

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M.  
ON 12<sup>TH</sup> MARCH 2019.

**Present:** Jenny Magee, Dale Cameron, Barbara Wilkes, Jen Macartney, Alan Lewthwaite, Cathy Ferguson, Eve Beardsmore, Joy Martin-Frew, Patsy Williams,

**Apologies:** John Aitcheson

**Minutes of Meeting of 12<sup>TH</sup> February 2019:** Confirmed as a true and correct record by Barbara, seconded by Jen.

**Matters arising:**

Update for updated Grade and Rating points – they were on the board all the time. Just didn't have them noted in correspondence so it was missed.

Visitors charge – doesn't comply with our current rules so we can't make changes. Letter from Laurie was read which stated his disapproval to the change. Eve gave her rationale about the change – if a non-member comes more than 3 times in any one financial year then we have to ask them to join otherwise they can't play for the rest of the financial year. If we can encourage everyone to come more then is more friendly. Table money not to change. Any changes will be made at the AGM – with full explanation.

In financials bar supplies to be changed to Bar Purchases.

**Correspondence:**

**Inwards**

**Snail Mail:**

NZ Post Box fees invoice – (rec'd 05/03).

DCC Water rates invoice – (rec'd 05/03).

Mercury – letter informing of increase in line charges – (rec'd 05/03).

Resignation from Rosemary Pickersgill.

**Email:**

Christine Samson – disbanding of subcommittee to attract new members. – (rec'd 10/03). *Letter to be sent to to sub-committee thanking them for their work on behalf of the club.*

IRD – payroll returns account in myIR has replaced ir-file. – (rec'd 07/03). Cathy has this in hand.

Wanaka Bridge Club – Flyer for Open 5A Tournament to be held on 27<sup>th</sup> April, entries close 23<sup>rd</sup> April – (rec'd 07/03).

O/S Bridge Admin – Maniototo Bridge Tournament is cancelled – (rec'd 07/03).

O/S Bridge Admin – Cromwell Bridge Tournament Flyer for Open 8B Tournament to be held on 6<sup>th</sup> April, entries close 3<sup>rd</sup> April. (rec'd 07/03).

O/S Bridge Admin – Flyer for Winton 5A Open Teams to be held on 13<sup>th</sup> April, entries close 10<sup>th</sup> April. (rec'd 07/03).

Colin Nicholson – pricing for replacing 30 chairs – (rec'd 07/03).

Metalon Quote request – (rec'd 06/03). Alan was looking for an update on prices for chairs with regards to insurance contents valuation – quote for new individual chair is \$143.00 per chair. See further on for elaboration.

NZ Bridge – link to latest podcast – (rec'd 05/03). *Barbara listened to this. Interesting part from Westport club whose membership was down to 25 members 2 years ago and have now recruited 25 members. Barbara to email asking for what changes they made*

Charities Services Info – application to be a registered charity was successful – (rec'd 05/03).

OfficeMax Statement – (rec'd 04/03).

NZ Bridge – Flyer on National Bridge Teachers Conference on Aug 16<sup>th</sup> and 17<sup>th</sup>, Wellington – need to register by 9<sup>th</sup> August – (rec'd 04/03).

Rhonda Mitchell – looking for information on lessons – (rec'd 03/03). *Kristen dealt with this.*

Ricoh Statement – (rec'd 01/03).

Invercargill Bridge Club – reminder for 8B Open Pairs Tournament – (rec'd 27/02).

NZ Bridge – an update from Samantha Punch re her research project promoting Bridge – (rec'd 27/02).

NZ Bridge – link to latest podcast – (rec'd 27/02).

Jude Smeijers – note saying that she noticed the porch light still on, a window open and the speaker system still on but alarm was on – (rec'd 26/02).

Gillian Alexander – asking for a notice to go out to members as Upper Hutt and Karori seek to make contact with past members for their 50<sup>th</sup> anniversary – (rec'd 26/02).

Mercury – have updated their look on the web – (rec'd 26/02).

Jude Smeijers – completed the disposal of the club's old and redundant electronic equipment. Some items went to Cargill Enterprises and other stuff went to Salvation Army. Cargill Enterprise will send an invoice for cost of disposal. Thanks Jude. (rec'd 25/02). *Thank you letter to be written.*

Karilyn Canton – thanks for welcome to club – (rec'd 24/02).

OfficeMax Invoice – credit note for wrong pencils \$51.75 – (rec'd 24/02). Invoice received for pencils \$29.98 – (rec'd 21/02).

Mercury online bill - \$296.53 – (rec'd 19/02).

Office Max Invoice - \$202.29 – (rec'd 19/02).

Laurie Smeijers – wondering what the rationale is for the visitor table money increase. He personally finds it unfriendly and it contravenes the current rules – (rec'd 16/02).

Vodafone - \$71.05 – (rec'd 14/02).

IRD – start Payday filing now – (rec'd 13/02).

