

## **MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 9<sup>TH</sup> APRIL 2024.**

**Present:** Marie Kean, Jen Macartney, Marg Auty, Merv Muir, Barbara Wilkes, Diane Paterson, Jan Methers, Deirdre Bruce.

**Apologies:** Avril Power, Lyn McLaren

### **Minutes of Meeting of 12<sup>th</sup> March 2024:**

Barbara moved that the minutes are true and correct, seconded by Marie.

**Matters Arising:** DCC Alcohol Licenses – presentation paperwork. Marie contacted DCC for Building Warrant of Fitness.

Signs/Decals for Toilets – still work in progress.

Sensor/buzzer at front door installed and working well.

### **Correspondence:**

#### **Inwards**

##### **Snail Mail:**

Robin Gillespie – requesting seating rights.

##### **Email:**

Balclutha Bridge Club – wishing to know if there will be prizes for other divisions for Taieri 5A Pairs Tournament – (rec'd 09/04). We will have a lot of prizes for top intermediate and top junior. Barbara to reply.

O/S Bridge – wishing us to confirm a.s.a.p. our tournament date of 2/3/25 for Taieri Open Pairs – (rec'd 09/04). Barbara to reply ok.

Abigail Fergus – unable to make lessons tonight – (rec'd 09/04).

Gore Bridge Club – Flyers for Intermediate Pairs on 25/05 and Junior and Novice Pairs on 26/05 – (rec'd 09/04).

O/S Bridge Admin – Flyer for Te Anau Open 8B Tournament on 18/05 – (rec'd 09/04).

AED Defibrillator Performance testing – annual check in for June – (rec'd 08/04). Barbara

DCC – alcohol licensing notes from seminar – Building Warrant of Fitness Audit (do we need one – DCC do these). Must be seen to be able to offer a “reasonable range of food in portions suitable for a single person, at reasonable prices and can be provided within a reasonable time of being ordered”. Reasonable range means 3 types of food (paninis, pizzas, pies etc). – (rec'd 05/04). *Marie will put adequate food in to be rotated.*

John Swan – statement – (rec'd 05/04).

Sorry Partner – latest podcast – (rec'd 04/04).

Southern Hospitality – statement – (rec'd 03/04).

OfficeMax – Statement – (rec'd 03/04).

East Otago Bridge Club – wishes to borrow 8 tablets for charity tournament on 11/08. Jen would take tablets and bring home on day. – (rec'd 29/03). *All approved – Barbara to reply.*

O/S Bridge Admin – Poster for 2024 Rubber Bridge Knockout Competition – (rec'd 29/03).

O/S Bridge Admin – Invitation to trial for pairs to be considered for section for the 2024 Otago Southland Interprovincial face to face teams competition – (rec'd 29/03).

Sorry Partner – latest podcast – (rec'd 28/03).

IRD – GST payment reminder – (rec'd 28/03).

Christina McNamara – announcing additions to the BB&S team – (rec'd 26/03).

NZ Bridge – offering name for club's that wish to have name badges made – (rec'd 25/03).

O/S Bridge Admin – flyer for Tauranga Bridge Club 5A Teams – (rec'd 24/03).

Invercargill Bridge Club – Flyer for 8B Swiss Pairs on 21/04 – (rec'd 24/03).

Mercury - \$302.45 due 29/04 – (rec'd 23/03).

Ricoh - \$64.62 – (rec'd 22/03).

Sorry Partner – latest podcase – (rec'd 21/03).

Christine McNamara – correcting term deposit balances in Xero – (rec'd 21/03).

DCC – Alcohol Licenses Evening information reminder – (rec'd 21/03).

Xero - \$61.24 – (rec'd 21/03).

Judy Moore – requesting seating rights – (rec'd 20/03).

Wanaka Bridge Club – Flyer for Open Pairs 5A Tournament on 27/04 – (rec'd 20/03).

DCC – article regarding Alcohol Licensing Evening – (rec'd 20/03).

Jim Pine – thanks for lesson notes – (rec'd 20/03).

IRD – payment reminder – (rec'd 20/03).

