

## MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 6.30 P.M. ON 11 NOVEMBER 2025.

**Present:** Jen Macartney, Marie Kean, Allan Dyer, Barbara Wilkes, Diane Paterson, Jan Methers, Peta Smith, Heather Urquhart, Sue Johnstone.

**Apologies:** Lyn McLaren

**Minutes of Meeting of 10 October 2025:** Barbara moved that the minutes are true and correct, seconded by Jen.

**Matters Arising:** Property checks – need a job description and checklist – Allan – work in progress.

**Correspondence:** **Inwards**

**Snail Mail:**

Jann Dyer – suggestions for committee – (rec'd 11/11) *dealt with at end of general business.*

**Email:**

Diane Lowry – unable to attend learners get together – (rec'd 09/11).

Sorry partner – latest podcast – (rec'd 08/11).

Anna Newton – International Youth Survey – (rec'd 06/11).

Ricoh – Statement – (rec'd 05/11).

O/S Bridge Admin – info on Board elections – (rec'd 05/11).

Alexandra Bridge Club – flyer on 5A Open Holiday Pairs on 02/01, entries close 24/12 – (rec'd 05/11).

Otago Bridge Club – Flyer for Nina Hewitt Christmas Pairs 3A Tournament on 07/12, entries close 05/12 – (rec'd 04/11).

OfficeMax – statement – (rec'd 04/11).

NZ Bridge – Board Elections – (rec'd 03/11).

Veronica Casey – unable to attend Learners get together but would like notices – (rec'd 03/11).

Zest4Travel – having first travel event at The Grange on 11 Nov – wondering if our members would like to attend – (rec'd 03/11).

BridgeNZ – reply to Jude re errors on tablets – (rec'd 03/11).

NZ Bridge – end of year preparation – (rec'd 02/11).

Chris Donald, Noreen McGrath, Avril and Karl Power, Sandra Lawn, Bruce Wood, Jill Reid, Andrea McFarlane – yes to Learner's get together – (01/11).

Pat and Bill Chapple – unable to attend Learner's get together – (rec'd 29/10).

Martyn Oyston – replying to Jude with query about Bridgetabs – (rec'd 28/10).

Robert Cowan – happy to go with learners' night together on 25/11 – (rec'd 28/10).

Sorry Partner – latest podcast – (rec'd 23/10).

Mercury - \$319.61 due 28/11 – (rec'd 23/10).

Geeks on Wheels – payment has been made – (rec'd 22/10).

Ricoh - \$103.13 – (rec'd 21/10).

Xero - \$71.59 – (rec'd 21/10).

NZ Bridge Foundation - \$360.00 – (rec'd 20/10).

Heather Wilson, Catherine Smith, Chris Wither, Jan Gafford, Pip Weber, Dawn Brieseman, Deirdre Bruce, Judy Bevin – apologies for AGM.

Sorry Partner – latest podcast – (rec'd 19/10).

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

Christine Samson – requiring copy of Balance Sheet – (rec'd 17/10).

NZ Bridge – announcement to be read before Loveblock Pairs – (rec'd 15/10).

NZ Bridge – session charges \$586.73 – (rec'd 15/10).

NZ Bridge – membership levies - \$634.80 – (rec'd 15/10).

Southern Audit Ltd - \$1,437.50 – (rec'd 15/10).

Avril Power – requesting updated results for Monday night – (rec'd 15/10).

NZ Bridge – information form World Bridge Foundation – (rec'd 14/10).

NZ Bridge – Board Minutes from 09/09 – (rec'd 14/10).

O/S Bridge Admin – agreeing to pay \$250.00 contribution for Robert attending the Teaching Conference. The next regional conference is 22/02 in Cromwell. There is a form to be used for any changes to tournament. (rec'd 13/10).

Oamaru Bridge Club – offering a 40C Novice Tournament on 29/11. A novice is a player that doesn't have 5B points. – (rec'd 11/10).

Sorry Partner – latest podcast – (rec'd 11/10).

Survey Monkey – plan expiring – (rec'd 09/10).

One.nz - \$65.00 – (rec'd 09/10).

NZ Bridge – Newsletter from the Chair – (rec'd 09/10).

NZ Bridge – reminder about player levies increasing to \$32.20 per person. (rec'd 08.10).

Probus Club of Mosgiel - Doug Jackson – updated club room agreement form – (rec'd 08/10).

NZ Bridge – information about nomination for NZ Bridge Board – (rec'd 07/10).

BridgeNZ - \$57.50 – (rec'd 07/10).

OfficeMax - \$155.73 – (rec'd 07/10).

Ricoh Statement – (rec'd 06/10).

