

MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 6.30 P.M. ON 12 NOVEMBER 2024.

Present: Marie Kean, Barbara Wilkes, Marg Auty, Diane Paterson, Lyn McLaren, Merv Muir, Jan Methers, Deirdre Bruce, Allan Dyer

Apologies: Jen Macartney

Minutes of Meeting of 8 October 2024:

Diane moved that the minutes are true and correct, seconded by Marg.

Matters Arising:

Lyn who is to replace Patsy as Purchasing Officer will need to become a bank signatory to the kitchen account and so this will require a short special meeting to be held at a convenient time to ensure this is correctly recorded for the bank.

Marg proposes that Marie is to become a bank signatory on the kitchen account, seconded by Barbara. Agreed unanimously.

Correspondence:

Inwards

Snail Mail:

ACC invoice \$25.40 (rec'd 17/10)

NZ Bridge – Constitution insert for page 10 Clause 3.3, para 3 (rec'd 17/10)

Email:

NZ Bridge – preparation for end of year – (rec'd 12/11).

Cheryl Tapp – regarding new players – (rec'd 11/11). *Read out to committee members. Diane mentioned that there is a lot of info once you've passed the lessons. Merv is happy to be part of a group to help motivate members.*

Christine Samson – Saturday Bridge sessions (rec'd 8/11) – *all committee members read email at meeting. Refer later on in minutes.*

Christine Samson – Various papers for printing (rec'd 8/11).

Cromwell Bridge Club – forwarded email re course below (rec'd 8/11).

Jane Stearns – Short online course for directors 'The Reluctant Director' (rec'd 8/11).

Shaw Plumbing – Change of business name for advertising invoice (rec'd 8/11).

Otago/Southland Bridge – Additional presentation from conference (rec'd 6/11).

Otago/Southland Bridge – Update on regional conference (rec'd 6/11).

Otago/Southland Bridge – Wellington region hosting inter-regional tournaments (rec'd 6/11).

Otago/Southland Bridge – forwarded message on Facebook marketing campaign (rec'd 6/11).

NZ Bridge Secretary – Hosting details for 20A events (rec'd 5/11).

Ricoh statements – (rec'd 4/11).

NZ Bridge Secretary – Reminder Player levies for 2025 (rec'd 4/11).

Christine Samson – job instructions for printing (rec'd 2/11).

Cheryl Tapp – requesting seating rights (rec'd 1/11).

Sorry, Partner Podcast (rec'd 31/10).

Xero business news (rec'd 30/10).

NZ Bridge Secretary – online bridge offerings for 2025 (rec'd 29/10).

NZ Bridge Secretary – NZ Bridge Foundation – Update and looking for a new trustee (rec'd 29/10).

Otago/Southland Bridge admin – reminder of annual conference (rec'd 28/10).

IRD do not reply (rec'd 26/10).

Jenni Wright – Updated key register (version 2) (rec'd 26/10).

Jenni Wright – Updated key register (rec'd 26/10).

IRD do not reply (rec'd 25/10).

IRD do not reply (rec'd 25/10).

Mercury – invoice \$303.87 (rec'd 23/10).

Ricoh invoice \$59.17 – (rec'd 22/10).

Xero invoice \$64.69 – (rec'd 21/10).

Chris Whalley Katikati Bridge Club – issues with Bridgetab (rec'd 22/10).

Alexandra Bridge – conference timing (rec'd 22/10).

IRD do not reply (rec'd 19/10).

Sorry, Partner Podcast (rec'd 17/10).

NZ Bridge Secretary – Updated information about international teams (rec'd 16/10).

NZ Bridge Secretary – 2025 AGM (rec'd 16/10).

NZ Bridge Secretary – Draft minutes 2024 AGM (rec'd 16/10).

NZ Bridge Secretary – Board meeting minutes (rec'd 16/10).

Otago Southland Regional committee – update on attendance at the regional conference – (rec'd 15/10).

NZ Bridge Secretary – Club membership levies \$442.75 (rec'd 15/10).

NZ Bridge Secretary – Charges for bridge sessions 1 July to 30 September Invoice \$649.29 – (rec'd 15/10).

Tournament – changed Taieri tournament to 5B (rec'd 14/10).

Alexandra Bridge Club, Congress poster (rec'd 14/10).

Jann Dyer – apology for AGM (rec'd 14/10).

Jude Smeijers – correction needed in 2023 AGM minutes with surname (rec'd 13/10).

IRD message to review– (rec'd 13/10).

One NZ invoice - \$58.98 - (10/10).

