

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.00 P.M. ON 11TH APRIL 2023.

Present: Jen Macartney, Barbara Wilkes, Marie Kean, Merv Muir, Avril Power, Bob Gillanders, Carol Adler-Morgan, and Robert Cowan.

Apologies: Jenny Magee, Marg Auty, and Jenni Wright

Minutes of Meeting of 14th Mar 2023: Barbara moved that the minutes are true and correct, seconded by Avril.

Matters Arising: NZ Bridge sent out email with link to Incorporated Society rules maker. Barbara has spent a lot of time creating rules and incorporating our existing rules. Have spoken to Judy Bevin who can help as well as checking with Grant Walker who can also help.

Late addition to previous minutes – letter to Peggy Rowe acknowledging her resignation.

Correspondence: **Inwards**

Snail Mail:

Email:

NZ Bridge – advising invoices for levies and session charges to be sent out – (rec'd 12/04).

One.NZ - \$85.33 – (rec'd 12/04).

O/S Bridge Admin – requesting confirmation of our tournament dates – (rec'd 09/04). *Jen already gave this information on 15/03.*

Sorry Partner – new episode – (rec'd 06/04).

Adele Telfer – advising of new treasurer - (rec'd 06/04).

O/S Bridge Admin – Te Anau Flyer for Open 8B Tournament on 13/05, entries close 10/05 (rec'd 05/04).

O/S Bridge Admin – copy of our 50th Anniversary Poster sent to all clubs – (rec'd 05/04).

O/S Bridge Admin – Flyer for Wellington Congress – (rec'd 04/04).

Anna Campbell – reply to Jen's email regarding sponsorship amount for 50th – (rec'd 04/04).

OfficeMax – Statement – (rec'd 04/04).

NZ Bridge – thanking us for confirming our administrators for membership secretary – (rec'd 04/04).

O/S Bridge Admin – updated flyer for 10A Wellington Regional Teams – (rec'd 03/04).

Ricoh Statement – (rec'd 03/04).

Brandwell Moller statement – (rec'd 03/04).

Christine Samson – suggestions for 50th Invitation letter – (rec'd 02/04).

Golden Centre Manager – confirming advertising for 50th – (rec'd 01/04).

ODT Online – confirmation of submitting content in paper for 50th – (rec'd 20/03).

Wanaka Bridge Club – Flyer for Wanaka Open 5A Pairs on 22/04, entries close 18/04 – (rec'd 29/03).

Sally McNeil – thanks for lessons notes – (rec'd 29/03).

Invercargill Bridge Club – flyer for 8B Swiss Pairs on 16/04, entries close 14/04 and ILT Murihiku Teams on 29/04, entries close 26/04 – (rec'd 28/03).

Rose Callender – not wishing to continue with lessons – (rec'd 28/03).

AED – defibrillator maintenance – (rec'd 28/03).

Victoria Bridge Club – reminder about Multigrade Pairs 8B Tournament – (rec'd 28/03).

Gore Bridge Club – flyers for Intermediate Pairs 5B Tournament on 20/05, entries close 17/05, and Junior/Novice Pairs 3B Tournament on 21/05, entries also close 17/05 (rec'd 27/03).

O/S Bridge Admin – reminder about entries for 2023 Otago/Southland Rubber Bridge Competition closing on 24 March – (rec'd 27/03).

Waimate Bridge Club – reminder about tournament on 02/04 – (rec'd 26/03).

Lyn McLaren – requesting table cards – (rec'd 25/05).

NZ Bridge – flyer for WBF Women's Bridge on BBO April 10-16 – (rec'd 24/03).

Sorry Partner – new episode – (rec'd 23/03).

NZ Bridge – mailout of learner's material – (rec'd 23/03).

Melinda Stevenson-Wright – paying for 2 people for lessons – (rec'd 23/03).

Vodafone – change of name to One – (rec'd 23/03).

Ricoh - \$57.22 – (rec'd 22/03).

