

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 12TH DECEMBER 2023.

Present: Marie Kean, Jen Macartney, Merv Muir, Barbara Wilkes, Marg Auty, Avril Power, Lyn McLaren, Diane Paterson.

Apologies: Jan Methers, Deirdre Bruce

Minutes of Meeting of 14th November 2023: Barbara moved that the minutes are true and correct, seconded by Jen.

Matters Arising: Directors – Derek is not playing in teams in 2024 and so is willing to do more directing. It will still be great to get others to learn basic directing.

Correspondence: **Inwards**

Snail Mail:

Email:

Jude Smeijers – information on bidding module on tablets. Bidding software costs an additional \$100.00 per year plus \$5.50 (+ GST) per table. We could trial it for 90 days. Currently we have 6 months stock of bidding pads so will look at this next year. – (rec'd 12/12).

NZ Bridge – board minutes for 31 Oct – (rec'd 12/12).

Wilma Burrell – happy to receive 2024 programme book – wishes to have her best wishes passed on to all. Also congratulations to Alan Lewthwaite and John Wolken who won her cup this year – (rec'd 11/12).

NZ Bridge – confirmation of change of date for Taieri Graded Pairs to a Sunday – (rec'd 11/12).

NZ Bridge – important information about changes for Incorporated Societies Act and the implementation at club level. (rec'd 11/12). *Have forwarded this email onto Jude and Christine.*

- Changes to the Act
 - Now 10 minimum number of members – before 15
 - Must have at least 3 committee members as governing body.
 - Officer now defined as a committee member – not defined before.
 - Officers' duties are now clearly articulated.
 - Act in good faith
 - Exercise powers for proper use only.
 - Comply with the Act and constitution.
 - Exercise reasonable care and diligence
 - Not create a substantial risk of serious loss to creditors
 - Not incur an obligation the officer doesn't reasonably believe the society can perform.
 - Must have dedicated contact person.
 - AGM must be held within 6 months of club's balance date.
 - Financial statements filed within 6 month of balance date.
 - Annual return must be filed.

- Constitution (Rules) now has more mandatory clauses.
- Now up to Club to ensure rules comply with the Act.
- Must have procedures for resolving disputes.

Charities Services Info – receipt for payment (rec'd 11/12).

O/S Bridge Admin – Preliminary Flyer for North Island Teams, to be held 17/03. (rec'd 09/12).

O/S Bridge Admin – Wellington Bridge Club flyer for Suzanne Duncan Memorial Pairs – (rec'd 09/12).

O/S Bridge Admin – Forwarded information from Worksafe for what we should be doing for event management – (rec'd 09/12).

O/S Bridge Admin – seeking feedback on regional conference held in Nov. Question for us as to why we didn't attend – (rec'd 09/12). *Didn't suit some committee members and others not inclined.*

West Otago Bridge Club – cancelling 2024 tournament as too huge an undertaking for such a small club – (rec'd 07/12).

NZ Bridge – Youth Bridge Bidding Challenge Fundraiser – (rec'd 06/12). *Emailed to all club members.*

NZ Bridge – link to World Bridge Federation Survey on leisure time – (rec'd 06/12). *Forwarded on to all club members.*

Otago Bridge Club – Flyer for Festival 5A Open pairs on 28/01, (rec'd 05/12).

NZ Bridge – checking if we want more learner resources in form of booklet – (rec'd 05/12). *Robert requested 20 free copies of the 1NT booklet so I have ordered them – to be delivered to my address.*

Dunedin City Council – water rates \$70.59 – (rec'd 04/12).

Ricoh Statements – (rec'd 04/12).

Peta Smith – agreeing to do Certificate of Proficiency for directing – (rec'd 02/12).

Christine Samson – confirming our fun nights don't attract C points – (rec'd 01/12). *Do we need to consider this for Otago Club members attending our meals? Will look at this next year.*

Sorry – latest podcast – (rec'd 01/12).

NZ Bridge – Nomination instruction for 3 new board members – (rec'd 29/11).

Charities Services Info – Annual return payment of \$51.11 (rec'd 28/11).

New World Mosgiel – confirming payment has been made – (rec'd 28/11).

Sally McNeilly – resignation – found she wasn't enjoying it after the lessons – (rec'd 25/11).