NZ Bridge – Board Elections – (rec'd 12/02).

#### Outwards:

Letters acknowledging resignations to Jo Steele, Nancy Waters, Barry Bouton.

Letter to go to Mary Jamieson acknowledging resignatio – at Taieri Court.

Letters accepting new members to Karilyn Canton, and Avril Power.

Acceptance of correspondence moved by Barbara and seconded by Jenny.

**Treasurer's Report:**

The treasurer's report for February is attached.

Invoices to pay:

<b>Accounts to pay:</b>	
Dale Cameron	\$ 101.72
Ricoh	\$ 57.50
Mercury	\$ 265.98
Vodafone	
OfficeMax	\$ 232.27
Wages - J Elfield	\$ 129.78
IRD - PAYE - February	\$ 30.22
DCC Water Rates	\$ 49.80
NZ Post	\$ 185.00
Bonus Saver	\$ 200.00
Allied Press	\$1,316.06
GST	\$ 528.49
	\$3,096.82

Extra accounts to be added:

Jude Smeijers - Carbonite Renewal \$109.14

Kristen Collins – tutoring for lessons \$600.00

Sub-contractor contract to be sent.

GST total will change as a couple of adjustments to be made.

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

Cathy is concerned about the amounts of money that we pay informally. To be aware for the future. More accountability as a Charity now.

Eve would like to see bar purchases separated out from bar expenses.

Letter to go out to to users of the club. (Barbara to do work for Cathy).

Still 2 unfinancial members. Second notice has already been sent.

**Committee Reports:**

**Building:**

Fire protection. Cost to install a remote fire alarm is approx \$5,000.00, plus monthly \$50.00, plus an additional cost for a service agreement. Suggest we install additional smoke alarms at our cost in the main room (Fire Brigade will install). Committee agreed to purchase additional smoke alarms.

Suggest we purchase a second fire extinguisher and fit beneath the manual 'fire alarm'. Alan will get quotes before we purchase.

It was noted that ALL the emergency lights worked during the monthly check. The previous month there were problems.

Insurance. Reviewing the insurance file with Cathy it is noted that the sum insured in 2009 is the same as the sum for 2018. Viz, building \$330,000.00 and contents \$50,000.00. Suggest we obtain an up to date building replacement cost and draw up a contents inventory – committee agree to go ahead with a valuation for insurance purposes. We need to review our contents insurance. An email to be sent to relevant responsibilities for up dated valuations. (Asset register to be obtained from Donna). Then obtain competitive insurance quotes before the next renewal in May.

Building repairs during the month: Leak in the ladies toilet, called in Shaw Plumbers, a leaking pipe by the hot water cylinder and a faulty pressure regulating valve was noted. Both fixed, therefore expect a bill from Shaw Plumbers. The door in the men's toilet wouldn't close, fixed with the assistance of L and J Smeijers.

Power supply for the phone – update – still work in progress.

**Bar:**

A bigger float is required in preparation for the Tournament. More purchases required. Those bags of chips have gone well.

**Stationery Supplies:**

All well stocked.

**Kitchen:**

More biscuits to be purchased soon, more milk for Tournament.

**Cards Sent:**

Card sent to Ian Chalmers to say thanks for help with sound system.

**Membership:**

Membership accepted from Gillian Alexander. Invoice to be generated and sent.

**Programme:**

8B Tournament - update. Prizes for the tournament – about 1/3 of takings to be given as prizes. Jenny will sort prize money on the day. Jude has food all in hand, making sandwiches on Friday afternoon. Patsy and Dale to help on Friday afternoon with set up. Lindsay is directing.

Intermediate lessons by Kristen. 20 people attended – great attendance.

Novice lessons – cancelled due to lack of numbers. Club liaison person was only sent an email to say that they had been cancelled and not notified on who had been invited as may have been able to encourage more to attend.

Directors incentives needed for the Club so that more folk will be encouraged to direct. Nothing sorted at this point.

**Lesson Sub-committee:**

Disbanded

**Computers:**

Now that we have charity status Jude would like to upgrade Microsoft Office software on the club's computer. Committee agreed.

**Health & Safety:**

**General Business:**

Archiving update – work in progress. Jenny has information from Frank about things that should be kept.

Key register still to be updated.

Pat Chapple has agreed to be the librarian.

Volunteer to put results in the newspaper. Thank you card to go to Linda Withers. Patsy Williams will take over this.

Partners A note to go in the newsletter that if anyone would like to go on a standby list for partners then please let the partnership officer know.

Meeting closed at 8.55 pm. The next meeting will be held on Tuesday 9th April 2019 at 7.00 pm.

# Action List

## 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 24<sup>th</sup> April.

## July 2020

- Fire Extinguisher may need annual check.

