

# MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.00 P.M. ON 11<sup>th</sup> JUNE 2024.

**Present:** Marie Kean, Barbara Wilkes, Diane Paterson, Jan Methers, Lyn McLaren, Avril Power, Deirdre Bruce, Merv Muir.

**Apologies:** Jen Macartney, Marg Auty

**Minutes of Meeting of 14<sup>th</sup> May 2024:** Barbara moved that the minutes are true and correct, seconded by Marie.

**Matters Arising:** DCC Alcohol Licence – all forms submitted but not heard anything yet.  
New handrail installed in men's toilet. Thanks to Bruce.  
New ink pads purchased for cash register plus spares.  
Photocopier – coming Thursday 13/06.

**Correspondence:** **Inwards**

**Snail Mail:**

**Email:**

Brandwell Moller - \$229.45 – (rec'd 11/06).  
NZ Bridge – Regional Committee Appointments – (rec'd 10/06).  
Murray Barron – bank details for prize – (rec'd 10/06).  
Lyn Clark – bank details for prize – (rec'd 09/06).  
Christine Samson – bank details for prize – (rec'd 09/06).  
Peta Smith – possibly left cellphone at club – (rec'd 09/06).  
East Coast Bays Bridge Club – flyer for online bridge starting 16/06 – (rec'd 09/06).  
Ricoh Statement – (rec'd 06/06).  
Fiona Ellis – has paid \$100.00 for 2 table cards. (rec'd 06/06).  
Xero – changes to plans starting 12/09 – (rec'd 05/06).  
NZ Bridge – latest newsletter attached and an article on ethics on bidding – (rec'd 05/04).  
OfficeMax Statement – (rec'd 05/04).  
Otago Business Equipment Statement – (rec'd 04/06).  
Ali Telford – works with Tennis Otago and Dunedin Clubs to support the people that make Tennis happen in the region. Things they have done is increase social media posting, increases in membership. – (rec'd 03/06). *Have requested more information particular in respect to advertising for new members.*  
DCC – Water rates invoice \$64.80 – (rec'd 01/06).  
Pip Weber – Apology for herself and David Mackle for Special AGM – (rec'd 31/05).

Sorry Partner – latest podcast – (rec'd 30/05).

Xero – info on latest updates and webinars available – (rec'd 30/05).

O/S Bridge Admin – Flyer for Cambridge Sixes on 10/08 – (rec'd 29/05).

NZ Bridge – Board minutes from 12/03/24 and 07/04/24. – (rec'd 29/05).

O/S Bridge Admin – reminder to change Oamaru Bridge Club's email to [oamarubridgeclub@gmail.com](mailto:oamarubridgeclub@gmail.com) – (rec'd 29/05). *Barbara actioned this in Outlook.*

Dunedin Licensing Agency – acknowledging return of Public Notice Declaration – (rec'd 28/05).

Judy Bevin – apology for Special General Meeting – (rec'd 27/05).

Wilma Burrell – thanks for couriering new badge – (rec'd 26/05).

Jen Macartney – apology for Special General Meeting – (rec'd 24/05).

O/S Bridge Admin – posters for National Congress, and a poster for Junior and Intermediate players – (rec'd 23/05).

Ricoh - \$176.64 – (rec'd 23/05). *Barbara printed off too many copies of the Rules in case there was demand for them.*

NZ Bridge – Flyer for Matariki Fundraiser to help send our teams to Argentina – Open 5A Swiss Pairs, Restricted Open 8B Swiss Pairs, Intermediate/Junior 5B Swiss Pairs – being held online on Friday 28<sup>th</sup> June starting 10 am – (rec'd 23/05).

Mercury - \$300.06 – due 1/7 – (rec'd 23/05).

Xero - \$61.24 (rec'd 21/05).

IRD – payment reminder – (rec'd 18/05).

Sorry Partner – latest podcast – (rec'd 16/05).

Otago Business Equipment - \$35.85 – (rec'd 15/05).

BridgeNZ - \$83.71 – (rec'd 15/05).

OfficeMax - \$180.12 – (rec'd 15/05).

#### Outwards:

Email to Denise Blair, Dominic Geoffrey and Gerard Geoffrey to accept as new members.

Email to DCC with Public Declaration form – (emailed 28/05).

Email to Fire Service with Fire Evacuation forms – (emailed 28/05).