IRD – new login detected – (rec'd 25/11)

Ricoh - \$62.66 – (rec'd 23/11).

Mercury - \$335.11 due 28/12 – (rec'd 23/11).

Allan Joseph – information about Certificate of Proficiency – (rec'd 22/11). *Have forwarded on Jen, Peta and Lisa's names.*

NZ Bridge Teaching & Learning Committee – proposing to establish a WhatsApp contact/discussion group and looking at having zoom meetings – (rec'd 21/11). *Have forwarded on Robert's details with his permission.*

Xero - \$61.24 for subscription 21/11 – 20/12 – (rec'd 21/11).

Peta Smith – confirming she is happy to help with directing – (rec'd 17/11).

NZ Bridge – closing from 13 Dec and re-opening 22 Jan – (rec'd 16/11).

Outwards:

Email to Mclellands and G W Davies declining quotes for heat pumps – emailed 14/11.

Email to Sally McNeilly's re resignation – emailed 05/12.

Acceptance of correspondence moved by Barbara and seconded by Avril.

Treasurer's Report:

The treasurer's report for November is attached.

ACCOUNTS TO PAY DECEMBER 2023	
Mercury	\$ 335.11
Ricoh	\$ 62.66
One.nz (estimate)	\$ 90.98
Wages	\$ 137.08
PAYE	\$ 78.65
Simple Saver	\$ 200.00
Waste Management (Jen Reimburse)	\$ 13.00
Grizzlies - meal estimate - 52 people	\$ 2,080.00
Honoraria Jen Macartney	\$ 300.00
Honoraria Barbara Wilkes	\$ 300.00
Honoraria Avril Power	\$ 300.00
Honoraria Patsy Williams	\$ 75.00
B Wilkes - Honoraria for Auditor	\$ 400.00
Bruce's Cleaning Services	\$ 322.00
B Wilkes - ink reimbursement	\$ 82.99
B Wilkes - stamps	\$ 60.00
Challenge Marketing - pens prizegiving	\$ 195.50
DCC - Water rates	\$ 70.59
New World	\$ 24.96
New World	\$ 169.33
Marie Kean - salt and pepper shakers	\$ 20.77
Marie Kean - vouchers, serviettes, chocolates	\$ 175.50
	<u>\$ 5,494.12</u>

<u>Paid since last meeting</u>	
Xero	\$ 61.24
Kitchen Account – Monthly Top up	\$ 500.00
Petty Cash	\$ 100.00
Kitchen account - bar payments	\$ 160.76
Kitchen account - kitchen payments	\$ 9.43
Charities Commission	\$ 51.11
Positive Print - 2024 Booklets	\$ 759.71
	<u>\$ 1,642.25</u>
Total to pay	<u>\$ 7,136.37</u>

\$500.00 transfer to kitchen account to be suspended for 1st Jan payment as over \$1,000 in kitchen account.

Term deposit of \$10,000.00 matures 19/12, current rate 5.25%, agreed to reinvest for around 6% for 9 months.

Quite a few advertising invoices still to be paid – statement reminder to be sent in January.

Barbara proposed that any reimbursements to club members are paid as soon as approved at committee meeting rather than wait until 20th of month. Agreed unanimously.

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

Committee Reports

Building:

Carpets to be cleaned on 19th December – carpet cleaner will move tables and put them all back. Chairs will be left on top of tables. To organise for table cloths to be taken off after Saturday play – will need to be tied on correctly when reattached.

Bar:

Wine purchased today in preparation for Christmas Party.

Avril spoke to Dale about keying purchases into cash register – Avril will monitor.

Stationery Supplies:

Nothing to be purchased.

Kitchen:

Barbara suggests a steam mop be purchased to aid floor cleaning. Pricing includes:

- Harvey Norman – Bissell Steam Mop - \$139.00 – includes 1 x everyday mop pad and 1 x pad with built-in scrubbing strips.
- Harvey Norman – Bissell Power Fresh Sanitise Professional Steam Mop - \$277.00 – includes a spot boost brush for hard to remove marks, low profile head to clean hard to reach areas. Has 2 scrubby mop pads, 2 soft pads and 2 fragrance discs.
- Harvey Norman – Shark Steam and Scrub Automatic Steam Mop - \$339 - 3 clean settings, light, medium and hard, reusable pads that would need washing.

