

MINUTES OF THE MEETING OF THE TAIRI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 14TH MAY 2024.

Present: Marie Kean, Jen Macartney, Marg Auty, Barbara Wilkes, Diane Paterson, Jan Methers, Lyn McLaren.

Apologies: Merv Muir, Avril Power, Deirdre Bruce

Minutes of Meeting of 9TH April 2024: Barbara moved that the minutes are true and correct, seconded by Marie.

Matters Arising: DCC Alcohol Licence – Barbara went into DCC and found that the form on the DCC website was for new alcohol licence not renewals. No need to do building warrant of fitness. Forms have now been submitted – licence now paid. Host policy to be updated. Bar price list to be updated to include name of light beer. Fire evacuation to be held and form to be completed and submitted to Fire Department.

Signs/Decals for Toilets – now installed.

Correspondence: **Inwards**

Snail Mail:

Email:

Judy Bevin – last minute feedback on rules with only feedback that the process for having new members being proposed and seconded by existing members as unfair for people to nominate when they don't know someones history. – (rec'd 14/5). *This feedback relates to internal processes rather than the new rules.*

Marsh Insurance - \$6,019.50 – (rec'd 14/05).

Southern Alcohol Licensing – requesting host policy to be updated and light beer to be specifically named – (rec'd 13/05).

One.nz - \$58.98 – (rec'd 11/5).

O/S Bridge Admin – Flyer for Waikato Bays 20A North Island Pairs – (rec'd 10/5).

NZ Bridge – Bridge office unattended until 21 May – (rec'd 10/5).

Marsh Insurance – confirming extra insurance cover taking effect straight away and will appear with annual insurance premium invoice.

Dunedin Central Fire Station – we are overdue for our 6 monthly fire evacuation which may impact out liquor licence being renewed. – (rec'd 8/5).

Dunedin Valuations Ltd - \$1,035.00 – valuation of insurance for reinstatement including demolition is \$1,297.000 – (rec'd 8/5).

O/S Bridge Admin – regarding national rubber bridge competition, plus nominations for the Otago Southland Regional committee – (rec'd 8/5).

Wanaka Bridge Club – reminder that Wanaka is hosting the Otago Southland Provincial Tournament at King's Birthday weekend. Requesting that we encourage members to attend – (rec'd 8/5).

O/S Bridge Admin – Flyer for 10A Wellington Regional Teas tournaments – (rec'd 7/5).

NZ Bridge – change of venue for the 2025 National Congress to Palmy Venues, Palmerston North, 8-15 Nov – (rec'd 7/5).

DCC – Alcohol licencing Administration – form to be displayed for public to see – (rec'd 7/5).

Dunedin Valuations – copy of terms and conditions – (rec'd 7/5).

Janet Barclay – looking for copy of week 10 notes – (rec'd 4/5).

Sorry Partner – latest podcast – (rec'd 2/5).

DCC – statement for alcohol license renewal – (rec'd 2/5).

DCC – confirming they will get back to Barbara – (rec'd 2/5). *Barbara had to provide a document that showed which other Bridge Club members we may have at the club.*

Ricoh Statement – (rec'd 2/5).

NZ Bridge – Alister is offline for 2 days – (rec'd 2/5).

Dunedin Valuations Ltd – Warwick Reid will meet Alan Friday 3rd May to perform valuation – (rec'd 2/5).

David Larsen – thinking pair numbers are incorrect – (rec'd 2/5). *Jen checked pair numbers and David was incorrect.*

Murray Barron – feedback on rules. Wanting to know if we have an appeals process to our Dispute resolution. Also wanted to know about privacy officer contact name being included – (rec'd 30/04). *Appeals process has not been specified by Incorporated Society Rule builder. Sub-committee feels that our rules are based on natural justice so this shouldn't be a problem. Privacy Officer is included in roles of committee and not required to be added into new rules.*

Denise Blair – wishing to know how to purchase table cards – (rec'd 28/04). *Barbara enquired whether Denise intended to join our club. She confirmed yes so was given a membership form to complete on 29/4. Barbara believes that Denise should have been able to buy table card when she requested them since she was very close to becoming a member. Committee agreed that once an application form has been completed then new members are welcome to purchase table cards.*

Otago Community Hospice – able to receive donations via credit card payments or banking cash – (rec'd 29/4).

