

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.08 P.M. ON 8<sup>TH</sup> DECEMBER 2020.

**Present:** Jen Macartney, Barbara Wilkes, Cathy Ferguson, Alan Lewthwaite, Dawn Brieseman, Patsy Williams, Christine Samson

**Apologies:** Joy Martin-Frew, John Aitcheson, Jenny Magee

**Minutes of Meeting of 10<sup>th</sup> November 2020:** Confirmed as a true and correct record by Jen, seconded by Cathy.

**Matters arising:** Westpac Term Deposit reinvested at 0.8% not 0.9%

Joy Martin-Frew – to be charged full fees.

**Correspondence:** **Inwards**

**Snail Mail:**

Westpac – they are going cheque free from 25 June 2021. Will affect room hire and some of our members.

Southern Hospitality newsletter – a new way of ordering. Don't appear to get a bill from them – bills only available online.

**Email**

Vodafone invoice - \$85.72 – (rec'd 08/12).

Mercury – planned outage on 28 Jan 2021 – (rec'd 07/12). *Forwarded to Jude for her information.*

NZ Bridge – letter from The Chair – (rec'd 07/12).

Invercargill Bridge Club – Otago's Swiss Pairs – already emailed to all members – (rec' 07/12).

Shar McGrath – coming to Christmas Dinner – (rec'd 05/12).

Avril Power – would like amended invoice as she will be a full member at Taieri – (rec'd 05/12). *Done but can't change her membership until she has actually resigned from Otago.*

NZ Bridge – link to latest podcast – (rec'd 03/12).

Shar McGrath – just checking on membership options as she can only play every fortnight – makes it hard to get a partner – (rec'd 02/12).

Ricoh Statement – (rec'd 02/12).

Brandwell Moller Statement – (rec'd 02/12).

Certa Solutions Ltd – Statement – (rec'd 01/12).

NZ Bridge – World Bridge Federation – looking to change rules regarding the explosion of online cheating etc – (rec'd 30/11).

Jill Reid – writing requesting the return of the tea break but is happy to start early – (rec'd 30/11).

Linda Withers – name on Christmas party list – (rec'd 30/11).

O/S Bridge Admin – New bridge books by Danny Roth – about \$25.00 – should we invest in some new books? – (rec'd 30/11). No point if book doesn't discuss ACOL system like the learners now use.

NZ Bridge – List of Club secretaries throughout NZ, letter from Alister with some housekeeping recommendations on our bridge database – (rec'd 30/11).

Doug Jackson (Taieri Men's Probus) – saying we should have received his cheque as it was posted end of October – (rec'd 28/11). *Cheque found in Treasurer's tray day after reminder sent.*

Brandwell Moller – Invoice for \$8.65 – (rec'd 27/11).

Judy Bevin - unable to come to Christmas dinner so invoice to be reversed – (rec'd 27/11). *Done.*

Christine Samson – attending Christmas party – (rec'd 26/11).

NZ Bridge – link to latest podcast – (rec'd 25/11).

Alexandra Bridge Club – Flyer on Alexandra Holiday Pairs on January 8<sup>th</sup> and 9<sup>th</sup>, entries close 03/01 – (rec'd 25/11). *Forwarded on to all members after meeting.*

Charities Services Info – Annual Return Payment Receipt – (rec'd 25/1).

NZ Bridge – Board minutes from 22/10 – (rec'd 24/11).

Lyn Clark – coming to Christmas Party – (rec'd 24/11).

Ricoh Billing – Invoice \$61.48 – (rec'd 24/11).

Xero Invoice - \$69.00 – (rec'd 21/11).

NZ Bridge – link to latest podcast – (rec'd 20/11).

Certa Solution – invoice \$450.00 – 7 day invoice – (rec'd 20/11). *5% discount because we had to wait and bound wrong.*

O/S Bridge Admin – Flyer for Otago Southland Swiss Pairs – 16<sup>th</sup> Jan, entries close 13/01 - (rec'd 19/11).

NZ Bridge – NZ Youth Champs Jan 2021 – (rec'd 19/11).

Marijke Schofield – notification of paying subs – (rec'd 17/11).

Southern Hospitality – change of password for accessing products and invoices – (rec'd 16/11).

Mercury – cancellation of outages – (rec'd 17/11).

Christine Samson – bringing to our attention not to be charged subs – (rec'd 17/11). *Corrected immediately.*

Christine Samson – responding on request for update on Card Dealing instructions - Jude has sent updated instructions. Also requesting that this information should be stored in folders on main club computer – (rec'd 17/11).