Eunan Cleary – bank account details for prize money – (rec'd 06/10).

Gordon Smith – bank account details for prize money – (rec'd 06/10).

Carole Bee – thanking us for a great junior/intermediate tournament – (rec'd 06/10).

Christine Samson – bank account details for prize money – (rec'd 05/10).

Lyn Clark – bank account details for prize money – (rec'd 05/10).

Balclutha Bridge Club – reminder about tournament – (rec'd 04/10).

Carl Pedersen – withdrawal from tournament – (rec'd 03/10).

Outwards:

Welcome new members letters to Rona Chave and Anita Dynes

Acceptance of correspondence moved by Barbara and seconded by Allan.

**Treasurer's Report:**

The treasurer's report for October is below.

ACCOUNTS TO PAY NOVEMBER 2025	
Mercury	\$ 319.61
Ricoh	\$ 103.13
Xero (Oct/Nov)	\$ 71.59
One.nz Nov payment	\$ 65.00
Wages - Nov (approx)	\$ 465.04
IRD PAYE - October	\$ 148.42
Simple Saver - November	\$ 200.00
Southern Audit - Financial Statement Review	\$ 1,437.50
NZ Bridge B & C Points	\$ 586.73
NZ Bridge membership levies	\$ 634.80
Officemax - towels/diary	\$ 155.73
	<u>\$ 4,187.55</u>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up November	\$ 500.00
Kitchen account - bar payments	\$ 183.10
Kitchen account - kitchen payments	\$ 380.71
Kitchen account - tournament costs	\$ 47.03
Kitchen account - Mitre10 fire extinguisher	\$ 29.56
Kitchen account - Fun night Labour Day	\$ 322.90
Kitchen account - New World razor for defib kit	\$ 38.45
Kitchen account - First aid scissors	\$ 16.99
NZ Bridge - Loveblock Pairs	\$ 360.00
	<u>\$ 1,878.74</u>
Total approved	<u>\$ 6,066.29</u>

To include \$51.11 for Charities Commission return. Email to follow with invoice.

Donations received in October relate to one donation of Tournament prize \$30.00 and refund of Tournament entry from pair unable to attend, requested this be donated to club \$60.00.

During October all the Sundry Income is fun night income and all the Sundry Expenditure is for the fun night.

The Consulting and Accounting fee is for the auditor to review the 2025 Financial Statements.

The Club has made a small net loss for the first two months of \$149.26.

Honoraria payments will be due to be paid in December. As per Club rules and annual meeting there have been no changes to Honoraria for Office Bearers. Honoraria due for the past year will therefore be \$300.00 each to President (Marie Kean), \$300.00 to Secretary (Barbara Wilkes) and \$300.00 to Treasurer (Margaret Auty). Please note that Margaret wishes to have half her honoraria (\$150.00) paid to Jan Methers for her assistance as Table Card officer.

Additional payments in the prior (to 31 August 2024) year were made to Purchasing Officer who was Patsy Williams and to Dale Cameron, Robert Cowan and Val Wilson for bar and supper contributions. The Committee will need to consider what additional payments it wants to make for these areas for the past year (to 31 August 2025) and minute this for the Audit records. Marie would like to move that Robert and Val receive \$100.00 each, seconded by Jan, agreed unanimously.

To look at honorarium payments for next AGM to include payment to Table Card Administrator – to be put into action list.

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

## **Committee Reports**

### **Building:**

Insect screens - the present ones are getting torn etc. Jen proposes that we get 2 prices for the screens to bring to next meeting.

### **Bar:**

### **Stationery Supplies:**

### **Kitchen:**

More blood orange tea bags.

### **Cards Sent:**

Marie to continue sending the cards out.

### **Membership:**

### **Programme:**

Fun night – update - 47 attended as 2 pulled out at last moment. A profit of \$430.00 to the club.

Tournament fees - cost of tournaments. Catering still to be \$5.00 per head for the 2026 year. To increase to \$35.00 for the A point tournament and continue with \$30.00 for the other tournaments.

Junior/Intermediate Championship Pairs. - Judith says we can have this for next year – 2 separate games run on these nights. Have a shield given by Robert that we can use. Can use the current winners

board with a section off for Intermediate Championship Pairs winners underneath the Presidents section. Small write-up to go in newsletter about partnership pairs – also to mention other competitions that only juniors can win.

Catering Report for 2026. Marie is happy to oversee catering for 2026. Her plan for the three fun nights is to have two groups cater for Easter Monday and Labour Weekend Monday and a takeaway meal for Kings Birthday. Tournaments. A group of four to organise each tournament which would involve 16 helpers. At this stage Marie has an Eftpos card to pay for the food which has been a tidy setup with a budget of \$5.00 pp for tournaments and \$15.00 for fun nights.

