

# Timaru Bridge Club Inc.

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**Minutes of the Club Committee meeting held in the Clubrooms 63  
Wilson Street Timaru on 20 February, 2020 at 7.00pm.**

## **Welcome**

Anne Glendining welcomed those present.

## **Present**

Anne Glendining, Allan Luscombe, Joe Harris, Penny Dewar, Julie Chambers, Ashley Milliken, Sue Milmine, Pauline Prendergast, Gavin Spence & Steve Geddes (Works Committee).

## **Apologies**

Cena Moulson, Cynthia Bailey

**Motion** – "That these apologies be received and sustained."

Seconded and carried

## **Minutes of 15<sup>th</sup> January 2020**

**Motion** – "That these Minutes be confirmed as a true and correct record of the Meeting."

Seconded and carried

**Additional Agenda Items:** Fire Drills, Housekeeping report, Improver's lessons, Brian Usher memorial, Heat Pumps

## **Matters Arising from Minutes**

- **Facebook site:** **Motion:** Deactivate the Facebook site for now. Canvas Club members by email to vote "yes" or "no" if a Facebook site is desirable. If "yes", then we need to find a member to manage the site under the guidance of the Committee.  
Seconded & carried
- **Mid-year function:** Carry forward to next meeting
- **Trophy Cabinet:** Steve & Ashley will work together and come up with a design for consideration.

## **Correspondence**

### **• Received**

#### **▪ Letter from Keith Nicholas**

-Read in its entirety to the Committee and discussed. The comments were appreciatively noted. Keith's significant contributions to the Club's computer development were also recognized.

-However, the Committee's consensus was that the original decision to purchase a new wireless access point was well informed, well intentioned and should stand.

-The Committee also agrees that in the future we will obtain more than one quote for all significant purchases.

▪ **Resignations:**

Magdalene Harper  
Van Vugt family

• **Outgoing correspondence**

Secretary's response to Wi-Fi stakeholders meeting was noted as being out of order.

• **Reminder --** all outgoing Club correspondence to go through the President

• **Incoming Club correspondence: *Motion:*** All incoming Club correspondence (both paper & electronic) needs to go through the current Club Secretary and/or the President for distribution as necessary.

Seconded & carried

**Anne** will communicate this decision to the general membership and also to former Club officers. The administrative function of the Club email account will need to be transferred to the Club Secretary.

**Treasurer's Report**

- Report accepted as submitted
- Reviewed total deposits and withdrawals thru 31/01/20.
- There are seventy 2020 subscriptions still outstanding. Penny will follow up.
- Pauline closed the ANZ acct and funds transferred to current account.
- ***Motion:*** Approve payments for annual liability insurance (approx. \$3800/yr) and purchase of new first aid supplies.

Seconded & carried

Noted that in the future, any purchases on behalf of the Club should first be approved by the Committee -- and if "medical" in nature, it might be wise to consult a Club member with medical expertise.

**Membership Report**

We need to track membership details from one common database, accessible (from home) and editable by the Treasurer, Membership Chairperson and the Club Secretary. The Committee requests that the Computer Manager (**Bill Mechia**) review this issue and propose a solution.

Also, we need to sort out which Club member tracks member's registration with NZ Bridge. This should be the responsibility of the Membership Chairperson or the Secretary and included in the membership database. **Joe** will look into this.

## Directors' Report

- Report accepted as submitted
- **“Psyche” bids:** Cannot be prevented but should be discouraged. Please notify the Director and have any such bid recorded.
- **Flip cards for Directors:** **Motion:** Purchase 6 additional flip-cards (\$15 @) for Directors.

Seconded & carried

- **Ashley** will investigate shrinking the documents available on NZ Bridge to A5 size as a possibly more cost-effective solution.
- Agreed that all flip-cards should be signed out and tracked. **Allan** to set up system for documentation.

## Bar Committee Report

- Report accepted as submitted
- Current bar license expires 31/7/21 – so no urgency regarding any changes.
- Essentially all bar revenue is from tournaments and social events.
- Possible to switch to less expensive “event” license catering only for tournaments and socials, although exact dates would need to be known in advance.
- **Ashley** will investigate a trial run of opening the bar *before* play begins (perhaps 6:45 PM?) on M, T & W as well as increasing drink prices to improve revenue.

## Computer Report

- New shelving for charging station completed and new trolley will soon be constructed.

## Works Report

- Steve inspected roof and claim for hail damage has been filed with insurance company.
- Steve recommends that we establish a Maintenance Fund to cover expected repairs of an aging building. **No definite action taken.**
- Query regarding placing steel grating over hole on “Exit” driveway. **Steve** will investigate.

## Personnel Report

- Report accepted as submitted
- The cleaning fee for any tournament is built into the tournament fee, not paid from general funds
- There will be some slight increase in cleaning hours not included in the submitted report
- **Motion:** We will increase wages (as required by law) at the beginning of the week of 1st April, 2020

Seconded & carried

## **Tutoring**

- Posters & flyers distributed and on front page of website. Also in Pleasant point newsletter and promoted on Hospital Radio.
- **Anne** will try to sort out how to incorporate a 6 month provisional Club membership into the fee for Beginner's lessons.

## **Website working group report**

- Website ready for release
- Helpful to have "Who to call for a partner" information on the site but will need to obtain permission from those individuals first. **Joe** will follow up.
- Will post contact details for President, Treasurer & Secretary on site.
- Will post Committee Meeting minutes on site when they have been approved.
- Will set up newsletter function thru site

## **Silver & Gold Committee reports**

- Accepted as submitted
- Gold group would like awards presented prior to the AGM – will carry forward to next meeting.

## **Memorial for Brian Ussher**

- **Motion**: Allow family to place memorial in front garden (to be located in consultation with Steve Geddes – Works Committee)  
Seconded and carried

## **Heat Pumps**

- **Motion**: Approved up to \$200 for annual service and cleaning  
Seconded and carried

## **Fire Drills**

- Both Silver and Gold sections will need to conduct a Fire Drill in the coming 4-6 weeks (while it is still light outside)

## **Housekeeping**

- Report accepted as submitted.
- Several maintenance items noted (**Gavin & Steve** will address)
  - Dripping kitchen tap
  - Sliding doors under bench are sticking
  - Curtains need cleaning and new hooks (although age of curtains may be an issue) **Pauline** will follow up.

## **Voucher storage**

- Julie & Pauline will arrange for secure storage of vouchers at the Club

**Emergency Committee**

- Currently the President, Treasurer & Secretary and Anne is working on finding someone to serve as Vice President.
- Also noted the position of “Go To” person is open. Pauline is considering taking on that role.

**Pauline noted that “When the Committee makes a decision, no member of the Committee should speak against that decision”.  
All agreed.**

**Motion:** Ashley authorized to proceed with purchase of foam and fabric to reupholster chairs.

Seconded and carried

**Next Meeting: tentatively scheduled for Thursday, 19 March, 2020 @ 7 PM**

**Meeting adjourned 9:00 PM**

**Confirmed**..... Anne Glendining

**Date**..... 4/6/2020 (long delay due to Covid lockdown)

Submitted by  
Joe Harris, Secretary