Janice Bacon – wishes to be taken off learner's email list and have learners lessons removed – (rec'd 18/03). *Would be handy if formally told of members resigning by those organising or attending to help lessons.*

Carbonite – Basic Backup system – USD\$95.99 – (rec'd 17/03). *Forwarded on to Jude Smeijer to action.*

NZ Bridge – Flyer for 2024 NZ Bridge Congress from 28/09 – 05/10. (rec'd 17/03).

Christine Samson – request for table cards – (rec'd 16/03).

NZ Bridge – copy of board minutes from 23/01 – (rec'd 15/03).

NZ Bridge – News from the Chair – proposing for feedback on tournament schedules April 2025. Decline in overall membership numbers – so encouraging clubs to find better ways to retain members. NZ Bridge facing rising costs so need to balance books. Updating their website so it is more club-centric. Clubs that have maintained the Facebook campaign have reached 432,000 members, 8709 people have clicked through to website, 1687 lesson booklets have been sent out. (rec'd 15/03).

John Swan - \$125.50 – late engraving of bridge cups – (rec'd 15/03).

Julie Morgan-Hughes, Travel Broker from Matamata, promoting Queensland Coast 10 night cruise departing 23/11 – (rec'd 14/03).

Otago Bridge Club – Flyer for 5A Point Tournament on 13/04 – (rec'd 13/03).

Carbonite – billing information has been updated – (rec'd 14/03).

NZ Bridge – alerting about Gore Bridge Club email being mimicked – (rec'd 14/03).

OfficeMax - \$146.71 – for 1 carton of paper towels – (rec'd 14/03).

O/S Bridge Admin – can only hold tournaments online if your club tournament is listed as an option for online. Must email to confirm if wishing to change to online. (rec'd 13/03).

Gail and Moss Wylie – bank details for tournament prize – (rec'd 13/03).

Southern Hospitality - \$364.76 – 8 Tablecloths and freight – (rec'd 13/03).

South Canterbury Congress Flyer for Open Teams and Pairs, Intermediate Teams and Pairs on 20/21 April – (rec'd 13/02).

#### Outwards:

Email to Jan Bramley accepting her as a new member.

Acceptance of correspondence moved by Barbara and seconded by Jen.

#### Treasurer's Report:

The treasurer's report for April is attached.

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY APRIL 2024	
Mercury	\$ 302.45
Ricoh	\$ 64.62
Xero - April (estimate)	\$ 61.24
One.nz (estimate)	\$ 60.00
Wages - April	\$ 479.71
PAYE - March	\$ 115.73
Simple Saver - April	\$ 200.00
Waste Management (Jen reimburse for April)	\$ 13.00
Southern Hospitality	\$ 364.76
Officemax - paper towels	\$ 146.71
John Swan - update honours bd, engraving	\$ 125.50
	<b>\$1,933.72</b>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up April	\$ 500.00
Deidre Bruce - reimb Jaycar wireless announcer	\$ 71.30
Judith Smeijers - reimb comp backup cost	\$ 161.48
B Wilkes - refund fun night paid online in error	\$ 15.00
M Kean - fun night expenses	\$ 248.20
M Kean - kitchen expenses	\$ 26.82
	<b>\$1,022.80</b>
	<b>\$2,956.52</b>
Kitchen account - bar payments	\$ 284.54
Kitchen account - kitchen payments	\$ 50.74

One 2024 subscription remains unpaid from 2 Jan (cancel subscription and archive and if they come back we can reactivate without asking to rejoin), and one new member subscription invoice is 1 week overdue, a reminder has been sent.

Jack Cloynes will be turning 18 in July and so his pay will increase as he will now get the minimum wage. Extra payments will be made on fun nights (time and a half for actual time worked plus payment for a day in lieu) which may need to be considered for fun night break even.

The fun night income (\$269.57 ex GST) covered expenses (\$215.83 ex GST) and mostly covers the additional wages paid to Jack.

Approval of the accounts payable and acceptance of Treasurers report moved by Marg and seconded by Barbara.

