

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.00 P.M. ON 9TH MAY 2023.

Present: Jen Macartney, Barbara Wilkes, Marie Kean, Bob Gillanders, Marg Auty, Jenni Wright and Robert Cowan.

Apologies: Jenny Magee, Carol Adler-Morgan, Avril Power, Merv Muir

Minutes of Meeting of 11th Apr 2023: Barbara moved that the minutes are true and correct, seconded by Jen.

Matters Arising: New cash register has arrived - to be set up.

Correspondence:

Inwards

Snail Mail:

Email:

NZ Bridge – free estimator for increase in fees – (rec'd 09/05).

Otago Community Hospice – thanking us for our donation – (rec'd 09/05).

NZ Bridge – increase in participation fees for tournaments from \$1.00 + GST per player per session to \$2.50 per player per session + GST – effective 1st Nov 2023. (rec'd 08/05).

Christine Samson – requesting updated names of those attending 50th anniversary – (rec'd 06/05). *Jen replied to Christine.*

Sorry Partner – new episode – (rec'd 04/05).

Maurice Burrowes – unable to attend 50th – (rec'd 04/05).

Beggs – quote for digital door lock - \$1,464.00 – (rec'd 04/05).

O/S Bridge Admin – Phil Noye is now our go-to person for any issues to be raised regarding teaching and learning bridge – (rec'd 03/05).

Sonya Adams – requesting a reply to her survey – (rec'd 03/05).

O/S Bridge – new email for Maniototo Bridge Club – (rec'd 03/05). *Updated in Email programme.*

Martyn Oyston – reply about why Wednesday C points not showing up – (rec'd 03/05).

O/S Bridge Admin – we are to send out our own email to clubs with flyers etc – (rec'd 03/05). *Forwarded on to Jude Smeijers.*

NZ Bridge – Flyer for Te Aroha Bridge 70th Anniversary Celebrations – (rec'd 03/05).

Otago Bridge Club – acknowledging our letter on reciprocal rights (rec'd 03/05).

Specific Design – issue with C points no a problem with Specific Design – (rec'd 02/05).

Neil Johnstone – reply for letter on reciprocal rights – (rec'd 02/05).

Ricoh – Statement – (rec'd 02/05).

NZ Bridge – reply why Autumn pairs not showing – (rec'd 02/05).

OfficeMax Statement – (rec'd 02/05).

NZ Bridge – Preliminary notice on Congress – (rec'd 01/05).

Vyv Hodgkin – not able to attend 50th – (rec'd 01/05).

Marsh Insurance – requesting us to confirm our sums insured for building and contents – currently building \$891,000, Contents \$88,725, Business interruption \$50,000 – (rec'd 01/05).

Jenny Magee – just attending 50th to play bridge – (rec'd 01/05).

Colin Pratt – not attending 50th – (rec'd 01/05).

Kaye Wilson – not attending 50th – (rec'd 01/05).

Marijke Schofield – not attending 50th – (rec'd 01/05).

Peta Smith – not attending 50th – (rec'd 01/05).

Judy Moore – not attending 50th – (rec'd 01/05).

Alec Weavers – not attending 50th – (rec'd 30/04).

Catherine Smith – attending 50th – (rec'd 30/04).

Lynne Newell – not attending 50th – (rec'd 30/04).

Elizabeth White – not attending 50th – (rec'd 30/04).

Brian Johnson – not attending 50th – (rec'd 30/04).

Jean McAlevey – not attending 50th – (rec'd 30/04).

Fiona Ellis – both attending 50th – (rec'd 30/04).

Diane Paterson – attending 50th – (rec'd 30/04).

Kathryn Fagg – not attending 50th – (rec'd 30/04).

Jennifer MacMillan – not attending 50th – (rec'd 30/04).

Pat Chapple – not attending 50th – (rec'd 30/04).

Gaynor Brown – not attending 50th – (rec'd 30/04).

Rosalie Douglas – not attending 50th – (rec'd 30/04).

David Larsen – informing Wednesday results are not showing on NZ Bridge – (rec'd 30/04).

Derek Tingle – not attending 50th – (rec'd 30/04).

Margaret Auty – tested positive for Covid – (rec'd 30/04).

Barbara Dunbar – not attending 50th – (rec'd 29/04).

