

MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 6.00 P.M. ON 13 MAY 2025.

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

Visitor: Karl Power

Apologies: Merv Muir

Minutes of Meeting of 08 April 2025: Barbara moved that the minutes are true and correct, seconded by Jen.

Matters Arising: Tablets – 4 x Power banks purchased at a cost of \$143.96.

Water Cooler has been serviced for a cost of \$253.00. Should be serviced annually – will be added to action list.

Fire Evacuation – still to be done.

Correspondence: **Inwards**

Snail Mail:

NZ Bridge – ranking certificates for Deirdre Bruce, Avril Power and Judy Gorman.

Flyer for New Orleans, Central America and Panama Canal Cruise.

NZ Bridge – flyers for Intermediates and Juniors for Congress.

Joan Robertson has requested moving rights.

Email:

NZ Bridge – Board minutes – (rec'd 13/05).

Pat Chapple – request for moving rights – (rec'd 12/05).

NZ Bridge – Mel Auld – asking us if we were aware that the regional committee has funds available for clubs to apply for, to offset marketing costs? (rec'd 12/05). *Barbara has written to the Regional Committee asking what needs to be done to access this.*

One.NZ - \$65.00 – (rec'd 10/05).

Victoria Bridge Club – Flyer for Open Swiss Pairs 5A Tournament on 8 June – (rec'd 09/05).

O/S Bridge Admin – confirming selection of team members of Otago Southland Team to compete in the Regional Challenge. – (rec'd 09/05).

Marsh Ltd – insurance renewal. Form to be completed for building value so Barbara will use same value as last year – (rec'd 06/05).

Ricoh – Statement – (rec'd 05/05).

Bridge NZ – closed from 29/05 until 16/06 – (rec'd 04/05).

Oamaru Bridge Club – Flyer for Charity Tournament on 25/05 – (rec'd 03/05).

Ricoh Credit Control – logon for portal – (rec'd 02/05).

OfficeMax Statement – (rec'd 02/05).

Sorry Partner – latest podcast – (rec'd 01/05).

O/S Bridge Admin O/S Intermediate Pairs on 01/06 and 10 A Pairs Tournament held in Queenstown – (rec'd 3/04).

O/S Bridge Admin – Flyer for Cambridge Sixes Flyer on 09/08 – (rec'd 30/04).

NZ Bridge – Mel Auld – zoom meeting for Bridge Teachers – (rec'd 29/04). *Forwarded on to Robert.*

Otago Bridge Club – Flyer for Otago Junior Pairs on 18/05, entries close 14/05 – (rec'd 24/04).

Ricoh - \$112.78 – (rec'd 23/04).

Walsh Antiques – thanks for letter – (rec'd 23/04).

Wanaka Bridge Club – reply to our flyer being sent out – (rec'd 23/04).

Sutton Water Specialists - \$253.00 – (rec'd 23/04).

Mercury - \$251.47 due 28/05 – (rec'd 23/04).

Various committee replies to agreeing to Walsh Antiques using our rooms – (rec'd 22/04).

Carol Morgan – asked to be added to Charity Tournament – (rec'd 22/04).

Walsh Antiques – requesting to hire our rooms on 14 May for 5 hours (rec'd 22/04). *Email forwarded to all committee members for approval.*

Xero - \$64.69 – (rec'd 21/04).

Cheryl Tapp – asking what time start time is for fun night – (rec'd 20/04). *Barbara replied to Cheryl.*

Marg Auty – notifying that the refresher course change of date is on Mother's Day – (rec'd 20/04). *Forwarded on to Jen as she is organising these.*

Ricoh - \$56.39 – (rec'd 18/04).

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

Sorry Partner – latest podcast – (rec'd 19/04).

NZ Bridge – Alister Stuck on annual leave – (rec'd 17/04).

O/S Bridge Admin – regional meeting held on 2nd Monday of the month - (rec'd 16/04).

NZ Bridge – membership levies \$538.20 – (rec'd 15/04).

NZ Bridge – session charges \$625.14 – (rec'd 15/04).

O/S Bridge Admin – Flyer for Te Anau 8B Pairs on 17/05, entries close 14/05 – (rec'd 13/04).

O/S Bridge Admin – forwarding on link for Laws for Player videos to be viewed – (rec'd 13/04). – *Forwarded on to all members.*

O/S Bridge Admin – Flyer for Canterbury Congress Flyer on 17/18 May – (rec'd 13/04).