Victoria Bridge Club – Flyer for Open Swiss Pairs 5A Tournament on 9/6 – (rec'd 25/04).

O/S Bridge Admin – forwarded copy of flyer for The Rodney Green Foundation Hawke's Bay Bridge Congress on 31/5 to 03/06 – (rec'd 23/04).

Mercury – changes to electricity price: capacity charge 5.79 to 7.36 cents/kVA/day, Daily fixed charge 138.70 to 78.00 (cents/day), Demand charge 85.93 to 71.10 (cents/day), Anytime 13.83 to 17.07 (cents/kWh). (rec'd 23/04). *Increase amounts to around \$25.00 increase in total bill currently.*

Mercury - \$308.99 due 28/05 – (rec'd 23/04).

Winton Bridge Club – flyer for 5B Pairs Intermediate and Junior on 22/06, closes 19/06, (rec'd 23/04).

Raylene Wilson – unable to attend lessons – (rec'd 22/04).

Ricoh - \$97.59 – (rec'd 22/04).

Xero - \$61.24 – due 21/04 – (rec'd 21/04).

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

Committee – agreement to getting a building valuation – (rec'd various dates).

Sorry Partner – latest podcast – (rec'd 18/04).

Marsh Ltd – insurance renewal – our club is required to declare a valuation for building and contents – last year \$607,500 and \$66,543 respectively – (rec'd 16/04).

DCC – alcohol license renewal and invoice \$529.00 – (rec'd 17/04)

NZ Bridge – flyer for Youth lessons and Youth weekend in Auckland – (rec'd 17/04).

Christine Samson – copy of reply to Barbara Wilkes re rules – (rec'd 16/04).

NZ Bridge – Newsletter from the Chair – (rec'd 15/04).

NZ Bridge – 12 month's notice of increase of Levies 2025 to increase to \$24.00 per person and then 2026 increasing to \$28.00 per person – (rec'd 15/04).

Aurora – planned power outage on 22/05 from 8.30 – 2.30 – (rec'd 15/04).

O/S Bridge Admin – Nomination form for regional committee elections – (rec'd 15/04).

Charities Services – newsletter – (rec'd 15/04).

NZ Bridge – membership levies - \$448.50 – (rec'd 15/04).

NZ Bridge – session charges - \$656.88 – (rec'd 15/04).

Nora Dowse – paid subs – (rec'd 13/04).

Cheryl Tapp – duplicate entry for Hospice Pairs – (rec'd 11/04).

Alec Weavers – requesting moving rights – (rec'd 10/04). Approved.

NZ Bridge – Top 200 All Time Masterpoint earners – (rec'd 10/04).

Invercargill Bridge Club – Flyer for 5A Teams on 11/05 and Murihiku Pairs on 12/05 – (rec'd 10/04).

Outwards:

Email to Robin Gillespie and Judy Moore confirming seating rights.

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for May is attached.

ACCOUNTS TO PAY MAY 2024	
Mercury	\$ 308.88
Ricoh	\$ 97.59
Xero - May (estimate)	\$ 61.24
One.nz	\$ 58.98
Wages - May	\$ 542.77
PAYE - April	\$ 117.21
Simple Saver - May	\$ 200.00
Waste Management (Jen reimburse for May)	\$ 13.00
NZ Bridge - Membership levies	\$ 448.50
NZ Bridge - Session fees	\$ 656.88
Dunedin Valuations Ltd - Insurance Valuation	\$ 1,035.00
Barbare Wilkes - reimb cards made	\$ 45.00
Margaret Auty - reimb key cut money safe	\$ 15.00
	\$3,600.05
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up April	\$ 500.00
Jen Macartney - bar keys and fobs	\$ 19.34
Deirdre Bruce signs for toilets	\$ 54.94
DCC Bar Licence Renewal fee	\$ 529.00
June Elfield - Extra ANZAC/Day in lieu	\$ 49.05
Mitre10 - Tournament Director gift	\$ 10.50
Otago Community Hospice - Charity Tourn	\$ 1,000.00
Kitchen account - bar payments	\$ 324.97
Kitchen account - kitchen payments	\$ 83.16
Kitchen account - charity tournament costs	\$ 37.28

