

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE MARIE KEAN'S HOUSE AT 6,00 P.M. ON 8TH AUGUST 2023.

Present: Marie Kean, Barbara Wilkes, Marg Auty, Avril Power, Merv Muir, Jenni Wright, Robert Cowan.

Apologies: Jenny Magee, Jen Macartney, Carol Adler-Morgan, Bob Gillanders.

Minutes of Meeting of 11th July 2023: Barbara moved that the minutes are true and correct, seconded by Margaret.

Matters Arising:

Correspondence:

Inwards

Snail Mail:

Email:

NZ Bridge – information about Lovelock World Wide Pairs on 10/11, reply required by 22/09 – (rec'd 08/08).

Begg Security – Statement – (rec'd 08/08).

DCC - \$108.32 – additional lease payment – (rec'd 07/08).

NZ Bridge – Flyer for Lovelock World Wide Pairs – (rec'd 06/08).

O/S Bridge Admin – amended flyer for South Island Pairs – (rec'd 02/08).

Ricoh Statement – (rec'd 02/08).

NZ Bridge – Director Assessments – (rec'd 01/08).

Lisa Harkness – requesting seating rights – (rec'd 31/07). *Approved by Committee.*

Waimate Bridge Club – Flyer for All Grades 8B Tournament on 03/09 – (rec'd 31/07).

NZ Bridge – ABC's for Congress – (rec'd 31/07).

O/S Bridge Admin – Flyer for South Island Pairs online event 26 and 27 Aug – (rec'd 29/07).

Oamaru Bridge Club – Flyer for Oamaru Junior Pairs 3B and Oamaru Intermediate Pairs 5B on 13/08 – (rec'd 29/07).

NZ Post – updating terms and conditions – (rec'd 27/07).

Brandwell Moller – invoice for replacement badge for Deidre – (rec'd 27/07).

NZ Bridge – results for Dan Gifford Rubber Bridge Results – (rec'd 24/07).

Ricoh - \$96.75 – 690 copies – (rec'd 21/07). *Higher amount than usual.*

Xero - \$56.93 – (rec'd 21/07).

HeartSaver – increased price in consumables – (rec'd 21/07).

O/S Bridge Admin – Flyer for Christchurch Mini Congress on 16-17 Sept – (rec'd 20/07).

Sorry Partner – new episode – (rec'd 20/07).

New Zealand Amateur Sports Association – survey to be sent out in September for completion – (rec'd 20/07).

Alexandra Bridge Club – Flyer for 5A Open Teams and Pairs on 02/09 – (rec'd 20/07).

IRD – reminder re payment – (rec'd 20/07).

Strawberry Sound – quote - \$2,256.00 for installation, mixing amplifier, speakers and microphone – (rec'd 19/07).

NZ Bridge – Masterpoint Achievement Reports – (rec'd 19/07).

Mercury - \$356.65 due 28/08 – (rec'd 19/07).

Doug Jackson – microphone not working – (rec'd 18/07).

Begg Security - \$448.90 – (rec'd 17/07).

NZ Bridge - \$511.75 for membership levies – (rec'd 15/07).

NZ Bridge - \$491.28 for session charges – (rec'd 15/07).

Sorry Partner – latest podcast – (rec'd 13/07).

O/S Bridge Admin – Flyer for National Teams 2023 on 29/07 and 30/07 – (rec'd 13/07).

Alec Weavers – reply to letter – (rec'd 12/07).

Oamaru Bridge Club – Flyer for All Grades 8B Tournament – (rec'd 12/07).

Brian Donnelly – confirming he will pay membership invoice – (rec'd 12/07).

Outwards:

Letters of membership acceptance to Jo Burnside and Michelle Taylor.

Letter to Alec Weaver re behaviour.

Acceptance of correspondence moved by Barbara and seconded by Avril.

Treasurer's Report:

The treasurer's report for July is attached.

