

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT MARIE KEAN'S HOUSE AT 6.30 P.M. ON 13th AUGUST 2024.

Present: Marie Kean, Marg Auty, Jen Macartney, Diane Paterson, Jan Methers, Lyn McLaren, Deirdre Bruce, Merv Muir.

Apologies: Barbara Wilkes

Minutes of Meeting of 9th July 2024: Diane moved that the minutes are true and correct, seconded by Marg.

Matters Arising: Robert Cowan to do Xmas catering. Marie will follow up and get a quote.

Correspondence:

Inwards

Snail Mail:

Email:

OneNZ – invoice \$58.98 – (rec'd 10/08)

Loveblock Wines – display poster – (rec'd 09/08) *Diane to put up poster in club rooms and include in newsletter*

Victoria Bridge Club tournament – (rec'd 09/08)

Office Max invoice \$146.71 – (rec'd 09/08)

Sorry, Partner Podcast – (rec'd 08/08)

Shaw Plumbing – change of ownership – (rec'd 07/08)

DCC – Invoice \$122.18 – (rec'd 07/08)

Shane Pritchard – Carpet options and quote – (rec'd 07/08)

Michael Lucas – Gutter cleaning quote \$215.60 – (rec'd 06/08)

NZ Bridge – Reminder of improver lessons – (rec'd 06/08)

Brandwell Moller – invoice \$229.45 – (rec'd 05/08)

Sorry, Partner Podcast – (rec'd 02/08)

Ricoh – statement – (rec'd 02/04)

Sorry, Partner Podcast – (rec'd 02/08)

Paul McArthur – Christmas function menus – (rec'd 02/08)

Brandwell Moller – statement – (rec'd 01/08)

J D Gorman – bank details for tournament prize – (rec'd 31/07)

NZ Bridge – Club Constitutional Changes Zoom call – (rec'd 30/07)

Alexandra Contract Bridge Club – tournament flyer – (rec'd 30/07)

Jenny Rowley – bank details for tournament prize – (rec'd 30/07)

O/S Bridge Admin – updating tournament listings – (rec'd 29/07)

NZ Bridge – proposed constitution – (rec'd 29/07)
Moss Wylie – bank details for tournament prize - (rec'd 29/07)
NZ Bridge – Online improver lessons – (rec'd 29/07)
NZ Bridge – Updating tournament listings – (rec'd 27/07)
Sorry Partner Podcast (rec'd 25/07)
Mary O'Connell – pulling out of tournament – (rec'd 25/07)
NZ Bridge – AGM info – (rec'd 25/07)
Jude Smeijers – tournament entry (25/07)
NZ Bridge – event marketing kit – (rec'd 23/07)
Mercury invoice - \$651.37 – (rec'd 23/07)
Jen Macartney – tournament entries (23/07)
Ricoh invoice - \$60.07 – (rec'd 22/07)
Oamaru Bridge Club – Flyer to display (rec'd 22/07)
Xero invoice – rec'd (21/07)
IRD do not reply messages (rec'd 20/07 and 21/07)
Sorry Partner Podcast – (rec'd 18/07)
Cheryl Tapp – response to request re partner for club champs competition – (rec'd 18/07)
Invercargill Bridge Club – correction to tournament date – (rec'd 17/07)
Charities Services – webinar invite – (rec'd 17/07)
Brandwell Moller – invoice \$10.50 – (rec'd 17/07)
Jen Macartney – tournament entries – (rec'd 16/07)
Invercargill Bridge Club – tournament in August – (rec'd 16/07)
NZ Bridge – Masterpoints reports and update to NZ Bridge administration (rec'd 15/07)
NZ Bridge invoice – (rec'd 15/07)
Robert Cowan – letter re table money increase – (14/07)
East Otago Bridge Club – Charity tournament – (rec'd 14/07)
NZ Bridge – Congress information – (rec'd 12/07)
Sorry Partner – latest podcast – (rec'd 11/07)
NZ Bridge – Cambridge Sixes (rec'd 10/07)
Jim Pine – thanks for welcome to club and request for invoice (rec'd 10/07)
Smartpay EFTPOS – promotion (10/07)
EFTPOS Now – thanking Barbara for update (rec'd 10/07)
IRD – letter re income tax changes (rec'd 10/07)
Smartpay EFTPOS – thanking Barbara for update. (rec'd 10/07)
One.NZ - \$58.98 – (rec'd 10/07)
NZB Player transfer – (rec'd 09/07)

Dawn Cope, tournament flyer – (rec'd 08/07)

Secretary NZ Bridge Newsletter – (rec'd 08/07)

Outwards:

Email to Robert Cowan from Marie Kean re his letter regarding table money increase (sent 15/07)

Engagement letter returned to Southern Audit (sent 22/07)

Email to Catherine Smith from Barbara Wilkes thanking her for donating her tournament prize money to the club (sent 30/07)

Acceptance of correspondence moved by Diane and seconded by Jen

Treasurer's Report:

The treasurer's report for August is below.

