

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M. ON 12th NOVEMBER 2019.

Present: Jenny Magee, Barbara Wilkes, Cathy Ferguson, Jen Macartney, Joy Martin-Frew, Alan Lewthwaite, John Aitcheson, Patsy Williams, Dale Cameron, Dawn Brieseman. Visitors: Pat Chapple, Christine Samson, Val Wilson.

Presentation: by Pat Chapple: 4 main strands of marketing – 4 P's. 1st P is product – (or service). 2nd P is the price (how much to join the club and stay and place. 3rd P is the place (clubrooms. 4th P is promotion. 3 other less important p's are people, positioning and packaging.

Product: social, the game, competition. Used for 10% of the time. Rent out the building, lessons, companionship/well-being, challenges. Could play other card games. Wine club. Mahjong. Book club.

Price: rent of rooms. Do we want to raise funds or a social hub? Year's membership – is this a barrier for someone on a limited income. Table money.

Place: Club rooms. Extending our bridge club into other places. Going into schools – 4-6 pm here. Library. Café.

Promotion: Advertising, publicity, public relations, personal word of mouth, website, newsletter.

Positioning: where are we go to position ourselves, health, who do we want to attract, families, working people.

People: skills, teaching, directing, looking after other members welfare, mentoring new members.

Marketing plan: where are we now? Where do we want to be in 3, 5 10 years time? Do we want it to be a social hub? We want to maintain our membership. We need to think bigger.

SWOT analysis;

Strengths: facilities, cheap to run. Money in the bank. Bar with a licence. Enthusiastic members, great newsletter, excellent lessons.

Weaknesses: lack of retention, lack of initial interest, lack of appeal to all ages. Lack of enthusiasm to play more times a week. Transition of learners to beginners. Too late finishing. Formalities. Do we make enough of winners on the night?

Opportunities: using building for other events and clubs. Otago Club (could form better relationship). Working with Taieri College. Theme nights. Quiz Nights.

Threats: just to maintain, average age of member. Members too busy. Members going to Otago.

Robert Aitken, Associate Professor of Marketing can provide us with a graduate to help with marketing.

Apologies:

**Minutes of Meeting of
8TH October 2019:**

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

Matters arising:

Tom Enright no longer needs the use of our rooms as his event became a much bigger event than originally anticipated.

Correspondence:

Inwards

Snail Mail:

Marilyn Annan – resignation – (rec'd 07/10).

Email:

NZ Amateur Sports Association – invitation to attend a seminar – (rec'd 08/11).

OfficeMax Invoice - \$17.41 – (rec'd 08/11).

Vodafone Invoice - \$74.94 – (rec'd 08/11).

Brian Fitzsimmons (Brimar Bookbinding) – will get a quote off to us next week – (rec'd 7/11).

NZ Bridge – link to latest podcast – (rec'd 06/11).

Donna Ruwhiu – cost of Xero for club - \$45.00 per month plus GST – (rec'd 05/11).

NZ Bridge Foundation – invoice for \$480.00 – (rec'd 04/11).

NZ Bridge Foundation – would like a photo of wine being presented to Brad Johnston and Glenn Coutts – coming 3rd nationwide – (rec'd 04/11). *Forward the email on to Joy Ward, secretary for Otago Bridge Club.*

Invercargill Bridge Club – reminder about their Swiss Pairs 5A tournament on Saturday 16th November, entries close 13/10. (rec'd 2/11).

NZ Bridge – copy of new constitution – (rec'd 1/11).

Ricoh Statement - \$26.05 – (rec'd 1/11).

Richard Solomon – Babich documentation – (rec'd 1/11).

NZ Bridge – copy of membership numbers for all clubs – (rec'd 31/10).

Annette Ellwood – apology for AGM – (rec'd 30/10).

Irene Hallberg – resignation – (rec'd 28/10).

Barry Bouton – re entry for NZ Wide Pairs – (rec'd 28/10).

Brenda Shine – apology for AGM – (rec'd 28/10).

Roger Gudsell – resignation as moved – (rec'd 28/10).

Ricoh Billing – invoice \$26.05 – (rec'd 25/10).

Tom Enright – cancelling the use of our rooms on 17th November – (rec'd 25/10).

