

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.00 P.M. ON 14TH FEBRUARY 2023.

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

Apologies: Jenny Magee, Carol Adler-Morgan.

Minutes of Meeting of 13 December 2022: Barbara moved that the minutes are true and correct, seconded by Marg.

Matters Arising: Auditors payment corrected to \$400.00 not \$500.00 as previously shown in Treasurer's Report from Dec 2022.

Correspondence: **Inwards**

Peggy Rowe – resignation – (rec'd 09/01).

Snail Mail:

Email:

John Aitcheson – having a year off bridge but still remaining a member – (rec'd 14/02).

O/S Bridge Admin – request for us to check our details on their website are correct – (rec'd 14/02). *Has Monday start time as noted as 7.10 pm so this needs to be changed.*

O/S Bridge Admin – Flyer for Rubber Bridge – (rec'd 14/02).

NZ Bridge – Appointment of Congress Manager – (rec'd 13/02).

O/S Bridge Admin – flyer for South Canterbury Congress Intermediate Pairs – (rec'd 12/02).

NZ Bridge – Board Election for 2 vacancies – (rec'd 10/02).

NZ Bridge – Expressions of interest for NZ Seniors Team – (rec'd 10/01).

Vodafone - \$95.33 – (rec'd 10/02).

Te Aroha – Flyer for Spa Town Open 10A tournament – (rec'd 09/02).

Sonya Adams – RBM – checking on interest from Facebook advertising – (rec'd 09/02).

John Swan Ltd – Statement – (rec'd 07/02).

O/S Bridge Admin – Flyer for Kaikoura Bridge Club 8B All Grades Tournament – (rec'd 04/02).

Ricoh – Statement – (rec'd 03/02).

Barry Gibbons – resignation – liked lessons but playing euchre and 500 on other days. – (rec'd 02/02).

Oamaru Open Pairs 5A Tournament – (rec'd 02/02).

Sonya Adams – RBM – requesting form to be urgently completed – (rec'd 02/02).

Oamaru Bridge Club – invitation to their 60th Jubilee – (rec'd 01/02).

John Swan Ltd – statement – (rec'd 01/02).

O/S Bridge Admin – request to remind entries for Cromwell Intermediate Pairs – (rec'd 31/01).

Michelle Larroche – resignation – (rec'd 30/01).

Sonya Adams – RBM – exhibiting at three A&P shows – (Oamaru 25/2, Invercargill 2/3 and 4/3, Wanaka 10/3 and 11/3) – wanting form completed – wanting to know if anyone can help – (rec'd 29/01).

Sorry Partner – new episode – (rec'd 27/01).

Allied Press – re advertising in ODT – wanting to meet up – (rec's 25/01).

Sonya Adams – RBN – re Facebook campaign – (rec'd 25/01).

O/S Bridge Admin – Regional Conference on 12/02 postponed. (rec'd 24/01).

Ricoh - \$56.77 – (rec'd 24/01).

Bridgetab – confirmation of order – (rec'd 23/01).

Wilma Burrell – thanks for receiving programme book – (rec'd 23/01).
Sent early January by Barbara.

Xero - \$56.93 – (rec'd 21/01).

NZ Bridge – policy update on Child Protection Policy and Health and Safety policy updated – (rec'd 20/01).

IRD – reminder about payment due – (rec'd 20/01).

NZ Bridge – Board Minutes from November – (rec'd 19/01).

Mercury - \$309.89 due 29/02. (rec'd 19/01).

O/S Bridge Admin – Flyer for Cromwell Intermediate Pairs 5B Tournament on 25/02). – (rec'd 17/01).

Ricoh – Statement – (rec'd 17/01).

O/S Bridge Admin – Flyer for North Island Pairs in Wellington 4/3 – (rec'd 16/01).

NZ Bridge – info on Tournament Directing exam dates – (rec'd 16/01).

NZ Bridge - \$437.00 for levies – (rec'd 15/01).

Christine Samson – notifying of an ambulance being called on Saturday 14/01 – would like it written into a health and safety book – (rec'd 15/01).

NZ Bridge - \$241.50 – session charges – (rec'd 15/01).

Sonya Adams -Regional Bridge Mate – re website going live for lessons – (rec'd 14/01).

Sorry Partner – latest episode – (rec'd 13/01).

O/S Bridge Admin – Flyer for Queenstown 5A Pairs Tournament on 18/03 – (rec'd 12/01).

Andrew Reynolds – wishing to join our club – (rec'd 12/01).

Sonya Adams – re website pages – (rec'd 12/01).

NZ Bridge – rank reports – (rec'd 11/01).

Vodafone - \$94.98 – (rec'd 10/01).

NZ Bridge – advising to update membership file – (rec'd 09/01).