O/S Bridge Admin – Flyer for Wellington Regional Bridge Congress 25 – 27 April – (rec'd 13/04).

O/S Bridge Admin – Flyer for North Island Pairs – (rec'd 13/04).

O/S Bridge Admin – Flyer for Picton National Pairs 20A tournament – (rec'd 13/04).

Alec Weavers – in reply to my comment to him about some results being altered – (rec'd 12/04).

One.NZ - \$65.66 – (rec'd 10/04).

Wanaka Bridge Club – replying to my request about information about powerbanks – (rec'd 09/04).

OfficeMax - \$164.73 – (rec'd 09/04).

Outwards:

Acceptance of correspondence moved by Barbara and seconded by Jan.

Treasurer's Report:

The treasurer's report for April is below.

ACCOUNTS TO PAY MAY 2025	
Mercury	\$ 251.47
Ricoh	\$ 112.78
Xero (May/June)	\$ 64.69
One.nz May payment	\$ 58.98
Wages - May	\$ 548.23
PAYE/Kiwisaver Employer - April	\$ 145.06
Simple Saver - May	\$ 200.00
Officemax	\$ 164.73
NZBridge - membership levies	\$ 538.20
NZ Bridge - B & C points	\$ 625.14
Ricoh - copier toner (direct debit)	\$ 56.39
Sutton Water Specialists	\$ 253.00
Allied Press ODT/Star March 2025 advts	\$ 448.50
	<u>\$ 3,467.17</u>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up May	\$ 500.00
Kitchen account - bar payments	\$ 214.25
Kitchen account - kitchen payments	\$ 360.47
Kitchen account - Easter Fun night	\$ 408.75
Jen Macartney - power banks for tablets	\$ 143.96
Carol Omerovic Relief Cleaner - 6 x \$50	\$ 300.00
Kitchen account - Charity Tournament	\$ 28.98
Kitchen Account - additional top up 24 April	\$ 300.00
	<u>\$ 2,256.41</u>
Total approved	<u>\$ 5,723.58</u>

The club made a profit of \$483.07 in April. Total profit for the year to date is \$6,056.50. This includes \$1,486.99 of table fees paid in the previous financial year (sales of table money cards before prices increased).

The payment of the Charity Tournament for the Hospice proceeds has not been included in these accounts to date as the Committee needs to confirm this the amount of this expenditure before payment is made. Agreed unanimously that a rounded amount of \$750.00 is to be donated. Marg to deal with this..

The purchase of power banks has been coded to office expenses in April. The second payment to Ricoh in April is for toner purchased – was sent to incorrect delivery address so second one purchased. The accounts receivable relate to the invoice for the hire of the clubrooms by Walsh Antiques (\$125.00) and \$50.00 overdue for lessons from one person. A statement will be sent as a reminder.

It was mentioned at the last meeting that the man from the alarm had checked over the system and to look out for an invoice. The treasurer has not received any invoice to date (9 May).

An email was forwarded from Ricoh (May 3) inviting the club to access their customer portal to access invoices etc. The Treasurer will set up a password and add copy of password details to contact notes in Xero for future Treasurer/club access.

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

Committee Reports

Building:

Power is to be turned off Thursday 29th May from 13.00 to 13.45. Computers will need to be turned off on the Wednesday night.

Rooms to be rented out to Walsh Antiques – Marg to unlock just at 9.50 am.

Bar:

Buying is going well.

Stationery Supplies:

More name tags were purchased.

Kitchen:

Need to buy new tea towels – Jen to donate some.

Cards Sent:

Jenny Magee

Membership:

Programme:

Easter Fun night – 36 people attended for meal. Food was well received as usual. Wolken cups presented to winners – to be returned to the club. Food worked out quite expensive but worked out even.

Kings Birthday Fun night – \$15.00 per person with free bridge.

Charity Tournament – 27th April update. Marie is not in favour for walk in's – to make sure it's clear on the tournament flyer. Raffles were very good and better for time efficiency. Food was great. People turned up late. Price to go up to \$20.00 which includes raffle tickets. More raffle tickets to be purchased.

Refresher lessons – 11th May – going from strength to strength with 28 attending. Agreed to give voucher.

Taieri Open 5A Pairs – 8th June – Lindsay to direct. Flyers have been emailed out. Entries are already starting to come in. Prizes for Open, Intermediates and Juniors.

