

MIINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 4.00 P.M. ON 11 FEBRUARY 2025.

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

Apologies: Merv Muir, Marg Auty

Minutes of Meeting of 10 December 2024: Barbara moved that the minutes are true and correct, seconded by Diane.

Matters Arising: Marie has verbally found that none of the groups that use our rooms have more than 99 members attending. Barbara has emailed DCC to find out how to change our capacity number on our Building Warrant of Fitness.

Updated dealing instructions – still work in progress. Going to get new updated table numbers.

Correspondence: **Inwards**

Snail Mail:

Email:

Mike Atkinson – updated stories – was an ex newsletter editor who wrote interesting stories about bidding – (rec'd 11/02).

One.NZ - \$58.98 – (rec'd 09/02).

Shaw Plumbing - \$105.23 – (rec'd 08/02).

Jude Smeijers – letter regarding heat pumps not cooling room to set temperatures – (rec'd 07/02). *Suggestion to turn temperature to 20 degrees.* Taken on board and will adjust temperature and adjust fan speed.

Victoria Bridge Club – Flyer for Multigrade Pairs 8B Tournament – (rec'd 08/02).

Sorry Partner – latest podcast – (rec'd 06/02).

Debbie Langford – interested in lessons – (rec'd 05/02).

Cromwell Bridge Club – flyer for Cromwell Intermediate Pairs on 22/02, (rec'd 04/02).

Jan Bramley – enquiry about the amount of subs to pay as intending to move – (rec'd 04/02).

OfficeMax statement – (rec'd 04/02).

DCC – Draft Reserves Management Plan General Policies – request for feedback – (rec'd 03/02).

Virginial O'Neill – interest in lessons – (rec'd 03/02).

Sorry Partner – latest podcast – (rec'd 31/01).

NZ Bridge – information about Online Directors Training Course – (rec'd 30/01).

David Larsen – copies of practice exams for directors – (rec'd 28/01).
Forwarded on to Robert Cowan.

Anne Tamati – missed invoice for subs but paid now – (rec'd 27/01).

Invercargill Bridge Club – Flyer for Avenal Park Funeral Home Swiss Pairs on 16 Feb, entries close 13/02. (rec'd 25/01).

Jenni Wright – updated address – (rec'd 25/01).

Joan Robertson – holding off paying subs as unsure if she will be back – (rec'd 24/01).

NZ Bridge – updated application form from NZ Bridge Foundation – (rec'd 24/01).

Sorry Partner – latest podcast – (rec'd 23/01).

Mercury - \$237.29 due 28/02 – (rec'd 23/01).

Ricoh - \$40.26 – (rec'd 22/02).

NZ Bridge – Board minutes from 19/11/24 – (rec'd 22/01).

OfficeMax - \$148.88 – (rec'd 21/01).

Xero - \$64.69 – (rec'd 21/02).

Bridgetab – confirmation of software renewal – (rec'd 20/01).

Ricoh – mistake in previous invoice – to be sorted in next invoice – (rec'd 16/01).

Marg Auty – Triton Hearing – (rec'd 16/01).

Sorry Partner – latest podcast – (rec'd 16/01).

NZ Bridge - \$448.50 for membership levies – (rec'd 15/01).

NZ Bridge - \$242.88 for session charges – (rec'd 15/01).

Pest and Zest - \$149.50 – (rec'd 13/01) *found in junk mail.*

One.nz - \$58.98 – (rec'd 10/01).

Sorry Partner – latest podcast – (rec'd 09/01).

East Coast refer NZ Bridge – (rec'd 07/01).

John Swan – statement – (rec'd 06/01).

O/S Bridge Admin – forwarding on message from Invercargill Bridge Club urgently requiring entries for tournament – (rec'd 06/01).

NZ Bridge – Masterpoint Reports – (rec'd 01/01).

Alec Weavers – email about membership problems.

Sorry Partner – latest podcast – (rec'd 26/12).

NZ Bridge – Bulletin about International Teams for 2025 – (rec'd 24/12).

Mercury - \$242.55 due 28/01 – (rec'd 24/12).

John Wolken – requesting our bank account details – (rec'd 23/12).

Xero - \$64.69 – (rec'd 21/12).

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

Gabrielle Campbell – as unable to attend our Christmas Dinner – would like to donate her payment to the club – (rec'd 19/12).

Bruce Carter – resignation – email from Jen on behalf of him – (rec'd 19/12).

NZ Bridge - lessons books to be available end of May – (rec'd 19/12).

Ricoh - \$61.90 – (rec'd 17/12).

