

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M.
ON 12TH FEBRUARY 2019.

Present: Jenny Magee, Dale Cameron, Barbara Wilkes, Jen Macartney, Alan Lewthwaite, Cathy Ferguson, Eve Beardsmore.

Apologies: Joy Martin-Frew, Patsy Williams, John Aitcheson

Minutes of Meeting of
15th January 2019:

Confirmed as a true and correct record by Barbara, seconded by Cathy.

Matters arising:

Eve wants to know if we got the updated Grade and Rating points – not seen yet.

Jenny rang Jean Young to confirm that we would not be making any special event for Nancy Hawker as we would have to do it for many more members.

The phone is working well in the Kitchen but it still should be in the foyer to be more accessible. To see if Brian Johnson Electrical will put a new power socket in.

No update from Charities Commission re our application.

Correspondence:

Inwards

Snail Mail:

Phone message from Jo Steele to resign due to her failing eyesight.

Email:

Verbal resignations from Nancy Waters and Mary Jamieson.

Judy Bevan – requesting more information on lessons run by Otago Bridge Club – (rec'd 8/2). *Gillian Alexander has been replying to this.*

Christine Samson – asking for times to be changed on our website to 7.10 as some people were turned away from a Wednesday night (*Actioned*). She also asks for the Otago Southland Bridge website to be updated as still showing starting at 7.25 pm (*sorted today*). She also had suggestions for our website to be updated to reflect 4 tournaments not 3. (*Actioned*) - (rec'd 07/02).

NZ Bridge – Board Minutes – (rec'd 05/02).

O/S Bridge Admin – Flyer for Winton intermediate Teams Tournament to be held on 2nd March, entries close 27/02. (rec'd 05/02).

NZ Bridge – news from the Chair – (rec'd 04/02).

DCC – Liquor licensing – (rec'd 04/02). *New rules that doesn't affect us. New license as well received.*

Vodafone - 2-minute survey – (rec'd 02/02).

O/S Bridge Admin – preliminary enquiry to gauge interest in improvers classes – would like a reply – (rec'd 01/02).

O/S Bridge Admin – Flyer for Queenstown 8B Tournament, to be held on 23rd March, entries close 19/03. (rec'd 01/02).

Ricoh Statement – (rec'd 01/02).

Barry Bouton – resignation as moving to Sawyers Bay – (rec'd 01/02).

Microsoft Outlook – making changes to email – (rec'd 01/02).

IRD – changes to Payroll – (rec'd 31/01).

NZ Bridge – link to latest podcast – (rec'd 30/01).

Tai Tua'i – wanting a link to lessons poster as he has some friends he might encourage – (rec'd 30/01).

Alec Weavers – email to club asking for more leniency from older players to newer players on a Monday night – (rec'd 30/01/).

Gillian Alexander – (RBM) – asking for feedback on poster – (rec'd 29/01).

Vil Gravis – Barbara requested latest book – will post plus invoice – (rec'd 27/01).

Jenny and Bruce Wright – unable to help with distribution of flyers, asking for something they could post on their facebook group – (rec'd 27/01). *Have attended to this.*

John Swan Ltd – Invoice for honours board update \$62.68 – (rec'd 25/01).

Lynne Fagan – copy of minutes from Otago Southland Regional (rec'd 25/01). *Lynne has organised for our details on their website to be updated.*

Southern Hospitality Ltd – now can have web orders – (rec'd 25/01).

NZ Bridge – Board minutes – (rec'd 23/01).

NZ Bridge – link to latest podcast – (rec'd 23/01).

Invercargill Bridge Club – Flyer for Open 8B Tournament on 8th March, closing 06/03. (rec'd 23/01).

Lynne Newall – resignation – (rec'd 20/01).

NZ Bridge – sample flyers for bridge lessons – (rec'd 18/01).

Mercury – online bill - \$266.62 – (rec'd 18/01).

NZ Bridge – link to latest podcast – (rec'd 16/01).

Outwards:

Letters acknowledging resignations to Barry Bouton, Jo Steele and Nancy Waters.

Acceptance of correspondence moved by Barbara and seconded by Dale.

Treasurer's Report:

The treasurer's report for January is attached.

Invoices to pay:

Accounts to pay:	
John Swan	\$ 62.68
Mercury	\$ 266.62
Ricoh	\$ 57.50
Vodafone	
J Magee - for vase	\$ 10.00
J Smeijers - printing flyers etc	\$ 88.50
Kitchen A/c	\$ 317.07
Wages - J Elfield	\$ 129.78
IRD - PAYE January	\$ 37.78
	\$ 969.93

Vodafone usually \$75.72 – paid by direct debit.