## **Committee Reports**

**Building:** Marie to organise building warrant of fitness. Fire evacuation to be organised.

**Bar:**

**Stationery Supplies:** No stationery required

**Kitchen:**

**Cards Sent:** Kathryn Fagg and Rose Markby

**Membership:**

**Programme:** Easter Fun Night – 1<sup>st</sup> April – 31 for meal and 3 that came extra. Need to be clearer for those that want to turn up for the game only. New tablecloths looked really great. Many people were after the recipes – can go in the newsletter.

Charity Tournament, prizes, raffle prizes. Barbara to direct. 2 hampers coming from Property Brokers, a couple of hampers from Jacquie Johnson, 4 x \$25.00 from Mosgiel New World, 4 x \$10.00 gift vouchers from Gilberts. – Reminder in Newsletter – e.g. wine, baking, chocolates, plants, candles. Ask Dale and Val to see if they can help out in the bar.

**Learners:** 5 learners.

Robert has said he could do extra classes after the learners come to Monday nights.

**Computers:**

**Health & Safety:**

**Privacy Matters:** New member applications can no longer be displayed on noticeboard as it breaches their privacy. Barbara to create a form that just the name of the person plus proposer and seconder to be used from now.

**General Business:**

Table layout on Wednesday nights – spread people out more. Jen as convenor will sort out by spreading out the settings.

New rules discussed and agreed unanimously:

- Membership names to be changed to Home and Non-Home members.
- New membership to complete and sign a new form. Only their name will be displayed on the noticeboard to protect their privacy.
- Annual subscriptions to be payable 20<sup>th</sup> of the month following being invoice being emailed.
- Any member not having paid their annual subscription can have their membership terminated after 2 months.
- Visitors may attend up to 6 club sessions before being asked to join as a member. A lot of discussion on this but in the end it was agreed that 6 times was a reasonable amount.
- An interests register will need to be completed by committee members and kept up to date.

Changes to rules as presented by sub-committee are as follows:

- Committee would like to add the position of Table Fee Administrator as a named position as they deal with club cash, have access to Bank accounts and Xero. As this was previously part of the Treasurers position it is appropriate that such a responsible job still should be someone from the committee.

Tournament secretary – who is going to fill in when Jen is away. To be decided next month as there are 2 tournaments on (1 in June and 1 in July) while Jen is overseas.

Meeting closed at 8.05 pm. The next meeting date will be 14th May 2024 at 6.30 o'clock at Club rooms.

# Action List

Nov 2022

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

May 2024

- Look at bidding module for tablets before we need to order more bidding pads.

June 2024

- Alcohol Licence to be renewed and new form to be displayed.
- Refresher course on transfers to be organised.

Aug 2024

- \$10,000.00 term deposit falls due on ??, was invested for 6% for 9 months.
- Refresher course on transfers.

Sept 2024

- AGM to start earlier. Members to be reminded when Agenda sent out that those only wishing to play bridge must wait outside until conclusion of meeting.

Nov 2024

- To consider if AGM should be on another a Tuesday night instead.
- Sub-committee to be formed to attract new members.

# Cash Summary

Taieri Bridge Club  
For the month ended 31 March 2024

Account	Mar 2024	Year to date
<b>Income</b>		
Advertising Income	0.00	950.00
Bar Sales	219.57	2,201.92
Interest Earned	104.99	675.06
Investment Interest	0.00	737.00
Lesson Income	130.44	130.44
Rent	0.00	1,330.44
Subscriptions	66.95	5,804.59
Sundry Income	0.00	1,612.79
Table Money	1,959.20	11,024.70
Tournament Income	530.44	2,281.78
<b>Total Income</b>	<b>3,011.59</b>	<b>26,748.72</b>
<b>Less Expenses</b>		
Accounting Software	53.25	319.50
Bank Fees	0.00	1.35
Bar Purchases	70.59	1,176.02
Cash Float	(45.00)	(5.00)
Electricity	250.69	1,785.99
Kitchen Expenses	27.88	877.35
Lesson Advertising	0.00	530.00
Levies & Charges	0.00	1,578.60
Office Expenses	456.99	1,531.70
PAYE Payable	22.46	(37.08)
Playing Materials	0.00	1,125.32
Prizes & Engraving	0.00	529.69
Property Expenses	62.00	702.87
Reimbursements (Honoraria)	0.00	1,525.00
Repairs and Maintenance	0.00	139.00
Sundry Expenses	0.00	1,887.92
Supper Expenses	0.00	1,115.00
Telephone & Internet	33.19	496.47
Tournament Expenses	641.68	1,537.91
Wages	588.29	2,463.54
Water Rates	52.99	173.40
<b>Total Expenses</b>	<b>2,215.01</b>	<b>19,454.55</b>
<b>Surplus (Deficit)</b>	<b>796.58</b>	<b>7,294.17</b>
<b>Plus Other Cash Movements</b>		
Fixed Assets	0.00	(344.42)
<b>Total Other Cash Movements</b>	<b>0.00</b>	<b>(344.42)</b>
<b>Plus GST Movements</b>		
GST Collected	474.64	3,806.74
GST Paid	(1,499.48)	(4,008.83)
<b>Net GST Movements</b>	<b>(1,024.84)</b>	<b>(202.09)</b>
<b>Net Cash Movement</b>	<b>(228.26)</b>	<b>6,747.66</b>
<b>Summary</b>		
Opening Balance	68,750.27	61,774.35
Plus Net Cash Movement	(228.26)	6,747.66
Cash Balance	68,522.01	68,522.01

