

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE TAIERI BRIDGE CLUB AT 6.30 P.M. ON 8 OCTOBER 2024.

Present: Marie Kean, Marg Auty, Diane Paterson, Lyn McLaren, Merv Muir, Jan Methers

Apologies: Barbara Wilkes, Deirdre Bruce, Jen Macartney

Minutes of Meeting of 13th August 2024: Diane moved that the minutes are true and correct, seconded by Merv.

Matters Arising:

Correspondence:

Inwards

Snail Mail:

NZ Bridge player certificates (rec'd 8/10)

NZ Bridge draft constitution and AGM documents (rec'd 10/09)

Email:

Winton Bridge Club – Swiss Pairs Entry Form – (rec'd 8/10)

Secretary NZ Bridge – Updated directors list (rec'd 8/10)

Marie Kean – Hire of Club rooms info (rec'd 8/10)

Bridge NZ Player Transfer – (rec'd 6/10)

BridgeNZ – Pat Oyston holiday closure 18/10-1/11 (rec'd 6/10)

Secretary NZ Bridge – Confirmed minutes 2023 AGM (rec'd 6/10)

Secretary NZ Bridge – NZB constitution adopted at AGM (rec'd 6/10)

Secretary NZ Bridge – Facebook Marketing Campaign (rec'd 5/10)

NZ Bridge – Mel Auld Facebook Marketing Campaign (rec'd 3/10)

Christine Samson – card dealing – (rec'd 3/10)

Ricoh statements – (rec'd 2/10)

Bridge NZ Player Transfer – Mavis Grant (rec'd 1/10)

Margaret Auty – cash summary breakdown – (rec'd 30/09)

Denise Tetlow – Financial Statements query – (rec'd 30/09)

Community Connector – Invitation to Taieri Emergency preparedness Community hui – (rec'd 30/09)

Margaret Auty – Management review letter for file – (rec'd 30/09)

David Larson – Table card payment – (rec'd 30/09)

IRD – (Rec'd 30/09)

Bridge NZ Player Transfer – Jenny Wanrooy (30/09)

Christine Samson – Visitors new rules (rec'd 25/09)

Pam & Wayne Hodgkinson – Otago/Southland Congress– rec'd (25/09)

Dawn Cope – Otago/Southland Congress (rec'd 25/09)

Jude Smeijers - Downer notice regarding street works – (rec'd 24/09)
Mercury statement – (rec'd 22/09)
Fiona Ellis – Table money deposit – (rec'd 24/09)
DCC Alcohol Licensing Newsletter– (rec'd 23/09)
Robert Cowan – Table money discussion AGM agenda (rec'd 22/09)
Xero invoice \$64.69 – (rec'd 21/09)
Ricoh invoice \$60.47 – (rec'd 20/09)
IRD do not reply (rec'd 20/09)
Bridge NZ Secretary – newsletter (rec'd 19/09)
Bridge NZ Secretary Levies and session charges – (rec'd 18/09)
Valerie Wright – apology for AGM for herself and Denise (rec'd 14/09)
IRD message to review– (rec'd 13/09)
NZ Bridge updated player Kitty Caldwell – (rec'd 11/09)
Otago Southland bridge – Constitution Updates – (rec'd 11/09)
One NZ invoice - \$58.98 - (10/09)
Mel Auld Bridge NZ – Photographs at Congress (rec'd 10/09)
Bridge NZ Secretary – Stop cards (rec'd 10/09)
Bridge NZ Secretary – NZ Bridge constitution – (rec'd 10/09)
Bridge NZ Secretary - Board meeting minutes - (rec'd 10/09)
Mel Auld NZ Bridge facebook campaign – (rec'd 10/09)
Secretary NZ Bridge Board Tournament level director assessments – (rec'd 9/09)

Outwards:

Christine Samson – Response to email regarding card dealing – (3/10)
Christine Samson – Response to email regarding new rules for Saturday visitors – (26/09)
Robert Cowan – Acknowledgement of his request re an item for the AGM agenda – (22/09)

Acceptance of correspondence moved by Diane and seconded by Marg.

Treasurer's Report:

The treasurer's report for October is below.

