

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.02 P.M. ON 13th DECEMBER 2022.

Present: Jen Macartney, Barbara Wilkes, Marie Kean, Merv Muir, Avril Power, Bob Gillanders, Marg Auty, and Robert Cowan

Apologies: Jenny Magee, Jenni Wright, Carol Adler-Morgan.

Minutes of Meeting of 8 November 2022: Barbara moved that the minutes are true and correct, seconded by Jen

Matters Arising: Avril asked for wording to be changed in minutes previously circulated about IRD – GST to aid clarification (refer email sent to committee members 25/11 from Avril).

Correspondence:

Inwards

Snail Mail:

Email:

Christine Samson – would like roles and responsibilities updated for current year, volunteering to print off tournament flyers, would like to train new Saturday convenor, room set-up, director, computer work. – (rec'd 13/12).

Vodafone invoice - \$113.48 – (rec'd 12/12).

Sonya Adams – acknowledging receipt of form – (rec'd 12/12).

Otago Bridge Club – Flyer for Festival Pairs 29/1 – (rec'd 11/12).

Citizens Advice Bureau – looking for our updated details – (rec'd 9/12). *Jen replied to this.*

BridgeNZ – closed from 21/12 and reopens 18/01 – (rec'd 8/12).

NZ Bridge – copies of session charges (\$385.02) and membership levies (\$442.75) – (rec'd 8/12).

NZ Bridge – Online Bridge Strategy – (rec'd 7/12). *Online bridge continuing to flourish. Club online sessions continue to flourish and earn masterpoints.*

Positive Signs – Statement and invoice \$600.31 – (rec'd 5/12).

Ricoh Statement – (rec'd 2/12).

DCC – water rates invoice - \$73.55 – (rec'd 2/12).

OfficeMax Statement – (rec'd 2/12).

Uli Graham – resignation – (rec'd 1/12). *Emailed acknowledging resignation.*

Otago Southland Bridge – invite to Winton's 50th celebrations – (rec'd 30/11).

NZ Bridge – flyer for Hawera Club Charity tournament – (rec'd 30/11).

Joe Isaac – resignation – (rec'd 30/11). *Emailed acknowledging resignation.*

Sonya Adams – Regional Bridge Mate – requesting updated details – (rec'd 30/11). *Replied to Sonya with completed details.*

NZ Bridge – draft AGM Minutes – (rec'd 29/11).

Melinda Stevenson-Wright – interest in lessons - (rec'd 28/11). *Jen replied to Melinda.*

O/S Bridge Admin – Flyer for Thames Bridge Club Summer Bridge Festival – (rec'd 29/11).

O/S Bridge Admin – Wellington Regional Bridge Congress – (rec'd 29/11).

Wormald - Alister Reid – Credit Application for Tyco – (rec'd 24/11). *Barbara to reply just send the bill.*

NZ Bridge – nominations for 2 members of the Board – (rec'd 23/11).

Ricoh Billing - \$53.06 – (rec'd 22/11).

Val Wilson – change of membership to full member at Taieri – (rec'd 22/11).

NZ Bridge – retirement of Richard Solomon – (rec'd 22/11).

OfficeMax - \$184.26 – (rec'd 22/11).

Christine Samson – re notice to be read to Monday night players re Wednesday night bridge – (rec'd 21/11).

Xero - \$56.93 – (rec'd 21/11).

Wilma Burrell – checking we have her updated address – (rec'd 20/11).

Christine Samson – copy of email to card dealers – (rec'd 20/11).

IRD – reminder for PAYRE due 20/11. (rec'd 19/11).

NZ Bridge – info about alcohol license – (rec'd 18/11).

NZ Bridge – requesting any updated information to be completed – (rec'd 17/11).

Mercury - \$336.78 (rec'd 17/11).

Outwards:

Email to Mike Atkinson acknowledging his resignation and thanking him for his contribution to our club -8/12. *Will email copy of writings for previous newsletters to all members to read.*

Acceptance of correspondence moved by ??? and seconded by Robert.

Treasurer's Report:

The treasurer's report for November is attached.

