

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M.
ON 15TH JANUARY 2019.

Present:

Jenny Magee, Dale Cameron, Barbara Wilkes, Jen Macartney, Alan Lewthwaite, Patsy Williams, Joy Martin-Frew, Cathy Ferguson, John Aitcheson, Eve Beardsmore.

Christine Samson, Val Wilson, and Judith Smeijers from the lessons sub-committee attend the first part of the committee meeting for 45 minutes to discuss the email they sent to all committee members. Advertorial is a half-page feature on our club and then 6 advertisements in the bottom half of the page. Currently only 2 of the possible 6 advertisers have signed up. We could choose to go ahead and pay for the advertising by ourselves (cost \$1,400.00 plus GST) but we would prefer to get more advertisers for a later date advertorial. Christine to get back to John Sheehy for more details. She will find out if we would have less than 6 advertisers and how much the extra would cost us and if we could delay the advertorial by 2 weeks. The sub-committee is also suggesting an advert be placed in the Taieri Times for the 4 weeks prior to the lessons – 1 large and 3 smaller adverts - at a total cost of \$1,040.00 plus GST. The committee agrees to go ahead with this advertising. The committee also agrees to purchase for \$250.00 for 50,000 hits scatter adverts for people visiting Otago Daily Times website.

Gillian Alexander introduced Christine to the website www.Neighbourly.co.nz which is a site that we could advertise our lessons. Once we have the flyer sorted she has offered to put it on Neighbourly. This website generally just works for the suburb you live in but pop up adverts do appear for other suburbs.

Party in the park was discussed but it was felt that it was too much work to organise – 24th February with everything else going on. We should note it down for next year. Westpac may supply Gazebo. Great time just before lessons start.

Flyers – we will have the same one as have used in the past but tweaked a little. 1000 A5 flyers to be printed on bright yellow paper not cardboard (cheaper option). An A4 poster will be printed to go in the shops, library etc. Total cost of printing should be less than \$150.00.

Distribution of flyers – we need members to help. A separate email is to go to all members. Patsy and Cathy will co-ordinate the distribution of flyers. An idea is to use a scattergun approach and target new home. Delivery to start second week of February. The flyer should have a contact phone number on it. Dropping flyers builds up awareness.

Christine has also requested that special message be sent out in a couple of weeks to all members to ask for help with inviting friends, neighbours and acquaintances along to lessons. Committee agreed to this request. Eve suggests that anyone that introduces a new member to the club gets a free table ticket or an appropriate incentive.

Apologies:

**Minutes of Meeting of
13th November 2018:**

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

Matters arising:

Barbara reports that changing the bank signing authorities is almost complete.

Table cloths – samples. Still in progress. Current Tablecloths have all been washed and look great (thanks Jenny). Comments were made about whether we even need new tablecloths.

Christmas Party Update. Great Party – everyone seems to have really enjoyed themselves at this event. The food was lovely and the room looked great (thanks to Eve and Val and others for setting up the room so well).

Correspondence:

Inwards

Snail Mail:

Moira Law – resignation letter (rec'd 18/12/18).

Alison Kerr – resignation letter (rec'd 8/12/18).

Nancy Hawker – resignation letter with a donation – (rec'd 8/1/19).

St Barnabas – invoice for Xmas function \$1,400.00 – (rec'd 15/01/19).

Email:

NZ Bridge – membership levies invoice \$471.50 – (rec'd 15/01/19).

Gillian Alexander – Regional Bridgmates -sent an email requesting approval to run 4 Social Sundays primarily aimed at learners that have learnt in the last 2 years. – (rec'd 14/01/19). Jen moved a motion that we approve the social Sunday's as suggested by Gillian Alexander for the learners – seconded by Cathy. Agreed unanimously. Jen to get back to Gillian with approval.

Vodafone Fixed line invoice - \$75.72 – (rec'd 10/01/2019).

Pauline Mee – resignation email – (rec'd 07/01/19).

Ricoh Statement – (rec'd 04/01/19).

OfficeMax Statement – (rec'd 04/01/19).

Gwen Cowie – requesting to be transferred to Havelock North Bridge Club – (rec'd 21/12/18).

NZ Bridge – link to latest podcast – (rec'd 19/12).

Westpac Term Deposit statement – (rec'd 19/12/18).

DCC – Water Rates Invoice – (rec'd 19/12/18).