O/S Bridge Admin – Wellington Regional Bridge Congress, 25-27 April – (rec'd 17/12).

Robert Cowan - \$1,505.00 – 43 people @ \$35.00 per person for Christmas Dinner – (rec'd 17/12).

Gillian Alexander – resignation – (rec'd 17/12).

O/S Bridge Admin – flyer for Robin Young 10A Teams on 25/26 Jan – (rec'd 16/12).

Jan Bramley – unable to attend Christmas dinner – (rec'd 15/12).

John Swan - \$432.00 – for prizegiving trophies – (rec'd 15/12).

Mavis Grant – resignation – (rec'd 13/12).

Otago Bridge Club – change to allow members to attend at least 6 times before being asked to join the club – (rec'd 13/12).

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

Joy Martin-Frew – happy to wash some tablecloths – (rec'd 11/12).

Outwards:

Email to Gabrielle Campbell thanking her for her donation.

Emails to Bruce Carter, Mavis Grant and Gillian Alexander thanking them for their resignations.

Letter to Beggs Security requesting 5 additional keys. Current authoriser for this is Jenni Wright and now Barbara is added.

Email to DCC – requesting how to update our capacity numbers on Building Warrant of Fitness.

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for December/January is below.

| ACCOUNTS TO PAY FEBRUARY 2025 | |
|---|-------------|
| Mercury | \$ 237.29 |
| Ricoh | \$ 40.26 |
| Xero (Feb-Mar) | \$ 64.69 |
| One.nz Feb payment | \$ 58.98 |
| Wages - Feb (approx) | \$ 461.47 |
| PAYE/Kiwisaver Employer - January | \$ 129.77 |
| Simple Saver - February | \$ 200.00 |
| NZ Bridge - C points | \$ 242.88 |
| NZ Bridge - Levies | \$ 448.50 |
| Officemax -hand towels | \$ 148.88 |
| Campbell & Sons - 3000 lesson flyers | \$ 300.00 |
| Shaw Plumbing | \$ 105.23 |
| Reimb Marie Kean for bridgetab pyt | \$ 255.00 |
| (AMOUNT TO BE CONFIRMED - based on last year) | |
| | \$ 2,692.95 |

| | |
|--|--------------------|
| Paid since last meeting | |
| Kitchen Account – Monthly Top up January | \$ 500.00 |
| Kitchen account - bar payments | \$ 346.40 |
| Kitchen account - kitchen payments | \$ 165.61 |
| Kitchen account - Xmas party | \$ 51.00 |
| Kitchen account - Mitre10 new padlock | \$ 13.59 |
| Mercury | \$ 242.55 |
| Ricoh | \$ 61.90 |
| Xero (Jan/Feb) | \$ 64.69 |
| Wages - January | \$ 344.60 |
| Simple Saver - January | \$ 200.00 |
| Judy Bevin - refund Xmas meal | \$ 25.00 |
| John Swan engraving cups | \$ 432.00 |
| Dale Cameron reimb wine purch | \$ 53.96 |
| Brown House Catering | \$ 1,505.00 |
| Pest & Zest window cleaning | \$ 149.50 |
| Bob Lawrence - refund memb fee paid twice in error | \$ 42.00 |
| One NZ Jan payment | \$ 58.98 |
| | <u>\$ 4,256.78</u> |
| Total approved | \$ 6,949.73 |

Email circulated from member moving to another city during year..
– Charge one proportional amount.

There are still a number of membership (6) fees outstanding. Marie to ring outstandings and check.

Wages for February will include stat hol (time and half) and day in lieu for cleaner for Waitangi day.

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

Committee Reports

Building:

Blocked drain in men's toilet and women's handbasin – now fixed by Shaw Plumbing.

Bar:

Idea for additional mixer drink – gin and soda – only 4% alcohol – Barbara. Idea not taken up – just leaving as status quo.

Stationery Supplies:

A5 laminating pockets.

Kitchen:

Fynn Henderson – new tea boy – (resigned effective 15/02). Announced at bridge, something in newsletter. Not necessarily a school child.

Cards Sent:

Christine McNamara – thank you. Get well cards to Helen Haig, Derek Tingle and Joy Martin-Frew, Bereavement card to Patsy Williams.

Membership:

Mary McQueen, Alan Nicholls, Janet Gafford – unanimously agreed.

Programme:

Triton Hearing sponsorship of tournament – Marg explained that they could offer prizes for tournaments, or advertising for lessons. They would like to put a notice on our noticeboard. They will get back to us – Marie to contact with them.