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

Dale proposed a motion that the cost of rent be increased to \$75.00 (including GST) for 3 hours hire, seconded by Eve. All in favour. Invoices to go out soon to the 3 club's that hire our rooms – we will ask for updated details. The form is to be updated. Letters to be sent out in April.

Barbara explained the new month to date and year to date profit and loss – which will allow us to make better informed financial decisions.

Eve would like kitchen wages to be changed to supper Expenses and bar expenses to bar supplies.

Committee Reports:

Building:

Sound System update – microphone working well now. The channel was changed. Ian Chalmers (someone that Eve knows) fixed it.

Smoke Alarms update – building fire protection review. The fire brigade came and said that we can put some alarms in, but as our club rooms are non-residential it won't save the building if empty. They suggested that it would be better to have the alarm connected to the Fire Brigade Watch House – Alan investigating what this means. Having an alarm connected to the Watch House may help when we do an insurance review may keep the insurance premiums low. Alan is trying to find out more information for this. A new smoke alarm is now installed in the foyer.

Alan to check out our current insurance – will be reviewed prior to renewal in May. We may need to review our contents insurance as well.

We have one fire extinguisher – one in the kitchen – but it was last checked Sept 2009. Alan will sort this out as part of the review.

A check strap is required for the back door – Alan has fixed it. The frame of the security door may need replacing. The screws are coming out – Alan checks this each month.

Bar:

Dale has found that small bottles of wine are just as cheap to purchase from New World – 2 dozen to purchase wee bottle.

Bar sales YTD is showing as \$935.00 and expenses show as \$281.81 – Cathy to investigate as sales seems very high. (Remember though expenses don't take into account the cost of stock on hand).

Dale proposes that chips are provided by the club on a Saturday. Committee happy to go with that.

Monday night cash to be used for swapping notes out in the bar – if required.

Stationery Supplies:

Copy paper to be purchased in preparation for lessons etc. All other stationery supplies ok. Half dozen boxes of pencils would be great. Hand records may need updated.

Kitchen:

Haley is going rowing next week so Saturday girl will come in on Monday and Wednesday.

Cards Sent:

Card was sent to Nancy Hawker thanking her for her donation and Bev for flowers.

Membership:

New member applications from Karilyn Canton, and Avril Power. Committee agreed to accept. Jude to organise invoices for full year and send to Barbara.

Retaining members ideas: standby members for fill-ins, check if members needs transport, to encourage more infrequent players, asking Otago Club to make an announcement about Wednesday night and Saturday afternoons, engage more people to be involved in club. *Need list of stand-by people in case of half tables – Barbara said she doesn't have time to make phone calls on the night if these people need to be pre-warned.*

Jen made mention of in England having people on standby as a host – committee doesn't think this would work here. They would get their table money paid if they came. Losing members is not just our club problem.

A note in the newsletter to remind members that if they need a ride we have volunteers to pick them up. Reminder that the partnership officer likes to be used for all nights.

Eve suggested having a visitor's charge say - \$10.00 from the first visit. The cost of joining would be discounted if they join. Some of the committee felt that \$10.00 is too much so only charge \$7.00 and no discount from membership subscriptions. Committee agreed. To start from 1st April.

There are still 15 unfinancial members.

Programme:

8B Tournament. Need a flyer. Cost per person \$20.00 per person. We provide morning tea and nibbles after – Wilma Turnbull – charging \$4.00 per person. Prizes – gave 1st, 2nd and 3rd. Last year we gave an intermediate prize. Similar pricing as last year. To ask Judith to start. Jenny, Dale and Joy to help in kitchen.

Intermediate lessons for 17th and 24th February reminder in Newsletter. Christine to deal with afternoon teas. Half of the money from lesson money to go to Kristen.

Suggestion of Bill Chapple to have a quiz evening with the Taieri Bloke Shed members to drum up members. Leave it to decide later in the year.

Lesson Sub-committee:

Barbara asked about the cost of paying lessons. Agreed to increase amount to be charged by Kristen. Jenny will talk to Kristen.

Baukje has said she is happy to donate again to advertise for lessons.

To decide who is to be involved with the ODT Journalist. Jenny, and Barbara to be interviewed for advertorial if it can be organized for Friday after 3. We may need to provide a little bit of history. Barbara to organise photos to be available to reporter.

The Star Advert is to be amended to include the \$30.00 lessons fee – as well as on the website.

Computers:

Nothing to report.

Health & Safety:

Emergency lighting update – work in progress.

General Business:

Archiving update – work in progress.

Pat Chapple is interested in possibly being librarian.

