

MINUTES OF THE MEETING OF THE TAIRI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.00 P.M. ON 13TH SEPTEMBER 2022.

Present: Jen Macartney, Barbara Wilkes, Marie Kean, Bob Gillanders, Carol Adler-Morgan, Avril Power, Jenni Wright, Mavis Hastie, and Merv Muir

Apologies: Jenny Magee, Robert Cowan

Minutes of Meeting of 9 August 2022: Barbara moved that the minutes are true and correct, seconded by Carol.

Matters arising:

Correspondence: **Inwards**

Snail Mail:

Email:

NZ Bridge – Board minutes from 16 Aug – (rec'd 13/09).

Sonya Adams – don't forget to register for NZ Wide Pairs. (rec'd 13/09).

Christine Samson – Away for 3 weeks so may need interim partnership officer – (rec'd 13/09). Merv happy to fill in for this.

Vodafone - \$99.34 – (red/d 11/09).

IRD – Cost of Living letter – (rec'd 10/09). *Barbara to forward on to scam team.*

NZ Bridge – copies of levies invoices – (rec'd 09/09).

NZ Bridge – Wellington Bridge Club offering lessons to school age children – (rec'd 08/09).

NZ Bridge – poster for Lovelock Wines New Zealand Wide Pairs on 11th Nov – (rec'd 08/09).

Bridge NZ – closed from 23/09 to 24/10. – (rec'd 08/09).

OS Bridge Admin – invitation for zoom meeting on 25/09 at 1 pm to discuss post COVID. Requiring a RSVP – (rec'd 07/09).

Sonya Adams – inviting members to last minute training on discard signals – (rec'd 06/09).

Mt Albert Bridge Club – flyer for Restricted 8B tournament – (rec'd 06/09).

O/S Bridge Admin -info on Directors' workshop in Canterbury – (rec'd 05/09).

Graham Scott – return of form from Mosgiel Ladies Probus Group – (rec'd 05/09).

IRD – reminder about GST return being due – (rec'd 02/09).

OfficeMax Statement – (rec'd 02/09).

Charities Services Info – reminder about financial accounts to be submitted – (rec'd 01/09).

Ricoh Statement – (rec'd 01/09).

Brandwell Moller – Statement – (rec'd 1/9).

DCC – letter saying high water consumption – (rec'd 31/08).

DCC – Water invoice - \$78.09 - (rec'd 31/08).

NZ Amateur National Sports Club survey – (rec'd 31/08).

Brandwell Moller - \$8.65 – (rec'd 31/08).

Derek Tingle – re showing in NZ Bridge manual accepting of the weak 2's bidding as part of Junior Tournament accepted bidding system – (rec'd 31/08).

DCC – replacing water meters – (rec'd 29/08).

NZ Bridge – latest newsletter from Chairman – (rec'd 26/08).

NZ Bridge – announcing men's team to compete in Asia – (rec'd 26/08).

Ricoh Billing - \$65.91 – (rec'd 23/08).

O/S Bridge Admin – re training on Director's workshop in Christchurch in October – (rec'd 22/08).

Sonya Adams – NZ Wide Bridge – need confirmation by 30/09 usual info – (rec'd 22/08).

Willow & Silk - \$6,400.00 – (rec'd 22/08).

Xero - \$53.48 – (rec'd 21/08).

IRD – letter – (rec'd 21/08).

NZ Bridge – re NZ Wide Pairs – (rec'd 19/08).

Sonya Adams – wanting to catch up with me on 27 Aug – (rec'd 19/08).

Mercury invoice - \$384.63 due 28/09 – (rec'd 19/08).

O/S Bridge Admin - Flyer for Winton Graded Tournament on 17/09. – (rec'd 18/08).

O/S Bridge Admin – Christchurch Mini Congress – (rec'd 18/08).

O/S Bridge Admin – Flyer for All Grades Tournament in Timaru on 4/9 – (rec'd 18/08).

NZ Bridge – regarding test assessment for Director 15-17 Oct – (rec'd 18/08).

Timaru Bridge Club – Flyer for All Grades Tournament 4/9 – (rec'd 17/08).

NZ Bridge – Board minutes from 12/07 – (rec'd 17/08). *(NZ Bridge doing work on preparing guidelines for Clubs to meet the requirements of the Incorporated Societies Act changes).*

Victoria Bridge Club – Flyer for Intermediate and Junior Tournament – (rec'd 16/08).

Willow & Silk – Invoice for initial colour consult - \$207.00 – (rec'd 16/08). *Invoice has been credited.*

Val Wilson – reporting on keys – (rec'd 16/08).

Graham Scott – from one of the people that hire our rooms – will complete form at next meeting – (rec'd 15/08).

Xero – price increase of \$4.00 per month starting from 15/09 – (rec'd 15/08).

Derek Tingle – query about playing conventions on Monday nights – (rec'd 13/08).

