

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.02 P.M. ON 10TH NOVEMBER 2020.

Present: Jen Macartney, Barbara Wilkes, Cathy Ferguson, Alan Lewthwaite, Joy Martin-Frew, Dawn Brieseman, Patsy Williams, John Aitcheson, Christine Samson

Apologies: Jenny Magee

Minutes of Meeting of 11th October 2020: Confirmed as a true and correct record by Barbara, seconded by Jen.

Matters arising: Vodafone account from last month but they deducted \$73.38 – less than expected.

Correspondence: **Inwards**

Snail Mail:

DCC water meter upgrades - at some stage they will upgrade the water meter bill. Need to watch our for leaks.

Westpac Term Deposit maturity advice – matures tomorrow \$15439.86 –agreed to reinvest for 1 year .9 %. Another \$10,000 due to mature 29th December. Agreed unanimously. Another \$10,000 due to mature 29th December – will look at this next committee meeting.

Email

Annemarie Tangney – resignation due to work commitments – (rec'd 09/11).

Vodafone – invoice for \$72.99 – (rec'd 09/11).

Invercargill Bridge Club – asking for updated on Tournament Secretary email address – (rec'd 08/11). Jude has replied to this.

Invercargill Bridge Club – reminder about Invercargill Swiss Pairs 5A tournament on 14th November – (rec'd 08/11).

NZ Bridge – Data Management Policy – for protection of employees – (rec'd 05/11).

NZ Bridge – link to latest podcast – (rec'd 05/11).

NZ Bridge – News from the Chair - (rec'd 05/11).

OfficeMax Statement – (rec'd 03/11).

Brandwell Moller Statement (rec'd 02/11).

NZ Bridge – link to latest podcast – rec'd 30/10).

OfficeMax Invoice \$122.35 – (rec'd 30/10).

Mercury – planned outage on 18th November from 3.45 – 4.30 pm – (rec'd 29/10). Might need to ensure computer switched off – tell Jude.

Xero – adding online payment options – (rec'd 28/10).

NZ Bridge – changes to grading for open player – if you are a Provincial Master (100 A & 50 B points) or above you will be graded as an open player. This will now allow nationwide an additional 700 members to be eligible for intermediate level events – (rec'd 27/10).

NZ Bridge – Disciplinary decision on someone have 2 BBO log-ins to play n partnership with the self – (rec'd 27/10).

Invercargill Bridge Club – flyer for Invercargill Swiss Pairs 5A tournament on 14 November, entries close 12/11 (rec'd 23/10).

Ricoh Billing - \$101.30 (rec'd 23/10).

NZ Bridge – replying to Jenny Magee's email for the takeover of Patsy of membership secretary. Also going to send an admin user guide – (rec'd 23/10).

NZ Bridge – draft minutes from meeting on 4th Oct – summary – down 900 members nationwide from COVID – (rec'd 23/10).

NZ Bridge – link to latest podcast – (rec'd 21/10).

Brandwell Moller – Invoice for \$86.25 – (rec'd 21/10).

OfficeMax Credit \$20.59 for A3 paper returned – (rec'd 21/10).

Xero Invoice \$69.00 – (rec'd 21/10).

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

NZ Bridge – copy of minutes for 2019 AGM which were recently ratified. Draft minutes of latest meeting to be circulated next week – (rec'd 15/10).

Christine Samson – update on fun night and checking if committee members going to help – (rec'd 15/10).

Mercury online bill \$324.52 – (rec'd 15/10).

OfficeMax Invoice \$74.42 – (rec'd 15/10).

NZ Bridge – Invoice for \$448.50 for club membership levies for 78 full members for 01/10 – 31/12 – (rec'd 15/10).

Christine Samson – response to email sent by B Wilkes as Secretary. – (rec'd 14/10).

Christine Samson – apology for AGM – (rec'd 14/10).

Val Wilson – apology for AGM – (rec'd 14/10).

Jude Smeijers – apology for AGM – (rec'd 13/10).

Outwards: -

New member welcome letters to: Elizabeth White, Ian Van Delft, Sue Johnstone, Gail Williams, Dianne Lawlor, Jan Methers, Gaynor Brown, Shar McGrath, Kathryn Fagg, Kitty Caldwell

Acceptance of correspondence moved by Barbara and seconded by Cathy.

