

# **MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 6.00 P.M. ON 08 APRIL 2025.**

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

**Apologies:** Lyn McLaren, Merv Muir, Allan Dyer,

**Minutes of Meeting of 11 March 2025:** Barbara moved that the minutes are true and correct, seconded by Marg.

**Matters Arising:** Triton Hearing – Marie hasn't heard back anything for the next Charity Tournament.

Cleaning of our rooms - Cleaner to cover June's 6 week absence is Carol Omerovic. Paid in cash at the end.

Notice board – New material has been purchased for noticeboards for \$178.50 – just waiting for Allan to return.

Tablets – Survey on percentages of power left after a session. Jen is suggesting the need to buy 2 or 3 power banks. Suggest purchasing 6 new tablets a year. Jen proposes that we purchase 6 tablets per year and as a once off 4 power backs, seconded by Marg. Agreed unanimously.

Car Parks – according to DCC car parks are not part of our lease and so we cannot put "No Parking" signs up. Barbara to ring and check with Eve as she organised it.

## **Correspondence:**

### **Inwards**

#### **Snail Mail:**

Allied Press - \$299.00 for lesson advertising.

#### **Email:**

NZ Bridge – save the date for Teachers Conference on 18-19 Oct in Wellington - (rec'd 08/04).

NZ Bridge – information on Youth Bridge Weekend 25/07 – 27/07 – (rec'd 07/04).

Gore Bridge Club – Flyer for Intermediate Pairs on 24/05 and Junior/Novice Pairs on 25/05, entries close 20/05 – (rec'd 04/04).

John Swan – Statement – (rec'd 04/04).

Sorry Partner – latest podcast – (rec'd 03/04).

Ricoh – Statement – (rec'd 02/04).

Otago Bridge Club – Flyers for Otago Autumn Intermediate Pairs on 13/04, and Otago Autumn Open Pairs on 13/04, entries close 13/04 – (rec'd 01/04).

NZ Bridge – Masterpoint reports – (rec'd 01/04).

Taieri Bowling Club – not requiring to use our rooms on 03/04 as their meeting is now postponed – (rec'd 01/04).

Cheryl Tapp – correction to Monday results – (rec'd 31/03).

NZ Bridge – update on website – (rec'd 28/03).

Waimate Bridge Club – asking if our members can check if they are entering into their tournament as there is a glitch – (rec'd 28/03).  
*Forwarded on to all members.*

NZ Bridge – update on website – (rec'd 27/02).

Janet Ashcroft – thanking for notes and requesting our bank details – (rec'd 27/03). *Jen replied to this email.*

NZ Bridge – replying to Jude – (rec'd 27/03).

NZ Bridge – update on website issues – (rec'd 27/03).

Waimate Bridge Club – reminder to register for tournament – (rec'd 26/03).

Colin Bray – flyer for East Coast Bays Online Bridge tournament – (rec'd 25/03).

Mercury - \$262.18 due 28/04 – (rec'd 25/03).

O/S Bridge Admin – inviting interesting pairs to be part of the Regional Challenge Teams competition – (rec'd 23/03).

NZ Bridge – ongoing issues to website for membership changes – hold off until website fixed – (rec'd 22/03).

Ricoh - \$73.50 – (rec'd 21/03).

John Swan Ltd - \$144.50 – (rec'd 21/03).

NZ Bridge – website issues – (rec'd 21/03).

Xero - \$64.69 – (rec'd 21/03).

Sorry Partner – latest podcast (rec'd 20/03).

NZ Bridge - \$149.99 – for Facebook and Instagram campaign – (rec'd 20/03).

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

Jane Ashcroft – enquiry about lessons – (rec'd 18/03).

Waimate Bridge Club – Flyer for All Grades 8B Tournament on 06/04, entries close 02/04 – (rec'd 18/03).

NZ Bridge – Easter Friday Online Fundraiser for international players heading to China – (rec'd 18/03).

World Bridge Federation – email regarding the passing of the President – (rec'd 18/03).

Tina Deans – enquiry about lessons – (rec'd 15/03).

NZ Bridge Marketing – launching new website shortly – (rec'd 14/03).