Taieri Bridge Club	
Accounts for Payment October 2024	
Mercury	\$ 303.87
Ricoh	\$ 60.47
Xero - Sept/Oct	\$ 64.69
One.nz	\$ 58.98
Wages - October (approx till Fun night hours known)	\$ 674.44
PAYE - September	\$ 114.57
Simple Saver - October	\$ 200.00
Challenge Marketing - 50 tumbler glasses/set up	\$ 476.10
Southern Audit - review of club financials	\$ 1,242.00
Challenge Marketing- 100 keyrings/set up	\$ 379.50
	\$ 3,574.62
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up October	\$ 500.00
Kitchen account - bar payments	\$ 186.53
Kitchen account - kitchen payments	\$ 159.28
	\$ 845.81
Total approved	\$ 4,420.43

As it is very early in the financial year there is very little to report at this time with all items in line with what would be expected for the month.

Following the recent review of the financial statements Southern Audit prepared a Review Management letter that the Treasurer discussed with the committee.

It has been highlighted that Margaret needs specific authority to communicate with Inland Revenue. The committee, therefore, unanimously agreed to the following motion:

Diane Paterson moved that Margaret Auty as Treasurer be appointed as the Executive Office Holder to act on the behalf of the Taieri Bridge Club at Inland Revenue. Seconded Lyn McLaren. Carried.

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

Committee Reports

Building:

Two quotes for heat pump replacement have now been received. They are similar in price and scope. It was agreed to leave the decision regarding replacement until the first meeting next year. If the decision is to go ahead then it was felt this should be done before the winter.

Bar:

Stationery Supplies:

Kitchen:

Patsy Williams has been the purchasing officer for seven years. She, however, will not be continuing in the role. After discussions Lyn agreed to fill the role.

Diane moved Lyn McLaren to fill the role of Purchasing Office to replace Patsy Williams. Seconded Jan. Carried

Lyn will need to become a bank signatory 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.

Cards Sent:

The club members are very sad about the recent death of Alan Lewthwaite, a well respected and very popular member of our club. Many of the club members are attending his funeral. Marie, as president, is to buy a remembrance plant to give to Alan's daughter.

Membership:

Following the request for confirmation of details for the programme book there have been three resignations – Mavis Grant, Jean McAlevey and Jenny Wanrooy.

Programme:

The dates for next years Charity tournaments are 27 April for the Otago Hospice Charity Pairs and 24 August for the local charity tournament. NZ Bridge has been asked if the Junior tournament could be changed to an Intermediate/Junior tournament next year (on Sunday 5 Oct). We are awaiting confirmation.

Fun night 28 October – will be catered by Marie and her team. The price will be \$15 for the meal and bridge.

John Sheehy has confirmed he will direct next year on the Wednesday championship pairs night.

Jan reported that the \$6 table money was causing no problems.

Learners:

The NZ Bridge Facebook campaign to attract new players is finalised for the upcoming year and an email has been sent out to clubs explaining the aims of the campaign and how to participate. At the August committee meeting we agreed to be a part of the NZ Bridge social media campaign and we would do local newspaper advertising, posters etc as well. Confirmation to proceed with the campaign is required at the end of November and the cost will be

\$350. To proceed we do need to provide some photography of people enjoying themselves at the bridge table. It was felt we could take some photos on our fun night so we will follow up that suggestion.

Computers:

Health & Safety:

Privacy Matters:

Interests Register:

No change

General Business:

Glasses and key rings for the prize giving are all organised.

Downer's report shows there will be road closures from 10 October and likely to be two months. Marie has alerted members on Monday and Wednesday nights so most will know parking may be an issue.

Meeting closed at 7.30pm. The next meeting will be held on Tuesday 11 November at 6.30pm at the Taieri Bridge Club.

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

Aug 2024

- Refresher course on transfers.

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 start getting a sub-committee for lessons.

Nov 2024

- To consider if AGM should be on another a Tuesday night instead.
- Sub-committee to be formed to attract new members. \$600 advertising to be spent.