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY AUGUST 2024	
Mercury	\$ 292.22
Ricoh	\$ 60.07
Xero - Aug/Sept	\$ 61.24
One.nz	\$ 58.98
Wages - August	\$ 575.57
PAYE - July	\$ 112.75
Simple Saver - August	\$ 200.00
NZ Bridge Masterpoints A & C pts	\$ 689.77
MZ Bridge Membership charges	\$ 460.00
Brandwell Moller name badge	\$ 12.05
DCC - further lease increase	\$ 122.18
	<u>\$ 2,644.83</u>

<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up July	\$ 500.00
Kitchen account - bar payments	\$ 317.60
Kitchen account - kitchen payments	\$ 174.55
Kitchen account - tournament purchases	\$ 190.97
Margaret Auty reimb wages/cash journal	\$ 27.98
Brandwell Moller - name badges	\$ 229.45
Refund G. Alexander tournament entry	\$ 30.00
Mitre10 - extension cord	\$ 28.00
Prize money - tournament 28 July	
Moss Wylie	\$ 50.00
Greg Buzzard	\$ 50.00
Jenny Rowley	\$ 25.00
Evelyn Tait	\$ 25.00
Matt Blakely	\$ 50.00
Daniel Blakely	\$ 50.00
Alan Lewthwaite	\$ 25.00
Peta Smith	\$ 25.00
Judy Gorman	\$ 50.00
Marie Robson	\$ 25.00
Di Gorman	\$ 25.00
	<u>\$ 1,898.55</u>

We have received confirmation from the auditor that the club has been/currently is correct in charging depreciation on the Buildings. Currently the finances show a small deficit. However, the new Government has legislated that depreciation on commercial buildings will not be allowed in the 2024/25 year. This means that from September 2024 we will no longer incur this cost in our financial statements. However, any saving from this (around \$3,000) will most likely be used by the additional costs we expect to incur in the next financial year e.g. additional audit fees, additional wage costs, electricity price increases, increases in kitchen purchasing costs, providing glasses for prizegiving etc.

Marie has sourced quotes for carpet replacement costs (\$20-25K for carpet tiles and \$25-36K for carpet). We would need to ensure any carpet/tiles match the carpet on the walls. Mervyn is going to consult a heat pump specialist to get an idea of the state of the heat pumps and a ballpark figure for replacement costs for these (and possible installation of a heat pump in the foyer at the time of replacing original heat pumps). These are the two major costing items that will require replacement. It may be prudent to replace the heat pumps before they fail - imagine no heating in winter - and at a time that suits the club. When carpet is replaced the heat pumps will need to be moved and replaced after. It could be easier to co-ordinate both things happening at once. Consideration of timing needs to take into account when term deposits fall due, or changing the term of the deposits so the cash is available when needed. A decision for the new committee.

There are also several other items such as office computer, steriliser, dishwasher and tablets which will need replacement within the next several years. I have written a draft of my Treasurers annual report - still to be made final as the audit/end of year is not yet complete. This gives further details of the reasons behind the increase in table monies. I can speak about this at the meeting further.

Christine, our auditor, is confident that she will be able to attend to the end of year journals in a timely manner and I can then proceed to finalise the accounts and send to Maree McGregor (our new audit/review person) for her to review and let me know any changes in sufficient time for me to provide the information prior to the annual meeting.

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

After further discussion of the club's financial position and likely future expenditure Lyn's proposal that 'the table money increase to \$6 per session effective 1 September' (originally proposed and accepted at the July committee meeting) was again agreed to unanimously.

Club room rents - Barbara and Marie wrote to the three groups who rent the rooms to inform them of the rate change from \$85 to \$95 per session from 1 October. Two groups have sent back their signed agreements. Marg has followed up with the Probus group who have not as yet signed the form.

Committee Reports

Building:

Approval of gutter cleaning quote from Michael Lucas (\$215.18). Moved Jen and seconded Lyn. Marie to follow up.

