

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE MARIE KEAN'S HOUSE AT 6,00 P.M. ON 11TH JULY 2023.

Present: Marie Kean, Barbara Wilkes, Bob Gillanders, Marg Auty, Avril Power, Merv Muir, Jenni Wright, Robert Cowan, Carol Adler-Morgan.

Apologies: Jenny Magee, Jen Macartney.

Minutes of Meeting of 13th June 2023: Barbara moved that the minutes are true and correct, seconded by Avril.

Matters Arising: Cash register - instructions now laminated and given to Dale.
First Aid Box – Lisa checked through it and found it to be ok and just added 1 bandage from her own supplies.

Correspondence: **Inwards**

Snail Mail:

Tech Set Go – quote to fix WiFi – estimated cost \$627.00 – see computer for further info.

Email:

One.nz - \$94.98 – (rec'd 10/07).

Sorry Partner – new podcast – (rec'd 06/07).

East Coast Bays Bridge Club – Flyer and invitation to enter North Harbour Winter Pairs, Spring Pairs, Summer Pairs, Autumn Pairs – on Realbridge on Sunday evenings, cost \$25.00 for each event. Need to pay then email club. (rec'd 05/07).

Ricoh Statement – (rec'd 03/07).

Brian Donnelly – querying statement paid – (rec'd 03/07).

DCC – rent of reserve land - \$1,371.18 – (rec'd 03/07).

Brandwell Moller – statement – (rec'd 03/07).

Gore Bridge Club – invitation to 60th Anniversary on 12th Aug, rsvp 30/07 – (rec'd 30/06).

Brandwell Moller - \$34.50 – (rec'd 29/06).

Jude Smeijers – going to chat to Andrew Richardson further re WiFi – (rec'd 28/06).

Jude Smeijers – have posted updated flyer on the NZ Bridge website plus sent flyer to all usual Otago and Southland Clubs – (rec'd 28/06).

O/S Bridge Admin – announcing winners of 2023 Rubber Competition – winners Brad Johnstone and Sam Coutts – (rec'd 28/06).

NZ Bridge – invoices due out on 15th July for masterpoints and session charges – (rec'd 26/06).

NZ Bridge – announcing appointment of Mel Auld as new Marketing communications resource – (rec'd 26/06).

Jean McAlevey – unavailable to play bridge 03/07 – (rec'd 26/06).

Marijke Schofield – requesting change to be made to Monday results – (rec'd 25/06). *Barbara made changes and posted amended results.*

Otago Bridge – flyer for Otago Swiss Pairs 5A on 30/07, entries close 26/07. (rec'd 25/06).

Brandwell Moller - \$69.00 – (rec'd 23/06).

Sorry Partner – latest episode – (rec'd 22/06).

Ricoh - \$27.17 – (rec'd 22/06).

NZ Bridge – early bird discounts for Congress – (rec'd 22/06).

Matt Smits – able to help with playing with learner – (rec'd 22/06).

Val Wright – purchasing 10 table cards – (rec'd 21/06).

Judy Bevin – checking on protocols of bring visitor from Melbourne to bridge for a number of weeks – (rec'd 21/06). *Barbara advised that the constitution allows for visitors to play.*

Xero - \$56.93 – (rec'd 21/06).

Mercury - \$355.69 due 28/07 – (rec'd 20/06).

BridgeNZ – \$280.28 – (rec'd 20/06). *Jen saw email about discount being offered for purchase of cards and requested more cards be purchased.*

IRD – reminder about payment due – (rec'd 20/06).

Judy Bevin – unable to help with learners – (rec'd 16/06).

BridgeNZ – closing office from 28/07 – 21/08, offering 30% discount on boxes of 36 cards – (rec'd 16/06).

NZ Bridge – help required for Club director training – (rec'd 15/06).

Xero – price increase effective 01/09 – (rec'd 15/06).

Denise Tetlow – advised new member number – (rec'd 14/06).

Gabe Campbell – happy to be matched with a learner for Winter pairs – (rec'd 14/06).