Nov 2024

- Fire evacuation drill to be held

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 30 September 2024		
Account	Sept 2024	Year to date
Income		
Bar Sales	\$ 238.27	\$ 238.27
Donations	\$ 2.00	\$ 2.00
Interest Earned	\$ 90.72	\$ 90.72
Subscriptions	\$ 25.22	\$ 25.22
Table Money	\$ 1,829.47	\$ 1,829.47
Tournament Income	\$ 52.17	\$ 52.17
Total Income	\$ 2,237.85	\$ 2,237.85
Less Expenses		
Accounting Software	\$ 53.25	\$ 53.25
Bar Purchases	\$ 162.20	\$ 162.20
Electricity	\$ 311.96	\$ 311.96
Kitchen Expenses	\$ 188.14	\$ 188.14
Office Expenses	\$ 59.15	\$ 59.15
PAYE Payable	\$ 28.61	\$ 28.61
Property Expenses	\$ 187.48	\$ 187.48
Telephone & Internet	\$ 51.29	\$ 51.29
Wages	\$ 575.00	\$ 575.00
Water Rates	\$ 62.22	\$ 62.22
Total Expenses	\$ 1,679.30	\$ 1,679.30
Surplus (Deficit)	\$ 558.55	\$ 558.55
Plus GST Movements		
GST Collected	\$ 321.87	\$ 321.87
GST Paid	-\$ 587.36	-\$ 587.36
Net GST Movements	-\$ 265.49	-\$ 265.49
Net Cash Movement	\$ 293.06	\$ 293.06
Summary		
Opening Balance	\$ 65,276.27	\$ 65,276.27
Plus Net Cash Movement	\$ 293.06	\$ 293.06
Cash Balance	\$ 65,569.33	\$ 65,569.33

Profit and Loss		
Taieri Bridge Club		
For the month ended 30 September 2024		
Account	Sept 2024	Year to date
Trading Income		
Bar Sales	\$ 179.57	\$ 179.57
Donations	\$ 2.00	\$ 2.00
Interest Earned	\$ 90.72	\$ 90.72
Table Money	\$ 1,820.77	\$ 1,820.77
Tournament Income	\$ 52.17	\$ 52.17
Total Trading Income	\$ 2,145.23	\$ 2,145.23
Gross Profit	\$ 2,145.23	\$ 2,145.23
Operating Expenses		
Accounting Software	\$ 56.25	\$ 56.25
Bar Purchases	\$ 162.20	\$ 162.20
Depreciation	\$ 168.90	\$ 168.90
Electricity	\$ 264.23	\$ 264.23
Kitchen Expenses	\$ 60.57	\$ 60.57
Office Expenses	\$ 52.58	\$ 52.58
Prizes & Engraving	\$ 414.00	\$ 414.00
Property Expenses	\$ 187.48	\$ 187.48
Telephone & Internet	\$ 51.29	\$ 51.29
Wages	\$ 575.00	\$ 575.00
Total Operating Expenses	\$ 1,992.50	\$ 1,992.50
Net Profit	\$ 152.73	\$ 152.73

Balance Sheet	
Taieri Bridge Club	
As at 30 September 2024	
Account	30 Sept 2024
Assets	
Bank	
Kitchen Account	\$ 638.47
Main Account	\$ 6,708.41
Prudent Res - Carpet (Bonus Saver)	\$ 11,028.84
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	\$ 65,569.33
Current Assets	
Accounts Receivable	\$ 60.00
Bar Stock	\$ 643.75
Total Current Assets	\$ 703.75
Fixed Assets	
Buildings	\$ 149,996.00
Less Acc Depn on Buildings	-\$ 113,203.46
Less Acc Depn on Plant & Equipment	-\$ 50,428.05
Plant & Equipment	\$ 55,952.15
Total Fixed Assets	\$ 42,316.64
Total Assets	\$ 108,589.72
Liabilities	
Current Liabilities	
Accounts Payable	\$ 1,019.70
GST	\$ 175.50
Revenue in Advance	\$ 1,986.99
Total Current Liabilities	\$ 3,182.19
Total Liabilities	\$ 3,182.19
Net Assets	\$ 105,407.53
Equity	
Club Balance	\$ 105,254.80
Current Year Earnings	\$ 152.73
Total Equity	\$ 105,407.53