Additional insurance premium to be included in total to pay - \$6,019.50. An increase of approximately \$2,200 from last year but as this is our largest asset. Committee agreed to increase insurance sum insured as per valuation received. Agreed unanimously.

Out of interest here are the dates of our term deposits. Term deposit 002 matures on 9 June 2024. Currently \$19,077.68 and with interest added at maturing the new balance is expected to be \$20,108.09. Term deposit 003 for \$10,000.00 matures in September 2024. Term deposit 001 for \$17,025.52 matures in November 2024.

All B points costs for this financial year have now been recoded to Tournament expenses as this is what they actually relate to and these are charged as part of the tournament entry.

Robert Cowan has said he doesn't want payment for taking lessons this year. He would like the funds to be used to pay for advertising next year. Committee agree to journal this in the current financial year as debit lessons and credit revenue in advance for advertising which Marg thinks is prudent.

Marg reported on the finances as we are 2/3rds the way through our financial year. Pleasing to note table money is higher than last year – an additional 120 games of bridge played - \$600.00 increase. Overall income is higher than the same time last year but expenses are also lower than this time last year with less planned maintenance this year.

Approval of the accounts payable and acceptance of Treasurers report moved by Marg and seconded by Lyn.

Committee Reports

<u>Building:</u>	Request from a member to purchase handrail for men's toilet. Marie has spare one that she is happy to donate. Will get one of our members to install it.
<u>Bar:</u>	Bar needs new ink pad for cash register. Jen to look into this.
<u>Stationery Supplies:</u>	<p>Photocopier needs servicing as shadows on edge— Marie to phone to organise.</p> <p>Jen bought some sugar, some more pencils, and paper cups from OfficeMax. Should have enough supplies while she is away.</p>
<u>Kitchen:</u>	Marie helps with keeping supplies up to date if Patsy can't.
<u>Cards Sent:</u>	Get well card to Merv.
<u>Membership:</u>	New member applications from Denise Blair, Dominic Geoffrey and Gerard Geoffrey. All approved unanimously.
<u>Programme:</u>	<p>Charity Tournament – made \$1,000 which was banked and deposited in their bank. 12.5 tables. Great prizes.</p> <p>2025 tournament dates to be confirmed. Sunday tournaments – Jen to confirm.</p> <p>Fun Night – glasses and lollies for prizes. Barbara to direct for 3rd June. Winter's meal - \$15.00 cash. Lyn to collect money. Once everyone seated then they move to new partner.</p> <p>Taieri Open 5A Tournament – 9 June. \$30.00 per person. Lindsay to direct. Flyers have already been sent out. Marg to update once people pay online. Marie sorting out the food – Jan and Diane to help out. Marg to work out prize money. Envelopes for table money.</p>
<u>Learners:</u>	On week 11 – next week final night. Tuesday night practice nights – 4 nights starting 28 th May. Newsletter to invite other members.
<u>Computers:</u>	Nothing to report
<u>Health & Safety:</u>	Nothing to report
<u>Privacy Matters:</u>	Nothing to report
<u>General Business:</u>	<p>Tournament secretary – Lyn is going to fill in when Jen is away for envelopes, prizes for top winners only for tournament on 9 June. Encourage people to pay online. July tournament is graded tournament so more prizes to be organised.</p> <p>Host Responsibility Policy to be updated – see page 10 of agenda – agreed unanimously.</p> <p>De-fib technician coming 10th June. Merv installed new pads – Needs to be checked properly costing \$146.00 – to be arranged.</p> <p>Fire evacuation to be completed – required as part of the Alcohol license renewal. Mention in newsletter. Marie/Diane to sort.</p>

Vacuum cleaner – cleaner brings her own as our current one doesn't pick up fluff. Approved unanimously for Marie to purchase a new vacuum cleaner under \$250.00. Steam mop not getting hot enough – to be investigated.