Heat pumps and heating entrance. Feedback from Brian Johnson Electrical re a new plug being installed in entrance was that this would be expensive. He suggested using the available plug in the women's toilets for a heater that could transfer some heat to the foyer. After discussion it was suggested that in the winter months the heat pumps could come on an hour earlier than presently and the doors to the foyer be opened to enable heat transfer. This would require having a winter setting for the heat pumps. Comment was also made that having the doors open during play has helped keep the foyer area a little warmer. The situation will be revisited next autumn.

The heat pumps while being used relatively modestly are over 20 years old. It was agreed that a heat pump expert needs to give us an assessment of their future life so that we can plan accordingly. Merv is to follow up.

Carpet quotes were received from Shane Pritchard to assist us with our planning of future expenditure. The quotes showed that this investment would be significant. It was considered by the committee that the carpet is in a reasonable condition apart from two small areas

that could be repaired. It was felt that the current carpet could last for many more years to come and therefore the potential carpet expenditure can be deferred for several years.

Bar:

In order to simplify the different bar prices there is no more white cask wine being purchased. The usage of red cask wine is modest and red wine from bottles is being encouraged.

Stationery Supplies:

Bridge pads needed. Jen to follow up.

Kitchen:

There is good feedback on the biscuits.

Cards Sent:

Card sent to Lyn Clark.

Membership:

Programme:

New 2025 programme book team comprises Deirdre and Marie with Jen providing advice and guidance.

Report on the July 28 Taieri Graded Pairs. Tournament went well, suggested that for tournaments need to have a pair in reserve to play if needed. Positive feedback on the catering.

Charity Tournament on 25 August. Rather than providing raffles club members will be asked to bring a contribution for the foodbank. There will be around five attractive raffles put together by the committee and there will be spot prizes during the day. Afternoon tea will be simpler with people serving themselves rather than individual plates for each table. Entry will be \$15 which includes some numbers for the raffles with the ability to purchase more raffle tickets.

Learners:

Robert Cowan is positive about taking the learner's lessons again. We need to firm up dates for the lessons starting (possibly 1 April) to ensure this works for Robert. Diane and Marie to organise.

NZ Bridge social media campaign for attracting new members was discussed with the committee. This social media campaign would complement our local advertising initiatives with the aim to increase learners. NZ Bridge will update us on their 2025 social media campaign in the coming months. This is a facebook campaign with videos and information about bridge and there would be links and information about our club. Mel Auld from NZ Bridge thought our investment would be \$350 although this is still to be confirmed. It was proposed that we should be part of the 2025 social media campaign. Moved Marg and seconded Lyn.

Computers:

Health & Safety:

Privacy Matters:

Interests Register:

No change

General Business:

Robert Cowan's letter regarding the proposed increase in the table money. A response has been prepared by Marg and Marie and will be sent shortly.

End of year prizes. It was agreed to order 50 tumblers and another 50 pens for prizes. Currently we have 43 pens. Tumblers for the winner and pens for the runner up. Lyn to get quote.

Jan reported that the table card administration is going well. Most people are buying online. She has received no negative feedback regarding the price increase. Some people are already paying \$60 and so they are receiving an extra card because the increase has not yet come into being.

Update on Robert's availability to do a refresher course on transfers, leads. Robert away at present and Deirdre will follow up for the next meeting.

Meeting closed at 7.50pm. The next meeting date be held on Tuesday 10 September at Marie's place.

Action List

Nov 2024

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

Aug 2024

- 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.

Oct 2024

- To start getting a sub-committee for lessons.

Nov 2024

- To consider if AGM should be on another a Tuesday night instead.
- Sub-committee to be formed to attract new members. \$600 advertising to be spent.

