

**Committee meeting of the Invercargill Contract Bridge Club Wednesday 22<sup>nd</sup> September 2021, 7.00pm.**

**Minutes**

**Present**

Cheryl Foley, Judith Lawton, Sue Scott, Bev Flint, Lee Davies, Jane Carroll, Lindsay Glover, Karen Palmer-Hall, Megan Dowd (Late), Jan Brown, Janice Hodson

**APOLOGIES:**

Anne Somerville, Greg Buzzard, Barbara Martin

Apologies Accepted      Moved: Lee      Seconded: Bev

**MINUTES:**

Confirmation of Minutes of committee meeting 25<sup>th</sup> August 2021, 6<sup>th</sup> and 13<sup>th</sup> of September – special Meetings

Moved: Karen

Seconded: Bev

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

**INWARDS:**

1. 24/8/2021 OSRC – Opportunity to Host/Run Regional & SI Events \*\*
2. 24/8/2021 – Thread re Entering on-line \*\*
3. 25/8/2021 – Survey from NZ Amateur Sport (completed by Sue)
4. 25/8/2021 – Extension of Club licence renewal
5. 25/8/2021 – Thanks to Yvonne from Claire Graham
6. 25/8/2021 – OSRC Another version of on line tournament entry instruction.
7. 26/8/2021 – Email from Sandy Buzzard to update phone number
8. 26/8/2021 – Email from Anne re SI Teams funding \*\*
9. 26/8/2021 – NZ Bridge – Archive Irene Warnock
10. 27/8/2021 – ILT re Grants \*\*
11. 30/8/2021 – NZ Bridge – NZ wide pairs
12. 30/8/2021 – NZ Bridge – Postponement of congress
13. 30/8/2021 – Follow on emails from #11
14. 31/8/2021 – NZB – Club and Tournament Director assessments \*\*
15. 1/9/2021 – Reminder to complete #3
16. 1/9/2021 – G Dale, Query re Intermediate Pairs 5B (NFA as cancelled)
17. 1/9/2021 – Covid wage subsidy application
18. 2/9/2021 - Gore Bridge Tournament Open Pairs 8B 9/10/2021 9.30am
19. 2/9/2021 Congress entry criteria 2021 event *All entries will be accepted based on players' 2021 Tournament Grades, irrespective of when you lodge your online entry.*
20. 3/9/2021 – Emails re Tournament to replace cancelled congress \*\*
21. 3/9/2021 – NZ Bridge Annual report to 31/3/2021 and Audited Financial Statements \*\*
22. 6/9/2021 – Reply re Bridge Club Closure email from Sue
23. 7/9/2021 – Covid Alert Advisory 16 from NZ Bridge
24. 7/9/2021 – Masons email re copy invoice not previously received.
25. 9/9/2021 – New QR code for display (NFA)
26. 13/9/2021 – ICC email re date for Club Licence – 5pm 22/9/2021 – and correspondence from Judith/Anne \*\*
27. 14/9/2021 – NZB board minutes August 2021
28. 14/9/2021 – NZB Gender Identify Policy \*\*
29. 14/9/2021 – Taieri Bridge Club cancellation junior tournament 26/9/2021
30. 15/9/2021 – NZB Checklist for opening \*\*
31. 15/9/2021 – Gore Bridge tournament October (sent to club)

32. 16/9/2021 – NZ Bridge newsletter
33. 16/9/2021 – West Otago Bridge Club heads up that the 17/10/2021 tournament won't go up on website until they are certain of being in Level 1
34. 17/9/2021 – Reference for Karen for bar managers licence
35. 17/9/2021 - Action required report from Fire Protection
36. 17/9/2021 – Resignation of Ray Crowe
37. 17/9/2021 – Sorry Partner podcast
38. 19/9/2021 – NZ Bridge – Updated Directors list
39. 20/9/2021 – Acknowledgement from Jan to Tash re updating next years book with her contact details
40. 21/9/2021 – ILT Year in review 2021
41. 21/9/2021 - application for renewal of club licence which Anne was sending
42. 21/9/2021 – NZ Bridge Latest Covid advisory
43. 22/9/2021 – ICC – Renewal of Club licence

**OUTWARDS:**

1. 21/9/2021 – Acknowledgement of Ray Crowe resignation
2. 22/9/2021 Email to family of Ailine Vial re Flower arrangement
3. Sympathy Card to Irenes family

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

Moved: Cheryl                      Seconded: Judith                      Carried.

**FINANCIAL STATEMENT:**

Treasurer report accepted with Accounts Payable of \$1,742.70 and closing balance on Profit and Loss of \$27,150.76.

Moved: Lindsay                      Seconded: Karen                      Carried.

