

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.00 P.M. ON 14th NOVEMBER 2023.

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

Apologies: Merv Muir

Minutes of Meeting of 10th October 2023: Barbara moved that the minutes are true and correct, seconded by Avril.

Matters Arising: NZ Wide Loveblock Pairs – Friday 10 November, Lindsay to receive a bottle of wine in thanks. Update: 9 tables attended and it was a very pleasant evening.

AGM update: The committee has received and accepted the resignation of Jen Macartney as a general committee member. As Immediate Past President she assumes that role on the current committee.

The committee has received and accepted the resignation of Merv Muir as a general committee member. According to rule 22 the committee now agrees to appoint Merv Muir as Vice President until the end of the financial year.

The Committee resolved that the following addendum be added to the minutes of the AGM held on 16 October 2023 and put into the next newsletter.

Committee Composition

An amendment to the Constitution was proposed at the AGM on 16 October 2023 that would have amended the composition of the Committee. This was not passed. However, the election of officers proceeded as if it had been passed and 7 members were elected as Committee Members instead of 5.

It was noted at the first committee meeting following the AGM that one committee member was the Immediate Past President and so fills that position rather than a Committee Member.

One person has also resigned from the Committee. That person was appointed by the Committee to fill the vacant role of Vice-President (the committee has can appoint people to vacant positions under rule 22 of the Constitution).

This leaves a committee of 5 elected members as required. The appropriate resolutions were passed at the Committee meeting held on 14 November 2023.

The Committee is now:

President:	Marie Kean
Vice President:	Merv Muir
Treasurer:	Marg Auty
Secretary:	Barbara Wilkes
Immediate Past President:	Jen Macartney

5 General Committee members:

Deirdre Bruce, Lyn McLaren, Diane Patterson, Jan Methers, Avril Power.

Update on modem issues – Andrew has emailed Martyn Oyston who made multiple suggestions. Andrew has said it will be a trial and error approach. Martyn has not come across these problems before apart from on a different brand tablet.

Correspondence:

Inwards

Snail Mail:

Email:

Merv Muir – resignation as general committee meeting – (rec'd 13/11).

NZ Bridge Foundation - \$360.00 – invoice for Loveblock Pairs – (rec'd 13/11).

Otago Bridge Club – Flyer for Nina Hewitt Tournament on 03/12.

NZ Bridge – list of updated active directors – (rec'd 09/11).

NZ Bridge – some paperwork for Board elections scheduled for early 2024 – (rec'd 08/11).

NZ Bridge – info regarding Teacher's Conference – (rec'd 08/11).

Parakletos – looking to hire our rooms for 8 weeks in term 1 and 8 weeks on term 2 on Tuesday nights. – (rec'd 08/11). *Barbara has sent email declining use of our rooms as we have lessons.*

NZ Bridge – Change of Club details form – (rec'd 07/11). *Barbara completed this and emailed it to Alister.*

Jen Macartney – resignation as general committee member (rec'd 06/11).

O/S Bridge – reminder about regional conference – (rec'd 06/11).

O/S Bridge – reminder about Facebook campaign – are we doing this? – (rec'd 06/11).

Davies Heat n Cool

7.3 kilowatts -\$3,507.00 + GST plus water pump \$250.00. Total price incl GST = **\$4,320.55**

8.1 kilowatts \$3,829.00 + GST plus \$250.00 + GST for water pump – (rec'd 05/11) plus water pump \$25.00 + GST. Total price incl GST = **\$4,690.85.**

DNA Contracting Ltd – 3.2 kilowatt plus condensation pump – total cost **\$2,900.00.**

McClelland – 4.7 kilowatt - **\$3,400.00.**

Ricoh Statement – (rec'd 02/11).

OfficeMax Statement – (rec'd 02/11).

NZ Bridge – copy of draft minutes from AGM from 22/09/23, - (rec'd 31/10).

NZ Bridge – Board Minutes from 12/09/23 – (rec'd 31/10).

Sorry Partner – latest podcast – (rec'd 26/10).