Treasurer's Report:

The treasurer's report for October is attached.

Accounts to pay

Mercury	\$292.07
Vodafone	\$72.99
Ricoh	\$101.30
Wages	\$129.78
PAYE	\$37.78
Simple Saver	\$200.00
OfficeMax	\$101.76
Barbara Wilkes	\$40.00
NZ Bridge	\$448.50
Brandwell Moller	\$86.25
	<u>\$1,510.43</u>

Paid since last meeting

Jenny Magee	\$15.32
Xero	\$69.00
Outram Garage	\$1,000.00
	<u>\$1,084.32</u>

Additional reimbursement for Jen for \$3.00

Signatories for banking EFTPOS cards, Jenny and Dale both have cards but are relinquishing them. Jen (to have one as spare) and Patsy (as purchasing officer) will need to organise go in to the bank together with an account that shows your address. Letter required from secretary to confirm that Jenny Magee and Dale are no longer on the committee. Cathy moved that Patsy Williams and Jen Macartney be card holders on the 01 kitchen account, seconded by John Aitcheson. Agreed unanimously.

Bar float is actually \$100.00 not \$80.00 – to be amended at the end of the financial year.

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

Committee Reports:

Building:

Picture valuation -Alan has found that we can't get a valuation for insurance purposes, however we can get an indicative values for past sales from the same artist – values probably about \$500.00 which is well below being required to be named pieces.

Barbara suggested to get a professional clean of the windows cleaned. Pest and Zest were recommended. Cathy to ring and enquire on cost.

Bar:

Patsy only buys bar supplies. Dawn has license and she will organize a roster for tournaments. Jen to check if Dale still happy to do the bar on Saturday's..

Stationery Supplies:

Elastic bands purchased for \$3.00. Thicker paper has been purchased for bidding cards but it's A3 size.

Prize card – there is some blue card left over from last year.

Hand towels not available – there's a shortage so will have to suffice with blue ones.

Kitchen: All purchases up to date.

Cards Sent: No cards sent but new cards made.

Membership: Membership application from Chris Wither and accepted by committee.

Joy Martin-Frew now a full membership as she has resigned from Otago.

Barbara mentioned about the Membership database not recording fees paid as mentioned by Jude Smeijers. She was not sure about the relevance of it. Patsy and Jude appear to be similar doing parts of the job – Patsy to work out with Jude who is doing what. Patsy to be issued with key to the building.

Programme: Directors fees – club not in a financial position to pay for directors. Discussion for roles on Convenor and cross-over..

Labour Weekend Fun Night update – 13 tables. Majority had the name drawn out of the hat. Food was great – lots left over. Enjoyed by all – thanks Christine for organising it once again.

Minimum number of boards played on Monday nights. Barbara proposed that on a Monday night we play a minimum of 20 boards to allow for C points, however the total numbers of boards played is at the directors discretion, seconded by Jen. Agreed unanimously.

Trial for 7 o'clock start on Monday nights. At the end of the trial period then we discuss at committee. Going to ask for feedback from newsletter. To be reviewed at December committee meeting.

Wednesday December 9th – what to do on the night. Patsy proposed that we have an open night for all to come with names drawn out of a hat, seconded by Barbara. Agreed unanimously. Attendees to bring a plate.

Lessons: Improvers lessons – Kristen has replied today with 2 Sunday afternoon lessons starting at 1.30 pm for 29th November and 6th December. Topics include: transfers, Michaels, takeout doubles and forcing bids. Dawn proposed a motion that we have 2 improvers classes and charge \$10.00 per session per attendee, seconded by Patsy. All agreed. Agreed to pay \$75.00 per session to Kristen – agreed unanimously.

Computers: An update in software which is a little different. It would be great to have a summary of update features from Jude.

Health & Safety: Nothing to report

General Business: New vacuum to be purchased. Committee to come to next meeting with any options they see fit.

Cleaning job description looked at. It was reviewed February 2019 Next year we should reviewing employment contract and job description.

Curtains. Could cut lining off or replace lining. Joy Martin-Frew to look at this but will need help

Advertising more regularly through the year. John Aitcheson mentioned about getting this underway for early next year.