DCC – regarding the bus stop, they will organise markings on the road – (rec'd 14/03).

Wanaka Bridge Club – Flyer for Open Pairs 5A Tournament to be held on 26/04, entries close 21/04. (rec'd 13/03).

NZ Bridge – Board vacancy after Anna Kalma resigned– (rec'd 13/03).

O/S Bridge Admin – Flyer for Junior and Intermediate Online Teams Bridge – (rec'd 13/03).

Bruce Wood – interest in lessons – (rec'd 13/03).

Georgie Roberts – bank details for tournament prize – (rec'd 12/03).

IRD – letter – (rec'd 12/03).

O/S Bridge Admin – Junior Bridge Player Championship – (rec'd 11/03).

Outwards:

Email to DCC regarding bus stop – (emailed 12/03).

Email to Catherine Smith thanking her for her donation – (sent 23/03).

Acceptance of correspondence moved by Barbara and seconded by Jen.

**Treasurer's Report:**

The treasurer's report for March is below.

ACCOUNTS TO PAY APRIL 2025	
Mercury	\$ 262.18
Ricoh	\$ 73.50
Xero (Apr/May)	\$ 64.69
One.nz April payment	\$ 58.98
Wages - April (approx, hours for Easter unknown at present)	\$ 400.00
PAYE/Kiwisaver Employer - March	\$ 131.84
Simple Saver - April	\$ 200.00
John Swan - update honours board/Walken cup	\$ 144.50
	<u>\$ 1,335.69</u>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up April	\$ 500.00
Kitchen account - bar payments	\$ 225.79
Kitchen account - kitchen payments	\$ 95.47
Paper Plus - Quikstik Hello labels	\$ 9.99
Campbell & Sons - Lesson flyers	\$ 200.00
NZ Bridge - Facebook campaign	\$ 149.99
Spotlight - fabric for Noticeboards	\$ 178.50
Giant variety store	\$ 10.00
	<u>\$ 1,369.74</u>
Total approved	\$ 2,705.43

Additional payment of \$299.00 to Allied Press for lesson advertising.

You will see that lesson advertising shows as a credit in March. This is due to a reversal of the donation of last year's lesson tutor costs by Robert Cowan to be used for advertising costs in the 2025 year (\$500). This has reduced costs from \$639.99 ex GST actually paid to \$139.99 ex GST in the ledger.

There were 19 lesson invoices issued. One has been paid for by Voucher and a credit note issued for this invoice, leaving 18 to be paid by learners. There is only one remaining invoice to be paid. These were due to be paid on 20 April – this shows lesson participants are obviously enjoying the lessons being eager to pay their fee promptly. 1 new member coming tonight so details to Marg to invoice.

The playing materials expenditure relates to reimbursement of Bridgepad licence fees paid by Marie's credit card. Property expense costs is for fabric for recovering the noticeboards.

Wages expense now covers the teaperson again as Gaynor was employed from March 8. The cleaner was paid for the first two weeks of the month and two weeks sick leave for the final two weeks.

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

## **Committee Reports**

### **Building:**

Alarm in club room going off (has happened a couple of times) – may need new batteries. The man from alarm system checked over the system. Keep blind down as the sun may cause the issue. New batteries were installed.

Defibrillator due for annual inspection during June. They will let us know – Marie can always get in touch with them.

Water cooler – wondering if it needs maintenance. Marie will give them a call. A bracket to put cups in would be handy.

### **Bar:**

Bar purchases to be checked to ensure enough stock for fun night and Charity Tournament.

### **Stationery Supplies:**

New labels purchased, elastic bands purchased plus new cups. Raffle books to be purchased by Warehouse Stationery.

### **Kitchen:**

Gaynor is progressing well but coming a bit early.

### **Cards Sent:**

Get well card to Jill Van der Loo

### **Membership:**

### **Programme:**

Charity Tournament – 27<sup>th</sup> April, Kristen will direct, New World Vouchers 4 @ \$25.00 each, Jacqui Johnson hampers x 4. Marie has heard that it's against the law to raffle wine so we need to look at different ideas. Asking people to bring a luxury grocery item suitable for a hamper. Marie to buy some cheap baskets for hamper. Need them before Easter. \$15.00 entry fee and additional \$5.00 for raffle tickets. Need to complete the form that shows how much money received and what's paid out.

