

MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 14 APRIL 2026.

Present: Jen Macartney, Marie Kean, Allan Dyer, Lyn McLaren, Barbara Wilkes, Diane Paterson, Sue Johnstone, Jan Methers, Peta Smith and Heather Urquhart.

Apologies:

Minutes of Meeting of 10 March 2025:

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

Matters Arising:

Property checks – Alan will provide to Barbara a checklist. (Defibrillator monthly check).

Check Fire Exits every two months

Clear gutters once a year (before winter)

Clean heat pump filters once a year

Spray weeds down side of building

Windows clean

Bar Price list – updated.

Correspondence:

Inwards

Snail Mail:

Email:

O/S Bridge Admin – flyer for NZB National Pairs on July 4-5 – (rec'd 12/04).

O/S Bridge Admin – flyer for Canterbury Congress on May 16-17 – (rec'd 12/04).

O/S Bridge Admin – enquiring if any of our members are playing rubber bridge – (rec'd 12/04).

Invercargill Bridge Club – Flyer for Murihiku 5A Teams and Pairs on May 9-10 – (rec'd 10/04).

One.nz - \$63.85 – (rec'd 10/04).

Heartsaver – reply to Barbara for updating contact details from Merv – (rec'd 08/04).

Taieri Friendship – wishing to lock in using our frooms on 11/08 – (rec'd 07/04).

NZ Bridge – preliminary notice of meeting for AGM on 13/06 – (rec'd 10/04).

O/S Bridge Admin – Flyer for 3A Restricted Open online Swiss Pairs Tournament on 03/05, (rec'd 03/04).

Ricoh – Statement – (rec'd 02/04).

DCC – email regarding the new alcohol rules – (rec'd 02/04).

Brandwell Moller - \$24.15 – (rec'd 02/04).

NZ Bridge – Australian National Championships 04-16 July – (rec'd 02/04).

Westpac – amending Marg’s name to Allan for Bank email – (rec’d 01/04).

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

Brandwell Moller – Statement – (rec’d 01/04).

Debbie Duncan – thanks for notes – (rec’d 01/04).

Taieri Friendship Group – change of Treasurer and request to change a meeting in August – (rec’d 31/03).

NZ Bridge – Flyer about online lessons for junior and intermediate players – (rec’d 31/03). *Forwarded on to all members.*

NZ Bridge – flyer for a first Women’s Tournament online – (rec’d 30/03).

Otago Bridge Club – reminder about their 90th Celebrations – (rec’d 27/03).

Gore Bridge Club – Flyer for MLT Sponsored 5B Tournament on 23/05 and Junior/Novice 3B Tournament on 24/05 – (rec’d 27/03).

NZ Bridge – updated list of qualified directors – (rec’d 27/03).

Brandwell Moller - \$24.15 – (rec’d 26/03).

Janet Gafford – change of email address – (rec’d 26/03). *Updated in Xero and in Outlook.*

HeartSaver – needs an annual performance test in June – (rec’d 24/03).

Mercury - \$281.12 due 28/04 – (rec’d 24/03).

One.NZ – broadband plan increasing \$5.00 per month – (rec’d 22/03).

BridgeNZ – instructions for fixing bridgetab – (rec’d 21/03).

Taieri Friendship Group – change of Treasurer and request to change a meeting in August – (rec’d 21/03).

Waimate Bridge Club – Flyer for 8B Tournament on 19/04 – (rec’d 21/03).

Xero - \$71.59 – (rec’d 21/03).

BridgeNZ – replying to Jude re issues with bridgetab – (rec’d 20/03).

Ricoh - \$72.49 – (rec’d 20/03).

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

Aramex – confirming email for deliveries – (rec’d 19/03).

NZ Bridge – flyer for online lessons – (rec’d 17/03).

East Coast Bays Bridge Club - Wednesdays and Sundays – (rec’d 17/03).

BridgeNZ - \$30.54 – side labels – (rec’d 17/03).

O/S Bridge Admin – rundown on how next meeting will go – (rec’d 17/03).

NZ Bridge – details on Tournament Directing assessment dates – (rec’d 17/03).

O/S Bridge Admin – would like reply to attend conference on 22/03 – (rec’d 15/03).

Winton Bridge Club – Flyer for Winton Open 5A Open Pairs on 18/04 – (rec'd 13/03).

BridgeNZ - \$215.43 for 1 set of bridge boards – (rec'd 13/03).

BridgeNZ – statement – (rec'd 12/03).

Taieri Network – thanking for email turning down help – (rec'd 12/03).

Outwards:

Email to Taieri Friendship Club – agreeing to change of date of Tuesday meeting in August from 04/08 to 11/08. – (rec'd 06/04).