Mel Auld – NZ Bridge – wanting to know if we would like to pay a small amount of money to join in on a Facebook campaign, need to complete form, have photo images of people in our club playing bridge, attend 1 zoom meeting, form to be submitted by end of Nov – (rec'd 26/10). *Not going to go ahead with that.*

NZ Bridge – Flyer for WBF Women's Bridge – (rec'd 26/10).

Tina Tom – enquiry about hiring out our rooms on 20/01 – (rec'd 25/10). *Have emailed saying rooms not available for hire – 31/10.*

Ricoh - \$60.39 – (rec'd 24/10).

East Coast Bays Bridge Club – flyer for Sunday Online Bridge starting 29/10 – 5 nights \$30.00, - (rec'd 22/10).

Xero - \$61.24 – (rec'd 21/10).

IRD – payment reminder – (rec'd 20/10).

OfficeMax - \$139.94 for paper towels – (rec'd 19/10).

Christine Samson – comments re AGM – (rec'd 17/10 and 18/10).

Judith Smeijer – pointing out that we were not following our own rules by electing 7 general committee members when our rules allow for 5 – (rec'd 17/10).

Mercury - \$\$283.81 due 28/11 – (rec'd 17/10).

NZ Bridge - \$500.25 – membership levies for 87 members for quarter to 31/12 – (rec'd 16/10).

NZ Bridge - \$551.77 – session charges for 01/07 to 30/09 – (rec'd 06/10).

Bridge NZ - \$534.50 for 2 boxes of bidding pads – (rec'd 16/10).

NZ Bridge – problems with their website – (rec'd 16/10).

NZ Bridge – information about Teachers Conference – (rec'd 16/10).

Brian Donnelly – confirming that Otago Bridge Club will become his primary bridge club and he will remain a member at our club – (rec'd 16/10).

Christine Samson – has not received copies of AGM financial – (rec'd 14/10). *Barbara inadvertently missed a whole newsletter group out but this was rectified.*

Outwards:

Email to Jae's declining their quote for carpet-cleaning.

Acceptance of correspondence moved by Barbara and seconded by Marg.

Treasurer's Report:

The treasurer's report for October is attached.

ACCOUNTS TO PAY - NOVEMBER 2023	
Mercury	\$ 283.81
Ricoh	\$ 60.39
One.nz	\$ 90.98
Wages	\$ 171.35
PAYE	\$ 78.65
Simple Saver	\$ 200.00
Waste Management (Jen Reimburse)	\$ 13.00
Office Max	\$ 139.94
NZ Bridge – Levies	\$ 551.77
NZ Bridge – Membership fees	\$ 500.25
NZ Bridge – NZ Wide Pairs	\$ 360.00
Barbara Wilkes – gift for Grant Walker	\$ 15.40
Marie Kean – reimbursement Adam duties	\$ 25.00
	\$2,490.54
<u>Paid since last meeting</u>	
Xero (direct debit)	\$ 61.24
Kitchen Account – Monthly Top up	\$ 500.00
Bridge NZ bidding pads	\$ 534.40
Laurie Smeijer reimbursement Directors gift	\$ 15.20
	\$1,110.84
Total Paid	\$ 3,601.38

Bar receipt matters – not matching funds to what is printed out from cash register. It is probably keying errors matters – to bring to Dale's attention so that she can pass on to appropriate people.

Loveblock entry fees – cash found in strange place in back office. To be banked.

Barbara to be reimbursed for \$15.40 for gift for Grant Walker for help given with AGM wording for election changes.

In the column "Paid since last meeting" to show a summary total spent on kitchen and summary total spent on bar from kitchen account.

Another \$100.00 to be withdrawn from kitchen account to get us through to the end of the year for top-up for supper person.

Term deposit renewal – rollover for 12 months at 6% - \$17,025.52. Agreed unanimously.

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

Committee Reports

Building:

Heat Pump in Foyer quotes updates. Three quotes were received. The committee carefully considered and decided not to proceed due to economics. Barbara to email McLelland and Davies about not going ahead with quote.

Bar:

Nothing to report.

Stationery Supplies:

Nothing to be purchased.

Kitchen:

A discussion was held on types of biscuits purchased. Biscuits just purchased that are on specials. With more tables on Mondays, we are now going through more biscuits.