Fun night – Barbara to direct. Need additional people to help with food. Ask on a Monday night for volunteers. Cut-off is 16<sup>th</sup> April.

Refresher – 20 learners attended last Sunday. Good feedback.

Encourage people to come along on a Wednesday. – to go in newsletter.

### **Learners**

20 people attending lessons. Lot of them heard from flyers or friends. Advertising will also help as well as the Facebook campaign. Deirdre is the hostess and great with all of the learners. 5 helpers per night is very beneficial.

**Computers:**

**Health & Safety:**

**Privacy Matters:**

**Interests Register:**

**General Business:**

Cleaners job description – to be updated. – in progress.

Need to put in newsletter that new president and new committee members required.

Last newsletter very good thanks.

Meeting closed at 7.00 pm. The next meeting will be held on Tuesday 13 May 2025 at 6.00 pm at the Club rooms.

# Action List

Nov 2024

- To come up with 10-year plan for capital expenditure February 2025
  - Carpet
  - Sterilisers
  - New computer
  - Sound systems – Strawberry Sound
  - Dishwasher

May 2025

- Fire Evacuation drill to be held

Sep 2025

- Discuss rent increases for 2026 year
- Update purpose in programme book
- Discuss start and finish dates for programme

Nov 2025

- Fire Evacuation drill to be held

Feb 2026

- Ask Countdown to use their car parks before March tournament.

Apr 2026

- AED due for Annual check

May 2026

- Fire Evacuation drill to be held

Nov 2026

- Fire Evacuation drill to be held

April 2027

- Host Responsibility to be updated for Alcohol Licence.
- Fire evacuation to be organised and held before alcohol licence renewal

May 2027

- Alcohol Licence renewal, need copy of host responsibility to be updated, new rules, food menu with specific light beer, also need form showing which bridge clubs can use our bar premises.

Apr 2029

- Organise an updated building valuation – Dunedin Valuation. Insurance falls due in May

**Cash Summary**  
Taieri Bridge Club  
For the month ended 31 March 2025

<b>Account</b>	<b>Mar 2025</b>	<b>Year to date</b>
<b>Income</b>		
Advertising Income	0.00	1,025.00
Bar Sales	359.74	1,972.35
Donations	30.00	57.00
Interest Earned	72.03	596.06
Investment Interest	0.00	1,024.33
Lesson Income	217.40	260.88
Rent	52.17	1,378.27
Subscriptions	0.00	6,252.24
Sundry Income	21.74	1,252.21
Table Money	2,034.68	12,932.51
Tournament Income	730.44	1,565.27
<b>Total Income</b>	<b>3,518.20</b>	<b>28,316.12</b>
<b>Less Expenses</b>		
ACC Levies	0.00	22.09
Accounting Software	112.50	447.00
Bank Fees	0.00	1.92
Bar Purchases	226.24	1,445.71
Consulting & Accounting	0.00	1,149.57
Electricity	245.30	1,743.72
Grants and Donations Paid	0.00	100.00
Kitchen Expenses	150.94	885.92
Lesson Advertising	(120.88)	139.99
Levies & Charges	0.00	1,310.80
Office Expenses	559.57	1,034.47
PAYE Payable (includes Kiwisaver contrib)	2.81	11.34
Playing Materials	255.00	255.00
Prizes & Engraving	0.00	1,119.65
Property Expenses	155.22	714.92
Reimbursements (Honoraria)	0.00	1,200.00
Repairs and Maintenance	0.00	11.82
Revenue in Advance	500.00	1,986.99
Rounding	(0.01)	0.99
Sundry Expenses	21.00	2,892.36
Supper Expenses	200.00	200.00
Telephone & Internet	51.29	359.03
Tournament Expenses	684.96	1,154.02
Wages	528.13	3,828.18
Wages - Employer Kiwisaver Contribution	0.00	11.24
Water Rates	44.47	174.32
<b>Total Expenses</b>	<b>3,616.54</b>	<b>22,201.05</b>
<b>Surplus (Deficit)</b>	<b>(98.34)</b>	<b>6,115.07</b>
<b>Plus Other Cash Movements</b>		
Fixed Assets	0.00	(15,521.74)
<b>Total Other Cash Movements</b>	<b>0.00</b>	<b>(15,521.74)</b>
<b>Plus GST Movements</b>		
GST Collected	825.66	4,418.91
GST Paid	(285.76)	(4,730.32)
<b>Net GST Movements</b>	<b>539.90</b>	<b>(311.41)</b>
<b>Net Cash Movement</b>	<b>441.56</b>	<b>(9,718.08)</b>
<b>Summary</b>		
Opening Balance	55,116.63	65,276.27
Plus Net Cash Movement	441.56	(9,718.08)
Cash Balance	55,558.19	55,558.19