Email to Westpac requesting change of contact name from Marg to Allan – (sent 01/04).

Email to Alec Weaver regarding conduct. (sent 12/03).

Email to Taieri Network turning down opportunity to contribute to Youth Hui – sent 10/03.

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 2026	
Mercury	\$ 281.12
Ricoh	\$ 72.49
Xero	\$ 71.59
One.nz	\$ 63.85
Wages - April (approx)	\$ 657.16
IRD PAYE - April	\$ 142.99
Simple Saver - April	\$ 200.00
Branwell Moller - Badges x 4	\$ 48.30
	\$ 1,537.50
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up April	\$ 500.00
Kitchen account - bar payments	\$ 71.99
Kitchen account - kitchen payments	\$ 281.86
Kitchen account - tournament costs	\$ -
Kitchen account - Other	\$ -
Kitchen account - Fun night Labour Day	\$ 416.02
Bridge NZ -28 Boards	\$ 215.43
Bridge NZ- Side Code Labels	\$ 30.56
Allied Media -Lesson Adverts	\$ 276.00
Ashworth Electrical	\$ 280.80
Total approved	\$ 2,072.66

A successful fun night resulted in a surplus of \$100.00.

We have been advised that our internet provider is increasing the cost by \$5.00 per month.

A cash outflow this month (\$2,847.22) is mainly due to a GST payment of \$2,639.99.

Approval of the accounts payable and acceptance of Treasurers report moved by Allan and seconded by

Committee Reports

Building:

Trees trimmed update

Bar:

Stationery Supplies:

Kitchen:

Cards Sent:

Membership:

Programme:

Easter Fun Day. Food ideas sorted. update

Tuesday practice sessions. update.

Charity Tournament 29/03– cancelled due to very low table numbers the week before the tournament.

Learners

Update.

Computers:

New software purchased.

Health & Safety:

Health and Safety policy now updated to our website under resources.

Health and Safety form - Following on from the Health & Safety Policy and Procedures that was approved at the last meeting we have designed an incident form and other suggestions below, for your feedback. – see attachment at end of minutes.

An emergency contact list to be completed by all voluntary members.

Privacy Matters:

General Business:

Working bee – 4 people turned up. Some did things out of time.

Car Parking – update from Allan.

Check if Triton wish to sponsor a bridge tournament.

Meeting closed at >>>>> pm. The next meeting held on Tuesday 12 May 2026, 7.00 pm at the Club rooms.

Action List

Nov 2025

- To come up with 10-year plan for capital expenditure February 2026
 - Carpet
 - Sterilisers
 - Sound systems – Strawberry Sound
 - Dishwasher

Apr 2026

- Check if Triton wish to sponsor a bridge tournament

May 2026

- Fire Evacuation drill to be held
- Organise water filter to be serviced
- Advertising prices to go up for programme book

Sept 2026

- To organise another working bee for November.
- Discuss rent increases for 2027 year
- Discuss finishing dates for bridge
- New photo for learners flyer

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.

Sep 2027

- Organise another survey.
- To look at honorarium payments – table card officer.

Apr 2029

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

Cash Summary		
The Taieri Bridge Club Inc		
For the month ended 31 March 2026		
Account	Mar 2026	Year to date
Income		
Advertising Income	0.00	925.00
Bar Sales	293.05	2,314.02
Donations	150.00	240.00
Interest Earned	42.52	343.17
Lesson Income	365.19	365.19
Rent	0.00	1,321.76
Subscriptions	0.00	7,027.10
Sundry Income	39.13	2,254.67
Table Money	2,238.13	13,583.59
Tournament Income	469.57	3,078.40
Total Income	3,597.59	31,452.90
Less Expenses		
Accounting Software	124.50	492.00
Bank Fees	0.00	2.00
Bar Purchases	83.83	1,561.78
Consulting & Accounting	0.00	1,250.00
Electricity	434.24	1,751.35
Improver Costs	0.00	627.67
Kitchen Expenses	251.98	1,278.58
Lesson Advertising	240.00	674.78
Levies & Charges	0.00	1,649.40
Office Expenses	622.47	1,452.69
PAYE Payable (includes	(5.76)	(5.76)
Playing Materials	886.76	1,466.73
Prizes & Engraving	0.00	1,160.97
Property Expenses	0.00	265.71
Reimbursements (Honora	0.00	1,200.00
Repairs and Maintenance	244.17	244.17
Revenue in Advance	0.00	52.17
Rounding	0.00	0.94
Sundry Expenses	0.00	2,623.12
Supper Expenses	0.00	80.00
Telephone & Internet	56.52	395.64
Tournament Expenses	700.00	2,440.67
Wages	628.35	3,863.73
Water Rates	58.37	193.17
Total Expenses	4,325.43	24,721.51
Surplus (Deficit)	(727.84)	6,731.39
Plus GST Movements		
GST Collected	520.61	4,878.05
GST Paid	(2,639.99)	(4,712.54)
Net GST Movements	(2,119.38)	165.51
Net Cash Movement	(2,847.22)	6,896.90
Summary		
Opening Balance	61,505.26	51,761.14
Plus Net Cash Movemen	(2,847.22)	6,896.90
Cash Balance	58,658.04	58,658.04

