

MINUTES OF THE MEETING OF THE TAIRI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M.
ON 13TH NOVEMBER 2018.

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

Apologies:

Jenny welcomed new members to the committee. Eve passed on the badge of honour – President's badge.

Minutes of Meeting of

9th October 2018:

Confirmed as a true and correct record by Jenny, seconded by Jen.

Matters arising:

Ricoh refund – Eve is not sure if the full refund has arrived. Still waiting for second toner to arrive – it was supposed to be sent to Joan's place.

Table cloths – the sewing lady is now available. Eve still to come back to committee with samples to agree on.

Christmas Party Catering – Joan reports that she is not 100% sure that the change of date is ok. She needs to check on the price as the lady she originally spoke to was away and the other contact has said made mention of a higher price per person. Clubrooms open 5.30-6, meal coming at 6.30 and then prize giving ceremony to follow. Jude to create a flyer for people to write down their names for attendance.

Correspondence:

Inwards

Snail Mail:

Email:

NZ Bridge – letter from NZ Bridge Foundation – (rec'd 05/11).

Gillian Alexander – (Regional Bridge Mates) – learners action plan and comments – (rec'd 04/11).

Invercargill Bridge Club – reminder about Swiss Pairs – (rec'd 04/11).

NZ Bridge – looking for expressions of interest for Youth Advocate – (rec'd 02/11).

OfficeMax – Statement attached – (rec'd 02/11).

Ricoh Statement – (rec'd 02/11)

Spacific Designs – reply to Jenny on learners' handicaps – (rec'd 31/10/18).

NZ Bridge – link to latest podcast (Etiquette at the table around beginners) (rec'd 30/10/18). (see note at end for a bit about this).

Donna Ruwhiu – copy of financial for AGM – (rec'd 28/10).

Lyn James – email requesting that she be taken off our mailing list as she resigned 18 months ago – (rec'd 26/10). *Perhaps we have a missing link here.*

Christine Samson – email to Barbara querying email sent out about AGM – (rec'd 28/10).

Care Carpet Cleaners Ltd – invoice attached – (rec'd 26/10).

NZ Bridge – link to latest podcast – (rec'd 24/10).

Balclutha Bridge Club – thanking us for notification of new tournament – (rec'd 23/10).

Jude Smeijers – link for officer certification – (rec'd 21/10).

OfficeMax – copy of invoice – (rec'd 19/10).

Martyn Oyston – reply to Jude Smeijers re bug in system – (rec'd 18/10).

Charities Service Office – unable to process our application as we don't have enough general committee members. (rec'd 18/10).

Christine Samson – a couple of questions from sub-committee meeting on retaining members – (rec'd 17/10).

Mercuryonline – link to account – (rec'd 16/10).

O/S Bridge Admin – flyer for Congress – (rec'd 15/10).

NZ Bridge – advising levy invoices emailed today – (rec'd 15/10).

Gillian Alexander – report from Regional Bridge Mate to Club – (rec'd 15/10).

NZ Bridge – membership levy invoice – (rec'd 15/10).

Invercargill Bridge Club – flyer for 5A Swiss Pairs on 10th November – (rec'd 14/10).

Charities Commission – accepting change to application – (rec'd 12/10).

Ricoh – advising the readings for our copier are now done remotely – (rec'd 12/10).

NZ Bridge – Draft minutes – (rec'd 11/10).

NZ Bridge – link to latest podcast – (rec'd 10/10).

NZ Bridge – minutes from AGM – (rec'd 09/10).

Crocksford Tournament – Flyer for Open Pairs and Intermediate Pairs – (rec'd 28/10).

NZ Bridge – link to survey on National Congress – (rec'd 08/10).

Vodafone – invoice – (rec'd 08/10).

Outwards:

Acceptance of correspondence moved by Barbara and seconded by Jenny.

Treasurer's Report:

The treasurer's report is attached.

Cheque account balance	\$5,240.32
Total investments	\$64,716.29

Term Deposit of \$16,443.29 was reinvested for 18 months at 3.45%, maturing 24/4/2020. \$876.43 of interest for the term deposit has been received. Money was deducted for roof painting.

New Financial accounts have been presented for main cheque account which shows month to date expenses, then year to date expenses. This is still a work in progress.

Donna to show Cathy about money works etc. Jenny will make contact to make initial contact.

Men's Probus have made contact as they have not been charged for January 2018. Cathy to send invoice for \$60.00 for the one month.