Eleanor Blackburn – not attending 50th – (rec'd 29/04).

Deidre Bruce – not attending 50th – (rec'd 29/04).

Sonya Adams – giving a questionnaire for students learning bridge – (rec'd 27/04).

Carol Adler-Morgan – both attending 50th – (rec'd 27/04).

Sonya Adams – marketing questions – (rec'd 27/04).

Janet Crowe – attending 50th – (rec'd 27/04).

O/S Bridge Admin – South Island Teams Flyer – (rec'd 26/04).

NZ Post – switching to emailing invoices – (rec'd 26/04).

OfficeMax - \$255.38 – (rec'd 25/04).

O/S Bridge Admin – Otago/Southland Provincial Teams and Pairs – (rec'd 25/04).

Ruth McDiarmid – attending 50th – (rec'd 24/04).

Otago Bridge Club – Flyer for Otago Junior Pairs on 13/05, entries close 11/05 – (rec'd 22/05).

Ricoh Billing - \$74.60 – (rec'd 21/04).

Xero - \$56.93 – (rec'd 21/04).

Sorry Partner – latest episode – (rec'd 20/04).

Xero – free webinars – (rec'd 20/04).

Victoria Bridge Club – Flyer for Open Swiss Pairs 5A Tournament – (rec'd 20/04).

Jenni Wright – unable to attend 50th celebrations – (rec'd 20/04).

IRD – reminder about payment – (rec'd 20/04).

O/S Bridge Admin – Flyer for Gisborne 5A Tournament – (rec'd 19/04).

Mercury - \$288.31 due 29/05 – (rec'd 18/04).

Doug Jackson – Mosgiel Probus – microphone not working – (rec'd 18/04). *New batteries installed and Doug replied back to.*

Robert Cowan – response for special meeting about Otago reciprocal rights – (rec'd 17/04).

Anna Kalma – flyer for Hawkes Bay King's Birthday Weekend Congress – (rec'd 17/04).

Denise Tetlow – unable to attend 50th celebrations – (rec'd 17/04).

NZ Bridge - \$431.25 for membership levies – (rec'd 15/04).

NZ Bridge - \$438.15 for session charges – (rec'd 15/04).

Melinda Stevenson-Wright – apologies for not paying lessons invoice – (rec'd 14/04).

Jules – missed 2 lessons and now wants to restart next year – (rec'd 14/04).

Brian Donnelly – confirming payment of invoice – (rec'd 13/04).

Adrian Vogel – able to attend 50th celebrations – (rec'd 13/04).

NZ Bridge – Rank Reports – (rec'd 13/04).

NZ Bridge – All time Masterpoint Earners Reports – (rec'd 12/04).

NZ Bridge – on annual leave – (rec'd 12/04).

Sutton Water – written quote received (rec'd 12/04).

Marsh Insurance – confirmation of insurance premium being similar to last year – (rec'd 12/04).

Brandwell Moller - \$8.65 – (rec'd 12/04).

NZ Bridge – Congress poster for distribution – (rec'd 12/04).

Outwards:

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for April is attached.

Accounts to pay May 2023	
Mercury	\$ 288.31
Ricoh	\$ 74.60
One.nz (estimate)	\$ 95.33
Wages	\$ 137.08
PAYE	\$ 62.92
Simple Saver	\$ 200.00
Waste Management (Jen reimburse)	\$ 13.00
NZ Bridge (Levies)	\$ 431.25
NZ Bridge (Session charges)	\$ 438.15
Blokes Shed	\$ 10.00
Bill Chapple	\$ 11.68
OfficeMax	\$ 255.38
Barbara Wilkes (Cash register)	\$ 216.33
	\$ 2,234.03
Paid since last meeting	
Xero	\$ 56.93
Kitchen Account - monthly topup	\$ 500.00
Brandwell Moller Ltd	\$ 8.65
	\$ 565.58
Total	\$ 2,799.61

Term Deposit of \$18,496.63 currently invested at 3.15% for 1 year matures 09/06. Best rate currently is 12-month rate at 5.7% recommended to rollover for year. Agreed unanimously.

Two outstanding learner's invoices from Denise Tetlow and Michelle Taylor – Jen/Robert to follow up.