To be mentioned in newsletter – would like anyone like as we have 20 tableclothes to spare. Contact Jenny.

Meeting closed at 9.10 pm. The next meeting will be held on Tuesday 12th March 2019 at 7.00 pm.

Action List

April 2019

- Look at costs of upgrading bridge pads.

November 2019

- Look to see if there is interest in Party in the Park as it can take quite a lot of work to organise.

April 2020

- Term deposit falls due on 24th April.

July 2020

- Fire Extinguisher may need annual check.

Taieri Bridge Club

BANK1: Cheque - Statement Date: 31/01/2019 - Statement Page: 259

Statement Opening Balance:

6,570.60

Date	Type	Ref	Description	Gross
7/01/2019	CR	Dc	Jean Young (Sub)	65.00
7/01/2019	CR	Dc	M Larroche (Sub)	65.00
7/01/2019	CR	Dc	E sincock (Sub)	65.00
7/01/2019	CR	Dc	Interest (Inv a/c)	28.88
8/01/2019	CR	Dc	J Palmer (sub)	65.00
8/01/2019	CR	Dc	T webb (Sub)	42.00
9/01/2019	CR	Dc	C.Samson (Sub)	42.00
9/01/2019	CR	Dc	Banking (Table money, bar, advertising Subs)	1,121.00
14/01/2019	CR	Dc	V Wilson (sub)	42.00
14/01/2019	CR	Dc	B Johnson (Sub)	65.00
14/01/2019	CR	Dc	P Stewart (Sub)	65.00
14/01/2019	CR	Dc	L Whyte (Sub)	65.00
14/01/2019	CR	Dc	S WhyteSub (Sub)	65.00
15/01/2019	CR	Dc	J Tizard (Sub)	42.00
15/01/2019	CR	Dc	Banking (Table money, bar subs)	372.00
16/01/2019	CR	Dc	J Aitchison (Sub)	65.00
17/01/2019	CP	DD	J Smeijers (Purchase 2 telephones)	-81.00
18/01/2019	CP	DD	N Z Bridge (C Points)	-250.47
18/01/2019	CP	DD	Office Max (2 diaries)	-4.99
18/01/2019	CP	DD	Inland Revenue (Paye)	-30.22
18/01/2019	CP	DD	E Beardsmore (Christmas party costs)	-74.47
21/01/2019	CR	Dc	Webb Farry (Advertising)	28.75
21/01/2019	CR	Dc	W Bain (Sub)	65.00
21/01/2019	CR	Dc	T Tua'i (Sub)	65.00
21/01/2019	CP	DD	St Barnabas Trust (Christmas party)	-1,400.00
21/01/2019	CP	DD	Ricoh (Photocopier)	-57.50
21/01/2019	CR	Dc	Seaview Enterprises (Advertising)	57.50
22/01/2019	CR	Dc	Bankin (Table money, bar, subs, donation)	752.00
22/01/2019	CP	101092	Kitchen a/c (Supplies kitchen and bar)	-61.43
24/01/2019	CR	Dc	John Wolken (Sub)	42.00
24/01/2019	CR	Dc	Mosgiel books (Advertising)	57.50
25/01/2019	CR	Dc	J Ashton (Sub)	42.00
25/01/2019	CR	Dc	L ashtonSub (Sub)	42.00
25/01/2019	CR	Dc	Taieri Pharmacy (Advertising)	57.50
25/01/2019	CR	Dc	J Robertson (Sub)	65.00
25/01/2019	CP	DD	Transfer to Bonus Saver (Savings)	-200.00
25/01/2019	CP	DD	Vodafone (Telephone)	-75.72
28/01/2019	CR	Dc	E Beardsmore (Sub)	65.00
28/01/2019	CR	Dc	B Gillanders (Sub)	65.00
28/01/2019	CR	Dc	D Carruthers (Sub)	65.00
28/01/2019	CR	Dc	L Clark (Sub)	42.00
29/01/2019	CR	Dc	Banking (Table money, Bar)	379.00
30/01/2019	CR	Dc	F Holmes (Sub)	23.00
30/01/2019	CR	Dc	R Gudsell (Sub)	65.00
30/01/2019	CR	Dc	A Lethwaite (Sub)	65.00
30/01/2019	CR	Dc	Judy Robertson (Sub)	65.00
31/01/2019	CR	Dc	C Ferguson (Sub)	65.00
31/01/2019	CR	Dc	C Fletcher (Sub)	65.00
31/01/2019	CR	Dc	Jen Macartney (Sub)	65.00
31/01/2019	CR	Dc	J Smeijers (Sub)	42.00
31/01/2019	CR	Dc	L Smeijers (Sub)	42.00
31/01/2019	CR	Dc	Cheque Interest (Interest)	0.67
31/01/2019	CR	Dc	J Butcher (Sub)	65.00
31/01/2019	CR	Dc	D Ruwhiu (Sub)	42.00
31/01/2019	CP	DD	Wages (J elfield)	-162.22
31/01/2019	CP	DD	N Z Bridge (Levies)	-471.50
31/01/2019	CR	Dc	B Shine (Sub)	65.00