Profit and Loss		
The Taieri Bridge Club Inc		
For the month ended 31 March 2026		
Account	Mar 2026	Year to date
Trading Income		
Advertising Income	0.00	925.00
Bar Sales	293.05	2,314.02
Donations	150.00	240.00
Interest Earned	42.52	343.17
Lesson Income	521.70	521.70
Rent	0.00	1,321.76
Subscriptions	(64.52)	7,027.10
Sundry Income	21.74	2,237.28
Table Money	2,238.13	13,583.59
Tournament Income	469.57	3,078.40
Total Trading Income	3,672.19	31,592.02
Gross Profit	3,672.19	31,592.02
Operating Expenses		
Accounting Software	62.25	435.75
Bank Fees	0.00	2.00
Bar Purchases	83.83	1,561.78
Consulting & Accounting	0.00	1,250.00
Depreciation	560.63	3,924.44
Electricity	0.00	1,441.73
Improver Costs	0.00	627.67
Kitchen Expenses	251.98	1,212.58
Lesson Advertising	0.00	674.78
Levies & Charges	0.00	1,649.40
Office Expenses	63.03	1,447.65
Playing Materials	751.83	1,466.73
Prizes & Engraving	0.00	1,160.97
Property Expenses	0.00	265.71
Reimbursements (Honoraria)	0.00	1,200.00
Repairs and Maintenance	244.17	244.17
Sundry Expenses	21.00	2,644.12
Supper Expenses	0.00	80.00
Telephone & Internet	56.52	395.64
Tournament Expenses	700.00	2,440.67
Wages	628.35	3,863.73
Water Rates	0.00	125.61
Total Operating Expenses	3,423.59	28,115.13
Net Profit	248.60	3,476.89

Balance Sheet	
The Taieri Bridge Club Inc	
As at 31 March 2026	
Account	31 Mar 2026
Assets	
Bank	
Kitchen Account	375.17
Main Account	11,859.49
Prudent Res - Carpet (Bonus Saver)	15,065.37
Prudent Res - Carpet (Term Deposit 2)	10,000.00
Prudent Res - Carpet (Term Deposit 3)	21,358.01
Total Bank	58,658.04
Current Assets	
Accounts Receivable	160.00
Bar Stock	772.37
Total Current Assets	932.37
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(113,203.46)
Less Acc Depn on Plant & Equipment	(50,889.16)
Plant & Equipment	68,519.38
Total Fixed Assets	54,422.76
Total Assets	114,013.17
Liabilities	
Current Liabilities	
Accounts Payable	218.06
GST	68.79
Rounding	(0.94)
Total Current Liabilities	285.91
Total Liabilities	285.91
Net Assets	113,727.26
Equity	
Club Balance	110,250.37
Current Year Earnings	3,476.89
Total Equity	113,727.26

Incident Report Form

Please use this form to report all incidents/accidents that could impact on the health and safety of members, visitors and staff, no matter how minor. This form should be completed within 48 hours of the incident and be handed to a committee member.

Date of incident	
Time of incident	
What are you reporting... (please circle)	Injury Illness Poor behaviour Other (please specify)
Names of those involved in the incident	
Describe what happened (include location, why and how the incident happened)	
Name of any witnesses (if any)	
If the incident related to an injury, please identify: What part/s of the body were injured? Describe the injury (burn, abrasion, cut, bruise, strain, concussion etc)	
Did the injury require first aid? What actions were taken?	
Your signature:	

Additional actions taken (if any):

Added to incident register: (date).....

Incident Register

We can keep a spreadsheet on the office computer that summarises all incidents, accidents and near misses. The headings in the spreadsheet could be:

- Name
- Date
- Location
- Summary of incident/injury
- Brief description
- Any changes made as a consequence

Physical folder

We suggest we have a folder in the office labelled 'health & safety' and this includes:

- Our policy and procedures
- Incident forms to be used as required
- The list of member's names with a person to call if an issue arises
- Copies of Fire and Emergency Evacuation Report that was sent to FENZ
- List of things to be checked e.g. fire door in office, smoke alarms, other.

Noticeboard

Suggest we put our emergency procedures on the noticeboard.