

Committee meeting of the Invercargill Contract Bridge Club Wednesday 24th November 2021, 7.00pm.

Minutes

Present

Cheryl Foley, Judith Lawton, Sue Scott, Karen Palmer-Hall, Megan Dowd, Jan Brown, Janice Hodson, Chris McDonald, Anne Somerville

APOLOGIES:

Greg Buzzard, Jane Carroll, Lindsay Glover

Apologies Accepted Anne Moved: Judith Seconded:

MINUTES:

Confirmation of Minutes of committee meeting 20th October 2021

Moved: Karen

Seconded Megan

Confirmation of Interim Minutes of AGM held 10th November 2021 (with small adjustments of wording)

Moved: Megan

Seconded Anne

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

INWARDS:

1. Draft minutes NZB AGM 24/9/2021
2. Minutes NZB Board meeting 14/9/2021
3. 21/10/21 NZB Newsletter #4 (and updated one)
4. 23/10/21 Recently Qualified Directors
5. 24/10/21 Anne put annual accounts in our pigeonholes
6. 24/10/21 Club Licence
7. 26/10/21 email from Sue/Anne re Eleanor & Margaret receiving vouchers for the Argyle pairs. (has been sorted)
8. 27/10/21 email from Judith re her expenses for Directors tournament
9. 30/10/21 Account for Karens manager licence
10. 31/10/21 New email address Grant Milne (its updated in Contacts)
11. 1/11/21 Reminder to file Annual accounts *
12. 1/11/2021 New email address Shona Goodall (its updated in Contacts)
13. 2/11/2021 Sonya Adams email re Babich Pairs (Cheryl let her know Winton hosting it)
14. 2/11/2021 Email re website development
15. 2/11/2021 Jane posted on FB re change of AGM date
16. 2/11/2021 Neill Rumble apology for AGM
17. 2/11/2021 Judith advised Coffee club is cancelled for rest of year.
18. 4/11/2021 Wine invoice from Greg (passed to Treasurer)
19. 5/11/2021 Emails re Book in Foyer for Monthly signing Fire inspection **
20. 5/11/2021 Emails Eileen Hughes / Sue re Friday bridge finishing 17/12/2021 **
21. 7/11/2021 Apology Craig Rodgers AGM
22. 9/11/2021 NZB Covid Advisory No. 20
23. 10/11/2021 Email from Georgina Ellis re a board that need changed
24. ~~10/11/2021 2022 Programme Book (Jan dealing with)~~
25. 11/11/2021 Thank you from Marilyn Jackson re new Link to X-Club results (brought up at AGM)
26. 11/11/2021 Email from Masonic Lodge re our invoice, deducting for coffee cups. Passed to Treasurer.

27. 11/11/2021 Email from Judith with the Vouchers made up for Rowena Jackson tournament
28. 12/11/2021 Email that the latest players rank certificates have been sent to club (Anne has them)
29. 14/11/2021 Email from Kate Ramsey re bank account for Prize money (passed to Treasurer)
30. 14/11/2021 Email from Karen re bank account for Prize money (passed to Treasurer)
31. 17/11/2021 Website design email
32. 19/11/2021 ICC email for deadline for Special licence.
33. 19/11/2021 Update re national Sport Survey
34. 16/11/2021 Revised quote for sign outside (this is on the action list)
35. 22/11/2021 club transfer from 615 Invercargill Bridge Club to Archive club for 36411 - Christine Selby has been processed
36. 22/11/2021 club transfer from Archive club to 615 Invercargill Bridge Club for 67011 - Emma Strong has been processed.
37. 23/11/2021 Reminder to pay Managers certificate for Karens licence from ICC
38. 23/11/2021 NZB minutes held 19/10/2021
39. 24/11/2021 ICC proposal for the Lease

OUTWARDS:

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

Moved: Cheryl Seconded: Jan Carried.

FINANCIAL STATEMENT:

Treasurer report accepted with Accounts Payable of \$11,280.87. P&L - \$ 4,949.61 .

Moved: Anne Seconded: Jan Carried.

Anne will check why we were charged \$44 for late GST and will write a letter to get this reversed.

MATTERS ARISING

Action Point	Who is doing	Actioned Y or No	Comment
ICC re land lease	Greg		<p>Oct update – Greg & Judith met ICC last Friday. We suggested that the increase is paid incrementally over 7 years, and a price review after 7 years, as it is a 21 year lease. ICC are to come back with options. Because the negotiations are ongoing – the bar licence can still be processed as normal.</p> <p>Nov Update – Re #39 Letter from ICC. They are proposing that the rates are increased in increments over 7 years, and if we agree to this one they will remove the annual CPI increase. Moved by Judith that we take up the ICC's offer. 2nd Karen. 8 Yes votes, 1 No vote.</p>
Cashless system	Anne	Keep on action list to discuss.	Aiming to implement 2022. Vouchers for the tournament went OK.