NZ Bridge – Baden Wilson Awards – (rec'd 9/01).
NZ Bridge – All Time Masterpoint Earners – (rec'd 09/01).
NZ Bridge – automated reply re Judy Bevin – (rec'd 07/01).
Ricoh Statements – (rec'd 04/01).
Sonya Adams – Regional Bridge Mate – Draft for the Facebook campaign – (rec'd 23/12).
Geeks on Wheels – confirmation of payment – (rec'd 22/12).
O/S Bridge Admin – Revised flyer for Taranaki Bridge Congress on 11th and 13th March, entries close 07/03 – (rec'd 20/12).
IRD – reminder for payment – (rec'd 20/12).
Ricoh - \$45.29 – (rec'd 18/12).
Christine Samson – regarding printing of tournament flyers – (rec'd 18/12). *Barbara now making concerted effort to print these and pin on noticeboard.*
O/S Bridge Admin – flyer for Otago Southland 10A Swiss Pairs Invercargill – (rec'd 18/12).
NZ Bridge – Masterpoint certificates to be sent out – (rec'd 16/12).
Mercury - \$308.00 – (rec'd 16/12).
John Swan - \$356.50 – for engraving trophies – (rec'd 16/12).
Gail Williams – resignation as not enjoying playing bridge in the current time as improvement not happening playing 1 night a week, putting her bridge on pause – (rec'd 16/12).
Sonya Adams – requesting information on our lessons again (rec'd 15/12). *Jen replied that we had already given this information.*
NZ Bridge – updated directors list – (rec'd 15/12).
Fiona Ellis – checking if she had paid her membership fees – (rec'd 15/12).
NZ Bridge – Online strategy - 10 weekends where Clubs may run their tournaments online or at the club – none that apply to us – (rec'd 15/12).
NZ Bridge – Chairman Newsletter no 8 – (rec'd 15/12).
NZ Bridge – acknowledgement of form sent – (rec'd 14/12).
Christine Samson – unhappy with tone of my email response plus further questions – (rec'd 13/12). *Jen and Barbara replied to Christine on 15/12.*
Wormald's reply to my email requesting invoice to be sent. Confirmed no charge for fire extinguisher advice – (rec' 14/12).

Outwards:

Letter to June Elfield confirming pay increase.
Email to Gail Williams re resignation – 18/12.
Email to Christine Samson regarding her email requests 13/12 plus further one on 15/12.
Letter to Peggy Rowe re resignation – (sent 10/01).
Email to Michelle Larroche re resignation – (sent 02/02).

Email to Barry Gibbons re resignation – (send 02/02).

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for December and January is attached.

ACCOUNTS TO PAY FEB 2023	
Mercury	\$ 278.90
Ricoh	\$ 49.36
Vodafone	\$ 95.33
Wages	\$ 137.08
PAYE	\$ 62.92
Simple Saver	\$ 200.00
Waste Management (Jen reimburse)	\$ 13.00
NZ Bridge	\$ 437.00
NZ Bridge	\$ 241.50
NZ Bridge - Facebook promotion	\$ 100.00
John Swan	\$ 125.50
	\$ 1,740.59

PAID SINCE LAST MEETING	
Mercury (January)	\$ 277.20
Ricoh (January)	\$ 45.29
Vodafone (January)	\$ 94.98
Wages (January)	\$ 137.08
PAYE (January)	\$ 62.92
Simple Saver	\$ 200.00
Waste Management (Jen Reimburse)	\$ 13.00
Xero (Dec/Jan)	\$ 56.93
Kitchen Account top up x 2 (Jan/Feb)	\$ 300.00
John Swan	\$ 346.50
Robert Cowan (Brown House Catering)	\$ 1,505.00
Licenses for tablets (Jen reimburse)	\$ 225.00
Designer Screens	\$ 249.80
	\$ 3,513.70

Term deposit schedule

Term Deposit Schedule					
Term Deposit number	Term Deposit Name	Amount	Start Date	Interest Rate	Renewal Date
TD 1	Prudent Res - Roofing	\$16,288.52	11/11/22	4.50%	13/11/23
TD 2	Prudent Res - Heating	\$10,000.00	27/06/22	2.95%	24/03/23
TD 3	Prudent Res - Heating	\$18,496.63	10/06/22	3.15%	9/06/23

Auditor now corrected bank accounts as noted in last minutes (18/12).

Advertisers pay just over \$1,000 but cost of programme book is actually \$600.00.

Amount of kitchen transfer to be an automatic payment increase to \$500.00.

To check out the balance on the balance sheet for the term deposit balances - TD1 and TD3. Total to correct – just the dissection not correct – Barbara to look into it.

3 subscriptions still unpaid – Rob Johnstone, Annette Downey (to resign her) and Joy Martin-Frew.