Learners

Lessons are going really well. Need to know if any members who have played for more than 3 years will volunteer to do mentoring and/or can play with a new learner.

Partners for learners – Jen. Although it seems a long way away before the learners (if any) need to be paired up with a club member Jen proposes that we get the ball rolling as soon as possible. They are on week 8 of the lessons and then I presume there will be 4 or 5 Tuesdays with volunteer club members so in fact it is only 4 weeks away before we need to be ready. Jen proposes that the learners would come in to Monday evenings at the start of the Brooklands Village pairs which is on 21st July. Presumably the committee will need to ask their designated partner if they would either pair with a learner or find another partner (depending on the calibre of the person they are playing with for in this series.

Computers:

A new computer will be required before changes to Windows 11 software in October – Committee happy to leave to Jude to work out timings.

Health & Safety:

Privacy Matters:

Interests Register:

General Business:

Cleaners job description – to be updated. – in progress. June is back now and so

What decisions require full committee approval? Email to go out to all committee members if decisions made between meetings.

Role of the Session Convenors – see last page of Agenda for updated job description. The Convenor is more of a supervisory job and not expected to do everything themselves. Important for convenor to ensure someone will set the alarm and lock up after each session.

Meeting closed at 7.10 pm. The next meeting will be held on Tuesday 10 June 2025 at 6.00 pm at the Club rooms.

Action List

Nov 2024

- To come up with 10-year plan for capital expenditure February 2025
 - Carpet
 - Sterilisers

- New computer
- Sound systems – Strawberry Sound
- Dishwasher

May 2025

- Fire Evacuation drill to be held

Sep 2025

- Discuss rent increases for 2026 year
- Update purpose in programme book
- Discuss start and finish dates for 2026 programme

Nov 2025

- Fire Evacuation drill to be held

Feb 2026

- Ask Countdown to use their car parks before March tournament.

Apr 2026

- AED due for Annual check

May 2026

- Fire Evacuation drill to be held
- Organise water filter to be serviced

Nov 2026

- Fire Evacuation drill to be held

April 2027

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

May 2027

- Alcohol Licence renewal, need copy of host responsibility to be updated, new rules, food menu with specific light beer, also need form showing which bridge clubs can use our bar premises.

Apr 2029

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

Cash Summary
Taieri Bridge Club
For the month ended 30 April 2025

Account	Apr 2025	Year to date
Income		
Advertising Income	0.00	1,025.00
Bar Sales	509.57	2,481.92
Donations	0.00	57.00
Interest Earned	73.29	669.35
Investment Interest	0.00	1,024.33
Lesson Income	521.76	782.64
Rent	578.27	1,956.54
Subscriptions	0.00	6,252.24
Sundry Income	456.52	1,708.73
Table Money	1,966.82	14,899.33
Tournament Income	673.92	2,239.19
Total Income	4,780.15	33,096.27
Less Expenses		
ACC Levies	0.00	22.09
Accounting Software	0.00	447.00
Bank Fees	0.00	1.92
Bar Expenses	83.39	83.39
Bar Purchases	0.00	1,445.71
Consulting & Accounting	0.00	1,149.57
Electricity	227.98	1,971.70
Grants and Donations Paid	0.00	100.00
Kitchen Expenses	156.18	1,042.10
Lesson Advertising	260.00	399.99
Levies & Charges	0.00	1,310.80
Office Expenses	197.79	1,232.26
PAYE Payable (includes Kiwisaver contrib)	(13.22)	(1.88)
Playing Materials	0.00	255.00
Prizes & Engraving	125.65	1,245.30
Property Expenses	0.00	714.92
Reimbursements (Honoraria)	0.00	1,200.00
Repairs and Maintenance	0.00	11.82
Revenue in Advance	0.00	1,986.99
Rounding	0.00	0.99
Sundry Expenses	355.43	3,247.79
Supper Expenses	300.00	500.00
Telephone & Internet	57.10	416.13
Tournament Expenses	25.20	1,179.22
Wages	595.62	4,423.80
Wages - Employer Kiwisaver Contribution	0.00	11.24
Water Rates	0.00	174.32
Total Expenses	2,371.12	24,572.17
Surplus (Deficit)	2,409.03	8,524.10
Plus Other Cash Movements		
Fixed Assets	0.00	(15,521.74)
Total Other Cash Movements	0.00	(15,521.74)
Plus GST Movements		
GST Collected	736.01	5,154.92
GST Paid	(253.19)	(4,983.51)
Net GST Movements	482.82	171.41
Net Cash Movement	2,891.85	(6,826.23)
Summary		
Opening Balance	55,558.19	65,276.27
Plus Net Cash Movement	2,891.85	(6,826.23)
Cash Balance	58,450.04	58,450.04