Nov 2024

- Fire evacuation drill to be held

May 2025

- Fire Evacuation drill to be held

Nov 2025

- Fire Evacuation drill to be held

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 July 2024

Account	Jul 2024	Year to date
Income		
Advertising Income	0.00	950.00
Bar Sales	463.65	4,238.06
Donations	50.00	50.00
Interest Earned	100.60	1,077.48
Investment Interest	0.00	1,827.41
Lesson Income	0.00	217.40
Rent	665.22	2,513.06
Subscriptions	100.86	6,063.28
Sundry Income	21.74	2,443.24
Table Money	2,095.71	18,509.27
Tournament Income	1,252.20	5,690.54
Total Income	4,749.98	43,579.74
Less Expenses		
Accounting Software	106.50	585.75
Bank Fees	0.00	2.70
Bar Expenses	0.00	460.00
Bar Purchases	126.69	2,302.82
Cash Float	0.00	(5.00)
Electricity	573.22	2,890.80
Insurance	0.00	5,234.35
Kitchen Expenses	114.53	1,858.62
Lease Payments	1,451.21	1,451.21
Lesson Advertising	0.00	530.00
Lesson Tutor	0.00	600.00
Levies & Charges	0.00	2,067.80
Office Expenses	95.60	2,115.95
PAYE Payable	10.70	(34.10)
Playing Materials	0.00	1,236.51
Prizes & Engraving	0.00	638.82
Property Expenses	24.35	2,015.28
Reimbursements (Honoraria)	0.00	1,525.00
Repairs and Maintenance	0.00	139.00
Revenue in Advance	0.00	(500.00)
Sundry Expenses	11.16	2,377.01
Supper Expenses	0.00	1,115.00
Telephone & Internet	51.29	701.63
Tournament Expenses	720.42	4,820.62
Wages	560.06	5,025.66
Water Rates	0.00	229.75
Total Expenses	3,845.73	39,385.18
Surplus (Deficit)	904.25	4,194.56
Plus Other Cash Movements		
Fixed Assets	0.00	(344.42)
Total Other Cash Movements	0.00	(344.42)
Plus GST Movements		
GST Collected	704.24	6,124.12
GST Paid	(410.30)	(6,256.82)
Net GST Movements	293.94	(132.70)
Net Cash Movement	1,198.19	3,717.44
Summary		
Opening Balance	64,293.60	61,774.35
Plus Net Cash Movement	1,198.19	3,717.44
Cash Balance	65,491.79	65,491.79

Profit and Loss		
Taieri Bridge Club		
For the month ended 31 July 2024		
Account	Jul 2024	Year to date
Trading Income		
Advertising Income	0.00	950.00
Bar Sales	463.65	4,238.06
Donations	50.00	50.00
Interest Earned	100.60	1,077.48
Investment Interest	0.00	1,827.41
Lesson Income	0.00	217.40
Rent	665.22	2,513.06
Subscriptions	28.26	6,025.02
Sundry Income	0.00	2,443.24
Table Money	2,095.71	18,552.75
Tournament Income	1,252.20	5,690.54
Total Trading Income	4,655.64	43,584.96
Gross Profit	4,655.64	43,584.96
Operating Expenses		
Accounting Software	53.25	585.75
Bank Fees	0.00	2.70
Bar Expenses	0.00	460.00
Bar Purchases	126.69	2,302.82
Depreciation	427.11	4,669.43
Electricity	254.10	2,879.41
Insurance	0.00	5,234.35
Kitchen Expenses	114.53	1,858.62
Lease Payments	1,451.21	1,451.21
Lesson Advertising	0.00	530.00
Lesson Tutor	0.00	600.00
Levies & Charges	677.80	2,745.60
Office Expenses	76.56	1,892.05
Playing Materials	0.00	1,236.51
Prizes & Engraving	0.00	638.82
Property Expenses	24.35	2,015.28
Reimbursements (Honoraria)	0.00	1,525.00
Repairs and Maintenance	0.00	139.00
Sundry Expenses	221.16	2,587.01
Supper Expenses	0.00	1,115.00
Telephone & Internet	51.29	701.63
Tournament Expenses	1,147.86	5,248.06
Wages	560.06	5,025.66
Water Rates	0.00	170.72
Total Operating Expenses	5,185.97	45,614.63
Net Profit	(530.33)	(2,029.67)

Balance Sheet	
Taieri Bridge Club	
As at 31 August 2023	
Account	31-Aug-24
Assets	
Bank	
Kitchen Account	196.72
Main Account	8,236.46
Prudent Res - Carpet (Bonus Saver)	7,974.97
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	61,774.35
Current Assets	
Accounts Receivable	44.00
Bar Stock	738.67
Cash Float	5.00
Total Current Assets	787.67
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(110,105.04)
Less Acc Depn on Plant & Equipment	(57,037.04)
Plant & Equipment	64,383.73
Total Fixed Assets	47,237.65
Total Assets	109,799.67
Liabilities	
Current Liabilities	
Accounts Payable	690.75
GST	413.06
PAYE Payable	78.65
Total Current Liabilities	1,182.46
Total Liabilities	1,182.46
Net Assets	108,617.21
Equity	
Club Balance	115,246.05
Current Year Earnings	(6,628.84)
Total Equity	108,617.21