Cards Sent:

Thank you to Choi's for the food they have supplied over the years, Bereavement card to family of Nancy Waters.

Membership:

New membership for Cheryl Tapp, Trish Whelan, Anne Marie Tamati, Jamie Smith. Approved unanimously by committee.

Programme:

Labour Weekend Fun Day – had Choi's food. About 25 for meal – cost altered to \$10.00 per person. Marie would like to still see in future that the cost remains at \$15.00 per head.

2024 programme book – change time to 6 o'clock start for AGM. It will be a closed meeting in that members coming to play bridge will be asked to stay outside until the conclusion of the meeting. Reminder to go with Agenda about no entry – action list. To look at option of changing AGM day to a Tues for 2025 if earlier meeting time doesn't work.

Spare Wednesday night before Xmas party – what to do -casual night for next year's – Jen.

Learners:

Advertising for February 2024 as Robert not doing it this year. Will have to find advertisers if we do editorial in The Star. Robert has written instructions. Diane to volunteer. Instructions to be sent. 100 Flyers to go in shop windows.

Computers:

Health & Safety:

General Business:

Kitchen persons pay – Barbara has created new employment contract for position of Kitchen person. Key points: Have worked out a contract that is comparable pay as currently. Letter to be written to Adam Struthers but someone probably needs to chat to him first for his intentions next year. Will need all new forms completed. Marie to find out if he's coming back.

Christmas party 13th December – Robert declined to do catering this year for the Xmas party. Grizzlies - \$40.00 per person – club to subsidise \$5.00 plus 1 drink? We would have to clean up after party. Christmas Carols with Brenda Shine on keyboard. Jen to do Flyer. To pay online and put name on flyer on notice board. Start time 5.30 and meal at 6.15. Trophies to be brought back.

Agreed to pay \$75.00 to Dale and Robert at Xmas party as a token gesture. Nice to acknowledge the positions.

Christmas tree up first week of December and set tables for Christmas dinner after December committee meeting.

More directors for Monday nights will be required for 2024 since Barbara will be away for 3 months from mid August until mid-November. Also need extras to learn computer set-up. To arrange a Tuesday evening for computer information early next year.

Honorarium – for treasurer and table card officer – to go to AGM to be split – or each individual to receive amount as per other positions. Explanation required with date paid and amounts paid.

\$300.00 to President, Secretary, Treasurer. \$400 to Auditor, and \$75.00 to the Purchasing person – total paid 2022 was \$1,375.00 for these positions.

Trophies 2023 to be returned and cleaned. Marie and Jen to sort. To go in newsletter as reminder.

List of duties and responsibilities

- President – Marie Kean
- Vice President – Merv Muir
- Secretary – Barbara Wilkes
- Treasurer – Marg Auty
- Key Register – Jenni Wright
- Membership Secretary – Jen Macartney
- Table Card Person – Avril Power
- Property Person – Merv Muir
- Equipment – Jen Macartney
- Kitchen Supplies – Patsy Williams
- Bar Purchases – Patsy Williams
- Programme Convenor – Jen Macartney
- Newsletter Editor – Barbara Wilkes
- Lessons Tutor – Robert Cowan
- Tournament Director – Jen Macartney
- Computer Manager – Judith Smeijer
- Tournament Catering – Marie - sub committee
- Archives -
- Privacy Officer – Barbara Wilkes
- Monday Convenor – Barbara Wilkes
- Monday Partnership officer – Dale Cameron
- Wednesday Convenor – Jen Macartney
- Wednesday Partnership officer – Deirdre Bruce
- Saturday Convenor – Christine Samson
- Saturday Partnership Officer – Alan Lewthwaite

Wednesday – Facebook messenger group to find partners. Closed page on messenger for looking for partners.

Working bee in club rooms – 9th December at 10 am. Cleaning kitchen.

Window cleaning to be done inside and out – Pest and Zest did it last year so Marie will contact them.

Pens for prizes this year. Lyn to check out Challenge Marketing for glasses – to be printed. Lyn to check and then we will email all members for approval to get organised.

List of committee name, phone number and email addresses to be created and emailed to all committee.