57 items reconciled with a value of:

1,965.28

Calculated closing balance:

8,535.88

Closing Balance as per Statement:

8,535.88

Difference:

0.00

Taieri Bridge Club		
Profit and Loss for January 2019		
	January	YTD
Income		
Donations	\$ 100.00	\$ 100.00
Interest Earned	\$ 0.67	\$ 2.70
Investment Interest	\$ 28.88	\$ 138.93
Rent	\$ 208.70	\$ 1,182.62
Advertising Income	\$ 327.17	\$ 577.17
Table Money	\$1,095.65	\$ 5,913.03
Subscriptions	\$2,476.46	\$ 4,011.20
Bar Sales	\$ 157.39	\$ 935.22
Lesson Income	\$ -	\$ 160.88
	\$4,394.92	\$13,021.75
Expenses		
Property Expenses	\$ -	\$ 4,094.52
Electricity	\$ -	\$ 1,252.53
Cleaning Wages	\$ 162.22	\$ 713.78
Cleaning PAYE	\$ 30.22	\$ 166.22
Office Expenses	\$ 124.77	\$ 665.38
Water Rates	\$ -	\$ 100.28
Telephone	\$ 65.84	\$ 352.08
Reimbursements	\$ -	\$ 913.04
Levies and Charges	\$ 627.80	\$ 1,581.80
Prizes and Engraving	\$ -	\$ 168.00
Playing Materials	\$ -	\$ 37.52
Bar Expenses	\$ 30.05	\$ 281.81
Kitchen Supplies	\$ 23.37	\$ 387.37
Kitchen Wages	\$ 200.00	\$ 1,000.00
Sundry Expenses	\$1,282.15	\$ 1,889.13
	\$2,546.42	\$13,603.46
Profit (Loss)	\$1,848.50	\$ (581.71)

Balance Sheet
Taieri Bridge Club
 Balance Sheet
 As at 31 January 2019

CAPITAL		This Year	Last Year End
CLUB	Club Balance	116,308.00	116,308.00
PL	Profit and Loss	<u>15,073.20</u>	<u>14,012.44</u>
		131,381.20	130,320.44
	Plus Current Year Operating Surplus/(Deficit)	(581.71)	1,060.76
	TOTAL CAPITAL FUNDS	<u><u>130,799.49</u></u>	<u><u>131,381.20</u></u>
REPRESENTED BY			
CURRENT ASSETS			
BANK1	Cheque	8,535.88	5,723.16
BANK2	Kitchen	312.56	312.56
BARSTOC	Bar Stock	854.27	854.27
FLOATS	Floats	250.00	250.00
GSTPAID	GST Paid	2,016.72	0.00
PRCF	Prudent Reserves for Carpet & Flooring	15,199.04	14,199.04
PRHU	Prudent Reserves for Heating Upgrade	<u>30,937.42</u>	<u>30,937.42</u>
		58,105.89	52,276.45
LESS CURRENT LIABILITIES			
BANK4A	Estimated Loss Investments Strategic Fi	4,524.69	4,524.69
CREDIT	Sundry Creditors	37.78	37.78
GSTHOLD	GST Holding	264.20	264.20
GSTREC	GST Received	<u>1,911.15</u>	<u>0.00</u>
		6,737.82	4,826.67
	NET WORKING CAPITAL	51,368.07	47,449.78
TERM ASSETS			
PRRR	Prudent Reserves for Roof Repairs	<u>19,023.22</u>	<u>23,523.22</u>
		19,023.22	23,523.22
FIXED ASSETS			
BUILD	Buildings	149,996.00	149,996.00
BUILDPV	Buildings - Provision for Depreciation	(94,612.95)	(94,612.95)
P&E	Plant & Equipment	49,953.84	49,953.84
P&EA	Plant & Equipment - Additions	1,674.45	1,674.45
P&EPR	Plant & Equip. - Prov for Depreciation	<u>(46,603.14)</u>	<u>(46,603.14)</u>
		60,408.20	60,408.20
	NET ASSETS	<u><u>130,799.49</u></u>	<u><u>131,381.20</u></u>