Green set of boards are very brittle and should be considered for replacement. We already have a full box of boards already but they need to be sorted before we buy a new set. May need spare numbering. We have side labels but need top labels. Marie to find volunteer to sort box of boards.

Only 2 email feedback received about new rules which was pleased. No meeting requested for further information. Special general meeting date – 17 June 6.30 pm which is a non-teams night.

Back-up of jobs – Jen as membership secretary Barbara to fill in that one. Treasurer – Avril can currently fill in for Treasurer. Lyn to be fill in as backup for Tournament secretary.

Marie phoned DCC as they haven't come to trim the trees – she left a message.

Marie said thank you to committee as the committee works well.

Meeting closed at 7.55 pm. The next meeting date will be 11th June 2024 at **6.00 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.

June 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	YTD prev
Income			
Advertising Income	0.00	950.00	840.00
Bar Sales	0.00	2,812.08	3,027.05
Donations	0.00	0.00	1,020.00
Interest Earned	0.00	780.73	408.15
Investment Interest	0.00	737.00	383.01
Lesson Income	0.00	217.40	891.39
Rent	0.00	1,847.84	1,760.88
Subscriptions	0.00	5,838.07	5,626.68
Sundry Income	0.00	1,882.36	1,398.62
Table Money	565.24	13,176.94	13,883.02
Tournament Income	0.00	3,177.43	2,030.48
Total Income	565.24	31,419.85	31,269.28
Less Expenses			
Accounting Software	53.25	426.00	399.00
Accounts Payable (manual)	0.00	0.00	53.48
Accounts Receivable (manual)	0.00	0.00	(150.00)
Bank Fees	0.00	1.35	3.00
Bar Expenses	460.00	460.00	201.35
Bar Purchases	0.00	1,639.65	2,094.92
Cash Float	0.00	(5.00)	20.00
Cleaning Sundry	0.00	0.00	151.74
Electricity	0.00	2,048.99	2,301.62
Insurance	0.00	0.00	3,236.66
Kitchen Expenses	11.70	1,458.03	1,141.39
Lesson Advertising	0.00	530.00	86.96
Levies & Charges	0.00	1,406.60	2,836.00
Office Expenses	0.00	1,587.89	1,767.05
PAYE Payable	0.00	(64.51)	(5.17)
Playing Materials	0.00	1,125.32	1,230.75
Prizes & Engraving	0.00	638.82	486.00
Property Expenses	0.00	767.46	6,719.79
Reimbursements (Honoraria)	0.00	1,525.00	1,472.82
Repairs and Maintenance	0.00	139.00	114.41
Sundry Expenses	0.00	2,103.75	2,074.13
Supper Expenses	0.00	1,115.00	2,000.00
Telephone & Internet	0.00	547.76	767.62
Tournament Expenses	1,000.00	2,751.46	1,081.07
Wages	0.00	3,135.46	1,878.00
Water Rates	0.00	173.40	203.82
Total Expenses	1,524.95	23,511.43	32,166.41
Surplus (Deficit)	(959.71)	7,908.42	(897.13)
Plus Other Cash Movements			
Fixed Assets	0.00	(344.42)	(5,565.22)
Total Other Cash Movements	0.00	(344.42)	(5,565.22)
Plus GST Movements			
GST Collected	84.76	4,499.96	4,952.77
GST Paid	(78.75)	(4,379.19)	(5,296.21)
Net GST Movements	6.01	120.77	(343.44)
Net Cash Movement	(953.70)	7,684.77	(6,805.79)
Summary			
Opening Balance	70,412.82	61,774.35	68,441.37
Plus Net Cash Movement	(953.70)	7,684.77	(6,805.79)
Cash Balance	69,459.12	69,459.12	61,635.58