NZ Bridge – latest newsletter from the Chair – (rec'd 25/10).

Stewart Kerr – contribution for newsletter – (rec'd 25/10).

Richard Solomon – files for NZ Wide Pairs – (rec'd 24/10).

Tom Enright – accepting the use of our rooms – (rec'd 24/10).

Jean Young – apology for AGM – (rec'd 23/10).

Colleen Fletcher – querying if there is an opportunity to nominate a committee member at the AGM and also wondering when members get a chance to have their say on nominations – (rec'd 24/10).
Barbara replied quoting the rules about nominations.

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

John Shanks – instructions on uploading results to the web to Jude – (rec'd 23/10).

Colleen Fletcher – apology for AGM – (rec'd 23/10).

Charities Services Newsletter – (rec'd 23/10).

NZ Bridge – copy of draft minutes from meeting on 23rd September – and board minutes from 20 August - (rec'd 23/10).

East Otago Bridge Club - Di Gorman – requesting a copy of our 2020 tournament programme – (rec'd 23/10).

O/S Bridge Admin – correction for Oamaru Open Pairs tournament – new date is Sunday 8 March – (rec'd 22/10).

NZ Bridge – invoice for Club Director Exam Fee - \$30.00 – (rec'd 21/10).

West Otago Tournament Results – Well done to Stewart and Christine Kerr getting top and Kristen Collins and Donna Ruwhiu getting 3rd – (rec'd 21/10).

O/S Bridge Admin – Cromwell Teams and Cromwell Pairs to be held on 4th and 5th April has been deleted from the tournament schedule – (rec'd 17/10).

John Sharks – replying to Jude re trouble uploading results – (rec'd 18/10).

NZ Bridge – link to latest podcast – (rec'd 16/10).

Richard Solomon – Babich documentation – (rec'd 16/10).

Mercury Invoice - \$301.45 – (rec'd 16/10).

Outwards: -

Email to Alec Weaver accepting his resignation.

Letters to new members: Carol Adler-Morgan, Pam Hill and Robert Morgan.

Acceptance of correspondence moved by Barbara and seconded by Patsy.

Treasurer's Report:

The full treasurer's report for October is attached.

Invoices to pay:

Accounts to pay:

Mercry	\$ 301.45
Ricoh	\$ 26.05
Vodafone	\$ 74.94
NZ Bridge Inc	\$ 511.75
NZ Bridge Foundation	\$ 480.00
Serious Saver	\$ 200.00
Wages	\$ 129.78
PAYE	\$ 30.22
	<hr/>
	\$ 1,754.19

Term deposit break due for renewal on 11th November and as we are looking at paint the building. Cathy proposed that the term deposit 001 (\$19,764.20) have withdrawn \$5,000.00 to cover this with the money to be paid into our cheque account. seconded by Barbara. Agreed unanimously.

Change to Xero – Barbara Wilkes proposes that the Club change to Xero Accounting package to have all accounts in from September 2019. Seconded by Cathy. Agreed unanimously. Barbara and Cathy to look and see if we can transition quickly.

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

Committee Reports:

Building:

Painting of front walls. Questions were asked if the walls really need to be done. Paint not falling off. To add to action plan for future consideration.

Lighting of footpath – Alan to talk to Brian Johnson about something on the tennis club fence. Dale and Jenny happy to do painting of footpath – tin of paint in the clubrooms.

Heat pumps to be serviced next March or April – to be put in action list.

Bar: New glasses have been donated from Robert Cowan – thanks. There has been some comments from Saturday members that the wine glasses look empty – they just need to get used to the new look as still served the same portion as previously. Old glasses to go to Salvation Army.

Stationery Supplies: New paper for till, year planner for Kristin. New cards to be purchased. Page a day diary for membership officer. Archives boxes to be purchased. Card for certificates.

Kitchen: All ok there. Happy with biscuits.

Hot and cold cups tried from Otago. These will fit in our water cooler too. They were paid from cash from Babich Pairs and needs to be coded to Kitchen supplies.

Tea girls for next year – a new girl is being trained. Will need a new girl for next year as Monday night Hayley won't be coming back.

Cards Sent: No cards sent.

Membership: Applications received from David Larson, Vyvienne Hodgkin, Marijke Schofield. Committee agrees unanimously for them to join. No fees to be charged until next year.

