

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.03 P.M. ON 9th FEBRUARY 2021.

Present: Jen Macartney, Barbara Wilkes, Cathy Ferguson, Alan Lewthwaite, John Aitcheson, Christine Samson, Joy Martin-Frew

Apologies: Dawn Brieseman, Jenny Magee, Patsy Williams

Minutes of Meeting of 8th December 2020: Confirmed as a true and correct record by Jen, seconded by Cathy.

Matters arising: Windows have been cleaned.

Tea Girl's name and phone number is available in the kitchen.

Correspondence: **Inwards**

Snail Mail:

Southern Hospitality brochure

Certificate of Proficiency – Wendy Bain

Email

Naomi Mottershead – resignation – (rec'd 09/02).

Angela McKenzie – enquiring to join our club so that she can play on Saturdays – (rec'd 08/02).

Marg Auty, Joy Martin Frew, Pat and Bill Chapple, Rhonda Mitchell, Carol Morgan, Chris Wither, Gaynor Brown, Robert Cowan – all happy to deliver flyers.

Helen Haig – wanted her email updated, plus a copy of her subscription invoice – (rec'd 04/02).

O/S Bridge Admin – ensuring we are using the correct email address – (rec'd 03/02).

NZ Bridge – link to latest podcast – (rec'd 03/02).

Ricoh Statement – (rec'd 02/02).

John Swan Ltd – statement – (rec'd 02/02).

John Swan - \$78.20 – update honours board – (rec'd 01/02).

Donna Ruwhiu – checking on email address and Xero invoice – (rec'd 29/01).

NZ Bridge – link to latest podcast – (rec'd 27/01).

NZ Bridge – survey for those taking bridge lessons – (rec'd 27/01). *Forwarded on to Kristen to answer.*

NZ Bridge – information and a nomination form for Board Elections – (rec'd 26/01).

Christine Samson – requesting website Linda's phone number updated – (rec'd 25/01).

Jude Smeijers – request for reimbursement for BridgeTab Admin server license – (rec'd 25/01).

Christine Samson – matters to attend to at club – (rec'd 24/01).

BridgeTab Licence order – (rec'd 24/01).

Ricoh Invoice - \$44.83 – (rec'd 22/01).

Otago Bridge Club – Flyer for Save the Charity Tournament – 21 Feb, entries close 19/02. (Rec'd 22/01).

Geeks on Wheels – remittance advice – (rec'd 21/01).

Xero – subscription notification (rec'd 21/01).

NZ Bridge – link to latest podcast- (rec'd 20/01).

Invercargill Bridge Club – Otago Southland Scoring system survey – (rec'd 20/01).
Forwarded on to Jude to complete.

NZ Bridge – blurb about the invoicing of player levies - financial year commences 1st April, player levy of \$23.00 is invoiced quarterly in advance. Calculations dates are 31/3, 30/06, 30/09, 31/12. (Rec'd 20/01).

Mercury Invoice - \$343.39 – (rec'd 20/01).

Fran Holmes – requesting correcting to subscription invoice – (rec'd 18/01).
Barbara attended to this.

NZ Bridge Invoice - \$494.50 – club membership levies – (rec'd 15/01).

NZ Bridge Invoice - \$348.68 – session charges (rec'd 15/01).

NZ Bridge – Rank reports – (rec'd 14/01).

NZ Bridge – Baden Wilson Trophy 2020 – top Masterpoint earners in 2020 – (rec'd 14/01).

Phillip Morris – resignation due to other commitments – (rec'd 14/01). *Barbara has replied acknowledging this via email.*

NZ Bridge – link to latest podcast- (rec'd 13/01).

NZ Bridge – congratulations to recently qualified Club Directors – (rec'd 12/01).

Vodafone - \$84.16 – (rec'd 12/01).

Invercargill Bridge Club - reminder about Regional Swiss Pairs 10A tournament – (rec'd 11/01).

NZ Bridge – note that invoices will be sent out – (rec'd 11/01).

Sheila Fenton – stuck in Mooloolaba – (rec'd 10/01).

Christine Samson – copy of 2021 dealing roster – (rec'd 08/01).

John Swan Ltd – statement – (rec'd 03/01).

Ricoh Statement – (rec'd 02/01).

NZ Bridge – link to latest podcast – (rec'd 30/12).

NZ Bridge – Flyer on South Canterbury Congress April 2021 – (rec'd 30/12).