Mercury Invoice - \$309.70 – for period 14/10 – 12/11 – (rec'd 16/11).

Christine Samson – copy of TBC Manual – to be updated – (rec'd 16/11).

Avril Power – likes supper as this adds to social side – happy with 7 pm start – (rec'd 16/11).

NZ Bridge – Flyer for Taranaki Bridge Congress March 2021 – (rec'd 15/11).

BridgeNZ Ltd – Invoice \$302.70 – for 36 packs of cards – (rec'd 12/11).

NZ Bridge – link to latest podcast – (rec'd 12/11).

Jean Young – resignation from end of year – (rec'd 11/11).

Outwards: -

Card and vouchers sent to Christine McNamara, Auditor.

Acceptance of correspondence moved by Barbara and seconded by Patsy.

Treasurer's Report:

The treasurer's report for November is attached.

Monthly Invoices to Pay	
Mercury (pd 30/11)	\$ 278.73
Xero (pd 01/12)	\$ 69.00
Ricoh	\$ 61.48
Vodafone approx	\$ 79.00
Wages	\$ 162.22
PAYE	\$ 30.22
Simple Saver Transfer	\$ 200.00
Jen Macartney	\$ 54.99
Cathy Ferguson	\$ 77.69
Christine Samson	\$ 11.75
Brandwell Moller	\$ 8.65
Certa Solutions	\$ 517.50
	<b>\$ 1,551.23</b>
<i>Paid since last meeting</i>	
Bridge NZ	\$ 302.70
Southern Hospitality	\$ 67.45
Charities Commission	\$ 51.11
	<b>\$ 421.26</b>

Certa Solutions – reduce by \$25.88 for discount.

Vodafone updated to \$85.72.

2 more accounts to pay DCC Water Bil \$54.91, Kitchen Account \$300.00 account transferred.

Advertising in the book – Jen to provide names of advertisers for accounts to be sent.

Kristen to be paid for improver's lesson.

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

Committee Reports:

Building:

Window clean - \$60.00 plus GST. Will need someone to unlock the Gate. Pest and Zest.

Handle on the kitchen drawer – to be replaced.

**Bar:** Cask wine vs bottle wine, glasses. Dawn made mention that we should be up marketing our wine glasses, and consider if we still need cask wine. Only Saturday players generally use the bar so we should consider their needs. Christine to ask Saturday members for their ideas.

Patsy to purchase more wine supplies.

**Stationery Supplies:**

**Kitchen:** Expired food to be removed from Kitchen.

Tea Girls - we should have their name and phone number on display in case they don't turn up and we need to contact them.

**Cards Sent:** Card sent to Auditor – with vouchers.

**Membership:** Glenys Fuller is still on the system so need to be resigned. 3 new membership forms given out last night.

**Programme:** Minimum number of boards played on Monday nights. It should be at the Director's discretion the number of boards played.

Trial for 7 o'clock start on Monday nights. Could have helpers at supper to speed up things. Add to Volunteers list. Patsy moved that we start at 7 o'clock start, resume supper and have volunteers to help supper to speed it up, seconded by Alan. Unanimously agreed.

December 9<sup>th</sup> – what to do on the night? Don't need a partner, bar will be open from 6.45 pm, bring a plate.

Improvers lessons – maybe held at different time of the year. Usually held at the middle of the year but COVID changed that.

Programme book – Monday – wording to change that competitions to be won by our own members. Alexandra Tournament dates should be on 8<sup>th</sup> and 9<sup>th</sup> January 2021. Save the Children is on 21<sup>st</sup> February not 16<sup>th</sup> May. Alexandra Tournament to be sent to members as separate email.

**Lessons:** To start 2<sup>nd</sup> March for lessons. Cost \$45.00 per lessons. It would be interesting to know how they found out about the lessons – mostly from Star Times Advertising.

**Computers:** Software modification still presenting problems on the tablet – Howell movement – can't put the phantom in until the Howell configuration sorted. To check with Judith about this. Need software changes incorporated with the hard copies. Christine not sure how to do a percentage – check with Jude.

Need more training on bridge pads in New Year to troubleshoot.

**Health & Safety:**

**General Business:** Job descriptions – Cathy has given me treasurer to update, Patsy looking at hers.

Advertising – Facebook advertising (members could share on Facebook), Neighbourly. Dawn to organise copies of flyers. Christine and Dawn will organise flyers around Mosgiel shops. Advertorial – 6 advertisers then it cost us nothing. Community advertising – go on website and type information in. 4ZB – free advertising.

