

## MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 6<sup>TH</sup> FEBRUARY 2024.

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

**Apologies:** Deirdre Bruce

**Minutes of Meeting of 12<sup>th</sup> December 2023:** Barbara moved that the minutes are true and correct, seconded by Marg.

**Matters Arising:**

**Correspondence:** **Inwards**

**Snail Mail:**

**Email:**

Judith Smeijers – recommends we move broadband connection with Mercury with landline - total cost \$65.00 for the Lite package. Could use 2 cordless phones we have already – (rec'd 05/02).

NZ Bridge – Alister Stuck going on annual leave until 4/3 – (rec'd 04/02).

East Coast Bays Bridge Club – reminder about online bridge starting 11/02 – (rec'd 03/02).

John Wolken – looking for our bank account details – (rec'd 02/02). *Barbara has replied to this.*

Jennifer MacMillan – request for seating rights – (rec'd 03/02).

Ricoh – Statement – (rec'd 03/02).

Jude Smeijers – copy of tournament flyers – (rec'd 02/02).

Andrew Reynolds – resignation – (rec'd 02/02).

Allied Press – Annalise – making contact about publishing an article in The Star – (rec'd 02/02). *Diane sorting this.*

NZ Bridge – Board Election cycle 2024 – (rec'd 02/02).

O/S Bridge Admin – happy to contribute \$300.00 towards advertising for new members – as long as receipt submitted by 27 Feb – (rec'd 31/01).

Xero – classic invoicing is retiring – (rec'd 31/01).

Kim Stewart – table card purchase – (rec'd 30/01).

NZ Bridge – Flyer for NI Teams – (rec'd 25/02).

Bridgetab.com – receipt for software license – (rec'd 24/01).

NZ Bridge – online team event to support global project on increasing youth and school bridge in many countries. Tournament on Sat 27 April. – (rec'd 24/01).

Lynne Newell – resignation for this year – (rec'd 24/01).

Ricoh Billing - \$64.08 – (rec'd 23/01).

NZ Bridge – Board Meeting minutes from 12/12/23 – (rec'd 23/01).

Mercury - \$268.23 due 28/02 – (rec'd 23/01).

Xero - \$61.24 for 21//01 – 20/02 – (rec'd 21/01).

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

NZ Red Cross – letter of apology for late payment – (rec'd 18/01).

Christine Samson – not able to print copy of hands at end of dealing. Also dealing machine not recognising board labels very well for Wednesday boards. Phone at bridge club – would like club to consider putting in landline as card dealing people don't take their cellphones to the club so if there is an issue they cannot contact someone quickly – (rec'd 18/01). *Printer has been fixed and labels have been replaced.*

Mel Auld – zoom session on 1<sup>st</sup> Feb about tips for teaching and supporting new learners – (rec'd 16/01). *Forwarded on to Robert.*

John Swan – Statement – (rec'd 15/01).

NZ Bridge - \$471.50 for membership levies – (rec'd 14/01).

NZ Bridge - \$291.87 for session charges – (rec'd 14/01).

OfficeMax - \$144.88 for paper cups – (rec'd 14/01).

Brian Donnelly – requesting a copy of subscription invoice to be resent – (rec'd 13/01).

Sorry Partner – latest podcast – (rec'd 11/01).

One.NZ - \$90.98 – (rec'd 09/01).

Otago Southland Regional Bridge Club – asking us to check our details etc – (rec'd 08/01). *Have requested Marie's name to be put as President.*

NZ Bridge – Baden Wilson and Rank Reports – (rec'd 08/01).

O/S Bridge Admin – requesting feedback on regional conference – (rec'd 08/01). *Barbara replied back that we had a number of new committee members, and no-one was interested in attending.*

O/S Bridge Admin – Flyer for Cromwell Intermediate Pairs 5B Tournament on 24/02. – (rec'd 08/01).

Gillian Alexander – wishing to attend training on computer set-up – (rec'd 06/01).