ACCOUNTS TO PAY AUGUST 2023	
Mercury	\$ 356.65
Ricoh	\$ 96.75
One.NZ - estimate	\$ 94.98
Wages	\$ 171.35
PAYE	\$ 78.65
Simple Saver	\$ 200.00
Waste Management (Jen reimbursement)	\$ 13.00
NZ Bridge - session charges	\$ 491.28
NZ Bridge - Levies charges	\$ 511.75
Begg Security	\$ 448.90
Dunedin City Council	\$ 108.32
Brandwell Moller	\$ 8.65
Barbara Wilkes - Stationery	\$ 6.49
	\$ 2,586.77
Paid since last meeting	
Xero	\$56.93
Kitchen Account - monthly top-up	\$500.00
Marie Kean (tournament catering)	\$264.27
	\$821.20
Total Paid	\$ 3,407.97

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

Committee Reports

Building:

Waste Disposal – Recycled bottles collected from Kerb so will continue to do this. Could purchase additional bin. If bin is too heavy.

Rip in Carpet to be mended – Marie went along with glue and Raewyn O’Sullivan who worked in a carpet place will organise to get it fixed.

Bar:

Stocktake to be done for end of Financial year – after 31/08.

Stationery Supplies:

More thicker paper to be purchased for personal score cards. Another banking book. Also required Pencils to be exchanged for larger ones. Newsletter – reminder not to use pens.

Kitchen:

Deidre possibly interested in helping out with kitchen purchases for the next year.

Cards Sent:

nil

Membership:

Programme: Taieri 8B Graded pairs tournament update – 60 people attended, Worked out approximately \$500.00 surplus. Marie met with Lindsay and helped set up the room. Lindsay gave the prizes out. Food was well recieved.

Question asked about if we could have some tournaments on Sundays to avoid Saturdays. Will check what the requirement is.

Charity Tournament – 27 August. Barbara to direct. Food being organised by Marie – 2 pieces per person for afternoon tea. Raffle prizes required– ask in newsletter. Prizes. What charity? – Barbara suggests Mosgiel Foodbank – agreed unanimously. Cash on the day for entries. Marie to contact Wal's and New World. Raffle tickets to be purchased – no need to purchase any. Raffle prize generator. – to check with Jen how she draws numbers.

Junior Tournament – Sunday 1st October – see if Lindsay to direct. It says 24th Sept on NZ Bridge Website. Marie to check with Jude.

Learners:

Merv rang most learners up 3 weeks ago. Merv said if they haven't got a partner just to turn up. Everyone welcome on a Saturday afternoon - newsletter.

Computers:

Wifi update – Jude reports that the tablets must all be shut down completely. Jude has programmed them to shut down at 11.30 pm and only the ones needed should be started.

Health & Safety:

One of the lights has perished. Plastic gone completely. See if Brian Johnson if he can help.

General Business:

Job descriptions – still to be completed. Purchasing officer job description has been received, Treasurer, most important one to get is Tournament Secretary, President – write a time-line. Lessons advertising.

Saturday – to see what extra help Christine requires.

Microphone – now plugged into a new port and seems to be working well. Sound system quote \$2,256.80 for whole system. Barbara to take some photos of how it is all set up for future reference.

Programme book suggestion – people's names showing as first name first then surname - Jenni. Consensus to leave as is.

AGM – 16 October - nominations need to be posted by 2nd October.

Red Cross are hiring the rooms on 25th September.

Meeting closed at 7.15 pm. The next meeting date will be 12th September 2023 at 5.30 o'clock at Marie's place.

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

Sept 2023

- Book in to get carpet cleaned over Christmas.

Nov 2023

- Term Deposit 1 \$16,288.52 currently at 4.5% matures 11/11/23

Dec 2023

- Term deposit \$10,000.00 matures 19/12/23, current rate 2.95%

June 2024

Alcohol License to be renewed and new form to be displayed.