O/S Bridge Admin – flyer for Auckland Easter Congress – (rec'd 22/03).

NZ Bridge – lessons material couriered to club rooms – (rec'd 22/03).

NZ Bridge – March update on New Zealand Incorporated Office first Law Changes review update for incorporated society – changes take effect from October this year. Societies will then have 2.5 years to reregister under the 2022 Act. New changes include: having to mention a contact person, consent to be a member, the requirement for a society to have a committee, duties for officers, dispute resolution processes, the ability for societies to amalgamate and new accounting standards for financial reporting – (rec'd 22/03).

OfficeMax - \$97.75 – (rec'd 22/03).

New Zealand Amateur Sport Club Association - offering workshops in Dunedin and Timaru on 27/03 – (rec'd 21/03).

Brandwell Moller - \$8.65 – (rec'd 21/03).

Lynette Lumb – going to stop lessons and restart next year as unwell – (rec'd 21/03).

NZ Bridge – Newsletter from the Chair – (rec'd 21/03).

Xero - \$56.93 – (rec'd 21/03).

O/S Bridge Admin – confirming changing tournament from 9 March to 3rd March – (rec'd 20/03).

O/S Bridge Admin – Flyer for Wellington Congress – (rec'd 20/03).

Mercury - \$309.89 due 28/04 – (rec'd 20/03).

Phyllis Stewart – request for table cards – (rec'd 19/03).

Christine Samson – not available on Saturday 25/03 to direct – (rec'd 18/03).

Jules – enjoying lessons – (rec'd 17/03).

NZ Bridge – Host Responsibility Guidelines for bar license – (rec'd 16/03).

Colin Pratt – have paid for table cards – (rec'd 15/03).

Jean McAlevey – thanking for welcome letter – (rec'd 14/03).

Outwards:

Welcome letters to new members: Colin Pratt, Kristen Collins, and Jean McAlevey.

Acceptance of correspondence moved by Barbara and seconded by Carol.

Treasurer's Report:

The treasurer's report for March is attached.

Accounts to pay April 2023	
Mercury	\$ 278.90
Ricoh	\$ 57.22
One.NZ	\$ 95.33
Wages	\$ 137.08
PAYE	\$ 62.92
Simple Saver	\$ 200.00
Waste Management (Jen Reimbursement)	\$ 13.00
OfficeMax	\$ 97.75
Brandwell Moller Ltd	\$ 8.85
Barbara Wilkes (Stationery)	\$ 174.99
	\$ 1,126.04
Paid since last meeting	
Xero	\$ 56.93
Kitchen Account - monthly topup	\$ 500.00
	\$ 556.93
Total Paid	\$ 1,682.97

Term deposit (2) of \$10,000.00 reinvested on 24/03/23 for 270 days at interest rate 5.25%.

10 of the newbies haven't paid. Reminders to be emailed out.

Approval of the accounts payable and acceptance of Treasurers report moved by Avril and seconded by Marie.

Committee Reports

Building:

Water Filter and water cooler – origin of the small water dispenser. No-one knows who this belongs to. Newsletter. Merv update - thing on tap cost \$350.00 includes filter which must be replaced every year at a cost of \$150.00. The one like at Otago Bridge Club costs over \$1,000.00 –

still has filter to be replaced every year. Plumbed in included in costs. Carol moves following a proper quote being received that we accept the Sutton Water Specialists Water Filter, seconded by Jen. Agreed unanimously. Email to be sent tonight for official quote to be received.

Insurance update – Bob has got hold of the information from FMG this afternoon and premium came out as \$4,759.00 incl GST. \$800,000 for building and \$80,000 contents. Barbara to email current company for their pricing. Barbara proposes that we look at the current estimate and if it is less than FMG we stay with it, seconded by Jen. Agreed unanimously.

Building lock – Jen – no-one has been back to Jen so still work in progress.

Carpets to be cleaned – from action list – to be done over Xmas – booked in September.