# Profit and Loss

## Taieri Bridge Club

### For the month ended 31 March 2024

Account	Mar 2024	Year to date
<b>Trading Income</b>		
Advertising Income	0.00	950.00
Bar Sales	219.57	2,201.92
Interest Earned	104.99	675.06
Investment Interest	0.00	737.00
Lesson Income	217.40	217.40
Rent	0.00	1,330.44
Subscriptions	30.43	5,856.33
Sundry Income	0.00	1,612.79
Table Money	1,959.20	11,024.70
Tournament Income	530.44	2,281.78
<b>Total Trading Income</b>	<b>3,062.03</b>	<b>26,887.42</b>
<b>Gross Profit</b>	<b>3,062.03</b>	<b>26,887.42</b>
<b>Operating Expenses</b>		
Accounting Software	53.25	372.75
Bank Fees	0.00	1.35
Bar Purchases	70.59	1,176.02
Depreciation	427.10	2,961.02
Electricity	263.00	1,783.50
Kitchen Expenses	472.63	1,322.10
Lesson Advertising	0.00	530.00
Levies & Charges	0.00	1,578.60
Office Expenses	461.15	1,311.76
Playing Materials	0.00	1,125.32
Prizes & Engraving	109.13	638.82
Property Expenses	62.00	702.87
Reimbursements (Honoraria)	0.00	1,525.00
Repairs and Maintenance	0.00	139.00
Sundry Expenses	0.00	1,887.92
Supper Expenses	0.00	1,115.00
Telephone & Internet	33.19	496.47
Tournament Expenses	641.68	1,537.91
Wages	588.29	2,463.54
Water Rates	0.00	114.37
<b>Total Operating Expenses</b>	<b>3,182.01</b>	<b>22,783.32</b>
<b>Net Profit</b>	<b>(119.98)</b>	<b>4,104.10</b>



# Balance Sheet

Taieri Bridge Club

As at 31 March 2024

Account	31 Mar 2024
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	1,253.69
Main Account	11,562.74
Prudent Res - Carpet (Bonus Saver)	9,602.38
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	19,077.68
Prudent Res - Roofing (Term Deposit 1)	17,025.52
<b>Total Bank</b>	<b>68,522.01</b>
<b>Current Assets</b>	
Accounts Receivable	203.50
Bar Stock	738.67
<b>Total Current Assets</b>	<b>942.17</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(111,912.45)
Less Acc Depn on Plant & Equipment	(57,666.65)
Plant & Equipment	64,204.15
<b>Total Fixed Assets</b>	<b>44,621.05</b>
<b>Total Assets</b>	<b>114,085.23</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	1,181.01
GST	182.91
<b>Total Current Liabilities</b>	<b>1,363.92</b>
<b>Total Liabilities</b>	<b>1,363.92</b>
<b>Net Assets</b>	<b>112,721.31</b>
<b>Equity</b>	
Club Balance	108,617.21
Current Year Earnings	4,104.10
<b>Total Equity</b>	<b>112,721.31</b>

