

# Timaru Bridge Club Inc.

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**Minutes of the Club Committee meeting held in the Clubrooms 63 Wilson Street Timaru on 27 January 2022 at 5:30 pm.**

## **Present**

Tina Ivamy (via Zoom due to illness), Allan Luscombe, Joe Harris, Sue Milmine, Gavin Spence, Grant Patterson (departed 5:55pm), Mary McSherry, Carole Brand, Dorothy Bain, Julie Chambers & Anne-Marie Pavletich.

Also Bill Mecchia as Computer Manager (departed 6:22pm after completing his report)

**Apologies:** none

## **Minutes of 25/11/21**

Discussion re: documentation of bank signatories at previous meeting. This has been recorded in the 25/11/21 minutes and is available on the website.

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

## **Additional agenda items:**

- "Were constitutional changes filed with Incorporated Societies register?"  
Answer: "Yes" (Joe)
- "Policy re: requiring vaccine passes for room hires should be recorded in minutes"  
Answer: The following information has been on the Club's website: "*Under current Covid alerts, it is a requirement that ALL users of our Club Rooms have a valid Vaccine Pass. This includes all attendees of any private room hire. The person arranging the room hire is responsible for compliance and acknowledges that the Club is permitted to spot-check compliance with this requirement.*"  
It is now also recorded in the minutes. (Joe)
- "Will incoming correspondence be circulated to the Committee?"  
Answer: "Yes" (Joe)

## **Matters Arising**

- **Divisional Structure**

Grant presented the report of the sub-committee (Grant, Dorothy, Mary & Carole). Discussion of various options ensued.

Motion: We will organize a 3-month trial for Monday night players to visit and play on every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday night. The purpose is to encourage experienced Monday players to change to Tuesday night. If the trial is not successful, then the issue will need to be revisited as a matter of urgency.

Seconded and carried

To promote the trial, Carole will make a brief presentation on Monday night to encourage participation and Grant will make a presentation on Tuesday night so everyone is aware of what is happening. (Grant offered suggested scripts for these presentations)

- **Mixed Teams Event**

Grant will ask Michael Johnstone if he is willing to host another Thursday evening Mixed Teams event in 2022, as it was quite successful last year. Grant also offered to act as the organizer (or recruit others to help organize) if Michael is willing to act as Director of the event.

- **Asset register**

Julie reports that the asset register has been finalised in Xero.

- **Beginner lessons 2022**

Joe will liaise with Grant re: start date, probably early June but specific date yet to be determined.

- **Improver lessons 2022**

Mary suggested that it would be a good idea to have 2 levels of 2022 Improver lessons. The basic level for players just out of the 2021 Beginner class and a more advanced level for experienced juniors/intermediates. Perhaps once a month on Thursday night with the topic distributed in advance? Preferably using more than one tutor so the burden is evenly distributed. Assuming the Mixed Teams event goes ahead, these lessons could start upon completion.

## Correspondence

- Resignations from Shirley Reese-Jones & Lynne Lange
- New members accepted: Virginia Powell & Ian Van Delft

Seconded & carried

- 2023 tournament requests received from Canterbury Regional Bridge (CRB)  
Since we have a newly appointed Tournament Secretary (Anne-Marie) and we are still in the early stages of the Red traffic light Covid setting, we made no decision at this time. Joe will clarify dates and advise CRB that these requests will be considered at our next meeting. (Note: 2023 dates since confirmed as correct)

## Reports

- **Treasurer**

Accounts for payments last quarter 2021 circulated and reviewed

Motion: Payments approved

Seconded & carried

Final review of 2021 financials with Martin Wakefield still a work in progress. Carole will develop a budget for the Club once the 2021 review is finalised.

Carole requested clarification of Club policy re: "ring-ins do not pay table fees".  
Confirmed that this has been a long-standing policy.

Carole also requested clarification of Club policy re: no table fees on closing night.  
Confirmed that this has been a long-standing policy.

Carole has been doing a good bit of the banking for the Club. She has noted that if the cloth deposit bags are not placed well down into the "deposit slot" in the men's toilet, the bag ends up on the top shelf of the cabinet and could be easily retrieved. This is not an issue if the small plastic bags are used.

Carole discussed the Club's balance sheet and the previous review of projected replacement expenses. At the time of that review, it was estimated there were about \$90,000 of expected replacement expenses (curtains, carpets, heat pumps, etc) over the next 5 years. She indicated that we need to prioritise these replacement expenses and develop a plan to address the inevitable shortfall. She suggests we need to raise money outside of our playing fees and subscriptions (fund raising? sponsorships?)

