

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.08 P.M. ON 13TH OCTOBER 2020.

**Present:** Jen Macartney, Jenny Magee, Barbara Wilkes, Cathy Ferguson, Alan Lewthwaite, Dale Cameron, Joy Martin-Frew, Dawn Brieseman, Patsy Williams

**Apologies:** John Aitcheson

**Minutes of Meeting of 08 September 2020:** Confirmed as a true and correct record by Barbara, seconded by Cathy.

**Matters arising:**

**Correspondence:** **Inwards**

**Snail Mail:**

Certificates for Robert Morgan and Carol Adler-Morgan.

**Email**

Christine Samson – re Fun night and advertising – (rec'd 12/10). *Matters dealt with under appropriate headings in minutes. An email reply has been sent to Christine with the outcomes to her queries.*

Charities Services – newsletter – (rec'd 08/10).

Vodafone – Invoice for \$74.55 – (rec'd 08/10).

NZ Bridge – link to latest podcast – (rec'd 07/10).

Lee & Stew Whyte – resignations – (rec'd 07/10).

O/S Bridge Admin – 2021 Tournament – our Taieri Junior Pairs has been moved to 26<sup>th</sup> September – (rec'd 06/10).

Christine McNamara – finishing audit – (rec'd 04/10).

Christine Samson – requesting Directing help for Saturday 10<sup>th</sup> October and 17<sup>th</sup> October – (rec'd 04/10).

NZ Bridge – Audited Financials attached – (rec'd 02/10).

Ricoh Statement – (rec'd 0/10).

NZ Bridge – link to latest podcast – (rec'd 01/10).

Kristen Collins – copy of email send to lesson recipients because of inclement weather – (rec'd 29/09).

Taieri Friendship – thanking us for account but advised that September meeting was cancelled due to Covid so one month is to be credited. – (rec'd 29/09).

Wilma Burrell – thanking for “Get Well” card – (rec'd 28/09).

Chris and Karen Wood – withdrawal from Junior tournament – (rec'd 26/09).

Kristen Collins – requesting a file of players for tournament – (rec'd 25/09).

Ricoh Billing - \$43.22 – (rec'd 24/09).

NZ Bridge – link to latest podcast – (rec'd 24/09).

NZ Bridge – Poster for NZ Wide Pairs – being held at Otago Bridge Club this year – to be held on Friday 30<sup>th</sup> Oct – (rec'd 24/09).

O/S Bridge Admin – Nomination form for Regional Committee – (rec'd 23/09).

O/S Bridge Admin – Flyer for Invercargill 5A Pairs to be held on 27<sup>th</sup> Sept – (rec'd 22/09).

Ivan Murray – just checking if his resignation had been received – (rec'd 22/09).  
*Barbara has replied back. Has also been removed from Email list.*

Outwards: -

Acceptance of correspondence moved by Barbara and seconded by Jen.

**Treasurer's Report:**

The treasurer's report for September is attached.

October Accounts	
Mercury	\$283.23
Vodafone	\$74.55
Ricoh	\$43.22
Wages	\$162.22
PAYE	\$37.78
Simple Saver	\$200.00
Xero	\$69.00
NZ Bridge	\$347.99
Kitchen Account	\$150.00
	<b>\$1,367.99</b>

Kitchen account increased to \$250.00 as more money was required in the account. Signatories on this account were discussed as was the balance in the account. At the end of each month the balance outstanding will be transferred from the main account to ensure that the EFTPOS card can be used without worrying about there being insufficient funds. It was noted that with Xero showing the Kitchen account balance that funds could now be more easily transferred during the month if required.

Red Cross would like to hire our club rooms on 30<sup>th</sup> November for 1 .5 hours to have a morning tea for their Meals on Wheels drivers. Alan will open up the club rooms at 9.30 am and Cathy will lock up.

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

**Committee Reports:**

**Building:**

Picture valuation update – still work in progress.

Car Parking signs have been stolen (unscrewed). To consider if they need replace at a later date.

The leak in the ladies toilet – has been fixed.

Carpet has been fixed.

<b><u>Bar:</u></b>	There are currently a shortage by the supplier of small bottles of wine available at New World.
<b><u>Stationery Supplies:</u></b>	1 ream of 120gms paper for score sheets to be purchased.
<b><u>Kitchen:</u></b>	More biscuits to be purchased.
<b><u>Cards Sent:</u></b>	Wilma Burrell.
<b><u>Membership:</u></b>	New membership applications from: Elizabeth White, Ian Van Delft, Sue Johnstone, Gail Williams, Dianne Lawlor, Jan Methers, Gaynor Brown, Shar McGrath, Kathryn Fagg, Kitty Caldwell. Jenny to show Patsy how to load new members into the system. Agreed by committee to accept all nominations.
<b><u>Programme:</u></b>	<p>Hospice Charity Tournament – 13 full tables. \$690 profit made. Send thank you letters to Wal's, New World, and Occasion Box (<a href="mailto:info@occasionbox.co.no">info@occasionbox.co.no</a>– Alanna and Andrew Richardson) \$10 gift vouchers. In future a small gift to be given to Directors in recognition of time given.</p> <p>Directors fees to be discussed next committee meeting.</p> <p>Alan Lewthwaite to be new partnership officer for Saturday sessions.</p> <p>It was of concern to note that Monday night members have dropped a little but this is offset by the small increase in Wednesday night members.</p> <p>Fun Night – Taieri Bridge Club is subsidising a small bit for those that are having a meal. Would like to make sure that there is enough food for everyone. Kristen will advise if learners would like to come with partners or put their name in the hat for a random partner. Jen spoke to them tonight. Kristen to provide a list of all members names to be given out on Fun night.</p> <p>Improvers lessons – still in the pipeline for November.</p>
<b><u>Lessons:</u></b>	Finishing next week. Talking about some of the committee coming in with a plate of food. Learners to be given a certificate of completion of lessons – to be given out at Fun night.
<b><u>Computers:</u></b>	Broadband contract – finishes 19 <sup>th</sup> November with Vodafone. Committee agrees to stay with Vodafone as the computer still need to go through the same modem – little advantage to swapping. It should mean that we will be out of contract so that we can change anytime should that need occur.
<b><u>Health &amp; Safety:</u></b>	
<b><u>General Business:</u></b>	<p>Committee nominations. Will need to get one nomination from the floor at the AGM. If more than one nomination then we will need to vote. If no-one comes forth then the committee can co-op at a later stage.</p> <p>Job descriptions – Jenny has written down some instructions. Instructions to be typed out – check with Jude as she had a file with job descriptions a few years ago.</p>

