

MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 6.50 P.M. ON 10 DECEMBER 2024.

Present: Marie Kean, Barbara Wilkes, Diane Paterson, Lyn McLaren, Jan Methers, Allan Dyer, Jen Macartney

Apologies: Marg Auty, Deirdre Bruce, Merv Muir

Minutes of Meeting of 12 November 2024:

Barbara moved that the minutes are true and correct, seconded by Marie.

Matters Arising:

Changing of bank signatories – Lyn still to visit the bank but all else has been completed.

Marie and Diane met with Christine Samson to understand which duties she would like to continue with. Christine is happy to arrange card dealers roster for 2025 and is happy to do the computer when rostered on Saturdays. Diane has emailed a copy of the proposed 2025 Saturday roster which Christine is very happy with.

Heat pumps have now been installed. Jen mentioned that the installers mentioned they would fill the hole but Marie unsure about this – to be followed up. The hole in the wall to be covered by something which will be looked at next year.

Facebook marketing campaign – Diane has filled in the appropriate forms for NZ Bridge. We won't hear anything until late January now.

Duties for the following positions: Programme Convenor - Jen, Wednesday Convenor - Marie, Saturday Convenor – Diane.

Correspondence:

Inwards

Snail Mail:

Email:

NZ Bridge – Active Directors – (rec'd 10/12).

Kathryn Fagg – requesting a copy of subs invoice to be resent – (rec'd 10/12). *Barbara has attended to this.*

One.nz - \$58.98 – (rec'd 10/12).

Otago Bridge Club – Flyer for Otago Festival Pairs 5A Open - 26/01, entries close 22/01 – (rec'd 10/12).

Marijke Schofield – resignation (rec'd 09/12).

Wilma Burrell – thanking us for sending her the 2025 programme book and passing on her best wishes to the club – (rec'd 5/12).

Raewyn O'Sullivan – cancelling for Xmas dinner – (rec'd 4/12).

Judy Bevin – name down for Xmas dinner but may be late for Xmas dinner – (rec'd 4/12).

O/S Bridge Admin – reminder about compass scoring – (rec'd 4/12).

Pat Chapple – thanking Barbara for all that she does for the club – (rec'd 4/12).

Murray Barron – wishing to know date of Xmas party – (rec'd 3/12).

Patsy Williams – name down for Xmas dinner – (rec'd 3/12).

Carol Adler-Morgan – 2 for Xmas dinner – (rec'd 3/12).

Christine Samson – yes for Xmas dinner – (rec'd 3/12).

Pat Chapple – 2 for Xmas dinner – (rec'd 3/12).

OfficeMax Statement – (rec'd 3/12).

Ricoh Statement – (rec'd 3/12).

Ricoh – need new address for posting toner – (rec'd 2/12). *Jan happy to have toner sent to her.* address

NZ Bridge – reminder about Tauranga Mini Congress – (rec'd 01/12).

DCC – water bill - \$77.78 – (rec'd 29/11).

Jan Methers – interested in finding out more about monthly RealBridge teams – (rec'd 29/11).

Charities Services – Annual return receipt/tax invoice - \$51.11 – (rec'd 29/11).

Sorry Partner – latest podcast – (rec'd 28/11).

Chris Wither – unable to attend working bee – (rec'd 26/11).

BridgeNZ – closing from 12/12 until 20/01 – (rec'd 26/11).

NZ Bridge – Sonya Adams – promoting Online Bridge Teams Games starting in Feb 2025 – (rec'd 26/11). *Forwarded on to all members.*

Melvin Cain – unable to make working bee – (rec'd 26/11).

Jim Pine – unable to make working bee – (rec'd 26/11).

O/S Bridge Admin – information for Clubs that use the “Compass” Scoring programme – (rec'd 25/11).

O/S Bridge Admin – Flyer for South Island Pairs on 22 and 23 Feb, entries close 19/2 – (rec'd 25/11).

Otago Bridge Club – their club has approved \$100.00 per player for Interprovincial pairs to their own home club members – (rec'd 24/11). *Forwarded on to all committee members to approve payment to Robert Cowan of \$100.00. Agreed unanimously by all committee members.*

Mercury - \$285.65 due 30/12 – (rec'd 23/11).

Jim Pine – unable to attend Christmas dinner now – (rec'd 23/11).

Alexandra Bridge Club – Flyer for Holiday Pairs on 3/1 and 4/1, entries close 31/12 – (rec'd 22/11).