Bridgepads – Barbara to email playing committee at Otago would they like to purchase some of our bridgepads.

Old packs of full cards. Free to good home for current members. New packs of cards to be purchased. Check with Jude on requirement for new cards.

Christmas Party – prize giving – Save the date for the newsletter - Robert agreed to do the meal again at \$25.00 per head. Agreed to charge \$20.00 per head and club subsidise \$5.00. Same menu as last year.

Duties and Responsibilities: as attached. Needs to include Archives

50th Anniversary of club 2023 – to be put on action list.

Meeting closed at 9.25 pm. The next meeting date will be 8th December 2021.

Action List

February 2021

- To review cleaning contract and job description

March 2021

- To look at front of building to be painted.

August 2021

- Mercury power bill contract to come to an end.
- Look at advertising for bidding pads
- Bar float to be changed to \$100.00

2023

- Taieri bridge Club 50th Anniversary

Cash Summary
Taieri Bridge Club
For the month ended 31 October 2020
Including GST

	Oct 2020	YTD Actual
Income		
Advertising Income	\$0.00	\$115.00
Bar Sales	\$371.00	\$604.00
Building Hire	\$75.00	\$75.00
Interest Earned	\$26.26	\$54.76
Rent	\$245.00	\$245.00
Subscriptions	\$97.50	\$97.50
Table Money	\$1,495.00	\$3,000.00
Tournament Income	\$55.00	\$415.00
Total Income	\$2,364.76	\$4,606.26
Less Operating Expenses		
Accounting Software	\$69.00	\$69.00
Bar Purchases	\$189.10	\$310.14
Cleaning PAYE	\$30.22	\$0.00
Cleaning Wages	\$162.22	\$322.22
Electricity	\$283.23	\$595.25
Kitchen Expenses	\$94.07	\$100.81
Levies & Charges	\$347.99	\$347.99
Office Expenses	\$117.64	\$182.74
Supper Expenses	\$220.00	\$460.00
Telephone & Internet	\$73.38	\$146.37
Tournament Expenses	\$87.01	\$130.54
Water Rates	\$0.00	\$51.36
GST	\$0.00	-\$679.26
PAYE Payable	\$0.00	\$30.22
Total Operating Expenses	\$1,673.86	\$2,067.38
Operating Surplus (Deficit)	\$690.90	\$2,538.88
Net Cash Movement	\$690.90	\$2,538.88
Summary		
Opening Balance	\$66,274.74	\$64,426.76
Plus Net Cash Movement	\$690.90	\$2,538.88
Closing Balance	\$66,965.64	\$66,965.64

Profit and Loss

Taieri Bridge Club

For the month ended 31

October 2020

<u>Account</u>	<u>Oct 2020</u>	<u>YTD</u>
Trading Income		
Advertising Income	0.00	100.00
Bar Sales	322.61	525.22
Building Hire	0.00	260.87
Interest Earned	26.26	54.76
Rent	0.00	213.04
Subscriptions	155.43	155.43
Table Money	1,300.00	2,608.69
Tournament Income	47.83	360.87
Total Trading Income	1,852.13	4,278.88
Gross Profit 1,852.13 4,278.88		
Operating Expenses		
Accounting Software	60.00	120.00
Bar Purchases	164.43	269.69
Cleaning PAYE	30.22	0.00
Cleaning Wages	162.22	322.22
Electricity	246.29	517.61
Kitchen Expenses	81.80	87.66
Levies & Charges	302.60	302.60
Office Expenses	102.29	158.90
Supper Expenses	220.00	460.00
Telephone & Internet	63.81	127.28
Tournament Expenses	75.66	113.51
Water Rates	0.00	44.66
Total Operating Expenses	1,509.32	2,524.13
Net Profit	342.81	1,754.75