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. Jan is still working on this.
Pamphlet to promote Bridge for new year	All		Ideas – put on Face book feeds. Sue to confirm with Jill when lessons to start. Then get pamphlet done and distribute October – Sue has a flyer which she will send out and promote everyone to put on their facebook feeds. Nov Update - Had quite a lot of people coming to lessons. Sue will do a newsletter soon and remind people of the lessons.
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 – Someone is moving the cones – not sure who that is. Put a note up when we go back</i> Sept – One cone has gone missing. ICC hasn't returned calls. Cheryl to ask if SouthRoads can give a quote. Nov – Now that lease is sorted Judith will ring ICC.
We need to remove the sticky/germy cards.	Anne		Paul Lavings is sending some samples as per Jill's request. These haven't arrived yet but once they have. Will put in an order. Anne moved that we get the ones \$4.00 a pack from Australia, 36 packs, Blue and Red. 2 nd by Jan. Carried.
Sign Solutions Quote	Lindsay/Cheryl		It was moved to get another proof with Bridge club 1 st on sign, 2 nd option with Invercargill Masonic Centre, and royal blue background for Masons. Then get approval from both committees, and OK the quote. Moved Jan, Seconded Lee. Price is approx. \$767. Nov Update – Lindsay had sent out another proof. Correct spelling of Centre. Invercargill Masons (not Southland). Bridge to use same font as the Masons side. Cheryl will email Lindsay re changes.
DropBox for invoice copies	Anne		Cheryl will talk to Jane about the easiest way for everyone to see all the invoices. Nov update - Anne will scan all the invoices to the committee in one go. Trial if for a few months. To be done about a week before the monthly meetings.
Power bill not in the monthly accounts	Anne		The bill goes in and out and does show on the P&L. The electricity is halved as the Masons pay their share.
Colin Thomas is resigning as Booking Convenor	Chris		Chris is going to be the new co-ordinator. He will have training with Colin tomorrow. Chris to get a wall-planner for 2022. Need to let the Citizens Advice Bureau of new contact details.

Accounts being audited	Anne		Auditor has reviewed and has picked up a few things, so Anne is fixing those. Judith has checked that the heat pumps are owned by the Bridge club, and that will need to be put into the accounts. NFA.
Laundry	Karen		Getting pricing info for ironing of the tablecloths. Karen will just double check the price but it was very cheap. She will take them to South City Laundry next time they need to be done.
Prize Giving/End of Year/ Volunteers night	All		12/12/21 to start at 1.30. Start with Prizegiving. Bring a Christmas plate. Play Goulash with names to put people in pairs. Secret Santa \$10 gift. Best dressed. Free Drink. Judith will do poster.
Convenors for 2022	Judith		These are being reviewed.
File Annual Accounts	Sue		
# 19 Book in foyer for monthly Fire Inspection	ALL		Everyone is to do these whenever they unlock the door.
#20 Friday Bridge request finishing 17/12/21	Judith/Sue		Judith will be on bar. Sue will email and say this is all fine
NZ Bridge minutes AGM held 19/10/2021			Discuss this January 2022
Invoices	Anne		Send invoices to the committee for approval, as the December invoices will need to be paid before the last meeting.

SUB-COMMITTEES REPORTS – Including ongoing matters:

Bar: Karen is going to do a Spring Clean.

Property & Masonic Lodge (IMHBCT) Sub-Committee – Had meeting 24/11/2021. Discussed lease. Discussed insurance as this may decrease because of cameras. Discussed social events next year, could be Friday. Write up the social events on the calendar. Hot Water unit – get a quote for either repair current one, or upgrade to a bigger one. Judith will investigate. Gutter has been cleaned out by the Masons. Gardener will tidy up the East side of the garden. Camera in the kitchen is pointing at the bar, this may need to be moved. It was supposed to be in the bar. Sue will check original quote. Alarm – Sue has been called late at night. Whoever didn't set the alarm is supposed to be called. In this case it was the Masons, and this was discussed with them at today's meeting.

House: Miriam probably won't be available. Sue will put feelers out for someone else to help in the newsletter.

Match: See report. Megan queried why she was an apology at the Match meeting 22/11/21, but she isn't formally on the committee until this meeting makes it official. Marianne Frisby also met the requirements for moving up to Silver. Jan moved that Marianne and partner (if they win Pairs), Bridget More, Linda Stevens, and the Winners of the Silver Reserve pairs are asked to move to the Silver division. 2nd Anne. It was suggested adding a rubber bridge night – maybe 10/2/22.

Membership/Club Promotion: Lyn Darnell is transferring to the Club, Jan is sorting the form out. Anne Smith is to be chased up as she should become a member. The Regional Committee have passed on some different ideas ie Café Bridge or Bar Bridge.

Computer: We need to have a backup for Geoff, and he is starting to pass on his knowledge. Brigid and Cheryl also want to learn.

Health and Safety:

Someone had tripped on carpet in foyer, it needs tightening. Judith will organize.

Constitution Sub-committee:

O/S Regional committee: We will organize Swiss Pairs. Will involve Raffle, bar, food 15/1/2022.

GENERAL BUSINESS:

• **Committee Formation**

House – Karen, Janice, Jan (Karen declined position) Janice will be the convenor.

Property – Lindsay, Judith

Membership – Judith, Megan

Bar – Grant, Karen, Fred

Match – Greg, Megan

Constitution – Judith, Sherry, Karen

Computer – Geoff, Jan

Admin Secretary – Jan

Tournament Secretary – Sue

- Library – Helen Chesterfield that the Bridge books are free. This was carried.
- 500 Club bookings for 2022 – these were found in the office.
- Christmas Pairs – need to get Xmas hampers - done
- Xmas gift – Cleaner and Gardener. Megan moved that we get \$50 New World Vouchers. 2nd Jan (Judith will organise)
- Holiday Bridge – Sue will collate and organise.
- Keys from Old members – Judith will organise these.
- Covid – We will be getting recommendations from Government, then NZ Bridge.

Meeting concluded at 10.05 pm. Next meeting 12 January 2022.

SIGNED AS A TRUE AND CORRECT RECORD

Signature : 
Invercargill Bridge Club President

Date: 24-11-21