Tablecloths to be washed – have been washed not so long ago so to be looked. Pen marks at bridge – strongly encourage people to use pencils to avoid marks on the tablecloths. Tablecloths to be looked at.

Bar

Cash register – Barbara. Found a basic cash register on AliExpress \$144.00 (\$122.00 extra) – estimated delivery 28/05. Other options would be a calculator and basic cash tin costing about the same. Agreed unanimously.

Stationery Supplies:

Sellotape dispenser.

Kitchen:

All ok.

Cards Sent:

None

Membership:

None

Programme:

Easter Fun Night – 10th April – update. 34 people, \$320.00. In future – if provided in-house we will have the costs through the bridge club accounting software (banking income and then reimbursing expenses). Marie did all the work by herself. – many thanks Next fun night is 5th June. Agreed to go ahead with Steak and veggie casserole and potatoes – Marie to get help though as not expected to do it all herself.

Charity Tournament – Sunday 23rd April. Not many on list so far to attend. Need some raffle prizes. Got some additional prizes from usual businesses. Afternoon tea to be supplied by Marie. Cost will be \$15.00 per person – cash on the day.

Learners:

Members being charged for lessons – Colin Pratt – not to be charged – just to get a next set of table cards. Barbara to fix up in Xero.

Lessons going well – last lesson to be the end of May. Committee will organise to have practice nights on Tuesdays after lessons finished.

Computers:

Nothing to report

Health & Safety:

Nothing to report

General Business:

50th Celebrations – Barbara has sent out emails/letters to 160 people to which 34 plus 2 guests have confirmed their acceptance. Peggy to come. A meeting was held between Christine, Val, Jen and Marie. General discussion about the order of the day. Need to hire glasses, sparkling wine, and orange juice. Promotional voted against.

Constitution proposed changes. Barbara has been doing work on the new constitution and would like committee to approve recommended changes as follows:

Country Members: to be renamed as Secondary members (those that already belong to another bridge club).

Committee Members: Reference to Immediate Past President to be removed. Committee shall constitute: President, Vice-President, Treasurer, Secretary and 6 committee members.

Quorum: to change quorum to just 50% of committee members.

All changes agreed by committee. Will need to be agreed formally at an AGM.

Meeting closed at 7.34pm. The next meeting date will be 9th May at 6 o'clock.

Action List

Nov 2022

- To come up with 10-year plan for capital expenditure February 2023
 - Carpets
 - Replace heat pumps
 - Tablecloths
 - Sterilisers
 - New computer
 - Sound systems – Strawberry Sound
 - Dishwasher

May 2023

- Term Deposit 3 matures 09/06/23

June 2023

- Bridge Club to re-register with Companies Office (refiling constitution). Changes will be required to be agreed at AGM or a Special meeting.

Sept 2023

- Book in to get carpet cleaned over Christmas.