Allied Press Ltd – reminder about invoice – (rec'd 19/12/18).

Otago/Southland Regional Committee – copy of minutes from meeting held 08th Dec – (rec'd 17/12/18).

NZ Bridge – bulletin from International Committee – (rec'd 15/12).

NZ Bridge – masterpoint invoices issued – (rec'd 15/12/18).

NZ Bridge – update of names of members going to Singapore - (rec'd 15/12/18).

NZ Bridge – invoice for C Event Participation for 01/09 – 30/11 - \$250.47 – (rec'd 15/12/18).

NZ Bridge – announcing Team Captains and Reserve Pairs for 2019 – (rec'd 14/12/18).

Mercury Online Bill - \$329.49 for period 12/11 – 13/12 – (rec'd 14/12/18).

NZ Bridge – link to latest podcast – rec'd 12/12/18).

NZ Bridge – Rank Certificates and notification of newly qualified directors – (rec'd 12/12/18).

OfficeMax – invoice attached \$4.99– (rec'd 12/12/18).

David Mellish – didn't attend Christmas party as was confused with dates – (rec'd 11/12/18).

Jean Young – also apologies for not attending Christmas Party as had noted original date. She also requested that we recognise Nancy Hawker who is resigning as she was one of the original members. As we have not recognised other resigning original members that was not agreed upon – (rec'd 11/12/18).

NZ Bridge – notifying that some resigned members will be archived – (rec'd 11/12/18).

O/S Bridge Admin – amended notice re South Island Teams, 9th and 10th Feb, Otago Bridge Club rooms, entries close 5th Feb, (rec'd 11/12/18).

Vodafone Fixed line account (\$74.94). (rec'd 10/12/18).

Invercargill Bridge Club – looking for entries for O/S Regional 10A Swiss Pairs on 19 January, (rec'd 08/12/18).

Janet Crowe – resignation letter – (rec'd 08/12/18).

O/S Bridge Admin – Flyer for Otago/Southland Swiss Pairs - Saturday 19 January 2019 – (rec'd 06/12/18).

NZ Bridge – link to latest podcast – (rec'd 05/12/18).

O/S Bridge Admin – Flyer for Canterbury Holiday Pairs – (rec'd 04/12/18).

Ricoh Statement – (rec'd 03/12/18).

Bridge NZ – closing dates for Xmas – (rec'd 03/12/18).

IRD – re payday filing – (rec'd 02/12/18).

NZ Bridge – link to latest podcast – (rec'd 28/11/18).

NZ Bridge – requiring up to date information so that Annual Rating Points and Tournament Grade update can occur. (rec'd 27/11/18).

Allied Press a/c \$25.36 - (rec'd 25/11/18).

Certa Solutions a/c \$584.93 - (rec'd 25/11/18).

Mercury a/c \$544.70 - (rec'd 25/11/18).

Westpac Statement - online bonus saver 9/11/18 - (rec'd 25/11/18).

Westpac - Term Deposit confirmation - (rec'd 25/11/18).

IRD - change Executive Officer form. - (rec'd 25/11/18).

Latest Bridge Books – Test your Bidding Against the Experts \$15.95 and Outsmart the Bridge Experts \$14.95. – (rec'd 23/11/18). *Committee agree to go ahead and purchase. Barbara to sort.*

Vodafone – ultra hub on it's way – (rec'd 22/11/18).

NZ Bridge – link to latest podcast – (rec'd 21/11/18).

Lynne Newell – thanks for welcoming letter – (rec'd 20/11/18).

Jude Smeijers – confirming ultra-fast fibre connection to be installed, it will be in Jude's name as someone has to take responsibility for it. (rec'd 20/11/18).

NZ Bridge – Masterpoint updates – forwarded on to Jenny – (rec'd 18/11/18).

NZ Bridge – newsletter from Chair – keypoints: overall growth tracking at 3%, Regional Bridgemates working well here, (rec'd 16/11/18).

NZ Bridge – information on NZ International team – (rec'd 15/11/18).

Charities Services Info – confirming they have received our application – (rec'd 15/11/18).

Mercury Bill online \$574.39 for period 14/10 -11/11 – (rec'd 15/11/18).

CC Registration Info – confirming changes of Officers – (rec'd 15/11/18).

NZ Bridge – nominations called for Board Election – (rec'd 14/11/18).

NZ Bridge – info on inter-provincials in November – (rec'd 14/11/18).