The committee has agreed to pay expenses for Painting to Stuart Kerr (quoted price \$4,500.00) as well as any associated costs with the Christmas party – (could be in the vicinity of \$2,500.00), as these costs will be due before the next meeting in January 2019.

New signatories are required for the bank. Jenny Magee, Barbara Wilkes and Cathy Ferguson to fulfil this – any 2 to sign.

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

Committee Reports:

Building:

Painting to start soon. Alan Lewthwaite to be in charge of Building.

Bar:

Dale to purchase some larger bottles of wine to see how they go. She also would like to purchase some food – larger bags of chips. Will also need extra stock for the Christmas party.

Stationery Supplies:

Till rolls have been purchased.

Kitchen:

Hayley has agreed to come back next year as tea lady. Dale has agreed to take over purchasing items for the kitchen.

Cards Sent:

Get well card to Jude Smeijers, a thank you card has been sent to Raymond Beardsmore for all the extra work behind the scenes that he has done. A card is to be sent to Alec Ansett as he has recovered from an operation.

Membership:

Applications from Shirley Bosworth, Alec Weavers, Lynne Newell and have been accepted unanimously.

Programme:

Retaining membership – Barbara, Dale and Eve talked about the findings from their sub-committee. Specifics were:

- Handicapping series on a Wednesday night – Alan Lewthwaite proposed that the following series be handicapped: New Years Pairs, Autumn Pairs, Winter Pairs, Spring Pairs, Christmas Pairs, and Janefield Pairs, seconded by Dale Cameron – agreed unanimously. This will be a trial for next year.
- Refresher courses – already underway.
- Starting 10 minutes earlier – no firm decision made by committee on this.
- Request for members to ask new members or infrequent players for a series when new programme book comes out.
- Other ideas were written down but not discussed at this meeting.
- Also require more directors for all sessions.

Add a note in programme book about reciprocal rights.

Lesson Sub-committee:

Memo was read out from sub-committee on Lessons. Committee has a preference for 4 middle sized advertisement for 4 weeks prior to lessons. To check if there is enough interest in an advertorial (need 6 advertisers – committee suggested Chatsford, Brooklands, Countdown, Michael Wood). Committee felt that advertising in Taieri Times was better than dropping flyers in letterboxes – still have flyers for businesses. Liked the idea of Party in the Park on 24 Feb where we play bridge.

Computers:

Jude Smeijers has agreed to continue being the computer manager.

A memo from Jude Smeijers was read out to the committee with information from Vodafone offering a \$10.00 per month discount if we sign up for 24 months. There is also an offer for free offer to install fibre in our building which will 'future-proof' our communication infrastructure.

Health & Safety:

Not discussed this month.

General Business:

Responsibilities and duties have been agreed as follows:

President – Jenny Magee
Vice President – Jen Macartney
Secretary – Barbara
Treasurer – Cathy Ferguson
Computer Manager – Jude Smeijers
Equipment Officer – Jen
Tournament Secretary – Jude Smeijers
Membership Secretary – Jenny
Bar Licence – Dawn Brieseman
Bar Purchases – Dale Cameron
Kitchen Purchases – Dale Cameron
Building etc – Alan
Programme/Advertisers – Jen Macartney
Newsletter Editor – Barbara
Card Dealing Roster – Christine Samson
Lessons – Kristen
Results to Newspaper – Linda Wither
Cards sent – Barbara
Kitchen Staff – Hayley and Hayley
Monday convenor – Barbara
Monday Partnership officer – Jenny
Wednesday convenor – Jen
Wednesday Partnership Officer – Christine
Saturday convenor – Christine
Saturday back-up Director – John Wolken
Saturday Partnership Officer – Alice Thomson
Finance sub-committee – Barbara, Eve and Cathy

Floral arrangements to be updated – leave until next year

Which Tuesday the committee meeting is to be held? Patsy not always available the 2nd Tuesday so will look at in New Year.

Meeting closed at 9.00 pm. The next meeting will be held on Tuesday 15TH January 2019 at 7.00 pm.

Action List

February 2019

- Committee to discuss the amount for prize winners.
- Retaining members ideas: standby members for fill-ins, check if members needs transport, to encourage more infrequent players, asking Otago Club to make an announcement about Wednesday night and Saturday afternoons, engage more people to be involved in club.

April 2019

- Look at costs of upgrading bridge pads.