Acceptance of correspondence moved by Barbara and seconded by Lyn.

#### Treasurer's Report:

The treasurer's report for June is attached.

<b>TAIERI BRIDGE CLUB</b>	
<b>ACCOUNTS TO PAY JUNE 2024</b>	
Mercury	\$ 300.06
Ricoh	\$ 176.64
Xero - June	\$ 61.24
One.nz (expected)	\$ 58.98
Wages - June	\$ 525.25
PAYE - May	\$ 164.62
Simple Saver - June	\$ 200.00
Officemax (sugar, paper cups, pencils)	\$ 180.12
Otago Business Equipment (Ink rolls)	\$ 35.85
DCC - Water rates	\$ 64.80
David Mackle - repair of office door	\$ 120.00
	<b>\$ 1,887.56</b>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up May	\$ 500.00
Marsh Limited - Insurance to 31/5/25	\$ 6,019.50
BridgeNZ - board labels for dealing	\$ 83.71
Kitchen account - bar payments	\$ 246.40
Kitchen account - kitchen payments	\$ 61.13
Kitchen account - Mitre10 (wet & dry vacuum)	\$ 219.00
Kitchen account - Agora Butchery (fun night)	\$ 183.50
Kitchen account - Mosgiel Garden Fresh (fun night)	\$ 14.97
Kitchen account - New World (fun night)	\$ 102.93
	<b>\$ 7,431.14</b>
Total approved	<b>\$ 9,318.70</b>

May expenditure was higher than income and resulted in a net cash movement of \$8,687.22 (reduction) for the month. This is mostly due to the payment of the insurance premium of \$6,019.50 in May.

Property expenses are higher than normal for the month. This is the result of the valuation expense of \$900.00 (ex GST), and vacuum purchase \$190.43 (ex GST).

Currently, for the year 1 September 2023 to 31 May 2024, the club has a net loss of \$3,283.38. This is an improvement on the comparable period last year (\$5,029.33 loss). The loss to date mainly relates to the additional \$2,000.00 of insurance premiums and the \$900.00 cost of the valuation expense.

Subscription increase – 2016 since last increase.

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

## **Committee Reports**

### **Building:**

Door to back office has been replaced after faulty lock was jammed and door broken into to retrieve committee member belongings.

Marie has been called out by neighbours as fire alarm being written.

### **Bar:**

<b><u>Stationery Supplies:</u></b>	Low on envelopes for prizes but enough for next tournament.
<b><u>Kitchen:</u></b>	
<b><u>Cards Sent:</u></b>	None sent
<b><u>Membership:</u></b>	New membership applications from: Abigail Fergus, Raylene Wilson, Judith Stanbridge.
<b><u>Programme:</u></b>	<p>Fun Night – update – 9 tables. Food was amazing. Need to look at partners being matched a bit better. Budget per person was worked out at \$10.00 per head for food.</p> <p>Taieri Open 5A Tournament – 9 June – 13 full tables. Worked out at \$4.53 per person. Very good compliments from members about the quality of food. Thanks to Lyn to sorting out prizes etc. Only 7 prize winners bank details received so far.</p> <p>Junior Tournament date – to be confirmed either 28 September 2025 or 5<sup>th</sup> October 2025. Better than a November tournament. Jen has received an email and wants to me to respond back after the meeting. 5<sup>th</sup> October is the preferred night.</p>
<b><u>Learners:</u></b>	2 previous nights have gone well. Marie organising 11 June.
<b><u>Computers:</u></b>	Nothing to report
<b><u>Health &amp; Safety:</u></b>	<p>Defibrillator has now been serviced.</p> <p>Water cooler cylinder man called but will leave it for another year.</p>
<b><u>Privacy Matters:</u></b>	Nothing to report
<b><u>General Business:</u></b>	<p>Management of Table Cards/Table Money – please refer to back page for full explanation by Avril.</p> <ul style="list-style-type: none"> <li>• Additional work involved when table fees are collected by a variety of members. <i>Better to have 1 or 2 people to be responsible to minimise mistakes.</i></li> <li>• Implications of committee members issuing cards. Better for committee members to just receive table cards from whoever collecting the money.</li> <li>• Definition of a member for entitlement to purchase table cards – <i>from last month's minutes "Committee agree that once an application form has been completed members are welcome to purchase table cards". Once the new rules come into place then a member is defined so we will need to follow these rules.</i></li> <li>• Members paying by cash with small denominations. Reminder about paying gold coins only and preferably online.</li> </ul> <p>Table Fee Administrator Role</p> <ul style="list-style-type: none"> <li>• Covering this role if the job holder is away, implications with the bank. Need bank signed person for banking slips.</li> <li>• Succession of this role, Avril will be standing down this year and will be away part of October.</li> </ul>

Duplicate keys

- Storage – put all of the keys in the petty cash tin.
- Second key holder – should be different person on committee.