Barbara propose that we purchase the Harvey Norman – Bissell Power Fresh Sanitise Professional Steam Mop - \$277.00, seconded by Lyn. Unanimously agreed. Barbara will buy.

Cards Sent:

Get Well card to Lisa Harkness and Alec Weavers, Bereavement cards to family of Leona Pine and Nancy Hawker

Membership:

Gillian Alexander accepted as a new member with subscription charges to start from 1st January 2024.

Programme:

Programme Books looks great, arrived just in time.

Learners:

Advertising for February 2024 - Marie and Diane met about ODT today. They were trying to see if we were interested in paying for more advertising which would feature over a few weeks. Agreed not to go ahead as we feel advertorial will be enough. With regards to advertorial Diane to contact the advertisers in the New Year.

A4 Flyers for shops to be done – ask if Campbells could print them and invoice us. Look at getting them printed in January.

Committee agreed to invite new members from 2023 lessons to return to the lessons for free.

Computers:

Jude will look at pricing of other companies for our Broadband costs. Currently costs approx. \$98.00 per month.

Health & Safety:

Nothing to report.

Privacy Matters:

Just to be mindful if putting lists up that any reference to payments being received is not on show.

General Business:

Adam not continuing on next year as kitchen person. Adam will be in tomorrow night so need cash to give him in payment. Committee agreed unanimously to purchase a \$50.00 Tool Shed Voucher as a token of thanks for his 2.5 years of employment. Thank You Card to be made by Barbara for voucher.

Dawn knows of someone that may be interested in taking over this position – Marie to contact Dawn for more details and to see if this will go ahead. Marg and Barbara would prefer monthly payments for new person as anything less is quite a commitment for treasurer – agreed by the majority of committee (Lyn and Marie voted against).

Christmas party 13th December – 53 attending. Will ask members to help pick up the plates and clear away at end of night. To send email out asking members to help clean up. Sign for 1 complimentary drink per person. Dale and Val to help in bar.

Working bee in club rooms – 9th December at 10 am – attended by Great clean-up in club rooms – especially kitchen. Thanks to those that attended - Marie Kean, Judy Bevin, Judy Gorman, Jill Reid, Trish Whelan, Diane Paterson, Jan Methers and Barbara Wilkes. Merv will clean the heat pump filters. Jann and Alan Dyer will take home all of the tablecloths to be washed and returned.

Pens for prizes this year. Agreed via email to purchase pens for prizes. Enough pens for 1st and 2nd. Old pens have been given away.

Committee Meeting in February – 1 week earlier as Barbara is away.

Committee have agreed to meet Tuesday 23rd January 6.30 pm to discuss any items to be considered for new Rules.

Reciprocal rights for Saturday players –19 visitors over the 2023 year – 8 visitors visiting less than 3 times, 6 visitors visiting between 4 and 13 times, 4 visitors have joined our club as secondary members. Possible disadvantaged visitors would be Ann Wood (4), Adrienne Dearnley (7), Robyn Hawksbury (8), Ruth Airey (8), Wendy Fallon (6), Barbara Cowie (7). Least disadvantaged would be: Hannah West (1), Julienne Armitage (1), Nora Dowse (1), Mary McQueen (2), Graham Wallis (2). Visitors that have joined are Gillian Alexander (4), Anne Tamati (3), Jan Munden (13), Cushla Colquhoun (3). This will be thought about and considered next year at January meeting.

Meeting closed at 7.45 pm. The next meeting date will be **6th February 2024** at 6.30 o'clock at Club rooms.

Action List

Nov 2022

- To come up with 10-year plan for capital expenditure February 2023
 - Carpet
 - Replace heat pumps
 - Tablecloths
 - Sterilisers
 - New computer
 - Sound systems – Strawberry Sound
 - Dishwasher,

Feb 2024

- To arrange an information evening for computer set-up for session.

May 2024

- Look at bidding module for tablets before we need to order more bidding pads.

June 2024

- Alcohol Licence to be renewed and new form to be displayed.

Aug 2024

- \$10,000.00 term deposit falls due on ??, was invested for 6% for 9 months
-

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.