Balance Sheet

Taieri Bridge Club

As at 31 October 2020

Account	31 Oct 2020
Assets	
Bank	
Cheque Account	3,510.56
Cheque Account (Kitchen)	11.90
Prudent Res - Carpet	20,003.32
Prudent Res - Heating 2	28,000.00
Prudent Res - Roofing	15,439.86
Total Bank	66,965.64
Current Assets	
Accounts Receivable	306.25
Bar Stock	536.76
Cash Float	80.00
Total Current Assets	923.01
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(100,809.78)
Less Acc Depn on Plant & Equipmen	(50,241.08)
Plant & Equipment	55,776.22
Total Fixed Assets	54,721.36
Total Assets	122,610.01
Liabilities	
Current Liabilities	
Accounts Payable	69.00
GST	711.48
Total Current Liabilities	780.48
Total Liabilities	780.48
Net Assets	121,829.53
Equity	
Club Balance	120,074.78
Current Year Earnings	1,754.75
Total Equity	121,829.53

Taieri Bridge Club Inc

Duties and Responsibilities for 2020/2021

Playing Conveners:

- Ensure that the room is properly set up
- Ensure those on the rosters for directing, scoring and bar are available
- Arrange for collection of table money
- Arrange for clean-up at the end of play

Monday Night Convener – *Barbara Wilkes*, Partnership Officer – *Linda Withers*

Wednesday Night Convener – *Jen Macartney*, Partnership Officer – *Christine Samson*

Saturday Afternoon Convener – *Christine Samson*, Saturday Partnership Officer – *Alan Lewthwaite*

Secretary:

Barbara Wilkes

- Taking and printing minutes of committee meetings and Special meetings, and distribution to committee members and notice board
- Collection and recording of mail
- General filing
- Writing and sending of all official club correspondence
- Sending of cards, condolence, get well, congratulations, etc
- Safe-keeping of archives and official records of the club

- Maintenance of a Key Register

Joy Martin-Frew

- Maintenance of Club Membership files
- Arranging for billing and recording of all club fees and levies

Patsy Williams

Treasurer:

Cathy Ferguson

- Custody of cash
- Responsible for maintaining accurate records of all Club financial transactions
- Paying of all accounts authorised by the Committee
- Arranging for collection and receipting of all club fees and levies, and for their banking in the Club accounts
- Insurances
- To present a record of receipts, payments and balance of accounts for each Committee meeting
- To provide a set of audited accounts for the Annual General meeting
- Responsible for maintaining an up to date inventory of all furniture and equipment.

Buildings and Grounds:

Alan Lewthwaite

- Responsible for maintenance of building and gardens
- Safety requirements

Equipment:

Jen Macartney

- Purchase and replacement of expendable equipment, materials
- Maintenance of the photocopier and supply of expendable items

Kitchen Supplies:

Patsy Williams

- Responsible for general running of the kitchen
- Observation of health requirements
- Purchasing of foodstuffs

Bar:

- Purchasing of supplies
- Observation of legal and health requirements
- Bar cleaning. (*Linda cleans floor*)
- Disposal of empties
- Responsible for bar records, financial procedures

Patsy Williams

Linda will clean floor

Programme Convener:

- Responsible for the playing programme,
- Printing of programme and advertisements.

Jen Macartney

Computer Manager:

- Responsible for general oversight of computer operations
- Purchase and maintenance of hardware
- Purchase and installation of software, updates, backups
- Training and supervision of operators
- Calendar of events
- Scoring, ladders, filing of results and score sheets
- Compiling a prize list for prize giving

Judith Smeijers

Jen Macartney

Newsletter Editor:

- Responsible for production of the Newsletter monthly
- Typing and duplicating

Barbara Wilkes

Lessons:

- Responsible for lessons
- Advertising of lessons

*Kristen Collins
Committee*

Tournament Director:

- Responsible for the general oversight of tournaments
- Tournament advertising – flyers, emails to clubs
- Arranging for directors, scorers, bar staff
- Arranging for setting up, prizes, raffles, and director's gratuities
- Card dealing – (usually Director does this)
- Collation of entries and arranging for stand-ins

Judith Smeijers

Library:

- Upgrading of the library and
- Establishing adequate borrowing procedures.

Pat Chapple

Tournament Catering:

- To organise food for tournaments
- Liaison with caterers for Tournaments

*Joy Martin Frew and
Jenny Magee?*

Card Dealing Machine:

- Machine Maintenance
- Arrange Roster for dealing hands for the week
- Programming and analysis

Judith (Machine)

Christine (Rosters)

Archives:

-

Christine

Any convener acts on behalf of the committee to execute Club Policy. Any recommendations for changes to policy or procedures must be approved by the committee.