O/S Bridge Admin – congratulating Marilyn Jackson for getting Tournament director status and notifying of other tournament directors available - (rec'd 14/06).

Outwards:

Letter of acceptance to: Sue Johnstone, Kitty Caldwell, Brian Donnelly, Dominic Stolten, Mavis Grant, Louise Stevenson-Wright, Raewyn O'Sullivan, Val Wright, Denise Tetlow, Gail Diack, Sally McNeilly

Acceptance of correspondence moved by Barbara and seconded by Carol.

Treasurer's Report:

The treasurer's report for June is attached.

ACCOUNTS TO PAY JULY 2023	
Mercury	\$ 355.59
Ricoh	\$ 27.17
One.NZ- estimate	\$ 95.33
Wages	\$ 137.35
PAYE	\$ 62.92
Siimple Saver	\$ 200.00
Waste Management - Jen	\$ 13.00
Brandwell Moller	\$ 103.50
Barbara Wilkes - laminating pouches	\$ 34.50
DCC - Lease or annual rent	\$ 1,371.18
	\$ 2,400.54
Paid since Last Meeting	
Xero	\$ 56.93
Kitchen Account - monthly top up	\$ 500.00
Bridge NZ (2004) Ltd	\$ 280.02
DCC - alcohol licence	\$ 161.00
	\$ 997.95
Total	\$ 3,398.49

One.nz – is \$94.38.

Role of Treasurer – summary - table cards have turned into a large administrative part of the role with raising on average 30 invoices, responding to requests, reconciling the cards, issuing cards, checking the bank account for payments, petty cash. It is proposed that the job of table cards be a separate role called Table Card Officer. All other tasks to remain as treasurer. To take effect in the new financial year. Agreed by all committee.

Jenni proposes that only receive only 11 table cards when only paid online, seconded by Margaret. Agreed by the majority. Not approved by Robert and Merv.

Table money – cash to be gold coins as a minimum – to go in the newsletter. People to buy their own cards online and not swap cash for cards.

Sundry income includes money from Campbell and Sons – should be Donation.

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

Committee Reports

Building:

Building lock has been changed – keys distributed. Key register has now been updated with 5 spares keys.

Waste Disposal – Marie has been taking it home herself. Still going to try and put blue bin out in front of club rooms.

Bar

Nothing to report. Happy to help with bar for tournament.

Stationery Supplies:

Kitchen:

A complaint from Saturday people about having to do the dishes because of not having Adam. Adam has confirmed that he is not available for another 2 weeks and so committee have decided that it is not worth trying to find someone for that small period.

Cards Sent:

nil

Membership:

New membership applications have been received from: Jo Burnside, Michelle Taylor – all approved.

Programme:

Taieri 8B Graded pairs tournament Saturday 22 July. Lindsay to direct, Alan to do computer. Barbara will provide table numbers from website on Wednesday. Envelopes to be put on each table to collect \$100.00 from each table. Prize money to be sorted. Lisa, Lyn and Jenni to help with food. Dale is happy to do bar and will find someone to help.

Learners:

To check on if new players are coming to bridge and if not why not – Robert. A few missing from Monday nights – Merv to check with learners. Bob still to be available as spare person.

Handicaps for learners – Jen has updated these (apart from Jo and Michelle).

Computers:

Wifi update – summary – Jude met with Andrew Richardson to discuss the WiFi connectivity. Andrew concluded the system is quite complex. Jude has recently updated all the software on the tablets. Some obsolete pieces of hardware were removed. The anti-virus software has been uninstalled. Next steps: to ensure all tablets are closed off at the end of each session as first step. Router may need to be restarted. Jude to check with other clubs that use tablets to see if they have the same issues. She will also contact Martyn Oyston from BridgeNZ.

To put tablets out in order and write it in the book.

Health & Safety:

General Business:

Job descriptions – to be updated or created. Need updated instructions for Tournament Secretary, Treasurer, Secretary, purchasing officer, membership secretary. To request people to write their job descriptions up.

