

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 5.45 P.M. ON 13TH JUNE 2023.

Present: Marie Kean, Barbara Wilkes, Bob Gillanders, Marg Auty, Avril Power, Merv Muir.

Apologies: Jenny Magee, Jen Macartney, Jenni Wright, Robert Cowan, Carol Adler-Morgan,

Minutes of Meeting of 9th May 2023:

Barbara moved that the minutes are true and correct, seconded by Marg.

Matters Arising:

Insurance – Business interruption – appears that we don't have cover for this – nor do we need it.

New water cooler now installed. No-one knows anything about the other small cooler so it has been placed in the cloakrooms.

Correspondence:

Inwards

Snail Mail:

Tech Set Go – quote to fix WiFi – estimated cost \$627.00 – forwarded on for all committee members to read before meeting. Can go back to Andrew that we will put it off for 6 weeks or so while checking out the tweaks that Judith Smeijers has made to the system with a different modem.

Email:

NZ Bridge – Board Minutes from 16/05 – (rec'd 14/06).

One.NZ \$95.33 – (rec'd 10/06).

Judy Bevin – happy to help with learners practice night – but only if required – (rec'd 10/06).

O/S Bridge Admin – Flyer for Christchurch Bridge Club Mid-Winter Teams 5A – (rec'd 09/06).

Dunedin City Council – advising water meters to come into effect 1/7 – (rec'd 09/06).

Sorry Partner – new episode – (rec'd 08/06).

Gore Bridge Club – enquiring if we had pens made – (rec'd 08/06). *I replied we had no memorabilia and Jen pointed them in Positive Print direction.*

Phyllis Stewart – table cards requested – (rec'd 08/06).

Winton Bridge Club – Flyer for Open 5A Pairs on 15/07 – (rec'd 08/06).

Dunedin City Council Alcohol Licensing Newsletter – (rec'd 07/06).

O/S Bridge Admin – Flyer for Mt Maunganui Congress quiz – (rec'd 07/06).

O/S Bridge Admin – Flyer for NI Teams (online) 1st and 2nd July – (rec'd 07/06).

Ricoh Statement – (rec'd 02/06).

Judith Smeijers – confirming that C points files for 26/04 and 01/05 sessions have been resent to NZ Bridge – (rec'd 02/06).

O/S Bridge Admin – Flyer for 10A Wellington Region Teams on 24 and 25 June – (rec'd 01/06).

NZ Bridge – Award certificates in mail – (rec'd 02/06).

DCC Finance Water Invoice - \$64.35 – (rec'd 02/06).

Judy Bevin – able to help with lessons – (rec'd 01/06).

Fiona Ells – request for table money cards – (rec'd 01/06).

Phil Noye – regarding Teaching and Learning Committee has met to discuss how bridge is being taught and would like feedback – (rec'd 01/06). *Forwarded on to Robert to decide if he would like to reply.*

Avril Power, Carol Morgan, Chris Wither, Pip Weber, Val Wilson, Patsy Williams, Elaine McDonald – all able to help with practice lessons – (rec'd 31/05).

NZ Bridge – letter from NZ Bridge Foundation mentioning only 1 club has asked for assistance so far but they will keep the funds for future disasters – (rec'd 31/05).

NZ Bridge – agreeing to sending some more learners materials – (rec'd 30/05).

Gabrielle Campbell – able to help with practice lessons – (rec'd 30/05).

Alan Lewthwaite – able to help with practice lessons – (rec'd 30/05).

NZ Bridge – flyer for Youth Weekend 2023 – (rec'd 26/05).

Sorry Partner – new episode – (rec'd 25/05).

DCC – Alcohol Licensing – copy of License – (rec'd 25/05).

Ricoh - \$79.99 – (rec'd 24/05).

O/S Bridge Admin – Flyer for Upper Hutt 5A Open Tournament – (online) 11/05, (rec'd 24/05).

NZ Bridge – reply about reinstating archived members – (rec'd 24/05).

Caroline Folland – wishes to continue lessons next year after missing some this year – (rec'd 23/05).

Sonya Adams – sending email about supporting our Tournament plus O/S Provincial Teams and Pairs – (rec'd 22/05).

Marie Kean – great 50th photos – (rec'd 21/05).

Xero - \$56.93 – (rec'd 21/05).

Chris Wither – most enjoyable celebration – (rec'd 20/05).

IRD – payment reminder – (rec'd 20/05).

Marsh Insurances - \$3,722.16 – (rec'd 19/05).

Jude Smeijers – confirming payment made for tournament – (rec'd 19/05).

NZ Bridge – offering \$500.00 to the club that has the highest attendance at NZ Bridge Congress at Mount Manganui – (rec'd 19/05).