Convenor for Wednesday nights while Jen is away – Marie is going to do that and when Barbara is away.

Look into cost of EFTPOS – Barbara to look into it.

Meeting closed at pm. The next meeting date will follow a meal at RSA at 5.30 pm at 10th July 2024 at 6.30 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
  - Sterilisers
  - New computer
  - Sound systems – Strawberry Sound
  - Dishwasher

May 2024

- Look at bidding module for tablets before we need to order more bidding pads.

July 2024

- Alcohol Licence to be renewed and new form to be displayed.
- Refresher course on transfers to be organised.

Aug 2024

- \$10,000.00 term deposit falls due on ??, was invested for 6% for 9 months.
- Refresher course on transfers.

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.
- Sub-committee to be formed to attract new members. \$600 advertising to be spent.

April 2027

- Host Responsibility to be updated for Alcohol Licence.
- Fire evacuation to be organised and held before licence renewal

May 2027

- Alcohol Licence renewal, need copy of host responsibility, new rules, food menu.

Apr 2029

- Organise an updated building valuation – Dunedin Valuation. Insurance falls due in May

# Cash Summary

Taieri Bridge Club  
For the month ended 31 May 2024

Account	May 2024	Year to date
<b>Income</b>		
Advertising Income	0.00	950.00
Bar Sales	240.87	3,052.95
Interest Earned	98.77	879.50
Investment Interest	0.00	737.00
Lesson Income	0.00	217.40
Rent	0.00	1,847.84
Subscriptions	63.70	5,901.77
Sundry Income	108.70	1,991.06
Table Money	2,039.19	14,650.89
Tournament Income	286.96	3,464.39
<b>Total Income</b>	<b>2,838.19</b>	<b>33,692.80</b>
<b>Less Expenses</b>		
Accounting Software	106.50	479.25
Bank Fees	1.35	2.70
Bar Expenses	460.00	460.00
Bar Purchases	214.26	1,853.91
Cash Float	0.00	(5.00)
Electricity	268.59	2,317.58
Insurance	5,234.35	5,234.35
Kitchen Expenses	76.16	1,522.49
Lesson Advertising	0.00	530.00
Lesson Tutor	600.00	600.00
Levies & Charges	661.20	2,067.80
Office Expenses	129.86	1,717.75
PAYE Payable	(21.46)	(85.97)
Playing Materials	72.79	1,198.11
Prizes & Engraving	0.00	638.82
Property Expenses	1,103.47	1,870.93
Reimbursements (Honoraria)	0.00	1,525.00
Repairs and Maintenance	0.00	139.00
Revenue in Advance	(600.00)	(600.00)
Sundry Expenses	262.10	2,365.85
Supper Expenses	0.00	1,115.00
Telephone & Internet	51.29	599.05
Tournament Expenses	1,300.00	3,051.46
Wages	681.44	3,816.90
Water Rates	0.00	173.40
<b>Total Expenses</b>	<b>10,601.90</b>	<b>32,588.38</b>
<b>Surplus (Deficit)</b>	<b>(7,763.71)</b>	<b>1,104.42</b>
<b>Plus Other Cash Movements</b>		
Fixed Assets	0.00	(344.42)
<b>Total Other Cash Movements</b>	<b>0.00</b>	<b>(344.42)</b>
<b>Plus GST Movements</b>		
GST Collected	439.40	4,854.60
GST Paid	(1,362.91)	(5,663.35)
<b>Net GST Movements</b>	<b>(923.51)</b>	<b>(808.75)</b>
<b>Net Cash Movement</b>	<b>(8,687.22)</b>	<b>(48.75)</b>
<b>Summary</b>		
Opening Balance	70,412.82	61,774.35
Plus Net Cash Movement	(8,687.22)	(48.75)
Cash Balance	61,725.60	61,725.60