Profit and Loss		
Taieri Bridge Club		
For the month ended 30 April 2025		
Account	Apr 2025	Year to date
Trading Income		
Advertising Income	0.00	1,025.00
Bar Sales	509.57	2,423.22
Donations	0.00	57.00
Interest Earned	73.29	669.35
Investment Interest	0.00	1,024.33
Lesson Income	43.48	826.12
Rent	686.97	2,065.24
Subscriptions	0.00	6,227.02
Sundry Income	456.52	1,708.73
Table Money	1,966.82	14,838.46
Tournament Income	673.92	2,239.19
Total Trading Income	4,410.57	33,103.66
Gross Profit	4,410.57	33,103.66
Operating Expenses		
ACC Levies	0.00	22.09
Accounting Software	56.25	450.00
Bank Fees	0.00	1.92
Bar Purchases	83.39	1,529.10
Consulting & Accounting	0.00	1,149.57
Depreciation	423.84	2,888.38
Electricity	218.67	1,878.41
Grants and Donations Paid	0.00	100.00
Kitchen Expenses	480.38	1,238.73
Lesson Advertising	0.00	789.99
Levies & Charges	711.60	2,022.40
Office Expenses	320.02	1,359.25
Playing Materials	0.00	255.00
Prizes & Engraving	0.00	1,245.30
Property Expenses	0.00	714.92
Reimbursements (Honoraria)	0.00	1,200.00
Repairs and Maintenance	0.00	11.82
Sundry Expenses	355.43	3,247.79
Supper Expenses	300.00	500.00
Telephone & Internet	57.10	416.13
Tournament Expenses	325.20	1,479.22
Wages	595.62	4,423.80
Wages - Employer Kiwisaver Contribution	0.00	11.24
Water Rates	0.00	112.10
Total Operating Expenses	3,927.50	27,047.16
Net Profit	483.07	6,056.50

Balance Sheet	
Taieri Bridge Club	
As at 30 April 2025	
Account	30 Apr 2025
Assets	
Bank	
Kitchen Account	422.32
Main Account	15,211.16
Prudent Res - Carpet (Bonus Saver)	12,648.47
Prudent Res - Carpet (Term Deposit 2)	10,000.00
Prudent Res - Carpet (Term Deposit 3)	20,168.09
Total Bank	58,450.04
Current Assets	
Accounts Receivable	175.00
Bar Stock	643.75
Total Current Assets	818.75
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(113,203.46)
Less Acc Depn on Plant & Equipment	(45,132.53)
Plant & Equipment	63,458.89
Total Fixed Assets	55,118.90
Total Assets	114,387.69
Liabilities	
Current Liabilities	
Accounts Payable	2,659.96
GST	417.42
Rounding	(0.99)
Total Current Liabilities	3,076.39
Total Liabilities	3,076.39
Net Assets	111,311.30
Equity	
Club Balance	105,254.80
Current Year Earnings	6,056.50
Total Equity	111,311.30

SESSION CONVENOR

The Convenor is responsible for the following tasks (any of these may be delegated to other club members:

- At the beginning of the year, make up rosters for directing, scoring, table money collection, bar and tidying the room at the end of play.
- If it is decided to make a roster for any of the tasks, then ensure someone will carry out the task for the session.
- Ensure that someone is available to properly set up the room before start of play. This includes turning on the kitchen zip and also the heaters if necessary.
- Ensure those on the rosters for directing, scoring and bar are available for the session.
- Return the boards and tablets to the office at the end of the session – generally done by computer person..
- Ensure the windows are closed, curtains are drawn, bins are emptied, heaters and lights are turned off, bar door is locked, alarm is turned on and front door locked at the end of the session.
- If a paid person is not available to make the afternoon tea or supper, arrange for one of the club members to set up the trays and other items required; make and serve the tea and put the dishes through the machine and return to trays. If there is a bye, then the players at this table can do this.

The job of the Convenor is a supervisory role. They are not to do everything themselves, but are to ensure everything is done.