Outwards:

Acceptance of correspondence moved by Diane and seconded by Lyn.

Treasurer's Report:

The treasurer's report for November is below.

TAIERI BRIDGE CLUB	
ACCOUNTS TO PAY NOVEMBER 2024	
Mercury	\$ 295.08
Ricoh	\$ 59.17
Xero - Sept/Oct	\$ 64.69
One.nz	\$ 58.98
Wages - November	\$ 460.46
PAYE - October	\$ 156.83
Simple Saver - November	\$ 200.00
NZ Bridge - Session charges	\$ 442.75
NZ Bridge - B & C point charges	\$ 649.29
Davies Heat N Cool - quote heat pump replacement	\$ 98.33
	<u>\$ 2,485.58</u>
Paid since last meeting	
Kitchen Account – Monthly Top up November	\$ 500.00
Kitchen account - bar payments	\$ 181.85
Kitchen account - kitchen payments	\$ 124.78
Kitchen account - Wal's (Rose for Alan's family)	\$ 50.49
Kitchen account - fun night expenses	\$ 300.75
ACC - Final levy for 2024	\$ 25.40
Jane Whitmore - refund 29 Sept tourn entry	\$ 60.00
	<u>\$ 1,243.27</u>
Total approved	<u>\$ 3,728.85</u>

1. Cash summary shows net loss for the month, due mostly to the payment of the fee for the review of the 2024 Financial Statements and purchase of prizes for prize-giving.
2. Profit and Loss shows net loss to date (\$141.00) which is to be expected at this stage of the year.
3. Term deposit 001 expires on 13 November. Currently it is scheduled to be reinvested for the same term – approx. 270 days. Marg proposes to close the term deposit 03-1725-0028339-81-001 upon maturity in the amount of Eighteen thousand and forty nine dollars, eighty five cents (\$18,049.85) to The Taieri Bridge Club Incorporated main bank account 03-1725-0028339-00, seconded by Barbara Wilkes. Agreed unanimously.

Barbara proposed that Lyn McLaren and Marie be given banking access to the kitchen account, seconded by Marg. Agreed unanimously.

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

Committee Reports

Building:

Two quotes for heat pump replacement plus the additional heat pump have now been received. One price is significantly less than the other. Alan proposes that we accept McLellan's quote (valid to 15 October) for \$17,850.00, seconded by Barbara. Agreed unanimously.

Pest and Zest booked to clean windows in 13 January 2025.

Fire Drill to be held sooner than later – Diane to oversee this.

Bar:

Only red wine cask to be purchased by kitchen staff.

Stationery Supplies:

Nothing required.

Kitchen:

Jack still looking for apprenticeship so will wait and see when he comes and say he can't work any more.

Cards Sent:

Stewart Kerr (Alison Kerr), family of Alec Ansett, Avril, Patsy.

Membership:

New membership request from Robyn Hawkbury and Melvin Cain. Agreed unanimously.

Programme:

Programme book has had one proofread and is now at the printers. Advertisers have all been invoiced.

Fun night report, everyone came in and mingled well. Food was well appreciated.

Lee Ashton re intermediate players – making new players aware that if they play with an experienced player they won't be able to win the competition. It could be announced by the director before the competition starts to make it clear. New members to be aware when finding partners for next year.

Learners:

Lesson start date is 25 March 2025.

Another person has expressed interest in the lessons. Marie

Need to complete the NZ Bridge social media campaign form by the end of November to participate in the upcoming campaign. Cost \$350.00. Committee agree to go ahead. Diane to complete the form to return. Website to be updated.

Sub-committee to be formed to attract new members - \$600.00 to be spent on advertising – Diane happy to be involved with this – to ask in newsletter for any volunteers.

Computers:

Health & Safety:

Lisa has updated the first aid kit.

Privacy Matters:

Interests Register:

Check with Allan re any potential conflicts of interest that need to be noted - none noted.

General Business:

Jen Macartney does not wish to be convenor for Wednesday nights next year. To advertising this in the newsletter.

Update the 'duties and responsibilities' plan for Saturday sessions – Christine Samson does not wish to continue as Convener (see email message below) and a partnership officer is needed to replace Alan.