<b>Profit and Loss</b>		
Taieri Bridge Club		
For the month ended 31 March 2025		
<b>Account</b>	<b>Mar 2025</b>	<b>Year to date</b>
<b>Trading Income</b>		
Advertising Income	0.00	1,025.00
Bar Sales	359.74	1,913.65
Donations	30.00	57.00
Interest Earned	72.03	596.06
Investment Interest	0.00	1,024.33
Lesson Income	739.16	782.64
Rent	52.17	1,378.27
Subscriptions	0.00	6,227.02
Sundry Income	21.74	1,252.21
Table Money	1,982.51	12,871.64
Tournament Income	730.44	1,565.27
<b>Total Trading Income</b>	<b>3,987.79</b>	<b>28,693.09</b>
<b>Gross Profit</b>	<b>3,987.79</b>	<b>28,693.09</b>
<b>Operating Expenses</b>		
ACC Levies	0.00	22.09
Accounting Software	56.25	393.75
Bank Fees	0.00	1.92
Bar Purchases	226.24	1,445.71
Consulting & Accounting	0.00	1,149.57
Depreciation	423.85	2,464.54
Electricity	227.98	1,659.74
Grants and Donations Paid	0.00	100.00
Kitchen Expenses	122.07	758.35
Lesson Advertising	(120.88)	139.99
Levies & Charges	0.00	1,310.80
Office Expenses	260.75	1,039.23
Playing Materials	255.00	255.00
Prizes & Engraving	125.65	1,245.30
Property Expenses	155.22	714.92
Reimbursements (Honoraria)	0.00	1,200.00
Repairs and Maintenance	0.00	11.82
Sundry Expenses	21.00	2,892.36
Supper Expenses	200.00	200.00
Telephone & Internet	51.29	359.03
Tournament Expenses	684.96	1,154.02
Wages	528.13	3,828.18
Wages - Employer Kiwisaver (	0.00	11.24
Water Rates	0.00	112.10
<b>Total Operating Expenses</b>	<b>3,217.51</b>	<b>22,469.66</b>
<b>Net Profit</b>	<b>770.28</b>	<b>6,223.43</b>



<b>Balance Sheet</b>	
Taieri Bridge Club	
As at 31 March 2025	
<b>Account</b>	<b>31 Mar 2025</b>
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	245.56
Main Account	12,722.78
Prudent Res - Carpet (Bonus Saver)	12,421.76
Prudent Res - Carpet (Term Deposit 2)	10,000.00
Prudent Res - Carpet (Term Deposit 3)	20,168.09
<b>Total Bank</b>	<b>55,558.19</b>
<b>Current Assets</b>	
Accounts Receivable	600.00
Bar Stock	643.75
<b>Total Current Assets</b>	<b>1,243.75</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(113,203.46)
Less Acc Depn on Plant & Equipment	(44,708.69)
Plant & Equipment	63,458.89
<b>Total Fixed Assets</b>	<b>55,542.74</b>
<b>Total Assets</b>	<b>112,344.68</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	612.02
GST	255.42
Rounding	(0.99)
<b>Total Current Liabilities</b>	<b>866.45</b>
<b>Total Liabilities</b>	<b>866.45</b>
<b>Net Assets</b>	<b>111,478.23</b>
<b>Equity</b>	
Club Balance	105,254.80
Current Year Earnings	6,223.43
<b>Total Equity</b>	<b>111,478.23</b>