March Tournament – 8B Tournament on 02/03. Lindsay to direct, and deal cards. Flyers have all been emailed out. Barbara to check bank

account and ticking on NZ Bridge. Food sorted by Marie. Cash prizes. May have to pay Lindsay online if not enough cash.

May Charity tournament – asking Triton to help with raffle prizes, New World vouchers for prizes, asking sponsors like Jacqui Johnson for prizes

Learners

Promotion of lessons – distribution of flyers. Allan to co-ordinate flyer distribution. Ask people to distribute around their area for the week starting 24 February.

Lessons Advertising – Diane

- NZ Bridge Facebook and Instagram promotion has already started (lasts for around 12 week). Cost \$350.00 + GST.
- ODT advertising will run for 5 weeks (Mon-Fri) on the back page and starts from 17 Feb. Star Advertising for 5 weeks starts 19 Feb. Costs: ODT \$550.00 and Star \$100.00 + GST.

To have an open day – to be considered for next year as a large commitment.

Deirdre to act as hostess for learners.

Computers:

Health & Safety:

Privacy Matters:

Interests Register:

General Business:

Cleaners job description – to be updated. – in progress.

Tables and chairs set up in the room – will have 20 tables in the main room, 3 tables kept in back office. Additional chairs to be donated to good cause.

WhatsApp Group – 59 members which is great. To mention etiquette when finding partners in newsletter.

Newsletter – new editor to be found. Contributions from committee all requested – Diane to compile it. Prizewinners to go in newsletter – to check with Junior winners when they play with intermediate players. Thanks to Barbara for 7 years as newsletter editor.

Cards to be signed by all members for members in hospital, bereavement cards for members spouse, partner and child. This will now be the President's job.

Gabrielle Campbell wishes to use the room as a farewell for a nominal amount.

Christmas prizes have been well received.

Meeting closed at 5.30 pm. The next meeting will be held on Tuesday 11 March 2025 at 4.00 pm 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
- Discuss start and finish dates for programme

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 31 December 2024

| Account | Dec 2024 | Year to date |
|---|--------------------|--------------------|
| Income | | |
| Advertising Income | 400.00 | 925.00 |
| Bar Sales | 495.21 | 1,270.44 |
| Donations | 25.00 | 27.00 |
| Interest Earned | 84.70 | 360.99 |
| Investment Interest | 0.00 | 1,024.33 |
| Rent | 413.05 | 1,078.27 |
| Subscriptions | 2,496.96 | 2,522.18 |
| Sundry Income | 369.58 | 1,230.47 |
| Table Money | 657.37 | 7,626.69 |
| Total Income | 4,941.87 | 16,065.37 |
| Less Expenses | | |
| ACC Levies | 0.00 | 22.09 |
| Accounting Software | 112.50 | 278.25 |
| Bank Fees | 0.00 | 1.35 |
| Bar Purchases | 119.96 | 696.57 |
| Consulting & Accounting | 69.57 | 1,149.57 |
| Electricity | 248.39 | 1,081.17 |
| Grants and Donations Paid | 0.00 | 100.00 |
| Kitchen Expenses | 31.52 | 471.51 |
| Levies & Charges | 0.00 | 709.60 |
| Office Expenses | 186.20 | 389.38 |
| PAYE Payable (includes Kiwisaver contrib) | 22.71 | 51.32 |
| Prizes & Engraving | 0.00 | 744.00 |
| Property Expenses | 0.00 | 272.98 |
| Reimbursements (Honoraria) | 1,200.00 | 1,200.00 |
| Revenue in Advance | 0.00 | 1,486.99 |
| Rounding | 1.20 | 1.20 |
| Sundry Expenses | 1,549.34 | 2,871.36 |
| Telephone & Internet | 51.29 | 205.16 |
| Tournament Expenses | 0.00 | 240.00 |
| Wages | 387.50 | 2,368.80 |
| Water Rates | 67.63 | 129.85 |
| Total Expenses | 4,047.81 | 14,471.15 |
| Surplus (Deficit) | 894.06 | 1,594.22 |
| Plus Other Cash Movements | | |
| Fixed Assets | (15,521.74) | (15,521.74) |
| Total Other Cash Movements | (15,521.74) | (15,521.74) |
| Plus GST Movements | | |
| GST Collected | 764.87 | 2,294.09 |
| GST Paid | (2,507.92) | (3,949.08) |
| Net GST Movements | (1,743.05) | (1,654.99) |
| Net Cash Movement | (16,370.73) | (15,582.51) |
| Summary | | |
| Opening Balance | 66,064.49 | 65,276.27 |
| Plus Net Cash Movement | (16,370.73) | (15,582.51) |
| Cash Balance | 49,693.76 | 49,693.76 |