Microphone – Marie to ring Strawberry Sound and is authorised to purchase a microphone under \$400.00.

Discussion was held about one of our member's behaviour last Saturday. Letter to be sent.

Meeting closed at 7.50 pm. The next meeting date will be 8th August 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

Aug 2023

- Bridge Club to re-register with Companies Office (refiling constitution). Changes will be required to be agreed at AGM or a Special meeting.

Sept 2023

- Book in to get carpet cleaned over Christmas.

Nov 2023

- Term Deposit 1 \$16,288.52 currently at 4.5% matures 11/11/23

Dec 2023

- Term deposit \$10,000.00 matures 19/12/23, current rate 2.95%

June 2024

Alcohol License to be renewed and new form to be displayed.

Cash Summary
Taieri Bridge Club
For the month ended 30 June 2023

Account	Jun 2023	Year to date
Income		
Accounts Receivable	21.00	21.00
Advertising Income	0.00	840.00
Bar Sales	580.44	3,607.49
Donations	0.00	20.00
Interest Earned	86.84	494.99
Investment Interest	581.05	964.06
Lesson Income	43.48	934.87
Rent	0.00	1,760.88
Subscriptions	217.80	5,763.52
Sundry Income	295.65	2,563.84
Table Money	1,921.79	15,804.81
Tournament Income	0.00	2,030.48
Total Income	3,748.05	34,805.94
Less Expenses		
Accounting Software	49.50	448.50
Accounts Payable (manual)	0.00	53.48
Accounts Receivable (manual)	0.00	(192.00)
Bank Fees	0.00	3.00
Bar Expenses	140.00	341.35
Bar Purchases	454.60	2,549.52
Cash Float	0.00	20.00
Cleaning Sundry	0.00	151.74
Cleaning Wages	250.00	2,128.00
Electricity	263.89	2,565.51
Insurance	0.00	3,236.66
Kitchen Expenses	65.45	1,206.84
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,836.00
Office Expenses	69.56	1,836.61
PAYE Payable	(15.73)	(20.90)
Playing Materials	243.72	1,474.47
Prizes & Engraving	0.00	486.00
Property Expenses	880.00	7,599.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	1,261.17	3,290.86
Supper Expenses	235.00	2,235.00
Telephone & Internet	82.90	850.52
Tournament Expenses	170.42	1,251.49
Water Rates	55.96	259.78
Total Expenses	4,206.44	36,286.41
Surplus (Deficit)	(458.39)	(1,480.47)
Plus Other Cash Movements		
Fixed Assets	0.00	(5,565.22)
Total Other Cash Movements	0.00	(5,565.22)
Plus GST Movements		
GST Collected	422.32	5,505.52
GST Paid	(377.80)	(5,679.49)
Net GST Movements	44.52	(173.97)
Net Cash Movement	(413.87)	(7,219.66)
Summary		
Opening Balance	61,635.58	68,441.37
Plus Net Cash Movement	(413.87)	(7,219.66)
Cash Balance	61,221.71	61,221.71

Profit and Loss
Taieri Bridge Club
For the month ended 30 June 2023

Account	Jun 2023	Year to date
Trading Income		
Advertising Income	0.00	840.00
Bar Sales	580.44	3,607.49
Donations	0.00	20.00
Interest Earned	86.84	494.99
Investment Interest	581.05	964.06
Lesson Income	43.48	934.87
Rent	0.00	1,760.88
Subscriptions	399.30	5,930.76
Sundry Income	295.65	2,563.84
Table Money	2,095.71	16,109.17
Tournament Income	0.00	2,030.48
Total Trading Income	4,082.47	35,256.54
Gross Profit	4,082.47	35,256.54
Operating Expenses		
Accounting Software	49.50	495.00
Bank Fees	0.00	3.00
Bar Expenses	140.00	341.35
Bar Purchases	405.94	2,500.86
Cleaning Sundry	0.00	151.74
Cleaning Wages	250.00	2,128.00
Depreciation	0.00	3,844.05
Electricity	309.21	2,874.72
Insurance	0.00	3,236.66
Kitchen Expenses	60.24	1,201.63
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,836.00
Office Expenses	23.63	1,802.93
Playing Materials	243.72	1,474.47
Prizes & Engraving	0.00	486.00
Property Expenses	880.00	7,599.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	1,261.17	3,290.86
Supper Expenses	235.00	2,235.00
Telephone & Internet	82.90	850.52
Tournament Expenses	170.42	1,251.49
Water Rates	55.96	259.78
Total Operating Expenses	4,167.69	40,538.04
Net Profit	(85.22)	(5,281.50)