**MATTERS ARISING**

SBS term investment of 40K matures on 30 September. It will automatically rollover for another 6 months if we do nothing. If we want to change it 6 months rate is 1.45% 12 months 1.5% and 36 months 1.8%.

Lee moved that we let it rollover for 6 months. 2<sup>nd</sup> – Megan. Carried

**Special thank you to Anne for all her hard work over the last few months.**

Action Point	Who is doing	Actioned Y or No	Comment
Security Cameras	Judith		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>September</b> – Cameras are all installed now. Sue has access to be able to look at the footage via the app. Judith will get signage to show that security cameras are operating.
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 21 <sup>st</sup> 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</b> – Greg has sent a letter (see 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. <b>Sept Update</b> – Table Tennis has not had an increase.
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.
Investigate the correct place to have all the Member contact details	Jan	Ongoing	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.
New Ventilation fan	IMHBCT		Quote was accepted for Foveaux Communication for installation. <b>September</b> – Installed, instructions required.
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>We are not doing the above. NFA</i>
Pamphlet to promote Bridge for new year			Ideas – put on Face book feeds. Sue to confirm with Jill when lessons to start. Then get pamphlet done and distribute,

Karen to do her bar licence	Karen		Karen has booked in for the 2 day course to complete the licence. <b>September Update</b> – another assessment & police interview.
Pothole in Carpark – Judith will go to ICC.	Judith/Cheryl		Cones have been put up around the pothole, and is chasing the ICC. Waiting from ICC <i>August update</i> – Someone is moving the cones – not sure who that is. Put a note up when we go back <b>Sept</b> – One cone has gone missing. ICC hasn't returned calls. Cheryl to ask if SouthRoads can give a quote.
Ailine Vials Debenture This debenture has been donated back to the club. Judith suggested we put something in the garden	Sue	Y	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> – Dried flower arrangement has been made up, and is very nice <b>Sept</b> – Sue will thank Nola in the next newsletter.
More Refresher Lessons	Judith		Judith has started these, on Tuesdays during the day. Hilary Sutherland Shona Goodall.
Emma Strong will fill in a form when she comes.	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. (Sue will check its there)
We need to remove the sticky/germy cards.	Sue/Anne		<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 a source. Otherwise Anne will organise. (Sue emailing Anne) Put the sticky cards down to Board 30.
Graffiti	Terry W		Will do for us when he is able to.
Trim up trees so that our sign on building can be seen			Done NFA
Remembrance Day for Masons is the 3 <sup>rd</sup> November. It will be after 5pm.	Judith		NFA
Send a card to Irene Warnock	Cheryl		NFA
Opportunity to Host/Run Regional & SI Events			Yes, club would like to host – 27/8/2022
Club and Tournament Director assessments	Judith		Jan, Yvonne, Craig, Harry, Marilyn, Stewart Strang and people from Queenstown, Christchurch and Wanaka are registered. Chase up if anything is required for the course.
Debenture holder to be updated in	Anne		

End of Year accounts to show Aileen is no longer a debenture holder.			
Printout of how to do the NZ Bridge administrator	Sue		Pass to person doing this.
Club Tournament 2/10/2021 – Level 2	Sue will send an email		Bring a plate, it will be divided out in the kitchen and all tables will get an assortment – Jan will see if Miriam can work. There will be meat for prizes.
Fridays	Lee		Lee will look after Friday bridge with regards to level 2 and the kitchen.
Club Hire Bookings 14/11/2021 & 20/11/2021			Discussed that it was OK to continue to hire at level 2 as long as all restrictions are adhered to. Office to be locked.

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

**Bar:** Discussed that bar and kitchen can be opened, at Level 2, but no supper break, and only a few in at a time into kitchen.

**Property & Masonic Lodge (IMHBCT) Sub-Committee: No Meeting**

**House:**

**Match:**

**Membership/Club Promotion:**

**Computer:**

**Health and Safety:**

**Constitution Sub-committee:** Discussed if adjustment needed to the Auditor requirements at the AGM, This is still a review and is worded correctly in the constitution. No remit required. David Ross will still do the review.

**Sub committees of O/S Regional committee:**

**GENERAL BUSINESS:**

- Notice of AGM – needs put up on White Board Date is 3/11/2021 Action: Sue/Cheryl
- Thank you for Yvonne – discussed that there will be a Thank you & flowers at the AGM.
- Committee for 2022 – Barbara and Bev are stepping down. Will need to put out nomination forms – Cheryl.
- It was moved for the following Honoraria to be paid. Moved: Judith 2<sup>nd</sup>: Lee  
Treasurer \$2,500, Secretary \$1,500, Computer \$500, President \$200 (to stay in club).

Meeting concluded at 9.15 pm. Next meeting 21 October 2021.

SIGNED AS A TRUE AND CORRECT RECORD

Signature: 

Invercargill Bridge Club President

Date: 26.10.21