Dunedin Fire Station – evacuation scheme approved in 1994 for 200 then a letter amending the maximum occupancy of the building to 128. Evacuations to be held 6 monthly at the current occupancy rate – (rec'd 22/11).

Ricoh - \$94.85 – 534 copies – (rec'd 21/11).

O/S Bridge Admin – flyer regarding Tauranga Mini Congress – (rec'd 21/11).

Xero - \$64.69 – (rec'd 21/11).

NZ Bridge - Mel Auld (Marketing). – info on signing up for the Facebook campaign – (rec'd 20/11).

O/S Bridge Admin – forwarding on a message from NZ Bridge regarding Attraction and Retention Initiatives 2025. Need to order more booklets by 30/11 – price per book up to \$9.50 per book or we can print them off ourselves. June to Sept 2025 NZ Bridge will be offering supported play for beginners. NZ Bridge expect us to have a warm and welcoming club environment, to have a designated person who can respond to learner enquiries with urgency, fun and friendly teacher, and a friendly and responsive team available to support new learners into lessons and club membership – (rec'd 20/11).

IRD – payment reminder – (rec'd 20/11).

NZ Bridge - flyer for WBF Online Women's Teams on 3 to 5 Jan 2025 – (rec'd 20/11).

NZ Bridge – Policy and Clarification on Restricted 8B Tournaments – restricted that 2 open graded players can not play together. – (rec'd 19/11).

NZ Bridge – Board Meeting Minutes from 10/10 – (rec'd 19/11).

Brandwell Moller - \$12.05 – (rec'd 19/11).

Sorry Partner – latest podcast – (rec'd 14/11).

Christine Samson – thanks for email response – (rec'd 14/11).

OfficeMax - \$105.48 – (rec'd 14/11).

Cromwell Bridge Club – Flyer for Cromwell Intermediate Pairs 5B Tournament on 22/02 and Cromwell Junior Pairs 3B Tournament on 22/02 – (rec'd 13/11).

Cheryl Tapp – wishing to attend Xmas dinner – (rec'd 13/11).

Otago Bridge Club – Flyer on Nina Hewitt Christmas Pairs 3A Tournament on 8/12 – (rec'd 13/11).

Outwards:

Email to Otago Bridge Club regarding the number of visits that visitors can attend bridge before being requested to become members – emailed 13/11.

Email to Davies Heat and Cool turning down their quotation – emailed 13/11.

Email reply to Christine Samson regarding her email of 12/11 – emailed 13/11.

Email to Christine Samson and Jude Smeijers regarding the process of committee minutes and distribution – emailed 28/11.

Email to Marijke Schofield – acknowledging resignation – emailed 09/12.

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for December is below.

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY DECEMBER 2024	
Mercury	\$ 285.65
Ricoh	\$ 94.85
Xero - Nov/Dec	\$ 64.69
One.nz	\$ 58.98
Wages - December (approx)	\$ 323.12
PAYE - November	\$ 114.57
Simple Saver - December	\$ 200.00
Pest and Zest - window clean (approx)	\$ 150.00
NZ Bridge - Facebook advert - January (estimate, up to \$500)	\$ 500.00
Robert Cowan meal \$35 per meal - approx	\$ 1,470.00
(numbers not final, currently 42 as at 6/12/24, could be more)	
Voucher for Dale - Marie to purchase	\$ 75.00
Voucher for Robert - Marie to purchase	\$ 75.00
Honoraria - Marie Kean	\$ 300.00
Honoraria - Barbara Wilkes	\$ 300.00
Honoraria - Margaret Auty	\$ 150.00
Honoraria - Avril Power (ex Marg pyt)	\$ 125.00
Honoraria - Jan Methers (ex Marg pyt)	\$ 25.00
Honoraria - Patsy Williams	\$ 75.00
OfficeMax - stationery	\$ 105.48
McClelland Refrigeration - 4 heat pumps	\$ 17,850.00
DCC Water rates	\$ 77.78
	\$ 22,420.12
Paid since last meeting	
Kitchen Account – Monthly Top up December	\$ 500.00
Kitchen account - bar payments	\$ 281.73
Kitchen account - kitchen payments	\$ 96.42
Brandwell Moller name badge	\$ 12.05
Positive Print - 2025 booklets	\$ 805.44
Charities Commission	\$ 51.11
Robert Cowan - donation towards Regional Champs	\$ 100.00
Reimburse Barbara Wilkes for stamps purch	\$ 46.00
	\$ 1,892.75
Total approved	\$ 24,312.87

Barbara would like to move that we change the names of term deposit 2 and term deposit 3 investments to Prudent Resources – Carpet, seconded by Allan, approved unanimously.