Ricoh – Statement – (rec'd 04/01).

O/S Bridge Admin – Wellington Congress Preliminary Notice – (rec'd 30/12).

O/S Bridge Admin – SI Teams 20A Online Tournament on 10/02 and 11/02, entries close 02/02. (rec'd 30/12).

Sorry Partner – latest podcast – (rec'd 28/12).

E C Shaw Ltd – payment paid for advertising – (rec'd 28/12).

Michael Wood – thanks for reminder – payment made – (rec'd 27/12).

Mercury - \$251.37 due 29/01 – (rec'd 23/12).

Chris Wither – interested in attending sessions but later on in year – (rec'd 23/12).

Heart Saver Ltd – AED adult electrodes need replacing as they have expired – (rec'd 20/12).

Xero - \$61.24 – (rec'd 21/12).

Wendy Bain – resignation as moving to Wanaka – (rec'd 20/12).

Denise Blair – moving to Brighton in March – would like to join our club – (rec'd 20/12). *I replied back that she would be welcome to join us and I looked forward to meeting her in March.*

IRD – payment reminder – (rec'd 20/12).

Sonya Adams – not going to proceed with Wanaka A&P Show stand – (rec'd 19/12).

Ricoh - \$69.17 – (rec'd 18/12).

NZ Bridge – Charities Amendment Bill came into force 05/07/23. One of the main changes is the requirement for the charity to review its governance procedures at least once every three years. This change is about ensuring officers are regularly thinking about how the charity runs, and whether the rules and processes are fit for purpose. – (rec'd 18/12).

John Swan - \$405.00 engraving cups – (rec'd 18/12).

Janelle Ashton – updated email address – (rec'd 16/12).

Sorry Partner – latest update – (rec'd 15/12).

Christine Samson – regarding rule changes sub-committee – (rec'd 14/12).

Outwards:

Acceptance of correspondence moved by Barbara and seconded by Jen.

**Treasurer's Report:**

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

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY FEBRUARY 2024	
Mercury	\$ 268.23
Ricoh	\$ 64.08
Xero - February (not received, but expected)	\$ 61.24
One.nz (estimate)	\$ 90.98
Wages - February (estimated)	\$ 543.25
PAYE - January	\$ 86.38
Simple Saver - February	\$ 200.00
Waste Management (Jen reimburse for Feb)	\$ 13.00
NZ Bridge Inc - session charges	\$ 291.87
NZ Bridge Inc - membership levies	\$ 471.50
	<b>\$ 2,090.53</b>
<u>Paid since last meeting</u>	
Lyn McLaren - gift voucher teaperson	\$ 50.00
Barbara Wilkes - reimb steam mop	\$ 277.00
Xero - December	\$ 61.24
Pest & Zest window cleaning	\$ 138.00
Waste Management (Jen reimburse for January)	\$ 13.00
Bruce Kelly - Carpet Clean	\$ 322.00
John Swan	\$ 405.00
OfficeMax - paper cups	\$ 144.88
Ricoh 15 Nov to 14 Dec	\$ 69.17
Simple Saver transfer - January	\$ 200.00
Mercury 18 Nov to 14 Dec	\$ 251.37
Kitchen Account – Monthly Top up Feb	\$ 500.00
Wages - January	\$ 257.43
IRD - December PAYE	\$ 62.92
One.nz	\$ 90.98
Xero (January)	\$ 61.24
Barbara Wilkes reimb licences for tablets 12mths	\$ 255.00
Kitchen account - bar payments	\$ 346.20
Kitchen account - kitchen payments	\$ 69.96
	<b>\$ 3,575.39</b>
Total approved	<b>\$ 5,665.92</b>

8 people with outstanding subs. Marg to follow up with outstanding people.

Wages are now coded to one account called wages instead of cleaning wages. Supper expenses still has prior tea person expenses in it as these didn't incur PAYE.