NZ Bridge – link to latest podcast – (rec'd 14/11/18).

NZ Bridge – copy of Board minutes – (rec'd 14/11/18).

Vodafone Fixed line invoice \$87.67 – (rec'd 08/11/18).

NZ Bridge – link to latest podcast – (rec'd 07/11/18).

Outwards:

Letters welcoming new members to Shirley Bosworth, Lynne Newell and Alec Weavers.

Letters accepting resignations from Alison Kerr, Moira Law, Pauline Mee and Janet Crowe.

Acceptance of correspondence moved by Barbara and seconded by Eve.

Treasurer's Report:

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

Cheque account balance	\$6,570.60
Total investments	\$55,617.51

Invoices to pay:

IRD	PAYE	\$30.22
J Enfield	Wages	\$162.22
Kitchen A/d		\$61.43
NZ Bridge	pairs sessions	\$250.47
OfficeMax	Diaries	\$4.99
Ricoh	Photocopying	\$57.50
Vodafone		\$75.72
NZ Bridge	M'ship levies	\$471.50
Xmas Dinner		\$1,400.00
		\$2,514.05

Cathy and Barbara had a one hour training session on MoneyWorks by Donna. Thanks to Donna for going out of her way to make herself available. Barbara has taken notes and created a manual for future reference.

October, November and December have now been entered into Moneyworks.

Extra accounts were submitted to pay to Judith Smeijers for cordless phones \$81.00 and reimburse Eve for serviettes and Christmas cakes \$74.47.

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

Committee Reports:

Building:

Sound System – Brian Johnson thinks that there is a wire in the box broken – unrepairable. Old system is 24 years old. Eve has a contact that used to work at Strawberry Sound to look at our sound system. He could also make recommendations if we need to purchase a new one – will come back to next meeting. Alan to be involved with this

Eve has requested that we instal smoke alarms. Alan to contact Mosgiel Fire Brigade who will recommend where the smoke alarms go.

Bar:

Everything is running well. Director to continue asking if the bar is to be open.

Stationery Supplies:

Nothing to purchase.

Kitchen:

Biscuits, coffee and other supplies to be purchased.

Cards Sent:

Alison Kerr in hospital. Card to be sent to Baukje thanking her for the donation of the beautiful tablecloths.

Membership:

No new members currently.

Programme:

Intermediate lessons for 17th and 24th February running from 2-4.30pm. Notes and afternoon tea will be provided. Cost will be \$5.00 per person. Topics to be covered will be “Planning the play/leads” and “Discards and Defense to our 1NT doubled/Defense to unusual systems.

Lesson Sub-committee:

See above notes at start of minutes.

Computers:

Jude reports vis written report that we are still waiting for fibre connection. Committee agrees that installation in the foyer of the phone which needs plugged in would be best. Will ask Brian Johnson to organise.

Health & Safety:

Alan reports that the emergency light is not working. We could ask Brian Johnson to look at it.

General Business:

The committee agrees to Rosemary Pickersgill’s request for seating rights.

New duties list to be on the board – Barbara to attend to this.

Archiving files from Scoring – Frank Gradon used to do the archiving. Jen and Jenny may need to get rid of surplus prior year programme books. Jude suggests that we keep 2 of each years programme’s books. What else needs to kept? We don’t need to keep information from each session. Jen to ring Frank for any ideas.

Jenny has a friend that can do beautiful flower arrangements. May need to buy new flowers. Eve has ask for old flowers to be kept.

Kitchen account – Dale is doing kitchen purchases as well as bar purchases and so she will be using the eftpos card for both purchase. The kitchen

account usually holds about \$400 and is reimbursed each month back to that balance . Cathy requires that all eftpos receipts be submitted before the end of the month.

Christmas Pairs trophy to be returned for engraving by Eve.

Honours boards to be updated. John Swan's to do it. Dale to organise this.

Joy mentioned that the meeting and was the only one without a job – and so she will now take charge of the Key register. Handwritten list in back office.

Looking for a volunteer for being the librarian. This job can be done by anyone in the club.

Can we reiterate on a Monday night that certain Wednesday nights are handicapped – to go in newsletter. See programme book for more information.

Apologies from Joy and Patsy for next meeting.

Meeting closed at 8.40s pm. The next meeting will be held on Tuesday 13TH February 2019 at 7.00 pm.