Profit and Loss
Taieri Bridge Club
For the month ended 30 April 2024

Account	Apr 2024	Year to date	Prev YTD
Trading Income			
Advertising Income	0.00	950.00	840.00
Bar Sales	610.16	2,812.08	2,668.36
Donations	0.00	0.00	1,000.00
Interest Earned	105.67	780.73	380.85
Investment Interest	0.00	737.00	319.38
Lesson Income	0.00	217.40	934.87
Rent	517.40	1,847.84	1,760.88
Subscriptions	(56.52)	5,799.81	5,588.07
Sundry Income	269.57	1,882.36	1,355.14
Table Money	1,587.00	12,611.70	12,061.22
Tournament Income	895.65	3,177.43	921.77
Total Trading Income	3,928.93	30,816.35	27,830.54
Gross Profit	3,928.93	30,816.35	27,830.54
Operating Expenses			
Accounting Software	53.25	426.00	346.50
Bank Fees	0.00	1.35	1.50
Bar Expenses	460.00	460.00	28.31
Bar Purchases	463.63	1,639.65	1,824.49
Cleaning Sundry	0.00	0.00	151.74
Depreciation	427.10	3,388.12	3,422.67
Electricity	268.59	2,052.09	2,301.62
Kitchen Expenses	124.23	1,446.33	854.44
Lesson Advertising	0.00	530.00	86.96
Levies & Charges	661.20	2,067.80	2,050.00
Office Expenses	84.86	1,396.62	1,591.41
Playing Materials	0.00	1,125.32	1,230.75
Prizes & Engraving	0.00	638.82	486.00
Property Expenses	64.59	767.46	6,719.79
Reimbursements (Honoraria)	0.00	1,525.00	1,472.82
Repairs and Maintenance	0.00	139.00	114.41
Sundry Expenses	215.83	2,103.75	1,558.14
Supper Expenses	0.00	1,115.00	1,730.00
Telephone & Internet	51.29	547.76	684.29
Tournament Expenses	341.55	2,051.46	363.68
Wages	671.92	3,135.46	1,678.00
Water Rates	0.00	114.37	203.82
Total Operating Expenses	3,888.04	26,671.36	28,901.34
Net Profit	40.89	4,144.99	(1,070.80)

Balance Sheet

Taieri Bridge Club
As at 30 April 2024

Account	30 Apr 2024
Assets	
Bank	
Kitchen Account	1,073.70
Main Account	13,397.88
Prudent Res - Carpet (Bonus Saver)	9,838.04
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
Total Bank	70,412.82
Current Assets	
Bar Stock	738.67
Total Current Assets	738.67
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(112,170.65)
Less Acc Depn on Plant & Equipment	(57,835.55)
Plant & Equipment	64,204.15
Total Fixed Assets	44,193.95
Total Assets	115,345.44
Liabilities	
Current Liabilities	
Accounts Payable	2,219.30
GST	337.99
PAYE Payable	25.95
Total Current Liabilities	2,583.24
Total Liabilities	2,583.24
Net Assets	112,762.20
Equity	
Club Balance	108,617.21
Current Year Earnings	4,144.99
Total Equity	112,762.20

HOST RESPONSIBILITY POLICY

The management committee of the Taieri Bridge Club believes that they have a responsibility to provide an environment that is not only comfortable and welcoming but also where alcohol is served responsibly. Because of this the following host responsibility policy has been implemented:

- We will operate the bar in compliance with the Sale and Supply of Alcohol Act 2012 and our licence.
- Young people (18+) are required to provide photographic proof of age. Photographic proof includes the following types: passport, driver's license, HANZ 18+ card or Kiwi access card
- We will provide a range of non-alcoholic and low-alcohol options, as well as free water.
- We will provide and promote a range of food options.
- We will not serve minors.
- We will not serve intoxicated persons.
- A phone is available to arrange alternative transport options i.e. taxi. Notices are displayed with phone numbers.

Developed by: Committee
Date updated: 14 May 2024

Date for Review: 14 May 2027