Accounts to be paid Dec 2022	
Mercury	\$303.10
Ricoh	\$53.06
Vodafone (estimate)	\$92.92
Wages	\$157.81
PAYE	\$72.19
Bonus Saver	\$200.00
Waste Management (Jen)	\$13.00
Spotlight - Jen reimbursement	\$28.80
OfficeMax	\$278.15
Marie Kean (cleaning/Tablecloths/Xmas)	\$78.98
Jenni Wright (metal polish)	\$16.95
Honorariums - President, Treasurer, Secretary	\$900.00
Honorariums - Purchasing officer	\$75.00
Honorariums - Auditor	\$500.00
Positive Signs	\$600.31
DCC Water Rates	\$73.55
NZ Bridge - session charges to 30 Sept	\$385.02
NZ Bridge - membership levies to 31 Dec	\$442.75
Robert Cowan estimate - 50 members	\$1,750.00
	\$6,021.59

Paid since last meeting	
Xero	\$56.93
Kitchen Account - monthly top up	\$300.00
Charities Services	\$51.11
Pest & Zest - (pd 28/10 and omitted from Nov accounts)	\$149.50
	\$557.54
Total to pay	\$6,579.13

Vodafone \$113.48 actual

B Wilkes – ink cartridge \$82.99

44 members currently coming to dinner – estimate now \$1,540.00.

Marie Kean – fire extinguisher up to \$100.00

Bank account names have now been changed. Auditor not replied to bank fee for term deposit.

Avril mentioned about cashflow – reserves can be broken – best to use bonus saver as not a term deposit. What are the dates for the term deposits – Avril to report back in February with a schedule of maturity dates.

Honorariums – to be paid by direct credit. Auditor to have petrol vouchers – purchased by Jen who will be reimbursed. Vouchers to be purchased for Dale and Robert – as referred to in September minutes.

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

Committee Reports

Building:

Net curtains for front door – cost \$28.80 – is now on door.

Fire extinguishers – Marie met with Darryl from Wormald's who tested the hose which passed. The extinguisher in the kitchen has to be replaced as its older than 5 years old. The other fire extinguisher is 4 years old. One could be shifted to the office. Also need signs to accompany the extinguishers.

Windows in the computer office – Jen to get someone to do a quote tomorrow. Committee agree to accept quote for supply and instal as long as quote is less than \$300.00.

Bar

May need to replenish alcohol supplies – let Patsy know.

Stationery Supplies:

Nothing to purchase

Kitchen:

Serviettes to be purchase. First Aid supplies to be replenished – sticking plasters.

Cards Sent:

None sent last month

Membership:

Resignations from Ulli Graham and Joe Isaacs.

Programme:

Hoping some Monday nigh players coming to Wednesday 14 December – still table money to be paid as usual – newsletter. Committee members to add to platter.

Computers:

Nothing to report

Health & Safety:

Nothing to report

General Business:

Advertising for lessons. Campbells have printed off 3000 flyers and 50 large posters. Jen has got a map of Mosgiel to drop off flyers next year – newsletter. Sonya Adams rang – NZ Bridge will give \$500.00 for advertising on Facebook – each club (4 clubs within our area) on proviso that our club will agree to also contribute an additional \$100.00 – agreed unanimously by committee to contribute. Robert to contact advertisers for The Star Editorial. Marg has offered to help as well.

Check with Crombie Lockwood for quote on different insurance – action poing for next meeting. Avril to check on renewal date..

Cleaners' duties – Marie met with cleaner and reported the following: Her mother helps her sometimes with a total of 2 hour once a week clean. The gross wages of \$23.00 per hour needs to be reviewed. June prefers to bring her own vacuum cleaner and some cleaning products. If there is Handy Andy and Spray N Wipe at the club rooms then she will use those products. June is happy with the arrangement. Bob proposed that the cleaners' wages be increased to \$25.00 per hour, effective 1st January 2023, seconded by Marg. Agreed unanimously. An official letter is to be sent.

Christmas gift for Adam (tea person) – given a box of chocolates.

Jenni Wright to help set up tables for Christmas party. Any other committee members to help in afternoon. Complimentary drink – each member attending will be given a chit to hand out to get the complimentary drink. Extra help to be given for bar.

Barbara proposed that expenditure under \$200.00 does not require a formal motion, seconded Robert. Agreed unanimously.

50th Celebrations – two \$45.00 dinner menus to look at for a meal in our clubrooms. Committee prefers Toast'D. Noted that Winton are holding their 50th celebrations and the club is covering all of the costs. Decided that finger food would be better - \$15.00 per head paid for by club. Robert agreed to cater for this. Members to pay for their own drinks.

Meeting closed at 7.23pm. The next meeting date will be 14th February 2023 at 6 o'clock.

Action List

Nov 2022

- To come up with 10-year plan for capital expenditure February 2023
 - Carpets
 - Replace heatpumps
 - Tablecloths
 - Sterilisers
 - New computer
 - Sound systems – Strawberry Sound
 - Dishwasher

Feb 2023

- Check with Crombie Lockwood for quote on different insurance.