Nov 2024

- To consider if AGM should be on another a Tuesday night instead.

Cash Summary
 Taieri Bridge Club
 For the month ended 30 November 2023

Account	Nov 2023	Year to date
Income		
Advertising Income	300.00	300.00
Bar Sales	302.17	1,070.42
Interest Earned	91.81	270.66
Investment Interest	737.00	737.00
Rent	0.00	665.22
Subscriptions	1,759.08	1,769.08
Sundry Income	1,034.62	1,034.62
Table Money	1,434.83	5,052.33
Tournament Income	360.00	925.22
Total Income	6,019.51	11,824.55
Less Expenses		
Accounting Software	0.00	106.50
Bank Fees	1.35	1.35
Bar Purchases	160.76	476.25
Cash Float	45.00	90.00
Cleaning Wages	250.00	650.00
Electricity	246.79	792.08
Kitchen Expenses	173.29	367.25
Levies & Charges	914.80	914.80
Office Expenses	65.90	502.40
PAYE Payable	(15.73)	0.00
Playing Materials	0.00	464.70
Prizes & Engraving	0.00	7.52
Supper Expenses	345.00	850.00
Telephone & Internet	79.11	225.95
Tournament Expenses	373.22	841.15
Water Rates	0.00	59.03
Total Expenses	2,639.49	6,348.98
Surplus (Deficit)	3,380.02	5,475.57
Plus GST Movements		
GST Collected	724.80	1,525.89
GST Paid	(248.09)	(1,250.49)
Net GST Movements	476.71	275.40
Net Cash Movement	3,856.73	5,750.97
Summary		
Opening Balance	63,668.59	61,774.35
Plus Net Cash Movement	3,856.73	5,750.97
Cash Balance	67,525.32	67,525.32

Profit and Loss
 Taieri Bridge Club
 For the month ended 30 November 2023

Account	Nov 2023	Year to date
Trading Income		
Advertising Income	950.00	950.00
Bar Sales	302.17	1,070.42
Interest Earned	91.81	270.66
Investment Interest	737.00	737.00
Rent	0.00	739.13
Subscriptions	5,933.72	5,905.46
Sundry Income	1,430.21	1,430.21
Table Money	1,434.83	5,052.33
Tournament Income	360.00	925.22
Total Trading Income	11,239.74	17,080.43
Gross Profit	11,239.74	17,080.43
Operating Expenses		
Accounting Software	53.25	159.75
Bank Fees	1.35	1.35
Bar Purchases	160.76	476.25
Cleaning Wages	250.00	650.00
Depreciation	421.38	1,264.10
Electricity	291.40	817.99
Kitchen Expenses	51.60	367.25
Levies & Charges	0.00	914.80
Office Expenses	67.88	280.76
Playing Materials	0.00	464.70
Prizes & Engraving	170.00	177.52
Sundry Expenses	44.44	44.44
Supper Expenses	345.00	850.00
Telephone & Internet	79.11	225.95
Tournament Expenses	373.22	841.15
Water Rates	61.38	61.38
Total Operating Expenses	2,370.77	7,597.39
Net Profit	8,868.97	9,483.04

Balance Sheet
 Taieri Bridge Club
 As at 30 November 2023

Account	30 Nov 2023
Assets	
Bank	
Kitchen Account	705.62
Main Account	12,050.35
Prudent Res - Carpet (Bonus Saver)	8,666.15
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	19,814.68
Prudent Res - Roofing (Term Deposit 1)	16,288.52
Total Bank	67,525.32
Current Assets	
Accounts Receivable	6,088.50
Bar Stock	738.67
Cash Float	95.00
Total Current Assets	6,922.17
Fixed Assets	
Buildings	149,996.00
Less Acc Deprn on Buildings	(110,879.65)
Less Acc Deprn on Plant & Equipment	(57,526.53)
Plant & Equipment	64,383.73
Total Fixed Assets	45,973.55
Total Assets	120,421.04
Liabilities	
Current Liabilities	
Accounts Payable	776.21
GST	1,465.93
PAYE Payable	78.65
Total Current Liabilities	2,320.79
Total Liabilities	2,320.79
Net Assets	118,100.25
Equity	
Club Balance	108,617.21
Current Year Earnings	9,483.04
Total Equity	118,100.25