Marg requests the Committee approval to pay wages due on 25 December earlier, on 23 December. Agreed unanimously.

Subscription accounts for 2025 year have now been sent out - some paid already. Due on 20 January, on 20th of month following invoice as per our rules.

Main account balance is higher than normal as includes the maturity funds of term deposit, will be used to pay for heat pumps installed in November.

Sundry expenses in Nov include Charities Commission return filing cost and payment for Programme books for 2025 year.

Christine McNamara has declined to accept payment for her services this year – She only assisted very briefly before the new reviewer took the job on. Barbara proposes the Club secretary sends a letter of thanks to Christine for her service over the many years she has reviewed our finances, seconded by Diane – approved unanimously. Christine has been auditor for at least 11 years and maybe longer. Committee agrees to give a bunch of flowers to the value of \$80.00 as thanks, agreed by all.

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

Committee Reports

Building:

Fire Drill to be held sooner than later – as we have a maximum capacity in our rooms of 125 people we have to comply with the 6 monthly fire drill. Diane is suggesting that we investigate what needs to be done to reduce our capacity to 99 to change the compliance rules. Would need to go to DCC to get our Building Warrant of Fitness changed – all in favour of changing. Barbara to look into this in the New Year.

Taking the last 4 tables from the back row out – to provide more space in case of using the emergency exit. Marie to ask Probus to remove all of their surplus chairs. Marie to talk to two Probus Clubs and the Friendship Club about attendance numbers just to ensure they generally have less than 99 in attendance.

Bar:

Marie to check that we have enough alcohol for Xmas party.

Stationery Supplies:

Batteries

Kitchen:

Jack has been given a Xmas card with dates finishing and starting again.

Cards Sent:

Denise Blair, Marie Kean.

Membership:

Angela Wilson is now Taieri Club home member according to NZ Bridge.

Programme:

Wednesday night fun night – not sure if many are going to come. Bar open from 6.30 pm. Names drawn from hat for partners. Reminder email about tomorrow night.

Learners

Promotion of lessons - the most cost-effective newspaper options for us are: ODT - coloured advert on the back page of ODT for 25 days (Mon-Fri) \$550.00 plus GST. Would need to start about middle of February. The Star - 6 consecutive adverts in the 'What's on' page \$100.00 plus GST.

Also recommend the poster and flyer is revamped - needs to be brighter, more eye-catching and less cluttered. Check and see if Anne Tamati can help out. Other advertising - to investigate costs of the local paper in Brighton, Green Island area, Mosgiel Medical Centre revolving ads and other suggestions?

To have an open day – club members asked to bring a friend, can also ask Probus Clubs, Tennis Club, Bowling Club if they have members that may wish to attend.

Subcommittee group for supporting new members once they have finished lessons - is Vyv, Karl, Merv and Diane. They will meet in the new year and develop proposals for sharing with the committee.

Computers:

Seems to be Wifi issues. Machine failed which causes the issues with the dealing files. If any problems during the dealing like power cuts then the dealers need to know that they should restart the dealing from board 1 again. Getting updated instructions for dealing from Judy and Jen.

Health & Safety:

Privacy Matters:

Interests Register:

General Business:

Working Bee update – about 8 attended which was great. Lots done in 90 minutes. Thanks to Jude Smeijers for providing morning tea.

Table cloths – to be shared out to be washed and returned by Monday 13th January.

Next year to tweak the cleaners job description.

Working Bee for Xmas Tree decorations – Thursday 1.30 pm this week.

Setting Tables for Xmas Dinner – Monday morning 9.30 am – contact Marie - newsletter.

Marie proposed that Vouchers for Robert, Dale and Val to be purchased, seconded by Jan. Agreed unanimously.

John Wolken has donated 4 cups that he won years ago. Marie proposes that they be used for the fun nights, seconded by Barbara. To have a replacement label for the cups. Wolken cup to be engraved.

Meeting closed at 8.05 pm. The next meeting will be held on Tuesday 11 February 2025 at the club rooms.