OfficeMax Invoice - \$129.56 – for paper towels – (rec'd 12/08).

Brandwell Moller – badge ready for collection – (rec'd 11/08).

Outwards:

Letter welcoming Ulli Graham as new member.

Acceptance of correspondence moved by Barbara and seconded by Carol.

Treasurer's Report:

The treasurer's report for September is attached.

ACCOUNTS TO PAY SEPT 2022

Mercury	\$346.17
Ricoh	\$65.91
Vodafone	\$99.34
Wages	\$157.81
PAYE	\$72.19
Simple Saver	\$200.00
GST	\$553.41
Dale Cameron	\$9.90
OfficeMax	\$129.56
Brandwell Moller	\$8.65
Water Rates	\$78.09
NZ Bridge	\$408.48
NZ Bridge	\$442.75
Subtotal	<u>\$2,572.26</u>

Paid since last meeting	
Xero	\$53.48
Kitchen account top up	\$300.00
Willow & Silk (50% deposit)	\$3,200.00
Subtotal	<u>\$3,553.48</u>

Grand Total **\$6,125.74**

Bar Stocktake – tops for spirits measure – Jen to look into it. Lots of old glasses to go to Charity. Needs to be a system for purchasing. Need stocktake for EOY financials.

Room Hire Forms – to be updated.

End of Year Financials - Books away to Auditor.

Advertisers Invoices – list of advertisers to be confirmed. \$40 for ½ page.

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

Committee Reports

Building:

Drapes/Blinds – A deposit was paid on 1/9 to Willow & Silk for Blinds. Installation may be 1st week of October.

Painting of windows – agreed by committee to go with – already started

Rubbish Collection - \$4.40 per big bag and 2 bags per week. Agree to pay for half of Jen's wheelie bin cost.

Vinyl – 22nd September. Everything to be out of the kitchen. Bob to move fridge and stove and trolley before 8 am Thursday. Need someone here to unlock the building – see if Alan can do this.

Water usage – got a leak. Alan took a reading on Friday and then took a reading on Saturday and we used 10 litres of water when we shouldn't have used any at all.

Shaws have been rung to fix this.

Bar:

Hold off any more purchases for a while.

Stationery Supplies:

Kitchen:

Cards Sent:

Cards sent to family of Helen Haig. Thinking of you card to go to Pat Scanlan. Card to go to Dianne for her father passing.

Membership:

Ulli not paid her membership fees.

3 people have rung for lessons for next year.

Programme:

Charity Tournament – 28 August – 15 tables and raised \$690.00. Should be \$15.00 in future. Cash given to them already. Receipt to come.

Junior Tournament – 2nd October – ask Lindsay to direct. Judith to organise flyers. No help required for catering.

Recommended start time – in book it says 10 minutes but directors often ask people to arrive 15 minutes. To be amended in programme book. To go in newsletter.

Partners to be found until after AGM.

Computers:

All ok

Health & Safety:

All ok

General Business:

AGM - 17th October– what is needed, books audited? Christine McNamara to be auditor. 1 committee member still required.

Non-vaccination stance – Bob proposed that we allow people to come whether they are vaccinated or not, seconded by Merv. Because of govt changes the vaccination stance has been abandoned. I will email Claire Rombouts to tell her.

Honorariums – looking at how much was from previous. Jenni proposed that the name of Reimbursements change to Honariums, seconded by Merv. Agreed unanimously.

Committee to propose that the Honorariums be increased (not increased for at least 10 years) by \$100.00 per recipient (President, Treasurer, Secretary, Auditor).

L It was agreed that a small gift be given to Robert and Dale as appreciation.

Christmas party – check if same format as last year.

Ideas for 50th celebrations – 13th May. Have a photo of the group. Look for old photographs. Cake. Start at 4 o'clock. Photographer.

Doubling on Monday nights. Doubling is allowed on Monday night but please be considerate to learners.

Meeting closed at 8.12 pm. The next meeting date will be 11th October 2022 at 6 o'clock.

Action List

Sept 2022

- To come up with 10 year plan for capital expenditure

February 2023

- Check with Crombie Lockwood for quote on different insurance.

June 2023

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

October 2023

- Tablecloths to be washed.