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

Committee Reports

Building:

Water Filter and water cooler – Accept Sutton Water Specialist's quote and give him Jen's number for contact details.

Insurance update – form to be completed. Barbara to complete the form and return. Barbara to ask business interruption – what it costs and what it covers.

Building lock – Jen – quote from Beggs received \$1,464.00 incl GST for keyless entry. To get a quote to change the lock and change all of the keys.

Bar

Cash register to be looked at.

Stationery Supplies:

Rubber bands (No. 16 which measure 1.6mm x 65mm) to be purchased for Avril.

<u>Kitchen:</u>	Nothing to be purchased.
<u>Cards Sent:</u>	Get Well card for Diane Lawlor.
<u>Membership:</u>	Matheus Smith – agreed unanimously.
<u>Programme:</u>	<p>Charity Tournament – Sunday 23rd April. 15 tables - \$1,080.00 donated. A letter was received today thanking us for the money. Someone mentioned too much food – but only 3 items per person.</p> <p>King's Birthday Fun Night – Chinese dinner with some changes (Marie to talk to Julie) plus a winter dessert (apple and berry crumble with cream). Format of play – something different so North moves and West moves – going to ask Martyn Oyston for an individual night. Cost per person – a lot of people say it's too cheap at \$10.00 – no need to make money from it so keep it at the same price.</p>
<u>Learners:</u>	<p>Learners' survey and bags etc. Sonia is asking about them. We haven't given them out yet – going to hand out if they want them and have them available.</p> <p>4 more weeks of lessons. In this newsletter (and a special newsletter just before) asking for volunteers to help out for practice nights starting on 13 June 2023. Need about 16 people to come for 4 weeks. 24th July start on a Monday night for Brooklands Village. Membership forms to be given out tonight. Stickers for name badges on Monday nights.</p> <p>Avril to be included for helping out for after lessons practice nights.</p>
<u>Computers:</u>	Problems last night – Jen thinks it's the WiFi. Jen proposes gets Andrew (was Geeks on Wheels) to sort it. All agreed.
<u>Health & Safety:</u>	Defibrillator lady phoned today – man will be in the area in June. Not going ahead with it this year.
<u>General Business:</u>	<p>50th Celebrations –</p> <ul style="list-style-type: none"> ● 73 attending but not all playing bridge and a couple not attending the speeches etc. ● need a written order or ceremony as people are asking and would be useful for those who are not bridging to know when to arrive. <ul style="list-style-type: none"> ○ People to turn up at 1 o'clock for 1.30 bridge start. ○ 1.30 pm bridge – no afternoon tea. 20 boards of bridge to finish play by 4 o'clock. ○ 4.30 pm for drinks and nibbles. ○ Karl Power will entertain us with some singing. ○ Group photo at 5 o'clock and other photos. ○ Speakers at 5.30 pm. (Speakers: Christine Kerr, Robin Gillespie, request for short stories from the floor). ○ Cutting of the cake – Robin Gillespie to be asked. ○ Finger Food at 6 o'clock. ● Name badges to be worn on day, or welcome badges given ● Email to be sent advising instructions for the day and copy of order of ceremony.

- Prosecco and glasses – \$12.99 per bottle for Leon Roux wine. A tray of 30 glasses is \$15.00 so need 2 trays at 5.30 pm. Marie will bring some extras
- Cake has been made but not iced yet. Marie to provide nice knife for cutting.

Constitution proposed changes. Barbara has been doing work on the new constitution and would like committee to approve recommended changes as follows:

New type of Guest or Visitor – Reciprocal Members: The Club will extend the invitation to other Bridge Club members to play only Saturday social bridge and Fun nights without the requirement to join the club.