O/ Bridge Admin – Flyer for South Island Teams 20A on 12th and 13th Feb, entries close 8th Feb – (rec'd 29/12).

Elizabeth White – confirmation of payment – (rec'd 30/12).

NZ Bridge – link to latest podcast – (rec'd 24/12).

Otago Bridge Club – flyer for Festival Pairs – (rec'd 20/12).

Xero Invoice - \$69.00 – (rec'd 21/12).

NZ Bridge – link to latest podcast – (rec'd 17/12).

Jan Butcher – resignation – (rec'd 17/12).

Ricoh Billing - \$71.51 – (rec'd 17/12).

Mercury - \$255.60 – (rec'd 15/12).

NZ Bridge – Taranaki Bridge Congress flyer – (rec'd 14/12).

John Sheehy – unable to attend Christmas dinner – (rec'd 11/12).

Outwards: -

Welcome letters to Murray Barron and Patricia Larsen.

Acceptance of correspondence moved by Barbara and seconded by Christine.

Treasurer's Report:

The treasurer's report for February is attached.

February Accounts

Mercury	\$309.05
Ricoh	\$44.83
Vodafone (approx)	\$85.00
Wages	\$129.78
PAYE	\$30.22
Bonus Saver	\$200.00
John Swan Ltd	\$78.20
Dawn Brieseman	\$42.99
Xero	\$69.00
Southern Hospitality	\$175.15
	\$1,164.22

Paid since last meeting

Xero	\$69.00
Brown House	\$1,087.00
Kristen Collins	\$150.00
Wages	\$129.78
PAYE	\$38.78
John Swan	\$270.00
NZ Bridge	\$348.68
NZ Bridge	\$494.50
Ricoh	\$71.51
Pest and Zest	\$69.00
Vodafone	\$84.16
Jude Smeijers	\$225.00
Mercury	\$255.60
Bonus Saver	\$200.00
	\$3,493.01

Unpaid subs – 21 people. Those with emails have been sent reminders.

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

Committee Reports:

- Building:** Alarm key – need a spare one as Alan’s key is worn out..
Handle on kitchen drawer – on the to do list.
Electric pencil sharpener – already fixed.
Grounds: DCC contractors must have taken shrubs out. Patsy knows the name of the contact at Parks and Gardens. Jen to try and make contact.
Patsy would like the old vacuum cleaner gone. (Barbara to take home). Next month to discuss cleaners job description.
- Bar:** Bar key to be organised for Dale Cameron. Jen to organise one to be cut.
- Stationery Supplies:** All up to date.
- Kitchen:** Job description for tea girl – need to itemise what has to be done – trays and biscuit trays not being washed. Jen will update an abbreviated form.
- Cards Sent:** Ryan Sontag, Alice Thomson.
- Membership:** Advertising etc – update. Stuff has been sent to ODT, photos and blurb today. Goes in on Thursday 18th Feb. Draft to be sent to Jen and Christine.

Membership applications Bryan and Patsy Taylor, and Catherine Smith. All approved.
- Programme:** Tournaments - 13th March – Open 8B Pairs. Price \$25.00 per person for this one and the 5A Tournament. Lindsay to direct.

A small bell is to be donated from Peggy Rowe before the director speaks (on a Monday night).
- Lessons:** Finalising lessons – have to make sure the photocopier is well and truly fixed before 2nd March. Best method is word of mouth, neighbours, friends. Independent contract to be created for Kristen. Payment to be increased. Does Kristen need any extra help?
- Computers:** Photocopier needs to be serviced. Alan to organise this.

Monday night bridge results were skewed last night. One of the programmes has to start automatically which didn’t happen last night. The problems seem to be since license updated (but this is just a guess).
- Health & Safety:**
- General Business:** Rating points to be updated – ask Jude.

Duties and responsibilities to be updated.

Meeting closed at 8.30 pm. The next meeting date will be 9th March 2021.