Programme: Labour Day Funday – 34 attended – 8.5 tables. Jen suggested a new thing to try as a surprise which was North and West moving and so partners mixed for each hand. No results available on this night will be in future fun nights.

Babich Pairs update: - 12 tables. It costs us money as we paid for the director, and cups. We couldn't charge more as directive came from NZ Bridge..

Lessons: Kristen is happy to be the tutor next year. Leave cost as is this year. Cost for classes to stay the same.

Computers: Jude still going to do this position.

Health & Safety: Nothing to report.

General Business Christmas Party Night – flyer – update – cost to members \$15.00. Wednesday 11th December this year.

Prize giving – why aren't members notified if they are in the winning. Monday nights are more complicated because of rankings, handicaps, etc.

Programme Books coming out next week. Committee members to encourage playing with newer members.

Office Holders remuneration to be given out at Christmas Party.

5 year plan – to be deferred until later meetings.

Committee meeting in 10th December rather than meeting in January.

Change of committee day to 3rd Tuesday instead of 2nd Tuesday in month. Agreed by Committee

Party in the Park – Feb 2020 – any interest by committee as can take a lot of work to organise. Agreed to not bother.

Directors exams not sat by all.

Bridgepads results, can they come back? Discussed and agreed that as new players come up to speed we may bring them back as long as we can still finish playing at 10.30 pm.

Tablets. John Aitcheson and Jude to arrange for new price. 20 tablets. Oamaru and Balclutha use tablets them so to check on specifications. John also to check with Martyn Oyston.

Duties and responsibilities discussed for new year and updated.

Meeting closed at 9.25 pm. The next meeting will be held on Tuesday 10th December 2019 at 7.00 pm.

Action List

April 2020

- Term deposit falls due on 24th April.
- Heat pumps to be serviced.

July 2020

- Fire Extinguisher may need annual check.

Taieri Bridge Club

BANK1: Cheque - Statement Date: 30/09/2019 - Statement Page: 267

Statement Opening Balance: 6,284.45

Date	Type	Ref	Description	Gross
25/09/2019	CP	AP	Bonus saver (Transfer to bonus saver)	-200.00
18/09/2019	CP	AP	Brandwell Moller (Badges)	-146.65
30/09/2019	CR	30/7/68	Cheque Interest (Monthly)	0.31
20/09/2019	CP	AP	DCC (Water rates)	-1.82
2/09/2019	CR	Interest	Interest (Investment interest)	25.48
18/09/2019	CP	AP	IRD (GST)	-166.29
20/09/2019	CR	30/7/69	IRD (Refund)	7.56
18/09/2019	CP	AP	IRD PAYE (Pay)	-30.22
26/09/2019	CP	AP	J Elfield (Wages)	-129.78
18/09/2019	CP	AP	Kitchen Account (Reimburse)	-198.87
30/09/2019	CP	AP	Mercury Energy (Electricity)	-309.48
18/09/2019	CP	AP	Office Max (Stationery)	-102.40
20/09/2019	CP	AP	Ricoh NZ (Photocopying)	-56.06
30/09/2019	CR	30/7/67	S Macaulay (Subscription)	25.00
18/09/2019	CP	AP	Southern Hospitality (Dishwash liquid)	-38.58
24/09/2019	CR	30/7/66	Teller (Table money, Bar)	448.00
17/09/2019	CR	Teller	Teller (Table money, bar subs)	372.50
25/09/2019	CP	AP	Vodafone (Telephone)	-81.18
11/09/2019	CR	Teller	Weekly banking (Table money, Bar)	476.50
4/09/2019	CR	Teller	weekly banking (Table money, Bar)	484.50
20 items reconciled with a value of:				378.52
Calculated closing balance:				6,662.97
Closing Balance as per Statement:				6,662.97
Difference:				0.00