Tairi Bridge Club

BANK1: Cheque - Statement Date: 28/02/2019 - Statement Page: 260

8,535.88

Statement Opening Balance:

Date	Type	Ref	Description	Gross
26/02/2019	CR	Banking	(Table money, bar subs)	443.50
19/02/2019	CR	Banking	Banking (Table money, bar subs)	519.00
12/02/2019	CR	Banking	Banking (Table money, bar subs)	539.50
5/02/2019	CR	Banking	Treasurer (Weekly banking)	442.50
14/02/2019	CP	DD	Kitchen a/c (Reimbursements)	-317.07
28/02/2019	CP	DD	Mercury Energy (Power)	-266.62
28/02/2019	CP	DD	J ELFIELD (Cleaning Wages)	-129.78
28/02/2019	CP	DD	M D Cameron (reimburse bar expenses)	-101.72
28/02/2019	CP	DD	Bonus saver (Transfer to Bonus saver)	-200.00
25/02/2019	CP	DD	Bonus saver (Transfer to Bonus saver)	-71.05
20/02/2019	CP	25/2/19	Vodafone (Telephone)	-57.50
20/02/2019	CP	DD	Ricoh N Z (Photocopy charges)	-37.78
15/02/2019	CP	DD	Inland Revenue (PAYE)	-88.50
14/02/2019	CP	DD	Jude Smeijers (Flyers lessons)	-62.68
14/02/2019	CP	DD	John Swan (Engraving)	-10.00
14/02/2019	CP	DD	Jenny Magee (Vases)	0.71
28/02/2019	CR	Dc	Westpac (Cheque interest)	28.88
5/02/2019	CR	Dc	Westpac (Investment interest)	42.00
25/02/2019	CR	Dc	K Canton (Sub)	42.00
25/02/2019	CR	Dc	J Sheehy (Sub)	42.00
20/02/2019	CR	Dc	A E Power (Sub)	28.75
20/02/2019	CR	Dc	Stewart Caithness (Advertising)	65.00
11/02/2019	CR	Dc	J A Kelly (Sub)	57.50
8/02/2019	CR	Dc	E C Shaw (Advertising)	23.00
7/02/2019	CR	Dc	F Almond (Sub)	23.00
5/02/2019	CR	Dc	A B Robson (Sub)	23.00
4/02/2019	CR	Dc	F Gradon (subs)	
				977.64

26 items reconciled with a value of:

Calculated closing balance:

Closing Balance as per Statement:

Difference:

9,513.52

9,513.52

0.00

Unpresented (posted) transactions:

Date	Type	Ref	Description	Gross
0 (posted) items not reconciled with a value of:				0.00
Calculated ledger balance:				9,513.52
Ledger Balance for period ending 28/02/2019:				9,513.52
Difference from calculated ledger balance:				0.00

## Taieri Bridge Club

Profit and Loss for February 2019

	February	YTD
<b>Income</b>		
Donations	\$ -	\$ 100.00
Interest Earned	\$ 0.71	\$ 3.41
Investment Interest	\$ 28.88	\$ 167.81
Rent	\$ -	\$ 1,182.62
Advertising Income	\$ 75.00	\$ 652.17
Table Money	\$ 1,243.47	\$ 7,156.50
Subscriptions	\$ 694.78	\$ 4,705.98
Bar Sales	\$ 135.21	\$ 1,070.43
Lesson Income	\$ 165.21	\$ 326.09
	<u>\$ 2,343.26</u>	<u>\$ 15,365.01</u>
<b>Expenses</b>		
Property Expenses	\$ -	\$ 4,094.52
Electricity	\$ 231.84	\$ 1,484.37
Cleaning Wages	\$ 129.78	\$ 843.56
Cleaning PAYE	\$ 37.78	\$ 204.00
Office Expenses	\$ 56.07	\$ 721.45
Water Rates	\$ -	\$ 100.28
Telephone	\$ 61.78	\$ 413.86
Reimbursements	\$ -	\$ 913.04
Levies and Charges	\$ -	\$ 1,581.80
Prizes and Engraving	\$ 54.50	\$ 222.50
Playing Materials	\$ -	\$ 37.52
Bar Expenses	\$ 251.55	\$ 533.36
Kitchen Supplies	\$ 106.54	\$ 493.91
Supper Wages	\$ 240.00	\$ 1,240.00
Sundry Expenses	\$ 8.70	\$ 1,897.83
Lessons Advertising	\$ 76.96	\$ 76.96
Lessons Tutor	\$ 130.00	\$ 130.00
	<u>\$ 1,385.50</u>	<u>\$ 14,988.96</u>
Profit (Loss)	<u>\$ 957.76</u>	<u>\$ 376.05</u>
<b>Balances</b>		
Cheque Account	\$ 9,513.32	
Prudent Reserves for Carpet and Flooring	\$ 15,399.04	
Prudent Reserves for Heating Upgrade	\$ 30,937.42	
Prudent Reserves for Roof Repairs	\$ 19,023.22	
<b>Total Cash</b>	<u>\$ 74,873.00</u>	