**Profit and Loss**  
Taieri Bridge Club  
For the 9 months ended 31 May 2024

<b>Account</b>	<b>Sept 2023-May 2024</b>
<b>Trading Income</b>	
Advertising Income	950.00
Bar Sales	3,052.95
Interest Earned	879.50
Investment Interest	737.00
Lesson Income	217.40
Rent	1,847.84
Subscriptions	5,902.86
Sundry Income	2,012.80
Table Money	14,650.89
Tournament Income	3,464.39
<b>Total Trading Income</b>	<b>33,715.63</b>
<b>Gross Profit</b>	<b>33,715.63</b>
<b>Operating Expenses</b>	
Accounting Software	479.25
Bank Fees	2.70
Bar Expenses	460.00
Bar Purchases	1,853.91
Depreciation	3,815.24
Electricity	2,313.01
Insurance	5,234.35
Kitchen Expenses	1,671.89
Lesson Advertising	530.00
Lesson Tutor	600.00
Levies & Charges	2,067.80
Office Expenses	1,595.22
Playing Materials	1,236.51
Prizes & Engraving	638.82
Property Expenses	1,870.93
Reimbursements (Honoraria)	1,525.00
Repairs and Maintenance	139.00
Sundry Expenses	2,365.85
Supper Expenses	1,115.00
Telephone & Internet	599.05
Tournament Expenses	3,051.46
Wages	3,816.90
Water Rates	170.72
<b>Total Operating Expenses</b>	<b>37,152.61</b>
<b>Net Profit</b>	<b>(3,436.98)</b>

# Balance Sheet

Taieri Bridge Club  
As at 31 May 2024

Account	31 May 2024
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	732.31
Main Account	4,815.63
Prudent Res - Carpet (Bonus Saver)	10,074.46
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)	17,025.52
<b>Total Bank</b>	<b>61,725.60</b>
<b>Current Assets</b>	
Accounts Receivable	70.25
Bar Stock	738.67
<b>Total Current Assets</b>	<b>808.92</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(112,428.86)
Less Acc Depn on Plant & Equipment	(58,004.46)
Plant & Equipment	64,204.15
<b>Total Fixed Assets</b>	<b>43,766.83</b>
<b>Total Assets</b>	<b>106,301.35</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	757.47
GST	(400.97)
PAYE Payable	164.62
Revenue in Advance	600.00
<b>Total Current Liabilities</b>	<b>1,121.12</b>
<b>Total Liabilities</b>	<b>1,121.12</b>
<b>Net Assets</b>	<b>105,180.23</b>
<b>Equity</b>	
Club Balance	108,617.21
Current Year Earnings	(3,436.98)
<b>Total Equity</b>	<b>105,180.23</b>

## **Management of the Table Cards / Table Money**

- Additional work involved when table fees are collected by a variety of member

From experience at least one of the table slips does not balance every week, then I have to investigate.

- 1 Contact the person who collected the table fees (if known, it was much better when the same member collected the Saturday table fees). I usually collect Mondays and on Wednesday usually play so I know who has collected the table fees.
  - 2 Look at the results online so that I can reconcile number of players
  - 3 Correct the table cards sold on the session (often this is shown as cash when the amount is paid online)
- Implications of committee members issuing cards
    - 1 Table Fee Administrator is responsible for distribution of table cards which have a club value of \$2500 and are auditable. The only other member to issue cards is the member collecting the table fees.
  - Definition of a member for entitlement to purchase Table Cards
    - 1 When application is received?
    - 2 When application is approved by committee?
    - 3 When new membership invoice has been paid?
  - Members paying by cash with small denominations
    - 1 Creates unnecessary additional work - statement in newsletter to consider the person who has to do the banking, also about paying for cards on-line (*Last mentioned in July 2023 newsletter requesting gold coins only be paid for table money*). I feel some members think it's easier to offer a \$50 note, easier for who?

## **Table Fee Administrator Role**

- Covering this role if the job holder is away, implications with the Bank
  - 1 The banking is not just filling out a deposit slip and going to the bank. For all aspects of this process you have to be an approved name with Westpac. From ordering deposit books to depositing the red deposit bags at the Bank. As well as having access to on-line banking so you know who has paid for table cards.
- Succession of this role, I will be standing down this year

### **Duplicate Keys**

- Storage
- Second Key holder

Avril Power