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 – Jan Methers
- Property Person – Merv Muir
- Equipment – Jen Macartney
- Kitchen Supplies – Lyn McLaren
- Bar Purchases – Lyn McLaren
- Programme Convenor – still to be confirmed
- Newsletter Editor – Barbara Wilkes
- Lessons Tutor – Robert Cowan
- Tournament Director – Jen Macartney
- Computer Manager – Judith Smeijers
- Tournament Catering – Marie and sub committee
- Archives -
- Privacy Officer – Barbara Wilkes
- Monday Convenor – Barbara Wilkes
- Monday Partnership officer – Dale Cameron
- Wednesday Convenor – still to be confirmed
- Wednesday Partnership officer – Deirdre Bruce
- Saturday Convenor – still to be confirmed
- Saturday Partnership Officer – Lyn McLaren

Parcel delivery - Alan's address was used for the delivery of parcels for the club, a new address is needed. Sometimes the parcels are heavy so need a strong person. Jan to take this on.

Newsletter – competition/winners to be provided. Barbara to finish newsletter to end of year and then to work with Diane to take on newsletter.

Jen Macartney would like to participate in the online “Reluctant Director” course – cost \$20.00. Newsletters – club will pay – course to be on 17th November. To check if anyone else interested.

Request from Christine Samson/Jude Smeijers at the AGM for draft minutes to be on the notice board. Put something in the newsletter about the process of the minutes.

Taieri Tennis Club are holding a quiz night - would it be appropriate for us to donate some vouchers for free bridge lessons - 4 vouchers with value of \$50.00 for 12 lessons, start date. Marie to ask Jen if she can do this.

Downer have requested to tidy up some of the shrubs around the Club rooms for better footpath access. Marie

To consider if AGM should be held on Tuesday – worked well starting at 6 pm so no need to change the date.

Email to go to Otago re 6 times visiting and also mention that any Otago members that play until the end of this year.

Trophies to be returned – ready for end of year – in newsletter.

Working Bee – to be held on 30th November – newsletter.

Christmas Function 16/12, - \$25.00 per person, subsidised by \$10.00, name to go on list, to be paid online. Numbers close 9th December. Banking rules need to show our full name of “The Taieri Bridge Club Incorporated”.

Meeting closed at 8.40 pm. The next meeting will be held on Tuesday 10 December after the meal out 5.30 pm and meeting at Marie’s place.

Email message from Christine Samson.

Hi committee

This is to let you know that I no longer wish to have my name on the list of "Duties and Responsibilities" as Saturday Convenor.

I will make sure the first few months of 2025 are covered but cannot guarantee the rest of the year.

As many of you will be aware, I have managed Saturdays for about 12 years, and that is a long time.

I have also indicated over the last couple of years that my health and that of my family is not great, and the Saturday responsibility is causing me stress.

I have advised the committee of my stress, both verbally and in writing. Unfortunately for me, I have received nothing helpful back.

I do not believe that the current committee realises the extent of other work I do for the club, even though I am no longer a committee member. For example, this week, I have spent several hours on the following:

- proofreading the 2025 programme and providing a couple of pages of details of errors, additions and suggested changes.
- organising the card dealing roster for 2025- which involved contacting all current helpers and also finding four new helpers.
- preparing an updated "job description" document for convenors/and or directors particularly for Saturday volunteers
- together with Judy Gorman, preparing folders for directors setting out clear details and instructions of all Howell and Mitchell movements available.

I ask that this email is read out to the committee. I do not have their email addresses.

I hope that the committee recognises that I have always been a strong supporter of the club and will continue to be as long as my health allows.

However, the final responsibility for the running of Saturday sessions rests with the committee, not me.

Regards
Christine Samson

Action List

Nov 2024

- To come up with 10-year plan for capital expenditure February 2025
 - Carpet
 - Replace heat pumps
 - Sterilisers
 - New computer
 - Sound systems – Strawberry Sound
 - Dishwasher