Bridgepads – to wait until Otago's next committee meeting next year.

Christmas Party – got 57 so far. Jen to mention runner's up. Winners to get pens and certificates.

Vacuum Cleaner – range from \$100 - \$1500 – 25 models at Briscoes. Model: Bissell – consumer says it's a best value for money. Should be an upright vacuum cleaner. On sale at Harvey Norman for half price. Quite noisy, cord is not as long. Agreed for Patsy to purchase.

New Christmas tree to be purchased in Boxing Day sale if anyone sees one.

Meeting closed at 9.10 pm. The next meeting date will be 9<sup>th</sup> February 2021.

# Action List

## March 2021

- To look at front of building to be painted.

## August 2021

- Mercury power bill contract to come to an end.
- Look at advertising for bidding pads

## September 2021

- Wording to be changed in book to say competitions can only be won by club members.

**Cash Summary**  
**Taieri Bridge Club**  
**For the month ended 31 December 2020**  
**Including GST**

**Dec 2020**

**Income**

Bar Sales	\$43.00
Lesson Income	\$120.00
Subscriptions	\$165.25
Sundry Income	\$20.00
Table Money	\$430.00
<b>Total Income</b>	<b>\$778.25</b>

**Less Operating Expenses**

Accounting Software	\$69.00
Supper Expenses	\$40.00
<b>Total Operating Expenses</b>	<b>\$109.00</b>

**Operating Surplus (Deficit)** \$669.25

**Net Cash Movement** \$669.25

**Summary**

Opening Balance	\$67,463.24
Plus Net Cash Movement	\$669.25
Closing Balance	\$68,132.49

# Profit and Loss

Taieri Bridge Club

For the month ended 30 Nov 2020

<b>Account</b>	<b>Nov 2020</b>	<b>YTD</b>
<b>Trading Income</b>		
Advertising Income	0.00	100.00
Bar Sales	114.79	640.01
Building Hire	0.00	260.87
Interest Earned	428.02	482.78
Rent	0.00	213.04
Subscriptions	5,821.33	5,976.76
Sundry Income	104.38	104.38
Table Money	1,386.96	3,995.65
Tournament Income	0.00	360.87
<b>Total Trading Income</b>	<b>7,855.48</b>	<b>12,134.36</b>
<b>Gross Profit</b>		
	<b>7,855.48</b>	<b>12,134.36</b>
<b>Operating Expenses</b>		
Accounting Software	60.00	180.00
Bank Fees	1.50	1.50
Bar Purchases	37.37	307.06
Cleaning Sundry	79.40	79.40
Cleaning Wages	160.00	482.22
Electricity	496.34	1,013.95
Kitchen Expenses	10.19	97.85
Levies & Charges	390.00	692.60
Office Expenses	213.97	372.87
Playing Materials	338.22	338.22
Reimbursements	913.05	913.05
Sundry Expenses	44.44	44.44
Supper Expenses	140.00	600.00
Telephone & Internet	63.47	190.75
Tournament Expenses	0.00	113.51
Water Rates	0.00	44.66
<b>Total Operating Expenses</b>	<b>2,947.95</b>	<b>5,472.08</b>
<b>Net Profit</b>		
	<b>4,907.53</b>	<b>6,662.28</b>



# Taieri Bridge Club

## As at 30 November 2020

Account	30 Nov 2020
<b>Assets</b>	
<b>Bank</b>	
Cheque Account	3,281.42
Cheque Account (Kitchen)	133.35
Prudent Res - Carpet	20,206.07
Prudent Res - Heating 2	28,402.54
Prudent Res - Roofing	15,439.86
<b>Total Bank</b>	<b>67,463.24</b>
<b>Current Assets</b>	
Accounts Receivable	5,426.00
Bar Stock	536.76
Cash Float	80.00
<b>Total Current Assets</b>	<b>6,042.76</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(100,809.78)
Less Acc Depn on Plant & Equipmen	(50,241.08)
Plant & Equipment	55,776.22
<b>Total Fixed Assets</b>	<b>54,721.36</b>
<b>Total Assets</b>	<b>128,227.36</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	69.00
GST	1,428.86
PAYE Payable	(7.56)
<b>Total Current Liabilities</b>	<b>1,490.30</b>
<b>Total Liabilities</b>	<b>1,490.30</b>
<b>Net Assets</b>	<b>126,737.06</b>
<b>Equity</b>	
Club Balance	120,074.78
Current Year Earnings	6,662.28
<b>Total Equity</b>	<b>126,737.06</b>