April 2023

- Tablecloths to be washed
- Carpets to be cleaned
- Fun night to be a platter

June 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 30 November 2022		
Including GST		
	Nov 2022	YTD Actual
Income		
Advertising Income	\$460.00	\$460.00
Bar Sales	\$343.00	\$1,160.00
Interest Earned	\$30.56	\$97.21
Investment Interest	\$319.38	\$319.38
Rent	\$450.00	\$450.00
Subscriptions	\$785.89	\$802.29
Sundry Income	\$35.00	\$45.00
Table Money	\$2,015.00	\$5,095.00
Accounts Receivable (manual)	\$0.00	\$150.00
Total Income	\$4,438.83	\$8,578.88
Less Operating Expenses		
Accounting Software	\$113.86	\$117.31
Bank Fees	\$1.50	\$1.50
Bar Expenses	\$0.00	\$32.56
Bar Purchases	\$232.78	\$920.29
Cleaning Sundry	\$0.00	\$149.50
Cleaning Wages	\$126.25	\$468.06
Electricity	\$282.12	\$950.78
Kitchen Expenses	\$80.40	\$193.35
Levies & Charges	\$0.00	\$851.23
Office Expenses	\$43.39	\$407.02
Playing Materials	\$815.05	\$815.05
Prizes & Engraving	\$34.00	\$42.65
Property Expenses	\$2,311.50	\$7,419.61
Repairs and Maintenance	\$0.00	\$131.57
Supper Expenses	\$250.00	\$505.00
Telephone & Internet	\$92.72	\$292.82
Water Rates	\$0.00	\$78.09
Cash Float	\$100.00	\$60.00
Accounts Payable (manual)	\$0.00	\$53.48
GST	\$0.00	\$553.41
PAYE Payable	\$57.75	\$129.94
Total Operating Expenses	\$4,541.32	\$14,173.22
Operating Surplus (Deficit)	-\$102.49	-\$5,594.34
Plus Non Operating Movements		
Plant & Equipment	-\$3,200.00	-\$6,400.00
Total Non Operating Movements	-\$3,200.00	-\$6,400.00
Net Cash Movement	-\$3,302.49	-\$11,994.34
Summary		
Opening Balance	\$59,749.52	\$68,441.37
Plus Net Cash Movement	-\$3,302.49	-\$11,994.34
Closing Balance	\$56,447.03	\$56,447.03

Profit and Loss

Taieri Bridge Club
For the month ended 30 November
2022

Account	Nov 2022	Year to date
Trading Income		
Advertising Income	840.00	840.00
Bar Sales	298.26	1,008.70
Interest Earned	30.56	97.21
Investment Interest	319.38	319.38
Rent	147.83	800.00
Subscriptions	5,671.02	5,671.02
Sundry Income	0.00	8.70
Table Money	1,752.22	4,561.01
Total Trading Income	9,059.27	13,306.02
Gross Profit	9,059.27	13,306.02
Operating Expenses		
Accounting Software	49.50	99.00
Bank Fees	1.50	1.50
Bar Expenses	0.00	28.31
Bar Purchases	202.42	800.26
Cleaning Sundry	0.00	130.00
Cleaning Wages	126.25	468.06
Depreciation	449.28	1,231.86
Electricity	245.32	826.77
Kitchen Expenses	69.90	168.11
Levies & Charges	0.00	740.20
Office Expenses	37.73	296.62
Playing Materials	708.74	708.74
Prizes & Engraving	29.57	37.09
Property Expenses	2,010.00	6,451.83
Repairs and Maintenance	0.00	114.41
Supper Expenses	250.00	505.00
Telephone & Internet	80.63	254.63
Water Rates	0.00	67.90
Total Operating Expenses	4,260.84	12,930.29
Net Profit	4,798.43	375.73

Balance Sheet

Taieri Bridge Club

As at 30 November 2022

Account	30 Nov 2022
Assets	
Bank	
Kitchen Account	96.23
Main Account	5,594.76
Prudent Res - Carpet (Bonus Saver)	5,970.89
Prudent Res - Heating 2 (Term Deposits 2 and 3)	28,816.01
Prudent Res - Roofing (Term Deposit 1)	15,969.14
Total Bank	56,447.03
Current Assets	
Accounts Receivable	6,677.00
Bar Stock	577.40
Cash Float	180.00
Total Current Assets	7,434.40
Fixed Assets	
Buildings	149,996.00
Less Acc Deprn on Buildings	(107,781.23)
Less Acc Deprn on Plant & Equipment	(55,484.59)
Plant & Equipment	64,383.73
Total Fixed Assets	51,113.91
Total Assets	114,995.34
Liabilities	
Current Liabilities	
Accounts Payable	(56.93)
GST	(497.32)
PAYE Payable	(72.19)
Total Current Liabilities	(626.44)
Total Liabilities	(626.44)
Net Assets	115,621.78
Equity	
Club Balance	115,246.05
Current Year Earnings	375.73
Total Equity	115,621.78