Balance Sheet
Taieri Bridge Club
As at 30 June 2023

Account	30 Jun 2023
Assets	
Bank	
Kitchen Account	17.23
Main Account	8,321.99
Prudent Res - Carpet (Bonus Saver)	7,516.29
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	19,077.68
Prudent Res - Roofing (Term Deposit 1)	16,288.52
Total Bank	61,221.71
Current Assets	
Accounts Receivable	387.75
Accounts Receivable (manual)	(42.00)
Bar Stock	577.40
Cash Float	140.00
Total Current Assets	1,063.15
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(109,330.44)
Less Acc Depn on Plant & Equipment	(56,547.57)
Plant & Equipment	64,383.73
Total Fixed Assets	48,501.72
Total Assets	110,786.58
Liabilities	
Current Liabilities	
Accounts Payable	320.81
GST	422.57
PAYE Payable	78.65
Total Current Liabilities	822.03
Total Liabilities	822.03
Net Assets	109,964.55
Equity	
Club Balance	115,246.05
Current Year Earnings	(5,281.50)
Total Equity	109,964.55

Report to TBC 8th July 2023 – re Wifi

Recently the management committee requested and received a quote for improving the connectivity of the Club's Wi-Fi as a means to fixing the issues associated with connecting the BridgeTab app on the Lenovo tablets to BOS (Bridge Organizing Software) on the club's Admin-HP computer.

BOS is the program that receives and collates the scoring data entered at each table into the BridgeTab app on the tablet, and passes it onto our scoring program (Scorer22) at the end of the session. This year the club is paying for licences to use the BOS software with up to 24 devices at any one time.

I was given a copy of the quote which recommended installing some additional hardware in the playing room and linking it back to the existing NetGear modem/router to create a Mesh Wi-Fi network. This assumes that the NetGear router is unable to adequately manage the current traffic.

In recent weeks I have checked that all the tablets are running the most recent version of the BridgeTab app. I needed to update about a third of them. I also checked out the local Wi-Fi network signal strength in the main playing room. It is good or better wherever tested in the room with the current setup.

Last Tuesday evening I met with Andrew Richardson at the club to discuss his proposal and to acquaint him with our computer and network setup, the bridge playing software we use and how the tablets connect to the router. He acknowledged that our scoring system is quite complex and finding the solution probably would not be straight forward. He had previously thought that we used a 'cloud' setup for the scoring.

I informed him that we had run a number of tournaments with between 15- 20 tables since 2018 with none of the connectivity issues we currently have. That is more than the 12 to 14 tables Monday nights generally have. This does suggest that Wi-Fi may not be the source of the issues.

He reconfirmed that the removal of the Vodafone modem from our network setup had been a reasonable step. He recommended uninstalling the AVG anti-virus software which we did there and then. He noted that the Windows system firewall was more than adequate for the club's IT security purposes. We also identified and removed the attached Wi-Fi signal converter device. It was a leftover from the previous BridgePad setup. This was unlikely to be causing problems but was no longer required.