Robert asked why negative number showing in subscriptions – Barbara replied that it was due to the resignations.

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

Committee Reports

Building:

Windows in the computer office – price – completed and cost was \$250.00.

Water Filter and water cooler – Dale requested the items because our present water container uses unfiltered tap water which stays at toom temperature and is unappealing. Jen has looked into and get a filter and pipe through the bar – plumbed in. Could look at positioning water cooler where the bookcase is as closer to the kitchen and pipes. Merv to look at cost of instant filtered cold water machine.

Bar

Price of wine changed to \$5.00 in November minutes. Jen to look at changing the programming on the till. Reminder in newsletter from 1st March.

Stationery Supplies:

Nothing to purchase.

Kitchen:

Cards Sent:

Get well cards for Lee Ashton and Jan Methers

Membership:

Committee approved the new membership applications of Andrew Reynolds, Janice Munden, and Cushla Colquhoun.

Programme:

Merv proposes that the starting times for Wednesday night's change to 7 pm effective from 1st March, seconded by Bob. Agreed by the majority.

Taieri Open Pairs tournament – Saturday 4th March – Marie ok for catering, will check if Dale ok for bar, Lyndsay to direct. Members can pay online for \$25.00.

Learners:

Currently have 4 people that have made contact by phone before flyers, and now 7 from Facebook that are interested (1 definite), plus another couple interested. Jen to make contact with them all the week before. In newsletter that any members from last year welcome to repeat with no cost. Helpers for lessons: see if Laurie, Bob, Derek, Merv and sometimes Marie to help with lessons.

900 flyers still available to be delivered. Reminder in newsletter again – Marg has a map with streets already done. Some flyers available from club rooms. Some to put in businesses in the main street.

Computers:

Hiccup with tablets last Monday night – can't keep getting extra tablets out to try. Agree to add another 9 licenses per year at an additional total cost of \$135.00

Health & Safety:

Nothing to report.

General Business:

Advertising for lessons - Robert says everything in hand for appearing in The Star on 23/02.

Catering – Marie would like a sub-committee for catering for charity tournaments and fun nights – she has people in mind to help her.

50th Anniversary – meeting held with Christine and Val. Suggested plan: Game of bridge starting at 1.30 pm until about 4 o'clock, then time to set up tables. At 4.30 pm there will be drinks (paid for by the club) – bubbles and beer. Finger food at 5.30 pm. Photos, speeches until 6.00 pm. Cake will cost \$200.00. Letters to be sent to ex members – list to be given to Barbara. Flyer to be created to go to clubs.

Plaque for tree will be approximately \$30.00. Will need to be fixed to wood and then cemented to group – check if any of our current members can help out (Bill Chapple). Plaque will have white background with black writing.

Key Register – Jenni has updated and reported inconsistencies in numbering, also too many keys in drawer to sort. She suggested it may be time to look at a keypad entry system. Robert to look at costing.

More detail required for items for Agenda to quicken discussion at meetings.

Meeting closed at 7.33pm. The next meeting date will be 14th March 2023 at 6 o'clock.

Action List

Nov 2022

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

March 2023

- Check with Crombie Lockwood for quote on different insurance – renewal date 31/05.
- Term Deposit 2 matures 24/03/23

April 2023

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

May 2023

- Term Deposit 3 matures 09/06/23

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.