Action List

Nov 2024

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

May 2025

- Fire Evacuation drill to be held

Sep 2025

- Discuss rent increases for 2026 year
- Update purpose in programme book

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 30 November 2024

Account	Nov 2024	Year to date
Income		
Advertising Income	525.00	525.00
Bar Sales	325.22	775.23
Donations	0.00	2.00
Interest Earned	96.80	276.29
Investment Interest	1,024.33	1,024.33
Rent	0.00	665.22
Subscriptions	0.00	25.22
Sundry Income	586.98	860.89
Table Money	1,857.28	6,969.32
Total Income	4,415.61	11,123.50
Less Expenses		
ACC Levies	22.09	22.09
Accounting Software	0.00	165.75
Bank Fees	1.35	1.35
Bar Purchases	244.98	576.61
Consulting & Accounting	0.00	1,080.00
Electricity	256.59	832.78
Grants and Donations Paid	100.00	100.00
Kitchen Expenses	83.84	439.99
Levies & Charges	709.60	709.60
Office Expenses	91.45	203.18
PAYE Payable	42.26	28.61
Prizes & Engraving	0.00	744.00
Property Expenses	85.50	272.98
Revenue in Advance	0.00	1,486.99
Sundry Expenses	755.30	1,322.02
Telephone & Internet	51.29	153.87
Tournament Expenses	240.00	240.00
Wages	575.03	1,981.30
Water Rates	0.00	62.22
Total Expenses	3,259.28	10,423.34
Surplus (Deficit)	1,156.33	700.16
Plus GST Movements		
GST Collected	515.30	1,529.22
GST Paid	(402.14)	(1,441.16)
Net GST Movements	113.16	88.06
Net Cash Movement	1,269.49	788.22
Summary		
Opening Balance	64,795.00	65,276.27
Plus Net Cash Movement	1,269.49	788.22
Cash Balance	66,064.49	66,064.49

Profit and Loss		
Taieri Bridge Club		
For the month ended 30 November 2024		
Account	Nov 2024	Year to date
Trading Income		
Advertising Income	950.00	1,025.00
Bar Sales	325.22	716.53
Donations	0.00	2.00
Interest Earned	96.80	276.29
Investment Interest	1,024.33	1,024.33
Rent	165.22	830.44
Sundry Income	695.68	969.59
Table Money	1,857.28	6,908.45
Total Trading Income	5,114.53	11,752.63
Gross Profit	5,114.53	11,752.63
Operating Expenses		
ACC Levies	0.00	22.09
Accounting Software	56.25	168.75
Bank Fees	1.35	1.35
Bar Purchases	244.98	576.61
Consulting & Accounting	0.00	1,080.00
Depreciation	427.61	765.41
Electricity	248.39	769.21
Grants and Donations Paid	100.00	100.00
Kitchen Expenses	83.84	312.42
Levies & Charges	0.00	709.60
Office Expenses	214.20	318.23
Prizes & Engraving	0.00	744.00
Property Expenses	0.00	272.98
Sundry Expenses	755.30	1,322.02
Telephone & Internet	51.29	153.87
Tournament Expenses	0.00	240.00
Wages	575.03	1,981.30
Water Rates	67.63	67.63
Total Operating Expenses	2,825.87	9,605.47
Net Profit	2,288.66	2,147.16

Balance Sheet		
Taieri Bridge Club		
As at 30 November 2024		
	Account	30 Nov 2024
Assets		
	Bank	
	Kitchen Account	508.03
	Main Account	23,888.80
	Prudent Res - Carpet (Bonus Saver)	11,499.57
	Prudent Res - Heating 1 (Term Deposit 2	10,000.00
	Prudent Res - Heating 2 (Term Deposit 3	20,168.09
	Total Bank	66,064.49
	Current Assets	
	Accounts Receivable	890.00
	Bar Stock	643.75
	Total Current Assets	1,533.75
	Fixed Assets	
	Buildings	149,996.00
	Less Acc Depn on Buildings	(113,203.46)
	Less Acc Depn on Plant & Equipment	(43,009.56)
	Plant & Equipment	63,458.89
	Total Fixed Assets	57,241.87
	Total Assets	124,840.11
Liabilities		
	Current Liabilities	
	Accounts Payable	18,593.02
	GST	(1,654.87)
	Revenue in Advance	500.00
	Total Current Liabilities	17,438.15
	Total Liabilities	17,438.15
	Net Assets	107,401.96
Equity		
	Club Balance	105,254.80
	Current Year Earnings	2,147.16
	Total Equity	107,401.96