April 2020

- Term deposit falls due on 24th April

TREASURERS REPORT				
Oct-18				
ACCOUNT BALANCES				
Cheque Account as at 30 September 2018			\$	4,742.92
Cheque Account as at 31 October 2018			\$	5,240.32
INVESTMENTS				
PRCF Simple Saver		carpet	\$	14,749.78
PRRR Westpac Term Deposit		Roof	\$	23,523.22
PRRR Westpac Term Deposit		Heating	\$	10,000.00
PRHU SBS Investment		Heating	\$	16,443.29
			\$	64,716.29
TOTAL INVESTMENTS				
ACCOUNTS TO PAY				
IRD PAYE			\$	30.22
Ricoh NZ Ltd			\$	68.06
Mercury Energy			\$	267.25
Vodafone			\$	87.67
Kitchen a/c		(Bar 68.57, Kitchen \$111.93)	\$	180.50
Care carpet			\$	345.00
Office Max stationary			\$	39.62
Reimb C Samson stationary			\$	15.54
Brandwell Moller badge			\$	8.65
Reimbursements to president, secretary, treasurer purchasing officers, and auditor			\$	1,050.00
Jen Macartney - till rolls			\$	17.83
NZ Bridge - Player levies			\$	517.50
Eve Beardsmore - reimbursement for Leadlight repairs			\$	30.00
Wages			\$	162.22
			\$	2,820.06

Taieri Bridge Club

Profit & Loss Statement for the Period Ended 31 October 2018	Month to date	Year to date	% of Prev yr costs	31/08/18 Full Year
Income				
Donations	\$ -	\$ -	0%	\$ 145
Interest Earned	\$ 25	\$ 54	674%	\$ 8
Investment Interest	\$ -	\$ -	0%	\$ 1,811
Rent	\$ -	\$ 661	26%	\$ 2,548
Advertising Income	\$ -	\$ -	0%	\$ 677
Table Money	\$ 1,665	\$ 2,957	16%	\$ 18,330
Subscriptions	\$ -	\$ 12	0%	\$ 5,300
Bar Sales	\$ 311	\$ 438	17%	\$ 2,533
Tournament Income	\$ -	\$ -	0%	\$ 2,915
Sundry Income	\$ -	\$ -	0%	\$ 112
Total Income	\$ 2,001	\$ 4,122		\$ 34,379
Expenses				
BUILDING				
Property Expenses	\$ -	\$ 1,508	135%	\$ 1,120
Rent	\$ -	\$ -	0%	\$ 931
Electricity	\$ 257	\$ 521	17%	\$ 3,044
Cleaning Wages	\$ 130	\$ 260	15%	\$ 1,687
Cleaning PAYE	\$ 30	\$ 68	17%	\$ 411
Cleaning Sundry	\$ -	\$ -	0%	\$ 35
FINANCE				
ACC Levies	\$ -	\$ -	0%	\$ 59
OFFICE				
Office Expenses	\$ 120	\$ 211	10%	\$ 2,049
Water Rates	\$ -	\$ 49	27%	\$ 182
Telephones	\$ 74	\$ 145	17%	\$ 845
Insurance	\$ -	\$ -	0%	\$ 1,626
Reimbursements	\$ -	\$ -	0%	\$ 913
Accounting Software	\$ -	\$ -	0%	\$ 418
Impairment Loss in Investment	\$ -	\$ -	0%	\$ (56)
PLAYING				
Levies & Charges	\$ 504	\$ 504	17%	\$ 3,050
Prizes & Engraving	\$ -	\$ -	0%	\$ 990
Playing Materials	\$ 30	\$ 159	16%	\$ 1,016
BAR				
Bar Expenses	\$ 25	\$ 52	2%	\$ 2,269
TOURNAMENT				
Tournament Expenses	\$ -	\$ -	0%	\$ 1,841
KITCHEN				
Kitchen Supplies	\$ 34	\$ 103	4%	\$ 2,504
Kitchen Wages	\$ 240	\$ 460	17%	\$ 2,660
Sundry Expenses	\$ -	\$ 22	1%	\$ 1,901
Depn Buildings	\$ -	\$ -	0%	\$ 2,447
Depn Plant	\$ -	\$ -	0%	\$ 1,374
Total Expenses	\$ 1,444	\$ 4,060		\$ 33,316
SURPLUS	\$ 558	\$ 62		\$ 1,063