

Timaru Bridge Club Inc.

Minutes of the Club Committee meeting held in the Clubrooms 63 Wilson Street Timaru on 23 July 2020 at 5:30 pm.

Welcome

Anne Glendining welcomed those present.

Present

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

Guests: Steve Geddes (Works) & Bill Mechia (Computer) attended the first 30 min to give their reports.

Apologies - none

Minutes of Wednesday 24 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

- Club Maintenance Fund (Steve Geddes, Works)
Steve suggested that a Maintenance Fund be established to provide for on-going upkeep of the Club. He suggested a figure of \$5000 yearly.
Motion – "We will set aside \$5000/yr in a Maintenance Fund, to be reviewed at each Committee meeting"
Seconded and carried
- Trophy Cabinet (Ashley)
Discussion re: if a trophy cabinet is really necessary. Noted that the cabinet was sanctioned by a previous committee and we should proceed. Ashley will investigate further to try to find a pre-owned cabinet and/or get a quote on a new one. Deferred until next meeting.
- Club Bylaws (Penny)
The draft bylaws were distributed but Penny has received no feedback from the Committee. We will get information to her for reconsideration at the next meeting.
- "Country Subscriptions" (Paulene)
Geraldine (and apparently Temuka) members pay an additional \$65-70/yr to play in Timaru's Silver & Gold divisions. (They do not pay any additional to play on Friday afternoon). Joe will check membership & player lists and liaise with Penny to be sure this is occurring.
- House Manager contract (Pauline)
Since the Club was closed for 3 months of lockdown, we will hold off with a formal contract until the full 6-month trial period is concluded.

- Transition to fibre broadband (Joe)
Motion – Approve one-time expense of approximately \$420 to install cellular alarm connection and proceed with installation of fibre connection.
Seconded and carried

- Beginner lessons (Joe)
We need to identify a new tutor (or 2 or 3) so that Michael Johnstone (previous tutor) can “tutor the tutor”. Joe will include this request in weekly notices.

Joe will also send an email to previous students of the last 3 years extolling the virtues of Wednesday All Grades.

We will hold off on a survey of previous students until after the Holiday season.

- “Reserved” carparks
We will remove the “Reserved” signage

Ashley will investigate converting the “No Parking” area into a possible disability carpark.

Correspondence

- Letter from Kay Nicholas re: Club Bookings 2020
Agreed that Kay will manage outside Club hires, including issuing invoices (with copies to Treasurer) and liaising with cleaners when necessary. Also suggested that a bi-monthly or quarterly “Room Hire report” to the Committee would be useful.
- Letter sent to First Love Christian Fellowship
Couriered letter sent requesting payment of arrears (since March 2019). The Church has since agreed to pay the outstanding balance of \$4680 over the course of the next year or so. Joe will draft an agreement outlining the payment schedule, also indicating that if they are not using the facility on a particular Sunday, they must let us know in advance so we can cancel the cleaners.

Reports

- Treasurer
Cash flow report reviewed and accepted. All payments approved.
- Housekeeping
Reviewed and accepted report from the Housekeeper regarding cleaning activities.

Motion – Authorize the House Manager to obtain quotes for purchase of a steam cleaner

Seconded and passed

- Works (Steve)
Works will begin prioritizing future Club projects. Anyone with suggestions for projects should contact Steve.

Building warrant of fitness inspection is next week. Steve and Gavin will follow up. Expected expense of \$300.

Roofing: Steve’s inspection indicates that guttering is in good condition. Recoating expected November/December.

Steve plans to organize repainting of soffits while scaffolding is in place for roof recoating.

- **Computer** (Bill)
Bill & Keith are still working together so Bill can get up to speed with all the issues.

Bill requests that we try to find someone to assist him in his role as Computer Manager. (Later, Allan suggested that Colin Truman might be available for this role next year. Allan will talk with Colin and report back)

New bridge scoring software is being installed and should be ready to go in 2-3 weeks.

Motion – Approve renewal of Club’s Microsoft 365 license

Seconded and carried

Agreed that tournament management (team draws, registration, etc) is NOT the responsibility of the Computer Manager. Those duties fall to the Tournament Committee (which can delegate appropriately).

Agreed that determination of Silver & Gold yearly awards will be done by individual division committees, NOT the Computer Manager.

Bill will prepare a “Computer Manager job description” for presentation at the next Committee meeting.

- **Tournament Committee** no report
- **Membership report** no report
- **Silver Division** (Sue) Report accepted
- **Gold Division** (Allan) Report accepted
- **Wednesday All Grade** (Allan)

Agreed that no C-points will be submitted for Wednesday All Grades play

The Committee recognized Allan’s significant contribution organizing Wednesday bridge.

General Business

- **Automated External Defibrillator (AED)**
Agreed that Joe will obtain quotes for the Club to purchase an AED. To be considered at next meeting.

Next Meeting Thursday, 17 September 2020 5:30 pm

Meeting adjourned 6:40 pm

Confirmed_____

Date_____

Submitted by
Joe Harris, secretary