Nicola Frayle – Marsh Insurance – Renewal Schedule for insurance – (rec'd 19/05).

Sorry Partner – new episode – (rec'd 18/05).

Gill Alexander – requesting moving rights for tournament – (rec'd 18/05).

NZ Bridge – Preliminary Notice of Meeting AGM 2023 – (rec'd 18/05).

Mercury - \$303.47 due 28/06 – (rec'd 18/05).

NZ Bridge – Board minutes from 14/03).

Winton Bridge Club – Flyer for Winton Intermediate Pairs and Winton Junior Pairs on 17th June – (rec'd 16/05.0

Bridge NZ Ltd - \$34.50 for software support – (rec'd 15/05).

O/S Bridge Admin – announcement of teams for November Interprovincials – (rec'd 13/05).

One.nz - \$95.83 – (rec'd 11/05).

Outwards:

Letter of acceptance to Matheus Smits.

Acceptance of correspondence moved by Barbara and seconded by Marie.

Treasurer's Report:

The treasurer's report for May is attached.

ACCOUNTS TO BE PAID JUNE 2023	
Mercury	\$ 303.47
Ricoh	\$ 79.99
One.nz	\$ 95.33
Wages	\$ 171.35
PAYE	\$ 78.65
Simple Saver	\$ 200.00
Waste Management (Jen reimburse)	\$ 13.00
Marie Kean - tournament catering	\$ 195.98
Brown House Catering (50th Celebrations)	\$ 975.00
Marie Kean - fun night catering	\$ 49.99
Sutton Water	\$ 1,012.00
	\$ 3,174.76
Paid since last meeting	
Xero	\$ 56.93
Kitchen Account Monthly Top-up	\$ 500.00
Bridge NZ (2004) Ltd	\$ 34.50
Marsh - Insurance	\$ 3,772.16
Super Liquor	\$ 176.85
	\$ 4,540.44
Total	\$ 7,715.20

Paid since last meeting Marie Kean \$66.54 for 50th Anniversary catering.

To pay also Robert Cowan \$600.00 – lessons tutoring fees.

Tournament Secretary – on-line payment procedure for tournaments. Need an email from anyone making online payments to the club to help with the reconciling of who has paid and who hasn't.

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

Committee Reports

Building:

Building lock – Jen – cost to update lock is \$170.00 plus \$14.00 for each additional key. Jen and Barbara discussed getting 20 keys cut. Agreed unanimously by committee. To see if Jenni can do this.

Waste Disposal – Avril would like to explore other ways of disposing of waste. Seems to be working for rubbish to be dropped around to Jen's wheelie bin. Will try and put bottles out in blue bin. Marie to sort.

Bar

Cash register is now working and Barbara to create an instruction sheet on how to use it.

Stationery Supplies:

Nothing to purchase.

Kitchen:

All ok.

Cards Sent:

Bereavement card to family of Diane Lawlor.

Membership:

New membership applications have been received from: Sue Johnstone, Kitty Caldwell, Brian Donnelly, Dominic Stolten, Mavis Grant, Louise Stevenson-Wright, Raewyn O'Sullivan, Val Wright, Denise Tetlow, Gail Diack, Sally McNeilly. To ask about name badges.

Programme:

King's Birthday Fun Night – 34 people ate meal, 6 attended afterwards. Food was Chinese plus a plum and apple crumble for dessert which was well received. Budget for the food came up even.

Tournament from 28 May. Food spent per person is \$3.55 per person currently and should be kept under \$5.00 per person – agreed by all committee.

Taieri 8B Graded pairs tournament Saturday 22 July. Jen and Jude both away. Need to request Lindsay to direct, need someone to do computer part. Need contact person for flyer - Marie. Will receive cash only for this tournament to save admin being required to show as paid on NZ Bridge site.

Learners:

Computers:

Wifi update – see quote

Health & Safety:

First Aid Box to be updated by Lisa Harkness. Will need receipts.

General Business:

50th Celebrations – debrief. Seemed to go well – mixed comments from members. Cake looked amazing. Feedback received from some members included: would have liked some decorations, would have liked life members to have been acknowledged more. Thanks to Campbell & Sons for sponsoring event – letter sent.

Next year's committee – who of current committee wishes to stand again and if so what role. The process of how committee members

are proposed and seconded – just something to think about at this stage. (Avril).

Job descriptions – to be updated or created. Only have 2013 ones for membership secretary, bar equipment, and my own for secretary.

No phone line at club now – as not working with change of modem. Do we really need one now – not required? Put it in the newsletter

Meeting closed at 6.40pm. The next meeting date will be 11th July 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

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.