Next steps:

- Continue to ensure that the BridgeTab app is properly closed off at the end of each session and trial whether or not turning the tablets off is strictly necessary. It does take extra time to restart them at the beginning of a session.
- It may be necessary to restart the router from time to time, just as happens with a home setup. This action fixed the most recent issue with connectivity, but it wasn't the obvious solution.
- We have not ruled out that the BridgeTab app itself is contributing to the issues so I will contact Martin Oysten, BridgeNZ who holds the BOS maintenance contract for NZ.
- I will contact some other clubs who use the same BOS software to see if they are experiencing similar problems. e.g. Oamaru and Alexandra
- Consider testing an alternative router to rule out a router related issue. It may be difficult to do this as sourcing a suitable temporary alternative is not straight forward. Andrew thought it wasn't possible to hire one for a short period.

Jude Smeijers

TAIERI BRIDGE CLUB – TREASURERS DUTIES

As agreed, at 13 June 2023 meeting Margaret Auty and Avril Power met to discuss the duties of the Treasurer (currently Avril Power) with the view to the succession of the role.

History of the duties

When I took over the role as Treasurer in October 2021 Table Cards were in their infancy, having only been first issued in July 2021. The system has been very successful but the administration of the cards (which are in effect table money) is time consuming and needs to be done almost on a daily basis.

Prior to the Table Cards, table money was collected at each session and banked once a week. Weekly banking continues as not all members buy Table Cards, but added to that is the administration of the Table Cards as follows: -

- Raising approximately 30 invoices per month
- Reconciling 30 payments in Xero
- Responding to text message requests
- Responding to e-mail requests
- Dealing with verbal requests
- Reconciling the cards used each week with the amount of cash paid
- Counting the cards into bundles
- Issuing cards
- Checking the bank account for card payments so that cards are issued in a timely manner
- Ensure there are sufficient money bags/table money chits in cupboard
- Responsible for managing Petty Cash
- Weekly banking

All of the above is good as the Table Cards are an excellent system. However, these duties are now one job on their own, and not necessarily the duties of the Treasurer.

Margaret and I concluded that the current Treasurer role should be divided into two roles as follows: -

TABLE CARD OFFICER

Duties as above

TREASURER

MONTHLY

- Pay Creditors
- Load and pay PAYE
- Create Bills in Xero for AP/DD/All Payments
- Pay Cleaner
- Reconcile Xero at end of month ready for next meeting
- Provide Accounts to be paid for monthly meetings

3 MONTHLY (April / July / October / December)

- Invoice Societies who hire Bridge Club rooms

6 MONTHLY

- Load and pay GST

ANNUALLY (Financial Year 1 September – 31 August)

- Accounts to Auditor (after September meeting)
- Reconcile Xmas Dinner payments
- Reconcile Tournament (6/7 per year) payments paid on-line
- Issue forms to those having lessons and then invoice

The Way Forward

Avril will continue as Treasurer for 2022/23 (including Table Card duties) until the Election of Officers at the AGM in October.

Nomination for Treasurer for 2023/24 – Margaret Auty

Nomination for Committee for 2023/24 – Avril Power (with the specific role of Table Cards Officer)

Table Money - Cash Payments

There are three issues that need to be discussed: -

1. When the table cards were introduced they had a “pay on-line incentive” of buy 10 get 11 cards. This deal has also applied for cards paid for with cash. **I propose** that going forward and as general rule only cards paid for on-line should attract the buy 10 get 11 deal. (I am aware however that we have a few members who do not do on-line banking and discretion will be used for these members).
2. In last few weeks cash Table Money has included small change ie 10c, 20c and 50c pieces. Depositing the banking is time consuming, but small change just adds to the load, as all denominations have to be listed separately. **I propose** that going forward only notes or gold coins are accepted. **Ideally no cash at all.** On-line banking is saver, quicker and totally traceable.
3. There has also been an increasing trend for members to pay cash for table money and take the cards at their table as change. This transaction has happened before the collection of table money has started. This results in more cash having to be banked which goes away from the reason why cards were introduced. I have asked members if they want a set of table cards, and the response is “I thought this was easier”? For Who? Or “yes, I’ll get around to it”. We need to strongly discourage this practice.

Avril Power
29 June 2023