Aug 2023

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

Cash Summary
Taieri Bridge Club
For the month ended 31 July 2023

Account	Jul 2023	Year to date
Income		
Accounts Receivable	(21.00)	0.00
Advertising Income	0.00	840.00
Bar Sales	468.16	4,075.65
Donations	0.00	889.57
Interest Earned	87.11	582.10
Investment Interest	0.00	964.06
Lesson Income	0.00	934.87
Rent	369.57	2,130.45
Subscriptions	199.76	6,007.72
Sundry Income	7.52	1,701.79
Table Money	2,039.21	17,844.02
Tournament Income	1,304.35	3,334.83
Total Income	4,454.68	39,305.06
Less Expenses		
Accounting Software	49.50	498.00
Accounts Payable (manual)	0.00	53.48
Accounts Receivable (manual)	0.00	(192.00)
Bank Fees	0.00	3.00
Bar Expenses	0.00	341.35
Bar Purchases	255.89	2,805.41
Cash Float	0.00	20.00
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	2,328.00
Electricity	309.21	2,874.72
Insurance	0.00	3,236.66
Kitchen Expenses	103.32	1,310.16
Lease Payments	1,192.33	1,192.33
Lesson Advertising	0.00	86.96
Lesson Tutor	600.00	600.00
Levies & Charges	0.00	2,836.00
Office Expenses	54.92	1,891.53
PAYE Payable	15.73	(5.17)
Playing Materials	0.00	1,474.47
Prizes & Engraving	90.00	576.00
Property Expenses	0.00	7,599.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	3,335.30
Supper Expenses	170.00	2,405.00
Telephone & Internet	82.59	933.11
Tournament Expenses	848.93	2,100.42
Water Rates	0.00	259.78
Total Expenses	3,972.42	40,303.27
Surplus (Deficit)	482.26	(998.21)

Profit and Loss
 Taieri Bridge Club
 For the month ended 31 July 2023

Account	Jul 2023	Year to date
Trading Income		
Advertising Income	0.00	840.00
Bar Sales	468.16	4,075.65
Donations	0.00	889.57
Interest Earned	87.11	582.10
Investment Interest	0.00	964.06
Lesson Income	0.00	934.87
Rent	591.31	2,352.19
Subscriptions	56.52	6,031.72
Sundry Income	7.52	1,701.79
Table Money	1,865.29	17,974.46
Tournament Income	1,304.35	3,334.83
Total Trading Income	4,380.26	39,681.24
Gross Profit	4,380.26	39,681.24
Operating Expenses		
Accounting Software	49.50	544.50
Bank Fees	0.00	3.00
Bar Expenses	0.00	341.35
Bar Purchases	304.55	2,805.41
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	2,328.00
Depreciation	421.37	4,686.76
Electricity	0.00	2,874.72
Insurance	0.00	3,236.66
Kitchen Expenses	108.53	1,310.16
Lease Payments	1,192.33	1,192.33
Lesson Advertising	0.00	86.96
Lesson Tutor	600.00	600.00
Levies & Charges	0.00	2,836.00
Office Expenses	31.29	1,834.22
Playing Materials	0.00	1,474.47
Prizes & Engraving	90.00	576.00
Property Expenses	0.00	7,599.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	3,335.30
Supper Expenses	170.00	2,405.00
Telephone & Internet	82.59	933.11
Tournament Expenses	848.93	2,100.42
Water Rates	0.00	259.78
Total Operating Expenses	4,099.09	45,102.91
Net Profit	281.17	(5,421.67)

Balance Sheet

Taieri Bridge Club

As at 31 July 2023

Account	31 Jul 2023
Assets	
Bank	
Kitchen Account	117.14
Main Account	8,685.67
Prudent Res - Carpet (Bonus Saver)	7,745.19
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)	16,288.52
Total Bank	61,914.20
Current Assets	
Accounts Receivable	299.00
Accounts Receivable (manual)	(42.00)
Bar Stock	577.40
Cash Float	140.00
Total Current Assets	974.40
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(109,846.84)
Less Acc Depn on Plant & Equipment	(56,873.88)
Plant & Equipment	64,383.73
Total Fixed Assets	47,659.01
Total Assets	110,547.61
Liabilities	
Current Liabilities	
GST	660.31
PAYE Payable	62.92
Total Current Liabilities	723.23
Total Liabilities	723.23
Net Assets	109,824.38
Equity	
Club Balance	115,246.05
Current Year Earnings	(5,421.67)
Total Equity	109,824.38