Nov 2023

- Term Deposit 1 matures 11/11/23

Cash Summary			
Taieri Bridge Club			
For the month ended 31 January 2023			
Including GST			
	Jan 2023	Dec 2022	YTD Actual
Income			
Advertising Income	\$0.00	\$506.00	\$966.00
Bar Sales	\$233.50	\$405.60	\$1,799.10
Interest Earned	\$51.24	\$48.76	\$197.21
Investment Interest	\$0.00	\$0.00	\$319.38
Rent	\$0.00	\$980.00	\$1,430.00
Subscriptions	\$2,622.00	\$2,552.00	\$5,976.29
Sundry Income	\$35.00	\$1,470.00	\$1,550.00
Table Money	\$1,735.00	\$1,065.00	\$7,895.00
Accounts Receivable (manual)	\$0.00	\$0.00	\$150.00
Total Income	\$4,676.74	\$7,027.36	\$20,282.98
Less Operating Expenses			
Accounting Software	\$56.93	\$56.93	\$231.17
Bank Fees	\$0.00	\$0.00	\$1.50
Bar Expenses	\$0.00	\$0.00	\$32.56
Bar Purchases	\$333.85	\$118.93	\$1,373.07
Cleaning Sundry	\$0.00	\$25.00	\$174.50
Cleaning Wages	\$200.00	\$230.00	\$1,028.00
Electricity	\$277.20	\$303.10	\$1,531.08
Kitchen Expenses	\$75.14	\$314.85	\$583.34
Levies & Charges	\$0.00	\$827.77	\$1,679.00
Office Expenses	\$270.29	\$229.94	\$907.25
Playing Materials	\$0.00	\$600.31	\$1,415.36
Prizes & Engraving	\$0.00	\$373.45	\$416.10
Property Expenses	\$249.80	\$28.80	\$7,698.21
Reimbursements	\$0.00	\$1,525.00	\$1,525.00
Repairs and Maintenance	\$0.00	\$0.00	\$131.57
Sundry Expenses	\$0.00	\$1,515.00	\$1,515.00
Supper Expenses	\$210.00	\$120.00	\$835.00
Telephone & Internet	\$94.98	\$113.48	\$501.28
Water Rates	\$0.00	\$73.55	\$151.64
Cash Float	-\$15.00	\$0.00	\$45.00
Accounts Payable (manual)	\$0.00	\$0.00	\$53.48
GST	\$0.00	\$0.00	\$553.41
PAYE Payable	\$9.27	-\$14.44	-\$5.17
Total Operating Expenses	\$1,762.46	\$6,441.67	\$22,377.35
Operating Surplus (Deficit)	\$2,914.28	\$585.69	-\$2,094.37
Plus Non Operating Movements			
Plant & Equipment	\$0.00	\$0.00	-\$6,400.00
Total Non Operating Movements	\$0.00	\$0.00	-\$6,400.00
Net Cash Movement	\$2,914.28	\$585.69	-\$8,494.37
Summary			
Opening Balance	\$57,032.72	\$56,447.03	\$68,441.37
Plus Net Cash Movement	\$2,914.28	\$585.69	-\$8,494.37
Closing Balance	\$59,947.00	\$57,032.72	\$59,947.00

Profit and Loss

Taieri Bridge Club

For the month ended 31 January 2023

<u>Account</u>	<u>Jan 2023</u>	<u>Dec 2022</u>	<u>Year to date</u>
Trading Income			
Advertising Income	0.00	15.00	840.00
Bar Sales	203.05	352.69	1,564.44
Interest Earned	51.24	48.76	197.21
Investment Interest	0.00	0.00	319.38
Rent	0.00	443.48	1,243.48
Subscriptions	(113.04)	(113.04)	5,444.94
Sundry Income	0.00	1,338.92	1,347.62
Table Money	1,478.30	869.58	6,908.89
Total Trading Income	1,619.55	2,955.39	17,865.96
Gross Profit	1,619.55	2,955.39	17,865.96
Operating Expenses			
Accounting Software	49.50	99.00	247.50
Bank Fees	0.00	0.00	1.50
Bar Expenses	0.00	0.00	28.31
Bar Purchases	290.30	103.42	1,193.98
Cleaning Sundry	0.00	21.74	151.74
Cleaning Wages	200.00	230.00	1,028.00
Depreciation	449.26	449.25	2,130.37
Electricity	241.04	263.57	1,331.38
Kitchen Expenses	65.33	273.78	507.22
Levies & Charges	0.00	719.80	1,460.00
Office Expenses	245.02	239.33	780.97
Playing Materials	0.00	522.01	1,230.75
Prizes & Engraving	0.00	324.74	361.83
Property Expenses	217.22	25.04	6,694.09
Reimbursements	0.00	1,472.82	1,472.82
Repairs and Maintenance	0.00	0.00	114.41
Sundry Expenses	0.00	1,513.70	1,513.70
Supper Expenses	210.00	120.00	835.00
Telephone & Internet	82.59	98.68	435.90
Water Rates	0.00	63.96	131.86
Total Operating Expenses	2,050.26	6,540.84	21,651.33
Net Profit	(430.71)	(3,585.45)	(3,785.37)

Balance Sheet

Taieri Bridge Club

As at 31 January 2023

Account	31 Jan 2023
Assets	
Bank	
Kitchen Account	43.95
Main Account	8,712.21
Prudent Res - Carpet (Bonus Saver)	6,405.69
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	18,816.01
Prudent Res - Roofing (Term Deposit 1)	15,969.14
Total Bank	59,947.00
Current Assets	
Accounts Receivable	202.00
Bar Stock	577.40
Cash Float	165.00
Total Current Assets	944.40
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(108,297.63)
Less Acc Depn on Plant & Equipment	(55,866.70)
Plant & Equipment	64,383.73
Total Fixed Assets	50,215.40
Total Assets	111,106.80
Liabilities	
Current Liabilities	
Accounts Payable	56.77
GST	(473.57)
PAYE Payable	62.92
Total Current Liabilities	(353.88)
Total Liabilities	(353.88)
Net Assets	111,460.68
Equity	
Club Balance	115,246.05
Current Year Earnings	(3,785.37)
Total Equity	111,460.68