Meeting closed at 7.10pm The next meeting date will be 13th June 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%

Cash Summary

Taieri Bridge Club

For the month ended 30 April 2023

Account	Apr 2023	Year to date
Income		
Advertising Income	0.00	840.00
Bar Sales	473.91	2,668.36
Interest Earned	80.66	380.85
Investment Interest	0.00	319.38
Lesson Income	326.10	847.91
Rent	517.40	1,760.88
Subscriptions	0.00	5,521.37
Sundry Income	0.00	1,347.62
Table Money	1,491.35	11,930.78
Tournament Income	286.96	921.77
Total Income	3,176.38	26,538.92
Less Expenses		
Accounting Software	0.00	300.00
Accounts Payable (manual)	0.00	53.48
Accounts Receivable (manual)	0.00	(192.00)
Bank Fees	0.00	1.50
Bar Expenses	0.00	28.31
Bar Purchases	296.81	1,824.49
Cash Float	0.00	45.00
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	1,678.00
Electricity	242.52	2,050.92
Kitchen Expenses	69.36	854.44
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,050.00
Office Expenses	303.96	1,648.72
PAYE Payable	15.73	(5.17)
Playing Materials	0.00	1,230.75
Prizes & Engraving	15.04	486.00
Property Expenses	0.00	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	1,513.70
Supper Expenses	275.00	1,730.00
Telephone & Internet	82.90	684.29
Tournament Expenses	196.70	363.68
Water Rates	0.00	203.82
Total Expenses	1,698.02	25,095.65
Surplus (Deficit)	1,478.36	1,443.27
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	460.86	4,415.57
GST Paid	(177.67)	(4,420.97)
Net GST Movements	283.19	(5.40)
Net Cash Movement	1,761.55	(4,127.35)
Summary		
Opening Balance	62,552.47	68,441.37
Plus Net Cash Movement	1,761.55	(4,127.35)
Cash Balance	64,314.02	64,314.02

Profit and Loss

Taieri Bridge Club

For the month ended 30 April 2023

<u>Account</u>	<u>Apr 2023</u>	<u>Year to date</u>
Trading Income		
Advertising Income	0.00	840.00
Bar Sales	473.91	2,668.36
Interest Earned	80.66	380.85
Investment Interest	0.00	319.38
Lesson Income	(130.44)	934.87
Rent	517.40	1,760.88
Subscriptions	0.00	5,507.11
Sundry Income	877.09	2,224.71
Table Money	1,534.83	12,061.22
Tournament Income	286.96	921.77
Total Trading Income	3,640.41	27,619.15
Gross Profit		
	3,640.41	27,619.15
Operating Expenses		
Accounting Software	0.00	346.50
Bank Fees	0.00	1.50
Bar Expenses	0.00	28.31
Bar Purchases	296.81	1,824.49
Cleaning Sundry	0.00	151.74
Cleaning Wages	200.00	1,678.00
Depreciation	421.36	3,422.67
Electricity	493.22	2,301.62
Kitchen Expenses	69.36	854.44
Lesson Advertising	0.00	86.96
Levies & Charges	0.00	2,050.00
Office Expenses	254.20	1,591.41
Playing Materials	0.00	1,230.75
Prizes & Engraving	15.04	486.00
Property Expenses	0.00	6,719.79
Reimbursements	0.00	1,472.82
Repairs and Maintenance	0.00	114.41
Sundry Expenses	0.00	1,513.70
Supper Expenses	275.00	1,730.00
Telephone & Internet	82.90	684.29
Tournament Expenses	196.70	363.68
Water Rates	0.00	203.82
Total Operating Expenses	2,304.59	28,856.90
Net Profit	1,335.82	(1,237.75)

Balance Sheet

Taieri Bridge Club

As at 30 April 2023

Account	30 Apr 2023
Assets	
Bank	
Kitchen Account	315.88
Main Account	12,149.60
Prudent Res - Carpet (Bonus Saver)	7,063.39
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	18,496.63
Prudent Res - Roofing (Term Deposit 1)	16,288.52
Total Bank	64,314.02
Current Assets	
Accounts Receivable	1,108.65
Accounts Receivable (manual)	(42.00)
Bar Stock	577.40
Cash Float	165.00
Total Current Assets	1,809.05
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(109,072.23)
Less Acc Depn on Plant & Equipment	(56,384.40)
Plant & Equipment	64,383.73
Total Fixed Assets	48,923.10
Total Assets	115,046.17
Liabilities	
Current Liabilities	
Accounts Payable	288.31
GST	686.64
PAYE Payable	62.92
Total Current Liabilities	1,037.87
Total Liabilities	1,037.87
Net Assets	114,008.30
Equity	
Club Balance	115,246.05
Current Year Earnings	(1,237.75)
Total Equity	114,008.30