### **Learners**

Special night to be organised just for learners - at the moment (Tuesday) we have 7 learners and 6 helpers. Phone around nearer the time? Deirdre to phone the other 5 to confirm yay/nay. Starting time is 6.30 pm. As numbers are low to open it up to all members who may wish to also learn about transfers.

Advertising for learners - last year we distributed flyers and put posters up in the shops in Mosgiel and surrounding districts. Jen thinks these worked well and propose we do that again, if we get advertising for the Star to make it a free article we could do that as well – after discussion agreed not to do this. ODT adverts – weekly adverts gives good coverage. Lesson start date is 24 March – pending approval with Robert. Lessons to cost \$60.00.

### **Computers:**

Issues with computer and tablets – no issues on last Monday night and the only difference is that the results were turned off. Results to stay off until further notice. Will notify BridgeNZ to see if they can work out why.

### **Health & Safety:**

Health and safety: scissors, razor, fire blanket and gloves all purchased. Emergency sign now created. Incident book now purchased. Need a Health and Safety plan. Diane, Heather and Sue to look at that.

Shelf for defibrillator and stool for kitchen kettles - still to be made.

### **Privacy Matters:**

### **Interests Register:**

No change from last year.

### **Banking Signatories:**

Barbara proposed the following changes to the banking signing rights to be made and seconded by Jen:

Treasurer: Allan Dyer to be given full signing authority plus online access on all bank accounts. Marg Auty to be removed from bank accounts.

Marie Kean to continue to have access to kitchen account to make purchases for catering and Lyn McLaren to continue to have access to kitchen account for purchases of supplies.

Jen Macartney to be given access to all bank accounts plus be provided with an EFTPOS card for the kitchen account.

Barbara Wilkes and Jan Methers to continue to have access to all bank accounts and to authorise payments along with Allan Dyer (any two to authorise).

Agreed unanimously.

**General Business:**

Fire drill to be organised – in the next fortnight

List of duties and responsibilities (provisional)

- President – Jen Macartney
- Vice President – Lyn McLaren
- Secretary – Barbara Wilkes
- Treasurer – Allan Dyer
- Key Register – Jenni Wright
- Membership Secretary – Jen Macartney
- Table Card Person – Jan Methers
- Property Person – Allan Dyer
- Equipment – Jen Macartney
- Kitchen Supplies – Lyn McLaren
- Bar Purchases – Lyn McLaren
- Programme Convenor – Jen Macartney
- Newsletter Editor – Diane Paterson
- Lessons Tutor – Robert Cowan
- Tournament Director – Jen Macartney
- Computer Manager – Judith Smeijers
- Tournament Catering – Marie - sub committee
- Archives -
- Privacy Officer – Barbara Wilkes
- Monday Convenor – Barbara Wilkes
- Partnership officer – Lyn McLaren
- Wednesday Convenor – Peta Smith – to be given a key
- Saturday Convenor – Diane Paterson happy to do roster, need to work out bar.

Xmas party and prize giving 10<sup>th</sup> December – Robert is willing to cater, \$40.00 per head. One free drink. Committee to do the tables. Jen to do the Xmas tree.

Prize giving cups – Jen has cups back - some are in a sorry state, she would like to propose we get them either replated or buy new ones that don't need cleaning. New cups to be organised for the cups that are nearly full of names.

Bidding pad sponsorship- Jen approached Terry Evans of Brooklands regarding this and he is willing to do something, this is preferable to sponsoring a tournament as members have a constant reminder of the 'brand' and also they already sponsor a tournament. Cost is \$480.00 per year for bidding pads.

Key Register – has now been updated. Keys to come back from Mervyn and Dawn and Marg.

Letter from Jann Dyer with suggestions.

- C points for a Saturday. Jen proposes that C points are awarded on Saturdays, second by Barbara. Unanimously agreed.
- Tournament catering – happy to continue with status quo.
- Having more people to help to help out with tasks.

Working bee to be organised 31 January 2026.

Getting rid out of stuff from committee room. 2 x painting plus seratone and board.

Things to be archived for the year.

Meeting closed at 8.05 pm. The next meeting held on Tuesday 09 December 2025, 6.30 pm at the Club rooms.

# Action List

Nov 2025

- To come up with 10-year plan for capital expenditure February 2026
  - Carpet
  - Sterilisers
  - Sound systems – Strawberry Sound
  - Dishwasher

Feb 2026

- Ask Countdown to use their carparks before March tournament.