Two advertising payments overdue – one had an old email address and so updated and will be paid 20/02. The other will be sent to alternative contact.

Barbara to include in newsletter job description for Treasurer and Table Card Officer.

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

## **Committee Reports**

### **Building:**

### **Bar:**

Freezer in bar not working. Marie wants to be able to store ice cream. Marie has had Brian Johnson looking at it and might need to get a refrigerator specialist to look at which could be quite expensive. Need facility to freeze food for bar license. Committee approve to spend up to \$400.00. Agreed unanimously.

### **Stationery Supplies:**

Nothing to purchase

### **Kitchen:**

Jack is going well as new tea person.

June has been rung about using the steam mop – she doesn't know how to use it but will give it a go. Also she doesn't like our vacuum cleaner as it needs replacing and so she brings her own.

**Cards Sent:**

Get well card to Mavis Hastie, bereavement to family of Dorothy Walsh – life member. Thank you card to Rose Markby in response to her verbal resignation for her years as a member as no email.

**Membership:**

New application received from Nora Dowse – with seating rights. Agreed unanimously.

Need better communication regarding membership information – Jen doesn't want verbal notification as we should have an audit trail – via email. Barbara to forward on any email resignations.

**Programme:**

Tournament – 3<sup>rd</sup> March – pay online, prize money to be paid via direct credit – Jen to do form for prize winners. Lindsay to direct. Marie has catering in hand.

Payments for tournament – easier if cash as Jen will not take responsibility to update NZ Bridge tournament entry site on who has paid or not as she has no access to bank accounts. Jen to find out more about additional sign on for NZ Bridge but this may be delayed as Alister is away until early March. Marg to possibly do this part.

**Learners:**

Advertising for February 2024 – organised to go with repeat article from last year. 5<sup>th</sup> March is start date for lessons. Article to go in for last week of February.

Diane also contacted re advertising in Star with business card size adverts. Committee felt that it would be good to see advert in ODT as it there may be people that don't get the Star newspaper. Diane will go back to Kim and see if we can put an advert in ODT.

Lesson fee for Robert will be the same as last year. A new independent contract agreement to be sent to Robert to sign.

A4 Flyers – Jen organised 100 to be printed by Campbell & Sons. Will need people to distribute them – will bring them to bridge – Marg happy to deliver some around shops. Jen has also made a request to advertise on Radio Dunedin on their community notice board.

Committee agreed to invite new members from 2023 lessons to return to the lessons for free – to go in newsletter. – Merv to phone members from last year and those that are playing this year.

Improvers lessons – anyone interested and what topics – first need to check if Robert wishes to take them and then mention in newsletter next month.

**Computers:**

Broadband – update – Jude recommended that the Club change to Mercury with lite broadband plan and \$5.00 additional cost for landline. Discussion held about landline/cellphone. The committee feels that the majority of members own their own cellphone so the club does not need to provide this additional service. Resolved to request Judith Smeijer to organise changing broadband only to Mercury at lower cost -agreed unanimously.

**Health & Safety:**

Heartsaver Ltd – electrodes – to be updated – agreed unanimously. Barbara to email.

**Privacy Matters:**

**General Business:**

DCC – Shrubs and trees to be pruned – Marie has sent an email requesting shrubs to be trimmed – new contact person now and Marie has asked for updated email address.

Catering plan for 2024 year – has 1 person organised to help on each of the 4 tournaments. Fun nights – Marie will organise menu.

Directing Mondays – we now have no-one yet to fill in for the other 7 bridge nights while Barbara is away. Also Barbara not keen to do all other directing as that's not reasonable. Alec Weavers has offered to help but he plays in teams doesn't help problem. Marie and Lyn would like to observe how to set up at start of night from March when Barbara is directing.

Update about sub-committee progress on rules. 75% through the rules which is great progress after 3 meetings. Grant Walker has offered to read through rules for cost of lunch. Barbara will get receipt so that club can reimburse her for cost of this.