May 2025

- Fire Evacuation drill to be held

Sep 2025

- Discuss rent increases for 2026 year

Nov 2025

- Fire Evacuation drill to be held

May 2026

- Fire Evacuation drill to be held

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 31 October 2024

Account	Oct 2024	Year to date
Income		
Bar Sales	\$ 211.74	\$ 450.01
Donations	\$ -	\$ 2.00
Interest Earned	\$ 88.77	\$ 179.49
Rent	\$ 665.22	\$ 665.22
Subscriptions	\$ -	\$ 25.22
Sundry Income	\$ 273.91	\$ 273.91
Table Money	\$ 1,795.58	\$ 5,112.04
Tournament Income	-\$ 52.17	\$ -
Total Income	\$ 2,983.05	\$ 6,707.89
Less Expenses		
Accounting Software	\$ 112.50	\$ 165.75
Bar Purchases	\$ 158.13	\$ 331.63
Consulting & Accounting	\$ 1,080.00	\$ 1,080.00
Electricity	\$ 264.23	\$ 576.19
Kitchen Expenses	\$ 108.51	\$ 356.15
Office Expenses	\$ 52.58	\$ 111.73
PAYE Payable	-\$ 42.26	-\$ 13.65
Prizes & Engraving	\$ 744.00	\$ 744.00
Property Expenses	\$ -	\$ 187.48
Revenue in Advance	\$ -	\$ 1,486.99
Sundry Expenses	\$ 305.42	\$ 566.72
Telephone & Internet	\$ 51.29	\$ 102.58
Wages	\$ 831.27	\$ 1,406.27
Water Rates	\$ -	\$ 62.22
Total Expenses	\$ 3,665.67	\$ 7,164.06
Surplus (Deficit)	-\$ 682.62	-\$ 456.17
Plus GST Movements		
GST Collected	\$ 442.05	\$ 1,013.92
GST Paid	-\$ 439.34	-\$ 1,039.02
Net GST Movements	\$ 2.71	-\$ 25.10
Net Cash Movement	-\$ 679.91	-\$ 481.27
Summary		
Opening Balance	\$65,474.91	\$ 65,276.27
Plus Net Cash Movement	-\$ 679.91	-\$ 481.27
Cash Balance	\$64,795.00	\$ 64,795.00

Profit and Loss		
Taieri Bridge Club		
For the month ended 31 October 2024		
Account	Oct 2024	Year to date
Trading Income		
Advertising Income	\$ 75.00	\$ 75.00
Bar Sales	\$ 211.74	\$ 391.31
Donations	\$ -	\$ 2.00
Interest Earned	\$ 88.77	\$ 179.49
Rent	\$ 665.22	\$ 665.22
Sundry Income	\$ 273.91	\$ 273.91
Table Money	\$ 1,743.41	\$ 5,051.17
Tournament Income	-\$ 52.17	\$ -
Total Trading Income	\$ 3,005.88	\$ 6,638.10
Gross Profit	\$ 3,005.88	\$ 6,638.10
Operating Expenses		
ACC Levies	\$ 22.09	\$ 22.09
Accounting Software	\$ 56.25	\$ 112.50
Bar Purchases	\$ 158.13	\$ 331.63
Consulting & Accounting	\$ -	\$ 1,080.00
Depreciation	\$ 168.90	\$ 337.80
Electricity	\$ 256.59	\$ 520.82
Kitchen Expenses	\$ 108.51	\$ 228.58
Levies & Charges	\$ 709.60	\$ 709.60
Office Expenses	\$ 51.45	\$ 104.03
Prizes & Engraving	\$ 330.00	\$ 744.00
Property Expenses	\$ 85.50	\$ 272.98
Sundry Expenses	\$ 305.42	\$ 566.72
Telephone & Internet	\$ 51.29	\$ 102.58
Tournament Expenses	\$ 240.00	\$ 240.00
Wages	\$ 831.27	\$ 1,406.27
Total Operating Expenses	\$ 3,375.00	\$ 6,779.60
Net Profit	-\$ 369.12	-\$ 141.50

Balance Sheet	
Taieri Bridge Club	
As at 31 October 2024	
Account	31 Oct 2024
Assets	
Bank	
Kitchen Account	\$ 386.18
Main Account	\$ 5,949.13
Prudent Res - Carpet (Bonus Saver)	\$ 11,266.08
Prudent Res - Heating 1 (Term Deposit 2)	\$ 10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	\$ 20,168.09
Prudent Res - Roofing (Term Deposit 1)	\$ 17,025.52
Total Bank	\$ 64,795.00
Current Assets	
Accounts Receivable	\$ 86.25
Bar Stock	\$ 643.75
Total Current Assets	\$ 730.00
Fixed Assets	
Buildings	\$ 149,996.00
Less Acc Depn on Buildings	-\$ 113,203.46
Less Acc Depn on Plant & Equipment	-\$ 50,596.95
Plant & Equipment	\$ 55,952.15
Total Fixed Assets	\$ 42,147.74
Total Assets	\$ 107,672.74
Liabilities	
Current Liabilities	
Accounts Payable	\$ 1,726.85
GST	\$ 332.59
Revenue in Advance	\$ 500.00
Total Current Liabilities	\$ 2,559.44
Total Liabilities	\$ 2,559.44
Net Assets	\$ 105,113.30
Equity	
Club Balance	\$ 105,254.80
Current Year Earnings	-\$ 141.50
Total Equity	\$ 105,113.30