Apr 2026

- AED due for Annual check
- Check if Triton wish to sponsor new bidding pads

May 2026

- Fire Evacuation drill to be held
- Organise water filter to be serviced
- Advertising prices to go up for programme book

Sept 2027

- Discuss rent increases for 2027 year

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.

Sep 2027

- Organise another survey.
- To look at honorarium payments – table card officer.

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 2025

<b>Account</b>	<b>Oct 2025</b>
<b>Income</b>	
Advertising Income	350.00
Bar Sales	686.09
Donations	90.00
Interest Earned	51.93
Rent	660.88
Subscriptions	18.18
Sundry Income	789.56
Table Money	2,660.74
Tournament Income	913.09
<b>Total Income</b>	<b>6,220.47</b>
<b>Less Expenses</b>	
Accounting Software	124.50
Bar Purchases	340.99
Electricity	268.95
Kitchen Expenses	167.51
Office Expenses	168.58
PAYE Payable (includes Kiwisaver coi	46.15
Property Expenses	43.68
Rounding	0.90
Sundry Expenses	280.79
Telephone & Internet	56.52
Tournament Expenses	1,124.06
Wages	670.99
<b>Total Expenses</b>	<b>3,293.62</b>
<b>Surplus (Deficit)</b>	<b>2,926.85</b>
<b>Plus GST Movements</b>	
GST Collected	919.69
GST Paid	(259.20)
<b>Net GST Movements</b>	<b>660.49</b>
<b>Net Cash Movement</b>	<b>3,587.34</b>
<b>Summary</b>	
Opening Balance	52,085.97
Plus Net Cash Movement	3,587.34
Cash Balance	55,673.31

<b>Profit and Loss</b>		
Taieri Bridge Club		
For the month ended 31 October 2025		
<b>Account</b>	<b>Oct 2025</b>	<b>Year to date</b>
<b>Trading Income</b>		
Advertising Income	0.00	925.00
Bar Sales	686.09	1,010.44
Donations	90.00	90.00
Interest Earned	51.93	107.39
Rent	660.88	660.88
Subscriptions	18.18	18.18
Sundry Income	789.56	789.56
Table Money	2,660.74	4,773.67
Tournament Income	913.09	1,669.64
<b>Total Trading Income</b>	<b>5,870.47</b>	<b>10,044.76</b>
<b>Gross Profit</b>	<b>5,870.47</b>	<b>10,044.76</b>
<b>Operating Expenses</b>		
Accounting Software	62.25	124.50
Bar Purchases	340.99	777.76
Consulting & Accounting	1,250.00	1,250.00
Depreciation	560.61	1,121.26
Electricity	277.92	546.87
Improver Costs	0.00	627.67
Kitchen Expenses	296.97	416.32
Levies & Charges	862.20	862.20
Office Expenses	193.80	317.41
Playing Materials	0.00	579.97
Prizes & Engraving	0.00	590.54
Property Expenses	43.68	59.49
Sundry Expenses	280.79	280.79
Telephone & Internet	56.52	113.04
Tournament Expenses	1,324.06	1,337.96
Wages	670.99	1,188.24
<b>Total Operating Expenses</b>	<b>6,220.78</b>	<b>10,194.02</b>
<b>Net Profit</b>	<b>(350.31)</b>	<b>(149.26)</b>

<b>Balance Sheet</b>	
Taieri Bridge Club	
As at 31 October 2025	
<b>Account</b>	<b>31 Oct 2025</b>
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	155.92
Main Account	10,169.66
Prudent Res - Carpet (Bonus Saver)	13,989.72
Prudent Res - Carpet (Term Deposit 2)	10,000.00
Prudent Res - Carpet (Term Deposit 3)	21,358.01
<b>Total Bank</b>	<b>55,673.31</b>
<b>Current Assets</b>	
Accounts Receivable	86.25
Bar Stock	772.37
<b>Total Current Assets</b>	<b>858.62</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(113,203.46)
Less Acc Depn on Plant & Equipment	(48,085.98)
Plant & Equipment	68,519.38
<b>Total Fixed Assets</b>	<b>57,225.94</b>
<b>Total Assets</b>	<b>113,757.87</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,385.92
GST	358.45
PAYE Payable (includes Kiwisaver contrib)	(86.67)
Rounding	(0.94)
<b>Total Current Liabilities</b>	<b>3,656.76</b>
<b>Total Liabilities</b>	<b>3,656.76</b>
<b>Net Assets</b>	<b>110,101.11</b>
<b>Equity</b>	
Club Balance	110,250.37
Current Year Earnings	(149.26)
<b>Total Equity</b>	<b>110,101.11</b>