Jen talked to another club who has a DCC paper recycling bin – Jen to ask DCC for recycling bin.

Dawn suggested that we may wish to buy our liquor through Chatsford. Marie to run idea past Dale and Patsy.

Meeting closed at 8.15 pm. The next meeting date will be 12<sup>th</sup> March 2024 at 6.00 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,

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.
- Prize giving prizes
- To organise flyers for July 28 Graded Pairs tournament as Jen away.

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.
- Email Robert to check if Tutoring and start date.
- May need to look for new vacuum cleaner.

# Cash Summary

Taieri Bridge Club

For the month ended 31 December 2023

<b>Account</b>	<b>Dec 2023</b>	<b>Year to date</b>
<b>Income</b>		
Advertising Income	300.00	600.00
Bar Sales	451.40	1,521.82
Interest Earned	89.17	359.83
Investment Interest	0.00	737.00
Rent	591.31	1,256.53
Subscriptions	1,964.28	3,733.36
Sundry Income	578.17	1,612.79
Table Money	926.12	5,978.45
Tournament Income	0.00	925.22
<b>Total Income</b>	<b>4,900.45</b>	<b>16,725.00</b>
<b>Less Expenses</b>		
Accounting Software	53.25	159.75
Bank Fees	0.00	1.35
Bar Purchases	287.60	763.85
Cash Float	(50.00)	40.00
Electricity	291.40	1,083.48
Kitchen Expenses	169.47	536.72
Levies & Charges	0.00	914.80
Office Expenses	178.83	681.23
PAYE Payable	15.73	15.73
Playing Materials	660.62	1,125.32
Prizes & Engraving	170.00	177.52
Property Expenses	240.87	240.87
Reimbursements (Honoraria)	1,525.00	1,525.00
Sundry Expenses	1,887.92	1,887.92
Supper Expenses	265.00	1,115.00
Telephone & Internet	79.11	305.06
Tournament Expenses	0.00	841.15
Wages	200.00	850.00
Water Rates	61.38	120.41
<b>Total Expenses</b>	<b>6,036.18</b>	<b>12,385.16</b>
<b>Surplus (Deficit)</b>	<b>(1,135.73)</b>	<b>4,339.84</b>
<b>Plus GST Movements</b>		
GST Collected	721.82	2,247.71
GST Paid	(604.59)	(1,855.08)
<b>Net GST Movements</b>	<b>117.23</b>	<b>392.63</b>
<b>Net Cash Movement</b>	<b>(1,018.50)</b>	<b>4,732.47</b>
<b>Summary</b>		
Opening Balance	67,525.32	61,774.35
Plus Net Cash Movement	(1,018.50)	4,732.47
Cash Balance	66,506.82	66,506.82



**Cash Summary**  
 Taieri Bridge Club  
 For the month ended 31 January 2024

<b>Account</b>	<b>Jan 2024</b>	<b>Year to date</b>
<b>Income</b>		
Advertising Income	175.00	775.00
Bar Sales	126.96	1,648.78
Interest Earned	106.02	465.85
Investment Interest	0.00	737.00
Rent	73.91	1,330.44
Subscriptions	1,612.12	5,345.48
Sundry Income	0.00	1,612.79
Table Money	1,765.28	7,743.73
Tournament Income	0.00	925.22
<b>Total Income</b>	<b>3,859.29</b>	<b>20,584.29</b>
<b>Less Expenses</b>		
Accounting Software	106.50	266.25
Bank Fees	0.00	1.35
Bar Purchases	104.68	868.53
Cash Float	0.00	40.00
Electricity	218.58	1,302.06
Kitchen Expenses	195.17	731.89
Levies & Charges	0.00	914.80
Office Expenses	60.15	741.38
PAYE Payable	(23.46)	(7.73)
Playing Materials	0.00	1,125.32
Prizes & Engraving	352.17	529.69
Property Expenses	400.00	640.87
Reimbursements (Honoraria)	0.00	1,525.00
Sundry Expenses	0.00	1,887.92
Supper Expenses	0.00	1,115.00
Telephone & Internet	79.11	384.17
Tournament Expenses	0.00	841.15
Wages	343.81	1,193.81
Water Rates	0.00	120.41
<b>Total Expenses</b>	<b>1,836.71</b>	<b>14,221.87</b>
<b>Surplus (Deficit)</b>	<b>2,022.58</b>	<b>6,362.42</b>
<b>Plus GST Movements</b>		
GST Collected	576.94	2,824.65
GST Paid	(241.44)	(2,096.52)
<b>Net GST Movements</b>	<b>335.50</b>	<b>728.13</b>
<b>Net Cash Movement</b>	<b>2,358.08</b>	<b>7,090.55</b>
<b>Summary</b>		
Opening Balance	66,506.82	61,774.35
Plus Net Cash Movement	2,358.08	7,090.55
Cash Balance	68,864.90	68,864.90