Action List

February 2019

- Committee to discuss the amount for prize winners.
- 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.

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

Taiari Bridge Club

BANK1: Cheque - Statement Date: 30/11/2018 - Statement Page: 257

Statement Opening Balance:

5,240.32

Date	Type	Ref	Description	Gross
7/11/2018	CR	DD	Banking (Table money)	675.00
13/11/2018	CR	DD	Banking (Table money)	554.00
16/11/2018	CP	DD	ricoh (Photocopying)	-68.78
16/11/2018	CP	DD	Eve beardsmore (Fixing stain glass TBC)	-30.00
16/11/2018	CP	DD	Inland revenue Depy (PAYE)	-30.22
16/11/2018	CP	DD	Office Max (photocopy paper)	-39.62
16/11/2018	CP	DD	Care Carpet (Carpet clean)	-345.00
16/11/2018	CP	DD	N Z Bridge (MEMBERSHIP LEVIES)	-517.50
21/11/2018	CR	DD	Banking (Table money etc)	428.50
26/11/2018	CR	Dc	Chapple P & B (sub)	130.00
26/11/2018	CR	Dc	KIM STEWART (sUB)	65.00
26/11/2018	CR	Dc	jENNI wRIGHT (sUB)	65.00
26/11/2018	CR	Dc	b BLOK (Sub)	23.00
26/11/2018	CR	Dc	Cheque Interest	0.62
26/11/2018	CP	DD	Vodafone (Phone)	-87.67
26/11/2018	CP	DD	Bonus Saver	-200.00
26/11/2018	CP	DD	mercury nZ (Power)	-267.25
26/11/2018	CP	DD	June Elfield (Wages)	-162.22
26/11/2018	CR	Dc	Interest 002	28.88
26/11/2018	CR	Dc	Term Deposit break	4,500.00
26/11/2018	CR	Dc	B Wilkes (Sub)	42.00
26/11/2018	CR	Dc	linda Withers (Sub)	65.00
26/11/2018	CR	Dc	Jill reid (Sub)	65.00
28/11/2018	CP	DD	Christine Samson (2 Cash books)	-15.54
28/11/2018	CR	DD	Banking	504.00
28/11/2018	CP	101089	(Reimbursements to Club Officers)	-1,050.00
28/11/2018	CP	101090	Kitchen Account (Reimbursements)	-180.50
28/11/2018	CP	DD	Brandwell Moller (Badges)	-8.65
28/11/2018	CP	DD	Jen Macartney (Office supplies)	-17.83

29 items reconciled with a value of:

4,125.22

Calculated closing balance:

9,365.54

Closing Balance as per Statement:

9,365.54

Difference:

0.00

Unpresented (posted) transactions:

Date	Type	Ref	Description	Gross
0 (posted) items not reconciled with a value of:				0.00
Calculated ledger balance:				9,365.54
Ledger Balance for period ending 30/11/2018:				9,365.54
Difference from calculated ledger balance:				0.00

