

# Timaru Bridge Club Inc.

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**Minutes of the Club Committee meeting held in the Clubrooms 63  
Wilson Street Timaru on 10 June 2020 at 5:30pm.**

**(NB: This meeting was focused on several urgent issues to allow the  
Club to reopen on 15 June after being on Covid lockdown for 3 months.  
Therefore, more routine matters were deferred.)**

## **Welcome**

Anne Glendining welcomed those present.

## **Present**

Anne Glendining, Allan Luscombe, Cena Moulson, Joe Harris, Penny Dewar,  
Julie Chambers, Ashley Milliken, Sue Milmine, Cynthia Bailey, Pauline  
Prendergast & Gavin Spence.

Guests attending part of the meeting: Steve Geddes (Works), Bill Meechia &  
Keith Nicholas (Computer)

## **Apologies**

None

## **Minutes of Thursday 4 June 2020**

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

Seconded and carried

**Additional Agenda Items:** None

**Matters Arising from Minutes** Deferred

**Correspondence** Deferred

**Reports** Deferred

## **Urgent Business**

### **▪ Update on roof repair**

Steve Geddes reported that the roof will be recoated the later part of  
November. This will involve scaffolding around the Club and have an  
impact on parking for about 1 week. Colour choices were reviewed and  
"Charcoal" was selected as the new roof colour. Steve's excellent work in  
arranging the roof repair was appreciatively noted.

(Steve left the meeting at this point)

▪ **Approval of new Competition Schedules**

The recommendations of the Match Committee regarding amended Silver & Gold competition schedules were reviewed.

**Motion:** The recommendations be accepted, emailed to members and posted on the website.

Seconded and carried

▪ **Membership phone survey**

The Committee agreed to try to contact every Club member by phone prior to reopening on 15 June. This will allow even those without email (or who do not access email regularly) to be aware of the opening date. We will also inquire:

- Do they plan to return to the Club?
- Do we have their correct contact details?
- Do they have any other questions or concerns?

▪ **Reopening dates**

The Club will reopen 15 June, 2020 with normal play resuming on Monday & Tuesday evenings and Friday afternoon. Wednesday evening bridge will remain on hiatus for the time being. Bridge lessons will be deferred until 2021.

▪ **Club bookings**

Discussion re: having the housekeeper manage the outside bookings of the Club rooms. This was apparently the situation in the past. General agreement that it was an idea worth exploring and will be carried forward to the next meeting for further consideration.

▪ **Electronic Records/Timaru Bridge Club**

The Secretary, Treasurer & Membership chairperson had previously agreed to manage the Club membership list on a Google Sheets spreadsheet so that it could be easily edited & accessed by any of us from home. (This information had previously been managed on an Excel spreadsheet on the Club computer)

This change was communicated to the previous Computer Manager. After a discussion with the President, it was felt that a review of the management of the Club's electronic records by the Committee was in order.

(The current Computer Manager, Bill Meechia & the former Computer Manager, Keith Nicholas joined the meeting at this point, 6:10pm)

They presented documents (attached) outlining what they felt would be optimal management of the Club's electronic records in light of our Constitution's rule 15b.

This was discussed at length.

- The Committee agreed that the records were the property of the Club and any physical documents should be stored at the Club. Furthermore, all appropriate individuals should be able to access the records from the Club. However, storing the electronic documents on a remote server was acceptable.

Discussion re: our **financial management software**. The Committee agreed that access should be limited to the Treasurer and one other Committee member (currently the Membership chairperson)

Discussion re: our **membership list**. The Committee agreed that it can be managed on Google Sheets with access limited to: Secretary, Treasurer, Membership chairperson & Program book editor.

Discussion re: our **email account** (Outlook). The Committee agreed that all emails should come to the Club Secretary first, who will then forward appropriately. The Computer Manager will be sure that the Secretary has administrative rights to the Club email account.

Discussion re: **NZ Bridge**. The Committee agreed that administrative access should be limited to: Computer Manager, Secretary, Treasurer & Tournament Secretary.

Discussion re: **new wireless access point (WAP)**.

**Motion**: We have the new WAP in hand. We will move forward with installation. If there are any issues after installation, we will deal with those as they arise.

Seconded and carried

▪ **Final thoughts**

It was noted that the Committee is working very hard to be open and transparent, but that requires that the Committee be aware of all the processes that are in place, including who has access to various records.

The Committee assured the Computer Manager that we support him in his role and would like to work with him to move the Club forward.

It was agreed that there are still outstanding issues which will be considered further at our next meeting.

The meeting closed with Pauline stating:  
“All of us around this table are here for bridge. We want to play good bridge and get on with people. And we want to make our facility the best it can be. So what we must all do is be open, honest and transparent.”

**Next Meeting: 24 June, 5:30 pm**

**Meeting adjourned 7 PM**

**Confirmed.....**

**Date.....**

Submitted by  
Joe Harris, Secretary

**Timaru Bridge Club IT**  
**Electronic Records / 10<sup>th</sup> June 2020**

The Computer Manager is ultimately responsible to facilitate, adjust / improve and oversee the effective functioning of all the management processes identified below.

There is no problem with documents / records being used "off site" but to enable Computer Manager Back-up users must ensure all such documents / records are stored in a current electronic status at the Timaru Bridge Club. This is also a requirement of the Timaru Bridge Club Constitution (15b).

**15. Records**

- b) The Committee shall hold the Club's records, documents, and books at the Club rooms.

	<b>Records</b>	<b>Where Stored</b>	<b>Principle Users</b>	<b>Other</b>
1	<b>Minutes</b>	Club Computer Paper Record	Secretary Club Members	
2	<b>Membership</b>	Club Computer Excel	Secretary Treasurer Programme Booklet Editor	Cloud?
3	<b>Scoring</b>	Club Computer Scorer V 20	Divisional Scorers Tournament Scorers Directors Club Captain	Cloud Backup
4	<b>email</b>	Club Computer Outlook	Secretary	Password to setup
5	<b>NZ Bridge</b>	Club Computer	Computer Manager Secretary Treasurer Tournament Secretary	Password Online
6	<b>Cash Book</b>	Club Computer Cash Manager Rural	<i>Treasurer</i>	Password Cloud
7	<b>Website</b>	Club Computer WordPress	Webmaster	Password Cloud

## **Use and Users**

- 1. email – Many Users** - Invoices from services etc, Tournament flyers, NZ Bridge News & Business, Regional Committee News & Business, Tournament Entries Photocopy tracking
- 2. Membership – Many Users** - Subscription Invoices, Track Subscription payments, Mail Out to members, Update members details, add members, delete members, Programme Booklet.
- 3. Administrator – Many Users** - About 13 uses – Listed on separate sheet
- 4. Cash Book – One User** - Many uses
- 5. Website – One User** – Notices etc, Mail Chimp (also needs updates of membership)

## **List of uses NZB Administrator functions**

Adding a new player and assigning their NZB Computer Number.

Transfer a player to/from another club

Removing members

Adding a returning player who has an old Computer Number

Downloading a list of all club members

Manage the details of club (address, emails etc)

Edit a player

Check the results of a session or final ladder

Change the results of a session or final ladder

Edit tournament details

Looking at tournament entries

Managing tournament entries eg from emails or word of mouth

Download of entries and input into ScorerV20

Invoices checking