Spring Clean – kitchen needs a good clean – 8<sup>th</sup> November – 10 a.m. Oven to be cleaned, defrosting fridge to be done plus other tasks to be sorted.

Curtains – linings are disintegrating. Fabric still ok but lining will be encased. Some of the linings are also badly water damaged. Looking at just cutting lining away at this stage.

Advertising: John, Dawn and Christine were going to form a sub-committee last month for posters to be distributed around Mosgiel – this project still needs to be completed. Laminated posters on library, shops, Brooklands, Chatsford and anywhere else appropriate.

Meeting closed at 8.30 pm. The next meeting date will be 10<sup>th</sup> November 2020.

## Action List

### 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

# Profit and Loss

Taieri Bridge Club

For the month ended 30 September 2020

Cash Basis (GST excl)

Account	Sep 2020	YTD
<b>Trading Income</b>		
Advertising Income	100.00	100.00
Bar Sales	202.61	202.61
Interest Earned	28.50	28.50
Table Money	1,308.69	1,308.69
Tournament Income	313.04	313.04
<b>Total Trading Income</b>	<b>1,952.84</b>	<b>1,952.84</b>
<b>Gross Profit</b>	<b>1,952.84</b>	<b>1,952.84</b>
<b>Operating Expenses</b>		
Bar Purchases	105.26	105.26
Cleaning PAYE	(30.22)	(30.22)
Cleaning Wages	160.00	160.00
Electricity	271.32	271.32
Kitchen Expenses	5.86	5.86
Office Expenses	56.61	56.61
Supper Expenses	240.00	240.00
Telephone & Internet	63.47	63.47
Tournament Expenses	37.85	37.85
Water Rates	44.66	44.66
<b>Total Operating Expenses</b>	<b>954.81</b>	<b>954.81</b>
<b>Net Profit</b>	<b>998.03</b>	<b>998.03</b>

**Cash Summary**  
**Taieri Bridge Club**  
**For the month ended 30 September 2020**  
**Including GST**

	Sep 2020	YTD Actual
<b>Income</b>		
Advertising Income	\$115.00	\$115.00
Bar Sales	\$233.00	\$233.00
Interest Earned	\$28.50	\$28.50
Table Money	\$1,505.00	\$1,505.00
Tournament Income	\$360.00	\$360.00
<b>Total Income</b>	<b>\$2,241.50</b>	<b>\$2,241.50</b>
<b>Less Operating Expenses</b>		
Bar Purchases	\$121.04	\$121.04
Cleaning PAYE	-\$30.22	-\$30.22
Cleaning Wages	\$160.00	\$160.00
Electricity	\$312.02	\$312.02
Kitchen Expenses	\$6.74	\$6.74
Office Expenses	\$65.10	\$65.10
Supper Expenses	\$240.00	\$240.00
Telephone & Internet	\$72.99	\$72.99
Tournament Expenses	\$43.53	\$43.53
Water Rates	\$51.36	\$51.36
GST	-\$679.26	-\$679.26
PAYE Payable	\$30.22	\$30.22
<b>Total Operating Expenses</b>	<b>\$393.52</b>	<b>\$393.52</b>
<b>Operating Surplus (Deficit)</b>	<b>\$1,847.98</b>	<b>\$1,847.98</b>
<b>Net Cash Movement</b>	<b>\$1,847.98</b>	<b>\$1,847.98</b>
<b>Summary</b>		
Opening Balance	\$64,426.76	\$64,426.76
Plus Net Cash Movement	\$1,847.98	\$1,847.98
Closing Balance	\$66,274.74	\$66,274.74

# Balance Sheet

Taieri Bridge Club

As at 30 September 2020

Account	30 Sep 2020
<b>Assets</b>	
<b>Bank</b>	
Cheque Account	2,920.51
Cheque Account (Kitchen)	116.76
Prudent Res - Carpet	19,797.61
Prudent Res - Heating 2	28,000.00
Prudent Res - Roofing	15,439.86
<b>Total Bank</b>	<b>66,274.74</b>
<b>Current Assets</b>	
Accounts Receivable	545.00
Bar Stock	536.76
Cash Float	80.00
<b>Total Current Assets</b>	<b>1,161.76</b>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<b>54,721.36</b>
<b>Total Assets</b>	<b>122,157.86</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	69.00
GST	602.14
<b>Total Current Liabilities</b>	<b>671.14</b>
<b>Total Liabilities</b>	<b>671.14</b>
<b>Net Assets</b>	<b>121,486.72</b>
<b>Equity</b>	
Club Balance	120,074.78
Current Year Earnings	1,411.94
<b>Total Equity</b>	<b>121,486.72</b>