Nov 2023

- Term Deposit 1 matures 11/11/23

Dec 2023

- Term deposit \$10,000 matures 19/12/23

Cash Summary

Taieri Bridge Club
For the month ended 31 March
2023

<u>Account</u>	<u>Mar 2023</u>	<u>Year to date</u>
Income		
Advertising Income	0.00	840.00
Bar Sales	363.92	2,194.45
Interest Earned	52.57	300.19
Investment Interest	0.00	319.38
Lesson Income	565.29	565.29
Rent	0.00	1,243.48
Subscriptions	144.77	5,521.37
Sundry Income	0.00	1,347.62
Table Money	2,018.70	10,395.95
Tournament Income	243.49	634.81
Total Income	3,388.74	23,362.54
Less Expenses		
Accounting Software	99.00	300.00
Accounts Payable (manual)	0.00	53.48
Accounts Receivable (manual)	0.00	(192.00)
Bank Fees	0.00	1.50
Bar Expenses	0.00	28.31
Bar Purchases	(8.25)	1,456.87
Cash Float	0.00	45.00
Cleaning Sundry	0.00	151.74
Cleaning Wages	250.00	1,478.00
Electricity	234.50	1,808.40
Kitchen Expenses	236.15	785.08
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,050.00
Office Expenses	506.48	1,344.76
PAYE Payable	(15.73)	(20.90)
Playing Materials	0.00	1,230.75
Prizes & Engraving	0.00	470.96
Property Expenses	25.70	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	1,513.70
Supper Expenses	320.00	1,455.00
Telephone & Internet	82.59	601.39
Tournament Expenses	166.98	166.98
Water Rates	71.96	203.82
Total Expenses	1,969.38	23,326.82
Surplus (Deficit)	1,419.36	35.72
Plus Other Cash Movements		
Fixed Assets	0.00	(5,565.22)
Total Other Cash Movements	0.00	(5,565.22)
Plus GST Movements		
GST Collected	913.45	3,965.33
GST Paid	(245.11)	(4,243.30)
Net GST Movements	668.34	(277.97)
Net Cash Movement	2,087.70	(5,807.47)
Summary		
Opening Balance	60,546.20	68,441.37
Plus Net Cash Movement	2,087.70	(5,807.47)
Cash Balance	62,633.90	62,633.90

Profit and Loss

Taieri Bridge Club

For the month ended 31 March 2023

<u>Account</u>	<u>Mar 2023</u>	<u>Year to date</u>
Trading Income		
Advertising Income	0.00	840.00
Bar Sales	363.92	2,194.45
Interest Earned	52.57	300.19
Investment Interest	0.00	319.38
Lesson Income	1,065.31	1,065.31
Rent	0.00	1,243.48
Subscriptions	54.77	5,507.11
Sundry Income	0.00	1,347.62
Table Money	2,062.18	10,526.39
Tournament Income	395.67	634.81
Total Trading Income	3,994.42	23,978.74
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Gross Profit	3,994.42	23,978.74
Operating Expenses		
Accounting Software	99.00	346.50
Bank Fees	0.00	1.50
Bar Expenses	0.00	28.31
Bar Purchases	62.56	1,456.87
Cleaning Sundry	0.00	151.74
Cleaning Wages	250.00	1,478.00
Depreciation	421.68	3,001.31
Electricity	234.50	1,808.40
Kitchen Expenses	236.15	785.08
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,050.00
Office Expenses	556.24	1,337.21
Playing Materials	0.00	1,230.75
Prizes & Engraving	0.00	470.96
Property Expenses	25.70	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	1,513.70
Supper Expenses	320.00	1,455.00
Telephone & Internet	82.59	601.39
Tournament Expenses	166.98	166.98
Water Rates	71.96	203.82
Total Operating Expenses	2,527.36	26,481.50
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Net Profit	1,467.06	(2,502.76)

Balance Sheet

Taieri Bridge Club
As at 31 March 2023

Account	31 Mar 2023
Assets	
Bank	
Kitchen Account	243.57
Main Account	10,762.67
Prudent Res - Carpet (Bonus Saver)	6,842.51
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	18,496.63
Prudent Res - Roofing (Term Deposit 1)	16,288.52
Total Bank	62,633.90
Current Assets	
Accounts Receivable	575.00
Accounts Receivable (manual)	(42.00)
Bar Stock	577.40
Cash Float	165.00
Total Current Assets	1,275.40
Fixed Assets	
Buildings	149,996.00
Less Acc Deprn on Buildings	(108,814.03)
Less Acc Deprn on Plant & Equipment	(56,221.24)
Plant & Equipment	64,383.73
Total Fixed Assets	49,344.46
Total Assets	113,253.76
Liabilities	
Current Liabilities	
Accounts Payable	57.22
GST	374.60
PAYE Payable	78.65
Total Current Liabilities	510.47
Total Liabilities	510.47
Net Assets	112,743.29
Equity	
Club Balance	115,246.05
Current Year Earnings	(2,502.76)
Total Equity	112,743.29