Profit and Loss
Taieri Bridge Club
For the month ended 31 December 2024

| Account | Dec 2024 | Year to date |
|---------------------------------|-----------------|---------------------|
| Trading Income | | |
| Advertising Income | 0.00 | 1,025.00 |
| Bar Sales | 495.21 | 1,211.74 |
| Donations | 25.00 | 27.00 |
| Interest Earned | 84.70 | 360.99 |
| Investment Interest | 0.00 | 1,024.33 |
| Rent | 495.66 | 1,326.10 |
| Subscriptions | 6,144.84 | 6,144.84 |
| Sundry Income | 260.88 | 1,230.47 |
| Table Money | 657.37 | 7,565.82 |
| Total Trading Income | 8,163.66 | 19,916.29 |
| Gross Profit | 8,163.66 | 19,916.29 |
| Operating Expenses | | |
| ACC Levies | 0.00 | 22.09 |
| Accounting Software | 56.25 | 225.00 |
| Bank Fees | 0.00 | 1.35 |
| Bar Purchases | 119.96 | 696.57 |
| Consulting & Accounting | 69.57 | 1,149.57 |
| Depreciation | 427.58 | 1,192.99 |
| Electricity | 210.91 | 980.12 |
| Grants and Donations Paid | 0.00 | 100.00 |
| Kitchen Expenses | 31.52 | 343.94 |
| Levies & Charges | 0.00 | 709.60 |
| Office Expenses | 59.22 | 380.75 |
| Prizes & Engraving | 375.65 | 1,119.65 |
| Property Expenses | 0.00 | 272.98 |
| Reimbursements (Honoraria) | 1,200.00 | 1,200.00 |
| Sundry Expenses | 1,549.34 | 2,871.36 |
| Telephone & Internet | 51.29 | 205.16 |
| Tournament Expenses | 0.00 | 240.00 |
| Wages | 387.50 | 2,368.80 |
| Water Rates | 0.00 | 67.63 |
| Total Operating Expenses | 4,538.79 | 14,147.56 |
| Net Profit | 3,624.87 | 5,768.73 |

Cash Summary

Taieri Bridge Club
For the month ended 31 January 2025

| Account | Jan 2025 | Year to date |
|---|-----------------|--------------------|
| Income | | |
| Advertising Income | 100.00 | 1,025.00 |
| Bar Sales | 105.22 | 1,375.66 |
| Donations | 0.00 | 27.00 |
| Interest Earned | 83.16 | 444.15 |
| Investment Interest | 0.00 | 1,024.33 |
| Rent | 247.83 | 1,326.10 |
| Subscriptions | 2,909.12 | 5,431.30 |
| Sundry Income | 26.09 | 1,256.56 |
| Table Money | 1,481.66 | 9,108.35 |
| Total Income | 4,953.08 | 21,018.45 |
| Less Expenses | | |
| ACC Levies | 0.00 | 22.09 |
| Accounting Software | 56.25 | 334.50 |
| Bank Fees | 0.57 | 1.92 |
| Bar Purchases | 258.61 | 955.18 |
| Consulting & Accounting | 0.00 | 1,149.57 |
| Electricity | 210.91 | 1,292.08 |
| Grants and Donations Paid | 0.00 | 100.00 |
| Kitchen Expenses | 76.38 | 547.89 |
| Levies & Charges | 0.00 | 709.60 |
| Office Expenses | 50.52 | 439.90 |
| PAYE Payable (includes Kiwisaver contrib) | (37.91) | 13.41 |
| Prizes & Engraving | 375.65 | 1,119.65 |
| Property Expenses | 130.00 | 402.98 |
| Reimbursements (Honoraria) | 0.00 | 1,200.00 |
| Repairs and Maintenance | 11.82 | 11.82 |
| Revenue in Advance | 0.00 | 1,486.99 |
| Rounding | (0.20) | 1.00 |
| Sundry Expenses | 0.00 | 2,871.36 |
| Telephone & Internet | 51.29 | 256.45 |
| Tournament Expenses | 0.00 | 240.00 |
| Wages | 468.75 | 2,837.55 |
| Wages - Employer Kiwisaver Contribution | 5.62 | 5.62 |
| Water Rates | 0.00 | 129.85 |
| Total Expenses | 1,658.26 | 16,129.41 |
| Surplus (Deficit) | 3,294.82 | 4,889.04 |
| Plus Other Cash Movements | | |
| Fixed Assets | 0.00 | (15,521.74) |
| Total Other Cash Movements | 0.00 | (15,521.74) |
| Plus GST Movements | | |
| GST Collected | 730.68 | 3,024.77 |
| GST Paid | (183.23) | (4,132.31) |
| Net GST Movements | 547.45 | (1,107.54) |
| Net Cash Movement | 3,842.27 | (11,740.24) |
| Summary | | |
| Opening Balance | 49,693.76 | 65,276.27 |
| Plus Net Cash Movement | 3,842.27 | (11,740.24) |
| Cash Balance | 53,536.03 | 53,536.03 |