Special Committee meeting to be at 6.20 pm on Monday 20 November. Any apologies to be notified to Barbara for her to prepare paperwork to be signed at meeting.

Marg and Merv to be issued with key to club rooms.

Meeting closed at 8.45 pm. The next meeting date will be 12th December 2023 at 6.30 o'clock at Club rooms.

Action List

Nov 2022

- To come up with 10-year plan for capital expenditure February 2023
 - Carpets
 - Replace heat pumps
 - Tablecloths
 - Sterilisers
 - New computer
 - Sound systems – Strawberry Sound
 - Dishwasher,

Dec 2023

- Term deposit \$10,000.00 matures 19/12/23, current rate 2.95%

Feb 2024

- To arrange an information evening for computer set-up for session.

June 2024

- Alcohol Licence to be renewed and new form to be displayed.

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.

Oct 2024

- To consider if AGM should be on another a Tuesday night instead.

Feb 2025

- Bridge Club to start work on re-writing our rules to re-register with Companies Office (refiling constitution). Changes will be required to be agreed at AGM or a Special meeting.

July

Cash Summary

Taieri Bridge Club

For the month ended 31 October 2023

Account	Oct 2023
Income	
Bar Sales	406.95
Interest Earned	90.63
Rent	665.22
Table Money	1,587.00
Total Income	2,749.80
Less Expenses	
Accounting Software	106.50
Bar Purchases	198.98
Cash Float	(30.00)
Cleaning Wages	200.00
Electricity	279.80
Kitchen Expenses	135.06
Office Expenses	160.37
Playing Materials	464.70
Prizes & Engraving	7.52
Supper Expenses	280.00
Telephone & Internet	79.11
Tournament Expenses	154.89
Total Expenses	2,036.93
Surplus (Deficit)	712.87
Plus GST Movements	
GST Collected	403.07
GST Paid	(242.28)
Net GST Movements	160.79
Net Cash Movement	873.66
Summary	
Opening Balance	62,794.93
Plus Net Cash Movement	873.66
Cash Balance	63,668.59

Profit and Loss
 Taieri Bridge Club
 For the month ended 31 October 2023

Account	Oct 2023	Year to date
Trading Income		
Bar Sales	406.95	768.25
Interest Earned	90.63	178.85
Rent	739.13	739.13
Subscriptions	(28.26)	(28.26)
Table Money	1,543.52	3,617.50
Tournament Income	0.00	565.22
Total Trading Income	2,751.97	5,840.69
Gross Profit	2,751.97	5,840.69
Operating Expenses		
Accounting Software	53.25	106.50
Bar Purchases	198.98	315.49
Cleaning Wages	200.00	400.00
Depreciation	421.36	842.72
Electricity	246.79	526.59
Kitchen Expenses	256.75	315.65
Levies & Charges	914.80	914.80
Office Expenses	52.51	212.88
Playing Materials	464.70	464.70
Prizes & Engraving	0.00	7.52
Supper Expenses	280.00	505.00
Telephone & Internet	79.11	146.84
Tournament Expenses	0.00	467.93
Total Operating Expenses	3,168.25	5,226.62
Net Profit	(416.28)	614.07

Balance Sheet
Taieri Bridge Club
As at 31 October 2023

Account	31 Oct 2023
Assets	
Bank	
Kitchen Account	536.84
Main Account	9,329.40
Prudent Res - Carpet (Bonus Saver)	8,436.15
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)	16,288.52
Total Bank	63,668.59
Current Assets	
Accounts Receivable	85.00
Bar Stock	738.67
Cash Float	50.00
Total Current Assets	873.67
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(110,621.44)
Less Acc Depn on Plant & Equipment	(57,363.36)
Plant & Equipment	64,383.73
Total Fixed Assets	46,394.93
Total Assets	110,937.19
Liabilities	
Current Liabilities	
Accounts Payable	1,536.16
GST	106.83
PAYE Payable	62.92
Total Current Liabilities	1,705.91
Total Liabilities	1,705.91
Net Assets	109,231.28
Equity	
Club Balance	108,617.21
Current Year Earnings	614.07
Total Equity	109,231.28