It was recalled that Grant's previous replacement figures were in draft form and were going to be further refined. This topic will need to be revisited with some urgency. Carole will liaise with Grant so we can review at our next meeting.

- **Tournament Committee**

Pauline (previous Tournament Secretary) had submitted a report which was reviewed and discussed.

Anne-Marie is aware of the issues.

Specifically noted that items previously approved (2 trestle tables and 2 additional trolleys) have not been purchased. This will be reviewed next meeting when the tournament schedule is further refined.

- **Bronze Div**

Good numbers and some members coming thru to Monday  
Need dedicated notice board. (Claim which ever one you like)  
Need a set of keys and security code (Joe will provide)  
Need club member's rankings (Already posted in Club room's)

- **Silver Div**

Good numbers and doing well

- **Gold Div**

7-8 tables and doing OK

- **Computer** (Bill Mecchia)

- **X-Clubs:** There is not sufficient interest to justify the extra work involved so we will abandon participation in X-Clubs.
- **S Canterbury Congress:** A great deal of work is needed for an event that may not proceed face-to-face under current Covid restrictions. We may need to consider holding the event on the RealBridge platform with assistance from NZBridge. Anne-Marie will proceed with getting the flyers out and we will make a final decision within the next several weeks. Anne-Marie will liaise with Pauline, Kay & Bill. She will also work with the Tournament Committee to determine the entry fee.
- **RealBridge:** Bill will work on developing our Club's presence on RealBridge when he has more time available.
- **Job Description:** Bill is still reviewing the draft job description and discussing that with Tina. To be reviewed next meeting.
- **Club's internet connection:** Bill needs details of our Spark account so he can sort things out directly with Spark. Joe will provide these details.
- **DealMaster Pro:** Bill was not certain that we had an official copy of DealMaster Pro. It has since been determined that we do.

- **Advance notice of room hires:** Bill has occasionally come to the Club for computer work, only to find that a group has hired the rooms. Joe will liaise with Kay to try to get advance notice to Bill of room hires.
- **Club Captain**  
Bill Mecchia is currently designated the Club Captain, but there does not seem to be an actual job description for this position. A copy of Tauranga's job description was given to Bill for review. There also does not seem to be a defined process for selecting the Club Captain.

### **General Business**

- **Review of Club sub-committee structure and other Club positions**  
Deferred until next meeting
- **Job Descriptions**  
Tournament Secretary – Anne-Marie is working on this  
Building Compliance Officer – Gavin is working on this  
Secretary – Joe has submitted his  
Treasurer – unclear who is going to draft this  
Club Recorder – (currently Kay Nicholas), who will draft??  
Personnel Manager – who will draft??  
Computer Manager – work in progress (Bill)  
Club Captain – work in progress (Bill)

### **Club cleaning schedule**

Some figures indicate that our cleaning expenses are approximately 50% of our subscription income. (However, other figures suggest this may not be accurate due to conflating routine cleaning expenses with tournament cleaning expenses.) A proposal was tabled to have routine cleaning reduced to twice weekly (Monday AM & Wednesday AM) for a total of 3 hours cleaning.

Tina indicates that our part-time cleaner is doing 1 hr/wk and our main cleaner does 2-3 hrs/wk, so not much different than the proposed reduction. She does not feel that we should reduce cleaning during this stage of the pandemic. Also, having a part-time cleaner allows easy coverage when our main cleaner is not available.

The consensus was to make no change at this time.

2 24 There was a general discussion regarding the fact that this issue was somehow picked up by the general membership before it was ever considered by the Committee. The consensus was that changes in policy (particularly regarding employees) should be discussed by the Committee first.

- **Recognition of Michael Johnstone achieving Gold Grandmaster**  
It was suggested that framed portraits of Gold Grandmasters be mounted in the foyer. Dorothy will approach Michael to see what sort of recognition he would prefer.

- **Club mask policy**

Given the seemingly imminent arrival of the Omicron Covid variant.....

Motion: Face coverings are mandatory for all bridge sessions, effective immediately.

Seconded & carried (2 opposed)

Next Meeting Thursday, 24/2/22 5:30 pm

Meeting adjourned 7:10pm

Confirmed \_\_\_\_\_

Date \_\_\_\_\_

Submitted by  
Joe Harris, Secretary