Taieri Bridge Club

BANK1: Cheque - Statement Date: 31/10/2019 - Statement Page: 268

Statement Opening Balance: 6,662.97

Date	Type	Ref	Description	Gross
17/10/2019	CP	AP	Acponline (Ink roller)	-22.99
25/10/2019	CP	AP	Bonus saver (Monthly Saving)	-200.00
15/10/2019	CP	AP	Brandwell Moller (Badges)	-25.85
31/10/2019	CR	30/7/86	Cheque Interest (Interest)	0.30
11/10/2019	CR	30/7/78	Hilary Bisset (Subscription)	22.50
22/10/2019	CR	Banking	Income (Table money)	315.00
30/10/2019	CR	Banking	Income (Table money, Bar)	469.50
8/10/2019	CR	Banking	Income (Table money, Bar)	349.50
15/10/2019	CR	Banking	Income (Table money, bar subs)	407.50
17/10/2019	CP	AP	Inland Revenue (Paye)	-30.22
1/10/2019	CR	30/7/71	Judy Bevin (Subscription)	22.50
31/10/2019	CP	AP	June Elfield (Cleaning)	-162.22
15/10/2019	CP	AP	Kitchen reimburse (Kitchen supplies)	-413.01
29/10/2019	CP	AP	Mercury NZ (Electricity)	-297.05
1/10/2019	CR	30/7/72	Michael Wood (Sponsorship)	50.00
15/10/2019	CP	AP	N z Bridge (Directors exam fees)	-210.00
30/10/2019	CP	AP	NZ Bridge (Directors exam fee)	-30.00
15/10/2019	CP	AP	NZ Bridge Levies (Masteerpoints)	-576.38
15/10/2019	CP	AP	Office Max (Stamps)	-330.19
14/10/2019	CR	30/7/79	Pam Hill (Subscription)	10.50
21/10/2019	CP	AP	Ricoh N Z (Photocopier)	-47.04
25/10/2019	CP	AP	Vodafone (Telephone)	-74.55
1/10/2019	CR	Teller Dep	Weekly Banking (Table money etc)	729.50
2/10/2019	CR	30/7/75	Westpac (Investment interest)	24.66
24 items reconciled with a value of:				-18.04
Calculated closing balance:				6,644.93
Closing Balance as per Statement:				6,644.93
Difference:				0.00

Taieri Bridge Club

Profit and Loss for October 2019

	October	YTD
Income		
Donations	\$ -	\$ -
Interest Earned	\$ 0.30	\$ 0.61
Investment Interest	\$ 24.66	\$ 50.14
Rent	\$ -	\$ -
Advertising Income	\$ 43.48	\$ 43.48
Table Money	\$ 1,656.53	\$ 3,191.31
Subscriptions	\$ 76.53	\$ 120.01
Bar Sales	\$ 263.91	\$ 430.43
Tournament Income	\$ 234.78	\$ 234.78
Lesson Income	\$ -	\$ -
	\$ 2,300.19	\$ 4,070.76
Expenses		
Lease Expenses	\$ -	\$ -
Property Expenses	\$ -	\$ -
Electricity	\$ 258.30	\$ 527.41
Cleaning Wages	\$ 162.22	\$ 292.00
Cleaning PAYE	\$ 30.22	\$ 60.44
Cleaning Sundry	\$ -	\$ -
Office Expenses	\$ 348.01	\$ 485.80
Water Rates	\$ -	\$ 1.58
Telephone	\$ 64.83	\$ 135.42
Insurance	\$ -	\$ -
Reimbursements	\$ -	\$ -
Accounting Software	\$ -	\$ -
Levies and Charges	\$ 709.90	\$ 709.90
Prizes and Engraving	\$ 22.48	\$ 150.00
Playing Materials	\$ -	\$ -
Bar Purchases	\$ 110.36	\$ 262.08
Tournament Expenses	\$ 88.59	\$ 88.59
Kitchen Supplies	\$ 160.19	\$ 214.95
Supper Expenses	\$ 240.00	\$ 440.00
Sundry Expenses	\$ -	\$ -
Lessons Advertising	\$ -	\$ -
Lessons Tutor	\$ -	\$ -
	\$ 2,195.10	\$ 3,368.17
Surplus / (Deficit)	\$ 105.09	\$ 702.59

Balances

Cheque Account	\$ 6,644.93
Prudent Reserves for Carpet and Flooring	\$ 17,406.76
Prudent Reserves for Heating Upgrade	\$ 26,443.30
Prudent Reserves for Roof Repairs	\$ 19,764.20
	\$ 70,259.19