Taleri Bridge Club

BANK1: Cheque - Statement Date: 31/12/2018 - Statement Page: 258

Statement Opening Balance: 9,365.54

Date	Type	Ref	Description	Gross
4/12/2018	CR	Dc	Bankings (Table money)	567.50
4/12/2018	CR	Dc	Patsy Williams (Subs)	65.00
4/12/2018	CR	Dc	Elaine Mcdonald (Subs)	42.00
5/12/2018	CR	Dc	Interest on term deposit (TD Interest)	27.94
5/12/2018	CR	Dc	Dave Mellish (Subs)	65.00
10/12/2018	CR	Dc	Jan lane (Subs)	28.75
10/12/2018	CR	Dc	Dawn Brieseman (Subs)	65.00
10/12/2018	CR	Dc	Robert Cowan (advertising)	28.75
12/12/2018	CP	DD	B Wilkes (Stationery)	-31.99
12/12/2018	CR	Dc	Bankings (table money etc)	522.60
12/12/2018	CP	DD	Kitchen Account (Kitchen and Bar)	-233.33
12/12/2018	CP	DD	Stewart Kerr (Roof Paint)	-2,600.00
12/12/2018	CP	DD	Allied Press (AGM Advertising)	-25.36
13/12/2018	CP	DD	Brandwell Moller (Engraving)	-193.20
13/12/2018	CR	Dc	Mike Atkinson (Subs)	21.00
13/12/2018	CR	Dc	Annette Ellwood (Subs)	65.00
13/12/2018	CP	DD	Certa Solutions (book printing)	-672.67
14/12/2018	CP	DD	IRD PAYE (PAYE)	-37.78
14/12/2018	CR	Dc	Banking (Table money etc)	109.50
17/12/2018	CR	Dc	Rob Johnson (Subs)	23.00
17/12/2018	CR	Dc	Bob Lawrence (Subs)	21.00
17/12/2018	CR	Dc	D Walsh (Subs)	23.00
17/12/2018	CR	Dc	P Ashton (Subs)	42.00
18/12/2018	CR	Dc	Michael Wood (Advertising)	57.50
20/12/2018	CR	Dc	B C Systems (Advertising)	57.50
20/12/2018	CP	DD	Ricoh (Photocopying)	-147.23
20/12/2018	CR	Dc	DCC Water (Water Rates)	-59.40
20/12/2018	CP	DD	Chatsford Management (Advertising)	115.00
21/12/2018	CR	Dc	Margaret Auby (Subs)	42.00
27/12/2018	CP	DD	June Elfield (Wages)	-129.78
27/12/2018	CP	DD	Transfer to Bonus Saver (Transfer)	-200.00
27/12/2018	CR	Dc	D & W Jones (Subs)	107.00
27/12/2018	CR	Dc	Wilma Burrell (Subs)	23.00
27/12/2018	CP	DD	Vodafone	-74.94
28/12/2018	CP	DD	Mercury	-573.99
31/12/2018	CR	Dc	M Stevens (Subs)	65.00
31/12/2018	CR	Dc	Interest	0.69

37 items reconciled with a value of: -2,794.94

Calculated closing balance: 6,570.60

Closing Balance as per Statement: 6,570.60

Difference: 0.00

Profit & Loss for Month
Taieri Bridge Club
Profit & Loss Report for Nov:2018/19

Income	Actual
022 Interest Earned	0.62
023 Investment Interest	28.88
027 Rent	313.05
041 Table Money	1,308.70
042 Subscriptions	508.68
051 Bar Sales	192.61
860 Lesson Income	160.88
Total Income	2,513.42
Expenses	
101 Property Expenses	326.09
105 Electricity	232.39
111 Cleaning Wages	162.22
112 Cleaning PAYE	30.22
301 Office Expenses	123.27
304 Telephone	76.23
306 Reimbursements	913.04
403 Levies & Charges	450.00
409 Playing Materials	7.52
501 Bar Expenses	59.63
701 Kitchen Supplies	97.33
703 Kitchen Wages	240.00
Total Expenses	2,717.94
Profit (Loss)	(204.52)

Profit & Loss for Month
Taieri Bridge Club
Profit & Loss Report for Dec:2018/19

Income	Actual
022 Interest Earned	0.69
023 Investment Interest	27.94
031 Advertising Income	250.00
041 Table Money	573.91
042 Subscriptions	1,013.89
051 Bar Sales	146.96
Total Income	2,013.39
Expenses	
101 Property Expenses	2,260.87
105 Electricity	499.12
111 Cleaning Wages	129.78
112 Cleaning PAYE	37.78
301 Office Expenses	155.85
302 Water Rates	51.65
304 Telephone	65.17
407 Prizes & Engraving	168.00
501 Bar Expenses	140.41
701 Kitchen Supplies	85.44
703 Kitchen Wages	100.00
801 Sundry Expenses	606.98
Total Expenses	4,301.05
Profit (Loss)	(2,287.66)

Balance Sheet
Taleri Bridge Club
 Balance Sheet
 As at 31 December 2018

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)	(2,430.21)	1,060.76
	TOTAL CAPITAL FUNDS	<u><u>128,950.99</u></u>	<u><u>131,381.20</u></u>
REPRESENTED BY			
CURRENT ASSETS			
BANK1	Cheque	6,570.60	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	1,693.62	0.00
PRCF	Prudent Reserves for Carpet & Flooring	14,999.04	14,199.04
PRHU	Prudent Reserves for Heating Upgrade	<u>30,937.42</u>	<u>30,937.42</u>
		55,617.51	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>1,271.27</u>	<u>0.00</u>
		6,097.94	4,826.67
	NET WORKING CAPITAL	49,519.57	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>128,950.99</u></u>	<u><u>131,381.20</u></u>