>NFA</p> | <p><b>Feb 24:</b> Linda will repair the curtains within the next 3 months. She will reverse the linings and repair where necessary (tracks, cords etc).</p> <p><b>July:</b> Completed and look wonderful.</p> <p>Moved Jane Carroll Seconded Jan Brown – As a thank you<br/>10 x Player vouchers to be given to Linda</p> <p>Reinstalling the ventilation system in the toilet area that was disconnected when the heat pumps were installed.</p> <p>20 Mar - quote to come x Faults</p> <p><b>July:</b> Still waiting on Faults for a Quote</p> <p>Put a timer on the heat pumps, also a notice to go on the wall 'HOW TO OPERATE'</p> <p><b>May -Geoff to contact Grant to put Heat Pumps on timer</b></p> <p><b>17 Apr</b> - Drains need check by a camera. To email council.</p> <p><b>July:</b> WIP</p> |

|   |                           |     |   |
|---|---------------------------|-----|---|
| <p><b><u>HOUSE</u></b><br/>Kitchen Instructions</p>   | Janice/Pauline            | WIP | Folder to be set up for instruction on 'What to do and how to do it' in the kitchen   |
| <p><b><u>LEGAL</u></b><br/>Constitution</p>   |                           |     | <b>June 24:</b> Fergus Moore to get involved with NZ Bridge Constitution  |
| <p><b><u>SPONSORSHIP</u></b><br/>Community Trust<br/>Southern Optical<br/><br/>E Hayes</p>              | Anne<br>Jane<br><br>Grant | WIP | To follow up – <b>June/July</b> – Still to Follow Up<br><b>July:</b> Jane to follow up to see if interested in sponsorship for 2025<br><b>July:</b> To be contacted nearer the tournament date <b>of 28 Sept 24</b>   |
| <p><b><u>TOURNAMENT</u></b><br/>TWIG<br/><br/>Bayleys SRE<br/>World bridge Anne<br/>IP's Fundraiser</p> |                           |     | <b>July:</b> Tournament Gore 2025<br><br>Saturday 24 August<br>Fundraiser Sunday Sept 15 <sup>th</sup><br><b>Thursday October 17<sup>th</sup></b>   |
| <p><b><u>MASONS</u></b><br/>Power<br/><br/>Use of Bar<br/><br/>Fireworks – Rugby Park</p>               | Anne<br><br>Greg          |     | Change in power bill to 60/40 as above – effective 1 Aug 24<br><b>July:</b> Further change – Agreed 50/50 fixed and 70/30 on variable charges – effective 1 August 2024<br>20 Mar - 4 x names to be provided to become members by the end of the month - No names yet but bill paid.<br><b>July:</b> Still waiting on names...<br><b>June: Rugby Park – Rugby and Fireworks August 24<sup>th</sup><br/>Car Park to be empty.</b><br><b>No cars to be left in Car Park after the Bayleys SRE Bridge Tournament on that day, 24 August.</b><br><b>Traffic Management from 5pm at entranceway.</b> |
|   |                           |     |   |

**GENERAL BUSINESS:**

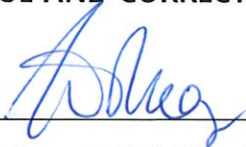
- **Youth players**
  - Anne asked - What is the subscription for Youth Players. Minutes to be checked for confirmation
- **Dealing of boards**
  - Dealing board notes to be updated

Meeting concluded at 8.50pm Next meeting Wednesday 21<sup>st</sup> August 2024

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**SIGNED AS A TRUE AND CORRECT RECORD**

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



(Invercargill Bridge Club President)

Date: \_\_\_\_\_

21 August 2024

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