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 31 May 2023

Account	May 2023	Year to date
Income		
Advertising Income	0.00	840.00
Bar Sales	358.69	3,027.05
Donations	20.00	20.00
Interest Earned	27.30	408.15
Investment Interest	63.63	383.01
Lesson Income	43.48	891.39
Rent	0.00	1,760.88
Subscriptions	24.35	5,545.72
Sundry Income	920.57	2,268.19
Table Money	1,952.24	13,883.02
Tournament Income	1,108.71	2,030.48
Total Income	4,518.97	31,057.89
Less Expenses		
Accounting Software	99.00	399.00
Accounts Payable (manual)	0.00	53.48
Accounts Receivable (manual)	0.00	(192.00)
Bank Fees	1.50	3.00
Bar Expenses	173.04	201.35
Bar Purchases	270.43	2,094.92
Cash Float	(25.00)	20.00
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	1,878.00
Electricity	250.70	2,301.62
Insurance	3,236.66	3,236.66
Kitchen Expenses	286.95	1,141.39
Lesson Advertising	0.00	86.96
Levies & Charges	786.00	2,836.00
Office Expenses	118.33	1,767.05
PAYE Payable	0.00	(5.17)
Playing Materials	0.00	1,230.75
Prizes & Engraving	0.00	486.00
Property Expenses	0.00	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	515.99	2,029.69
Supper Expenses	270.00	2,000.00
Telephone & Internet	83.33	767.62
Tournament Expenses	717.39	1,081.07
Water Rates	0.00	203.82
Total Expenses	6,984.32	32,079.97
Surplus (Deficit)	(2,465.35)	(1,022.08)
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	667.63	5,083.20
GST Paid	(880.72)	(5,301.69)
Net GST Movements	(213.09)	(218.49)
Net Cash Movement	(2,678.44)	(6,805.79)
Summary		
Opening Balance	64,314.02	68,441.37
Plus Net Cash Movement	(2,678.44)	(6,805.79)

Profit and Loss
Taieri Bridge Club
For the month ended 31 May 2023

Account	May 2023	Year to date
Trading Income		
Advertising Income	0.00	840.00
Bar Sales	358.69	3,027.05
Donations	20.00	20.00
Interest Earned	27.30	408.15
Investment Interest	63.63	383.01
Lesson Income	(43.48)	891.39
Rent	0.00	1,760.88
Subscriptions	24.35	5,531.46
Sundry Income	43.48	2,268.19
Table Money	1,952.24	14,013.46
Tournament Income	1,108.71	2,030.48
Total Trading Income	3,554.92	31,174.07
Gross Profit	3,554.92	31,174.07
Operating Expenses		
Accounting Software	99.00	445.50
Bank Fees	1.50	3.00
Bar Expenses	173.04	201.35
Bar Purchases	270.43	2,094.92
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	1,878.00
Depreciation	421.38	3,844.05
Electricity	263.89	2,565.51
Insurance	3,236.66	3,236.66
Kitchen Expenses	286.95	1,141.39
Lesson Advertising	0.00	86.96
Levies & Charges	786.00	2,836.00
Office Expenses	187.89	1,779.30
Playing Materials	0.00	1,230.75
Prizes & Engraving	0.00	486.00
Property Expenses	0.00	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	515.99	2,029.69
Supper Expenses	270.00	2,000.00
Telephone & Internet	83.33	767.62
Tournament Expenses	717.39	1,081.07
Water Rates	0.00	203.82
Total Operating Expenses	7,513.45	36,370.35
Net Profit	(3,958.53)	(5,196.28)

Balance Sheet
 Taieri Bridge Club
 As at 31 August 2022

Account	31 Aug 2022
Assets	
Bank	
Kitchen Account	90.91
Main Account	7,698.01
Prudent Res - Carpet (Bonus Saver)	16,186.68
Prudent Res - Heating 2 (Term Deposit 3)	28,496.63
Prudent Res - Roofing (Term Deposit 1)	15,969.14
Total Bank	68,441.37
Current Assets	
Accounts Receivable	(133.60)
Accounts Receivable (manual)	150.00
Bar Stock	577.40
Cash Float	120.00
Total Current Assets	713.80
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(107,006.62)
Less Acc Depn on Plant & Equipment	(55,027.34)
Plant & Equipment	58,818.51
Total Fixed Assets	46,780.55
Total Assets	115,935.72
Liabilities	
Current Liabilities	
Accounts Payable	12.43
Accounts Payable (manual)	53.48
GST	566.01
PAYE Payable	57.75
Total Current Liabilities	689.67
Total Liabilities	689.67
Net Assets	115,246.05
Equity	
Club Balance	121,170.39
Current Year Earnings	(5,924.34)
Total Equity	115,246.05