**Profit and Loss**  
 Taieri Bridge Club  
 For the 2 months ended 31 January 2024

<b>Account</b>	<b>Dec 2023-Jan 2024</b>	<b>Year to date</b>
<b>Trading Income</b>		
Advertising Income	0.00	950.00
Bar Sales	636.19	1,706.61
Interest Earned	195.19	465.85
Investment Interest	0.00	737.00
Rent	591.31	1,330.44
Subscriptions	(56.52)	5,792.42
Sundry Income	182.58	1,612.79
Table Money	2,774.01	7,826.34
Tournament Income	0.00	925.22
<b>Total Trading Income</b>	<b>4,322.76</b>	<b>21,346.67</b>
<b>Gross Profit</b>	<b>4,322.76</b>	<b>21,346.67</b>
<b>Operating Expenses</b>		
Accounting Software	106.50	266.25
Bank Fees	0.00	1.35
Bar Purchases	392.28	868.53
Depreciation	842.72	2,106.82
Electricity	451.82	1,269.81
Kitchen Expenses	364.64	731.89
Levies & Charges	663.80	1,578.60
Office Expenses	495.21	775.97
Playing Materials	660.62	1,125.32
Prizes & Engraving	352.17	529.69
Property Expenses	640.87	640.87
Reimbursements (Honoraria)	1,525.00	1,525.00
Sundry Expenses	1,843.48	1,887.92
Supper Expenses	265.00	1,115.00
Telephone & Internet	158.22	384.17
Tournament Expenses	0.00	841.15
Wages	543.81	1,193.81
Water Rates	0.00	61.38
<b>Total Operating Expenses</b>	<b>9,306.14</b>	<b>16,903.53</b>
<b>Net Profit</b>	<b>(4,983.38)</b>	<b>4,443.14</b>

**Balance Sheet**  
 Taieri Bridge Club  
 As at 31 January 2024

Account	31 Jan 2024
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	696.03
Main Account	12,932.04
Prudent Res - Carpet (Bonus Saver)	9,133.63
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
<b>Total Bank</b>	<b>68,864.90</b>
<b>Current Assets</b>	
Accounts Receivable	920.75
Bar Stock	738.67
Cash Float	45.00
<b>Total Current Assets</b>	<b>1,704.42</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(111,396.05)
Less Acc Depn on Plant & Equipment	(57,852.85)
Plant & Equipment	64,383.73
<b>Total Fixed Assets</b>	<b>45,130.83</b>
<b>Total Assets</b>	<b>115,700.15</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	1,350.68
GST	1,202.74
PAYE Payable	86.38
<b>Total Current Liabilities</b>	<b>2,639.80</b>
<b>Total Liabilities</b>	<b>2,639.80</b>
<b>Net Assets</b>	<b>113,060.35</b>
<b>Equity</b>	
Club Balance	108,617.21
Current Year Earnings	4,443.14
<b>Total Equity</b>	<b>113,060.35</b>