| Profit and Loss | | |
|-------------------------------------|-----------------|---------------------|
| Taieri Bridge Club | | |
| For the month ended 31 January 2025 | | |
| Account | Jan 2025 | Year to date |
| Trading Income | | |
| Advertising Income | 0.00 | 1,025.00 |
| Bar Sales | 105.22 | 1,316.96 |
| Donations | 0.00 | 27.00 |
| Interest Earned | 83.16 | 444.15 |
| Investment Interest | 0.00 | 1,024.33 |
| Rent | 0.00 | 1,326.10 |
| Subscriptions | 36.52 | 6,181.36 |
| Sundry Income | 26.09 | 1,256.56 |
| Table Money | 1,481.66 | 9,047.48 |
| Total Trading Income | 1,732.65 | 21,648.94 |
| Gross Profit | 1,732.65 | 21,648.94 |
| Operating Expenses | | |
| ACC Levies | 0.00 | 22.09 |
| Accounting Software | 56.25 | 281.25 |
| Bank Fees | 0.57 | 1.92 |
| Bar Purchases | 258.61 | 955.18 |
| Consulting & Accounting | 0.00 | 1,149.57 |
| Depreciation | 423.86 | 1,616.85 |
| Electricity | 206.34 | 1,186.46 |
| Grants and Donations Paid | 0.00 | 100.00 |
| Kitchen Expenses | 205.84 | 549.78 |
| Lesson Advertising | 260.87 | 260.87 |
| Levies & Charges | 601.20 | 1,310.80 |
| Office Expenses | 35.01 | 415.76 |
| Prizes & Engraving | 0.00 | 1,119.65 |
| Property Expenses | 130.00 | 402.98 |
| Reimbursements (Honoraria) | 0.00 | 1,200.00 |
| Repairs and Maintenance | 11.82 | 11.82 |
| Sundry Expenses | 0.00 | 2,871.36 |
| Telephone & Internet | 51.29 | 256.45 |
| Tournament Expenses | 0.00 | 240.00 |
| Wages | 468.75 | 2,837.55 |
| Wages - Employer Kiwisaver Contri | 5.62 | 5.62 |
| Water Rates | 0.00 | 67.63 |
| Total Operating Expenses | 2,716.03 | 16,863.59 |
| Net Profit | (983.38) | 4,785.35 |

| Balance Sheet | |
|---|--------------------|
| Taieri Bridge Club | |
| As at 31 January 2025 | |
| Account | 31 Jan 2025 |
| Assets | |
| Bank | |
| Kitchen Account | 737.95 |
| Main Account | 10,665.89 |
| Prudent Res - Carpet (Bonus Saver) | 11,964.10 |
| Prudent Res - Carpet (Term Deposit 2) | 10,000.00 |
| Prudent Res - Carpet (Term Deposit 3) | 20,168.09 |
| Total Bank | 53,536.03 |
| Current Assets | |
| Accounts Receivable | 891.60 |
| Bar Stock | 643.75 |
| Total Current Assets | 1,535.35 |
| Fixed Assets | |
| Buildings | 149,996.00 |
| Less Acc Depn on Buildings | (113,203.46) |
| Less Acc Depn on Plant & Equipment | (43,861.00) |
| Plant & Equipment | 63,458.89 |
| Total Fixed Assets | 56,390.43 |
| Total Assets | 111,461.81 |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 1,417.81 |
| GST | (624.92) |
| PAYE Payable (includes Kiwisaver contrib) | 129.77 |
| Revenue in Advance | 500.00 |
| Rounding | (1.00) |
| Total Current Liabilities | 1,421.66 |
| Total Liabilities | 1,421.66 |
| Net Assets | 110,040.15 |
| Equity | |
| Club Balance | 105,254.80 |
| Current Year Earnings | 4,785.35 |
| Total Equity | 110,040.15 |