Action List

March 2021

- To look at front of building to be painted.
- Cleaners job description to be looked at

August 2021

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

Cash Summary
Taieri Bridge Club
For the month ended 31 January 2021
Including GST

	Jan 2021	YTD Actual
Income		
Advertising Income	\$287.50	\$488.75
Bar Sales	\$167.00	\$1,292.00
Building Hire	\$0.00	\$300.00
Interest Earned	\$3.67	\$510.71
Investment Interest	\$6.79	\$6.79
Lesson Income	\$0.00	\$210.00
Rent	\$225.00	\$845.00
Subscriptions	\$2,244.00	\$4,902.25
Sundry Income	\$20.00	\$1,040.05
Table Money	\$1,150.00	\$6,805.00
Tournament Income	\$0.00	\$415.00
Total Income	\$4,103.96	\$16,815.55
Less Operating Expenses		
Accounting Software	\$0.00	\$276.00
Bank Fees	\$0.00	\$1.50
Bar Purchases	\$154.74	\$667.50
Cleaning Sundry	\$8.99	\$279.30
Cleaning Wages	\$129.78	\$812.00
Electricity	\$255.60	\$1,421.65
Kitchen Expenses	\$57.98	\$182.38
Lesson Tutor	\$0.00	\$150.00
Levies & Charges	\$843.18	\$1,639.67
Office Expenses	\$449.67	\$1,170.10
Playing Materials	\$0.00	\$397.60
Prizes & Engraving	\$270.00	\$270.00
Reimbursements	\$0.00	\$1,050.00
Sundry Expenses	\$0.00	\$1,662.23
Supper Expenses	\$164.26	\$864.26
Telephone & Internet	\$0.00	\$219.36
Tournament Expenses	\$0.00	\$230.54
Water Rates	\$0.00	\$106.27
GST	\$0.00	-\$679.26
PAYE Payable	\$38.78	\$68.00
Total Operating Expenses	\$2,372.98	\$10,789.10
Operating Surplus (Deficit)	\$1,730.98	\$6,026.45
Net Cash Movement	\$1,730.98	\$6,026.45
Summary		
Opening Balance	\$68,722.23	\$64,426.76
Plus Net Cash Movement	\$1,730.98	\$6,026.45
Closing Balance	\$70,453.21	\$70,453.21

Profit and Loss

Taieri Bridge Club

For the month ended 31 January 2021

Account	Jan 2021	YTD
Trading Income		
Advertising Income	0.00	525.00
Bar Sales	145.22	1,123.49
Building Hire	0.00	286.96
Interest Earned	3.67	510.71
Investment Interest	6.79	6.79
Lesson Income	0.00	182.61
Rent	0.00	734.77
Subscriptions	(76.52)	5,836.55
Sundry Income	0.00	904.38
Table Money	1,000.01	5,917.40
Tournament Income	0.00	360.87
Total Trading Income	1,079.17	16,389.53
Gross Profit		
	1,079.17	16,389.53
Operating Expenses		
Accounting Software	60.00	300.00
Bank Fees	0.00	1.50
Bar Purchases	134.56	580.45
Cleaning Sundry	7.82	242.87
Cleaning Wages	129.78	812.00
Depreciation	521.10	2,605.55
Electricity	222.26	1,236.21
Kitchen Expenses	50.43	158.60
Lesson Tutor	0.00	130.43
Levies & Charges	733.20	1,425.80
Office Expenses	420.36	1,046.83
Playing Materials	0.00	345.74
Prizes & Engraving	0.00	234.78
Reimbursements	0.00	913.05
Sundry Expenses	0.00	1,587.20
Supper Expenses	161.10	861.10
Telephone & Internet	0.00	190.75
Tournament Expenses	0.00	200.47
Water Rates	0.00	92.41
Total Operating Expenses	2,440.61	12,965.74
Net Profit	(1,361.44)	3,423.79

Balance Sheet

Taieri Bridge Club
As at 31 January 2021

Account	31 Jan 2021
Assets	
Bank	
Cheque Account	5,792.55
Cheque Account (Kitchen)	204.36
Prudent Res - Carpet	20,613.90
Prudent Res - Heating 2	28,402.54
Prudent Res - Roofing	15,439.86
Total Bank	70,453.21
Current Assets	
Accounts Receivable	1,955.00
Bar Stock	536.76
Cash Float	80.00
Total Current Assets	2,571.76
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(102,100.79)
Less Acc Depn on Plant & Equipment	(51,555.62)
Plant & Equipment	55,776.22
Total Fixed Assets	52,115.81
Total Assets	125,140.78
Liabilities	
Current Liabilities	
Accounts Payable	69.00
GST	1,610.99
PAYE Payable	(37.78)
Total Current Liabilities	1,642.21
Total Liabilities	1,642.21
Net Assets	123,498.57
Equity	
Club Balance	120,074.78
Current Year Earnings	3,423.79
Total Equity	123,498.57