Cash Summary
Taieri Bridge Club
For the month ended 31 August 2022
Including GST

	Aug 2022	YTD Actual
Income		
Advertising Income	\$86.25	\$822.50
Bar Sales	\$641.00	\$4,547.80
Interest Earned	\$54.59	\$232.85
Investment Interest	\$0.00	\$305.86
Lesson Income	\$0.00	\$560.00
Rent	\$0.00	\$1,875.00
Subscriptions	\$42.00	\$6,262.50
Sundry Income	\$9.00	\$1,262.13
Table Money	\$2,770.00	\$21,300.00
Tournament Income	\$0.00	\$1,025.00
Accounts Receivable	\$0.00	-\$10.50
Total Income	\$3,602.84	\$38,183.14
Less Operating Expenses		
Accounting Software	\$106.96	\$779.74
Bank Fees	\$0.00	\$3.00
Bar Expenses	\$0.00	\$161.00
Bar Purchases	\$208.61	\$1,673.95
Cleaning Sundry	\$0.00	\$121.35
Cleaning Wages	\$184.00	\$2,392.00
Electricity	\$324.22	\$3,529.74
Insurance	\$0.00	\$3,653.16
Kitchen Expenses	\$70.42	\$2,125.97
Lease Payments	\$0.00	\$1,371.18
Lesson Advertising	\$0.00	\$100.60
Lesson Tutor	\$0.00	\$600.00
Levies & Charges	\$0.00	\$2,245.26
Office Expenses	\$82.89	\$1,736.38
Playing Materials	\$0.00	\$1,095.75
Prizes & Engraving	\$8.65	\$593.55
Property Expenses	\$1,943.50	\$7,201.37
Reimbursements	\$0.00	\$1,150.00
Repairs and Maintenance	\$255.00	\$657.46
Sundry Expenses	\$0.00	\$1,619.79
Supper Expenses	\$300.00	\$2,550.00
Telephone & Internet	\$98.98	\$1,125.25
Tournament Expenses	\$28.00	\$138.38
Water Rates	\$0.00	\$244.18
Cash Float	\$0.00	\$40.00
GST	\$0.00	\$1,102.06
PAYE Payable	\$0.00	-\$2.00
Rounding	\$0.00	\$0.01
Total Operating Expenses	\$3,611.23	\$38,009.13
Operating Surplus (Deficit)	-\$8.39	\$174.01
Plus Non Operating Movements		
Plant & Equipment	\$0.00	-\$3,498.64
Total Non Operating Movements	\$0.00	-\$3,498.64
Net Cash Movement	-\$8.39	-\$3,324.63
Summary		
Opening Balance	\$68,449.76	\$71,766.00
Plus Net Cash Movement	-\$8.39	-\$3,324.63
Closing Balance	\$68,441.37	\$68,441.37

Profit and Loss

Taieri Bridge Club

For the month ended 31 August 2022

Account	Aug 2022	YTD
Trading Income		
Advertising Income	75.00	715.22
Bar Sales	557.39	3,907.64
Interest Earned	54.59	232.85
Investment Interest	0.00	305.86
Lesson Income	0.00	486.96
Rent	0.00	1,630.40
Subscriptions	32.52	5,459.73
Sundry Income	7.83	1,097.55
Table Money	2,278.32	17,904.83
Tournament Income	0.00	891.31
Total Trading Income	3,005.65	32,632.35
Gross Profit	3,005.65	32,632.35
Operating Expenses		
Accounting Software	0.00	571.50
Bank Fees	0.00	3.00
Bar Purchases	181.40	1,455.60
Cleaning Sundry	0.00	105.52
Cleaning Wages	184.00	2,392.00
Depreciation	352.52	5,115.30
Electricity	0.00	3,069.35
Insurance	0.00	3,176.66
Kitchen Expenses	61.23	1,848.68
Lease Payments	0.00	1,192.33
Lesson Advertising	0.00	87.48
Lesson Tutor	0.00	600.00
Levies & Charges	0.00	1,952.40
Office Expenses	107.31	1,603.10
Playing Materials	0.00	952.82
Prizes & Engraving	7.52	516.13
Property Expenses	1,690.00	6,875.10
Reimbursements	0.00	1,000.00
Repairs and Maintenance	221.74	571.70
Sundry Expenses	0.00	1,600.25
Supper Expenses	300.00	2,490.00
Telephone & Internet	86.07	978.49
Tournament Expenses	24.35	120.34
Water Rates	0.00	212.33
Bar Expenses	0.00	140.00
Total Operating Expenses	3,216.14	38,630.08
Net Profit	(210.49)	(5,997.73)

Balance Sheet

Taieri Bridge Club
As at 31 August 2022

Account	31 Aug 2022
Assets	
Bank	
Cheque Account	7,698.01
Cheque Account (Kitchen)	90.91
Prudent Res - Carpet	16,186.68
Prudent Res - Heating 2	28,623.37
Prudent Res - Roofing	15,842.40
Total Bank	68,441.37
Current Assets	
Accounts Receivable	(133.60)
Bar Stock	553.06
Cash Float	120.00
Total Current Assets	539.46
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(107,006.62)
Less Acc Depn on Plant & Equipment	(55,080.59)
Plant & Equipment	58,818.51
Total Fixed Assets	46,727.30
Total Assets	115,708.13
Liabilities	
Current Liabilities	
Accounts Payable	12.43
GST	463.30
PAYE Payable	59.75
Rounding	(0.01)
Total Current Liabilities	535.47
Total Liabilities	535.47
Net Assets	115,172.66
Equity	
Club Balance	121,170.39
Current Year Earnings	(5,997.73)
Total Equity	115,172.66