

Timaru Bridge Club Inc.

Minutes of the Club Committee meeting held in the Clubrooms 63 Wilson Street Timaru on 24 February 2022 at 5:30 pm.

Present

Tina Ivamy, Allan Luscombe, Joe Harris, Sue Milmine, Gavin Spence, Grant Patterson (departed 7pm), Mary McSherry, Carole Brand, Dorothy Bain, Julie Chambers & Anne-Marie Pavletich.

Also: Bill Mecchia (Computer Manager) – departed 6PM

Minutes of 27/1/22

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

Matters Arising

- **Club sub-committee structure**
 - A somewhat unstructured discussion regarding the sub-committee structure.
 - Should we develop "terms of reference" for each sub-committee? – not resolved
 - Confirmed that Tina is the Personnel Manager
 - We are developing job descriptions for various positions so this may help better define some roles
 - A question re: the role of "Card Convenor" – this really seems to be part of the role of Computer Manager so the title should be retired.
 - A question re: the role of "Recorder". Discussion that this role should be rotated among experienced players. Currently held by Kay Nicholas. Bill or Anne-Marie will check with Kay to see if she would like to continue in this role.
 - Tina is happy to attend the Tournament Committee meetings if necessary, but does not plan on attending unless requested.
 - The Committee structure needs to be reviewed yearly.
 - The Tournament Committee needs someone with financial expertise to manage payments received. Carole and/or Julie undertook to help the tournament committee with cash entry fees received.

- **Cyclical repairs, maintenance, and asset replacement** - Previously submitted report reviewed.
 - There are several possible major replacements looming in the next several years, including:
 - Replacement of heat pumps (estimates \$30,000) - Thermal curtains?
 - Replacement of fluorescent lighting?
 - Card dealing machine?
 - Grant applications are certainly a consideration

Motion:

1. The current \$13,000 term deposit be set aside as an “asset replacement fund”. 2. We should set aside \$2,000 annually for repairs and maintenance. (Gavin to manage)
3. We should set aside \$1,000 annually for information technology asset replacement. (Computer Manager to manage)
4. - The sub-committee will continue to develop proposals prioritising the replacement of major assets.

Seconded and carried

- **Computer manager report**

(This was taken out of sequence so Bill could depart before we moved into committee)

- No formal report
- He accepted the redrafted job description (as previously submitted).

Motion: The job description is approved

Seconded & carried

- He will continue to look into RealBridge, possibly holding sessions on Thursday evening to familiarise members with the platform.
- Agreed that we do not want RealBridge to supplant actually playing at the table. - Apparently we do have a legal copy of DealMaster Pro so this is no longer an issue.

(Bill departed the meeting at this point)

- **Divisional Structure update**

Motion: We should move into committee at 6:05pm

Seconded and carried

After a thorough discussion, the following motion was made:

Motion: The Divisional Structure subcommittee will be reconstituted to include the Chairs of the Monday night and Tuesday night sessions. The sub-committee will meet again to develop a new proposal to present at next month's meeting.

Seconded and carried

It was stated that this issue will be discussed at next month's meeting, but after that discussion this issue will not be discussed again until 2023 at the earliest. (NB this was not a formal motion. After the meeting, it was determined that the new proposal could not be presented until later this year.)

- **Discussion of correspondence received** (took place in committee)

Motion: The Secretary will reply to the correspondence received in a way that will not escalate the issues raised.

Seconded and carried (1 opposed)

Motion: We should move out of committee at 6:30pm

Seconded and carried

- **Mixed Teams Event update**

- Michael has agreed to run the room but wants assistance in recruiting participants and setting up the room.
- Dates for the event are probably after the new lessons finish August 2022.
- The individual rooms can put up lists to recruit participants.
- We still need one person to combine the various lists & send those to Michael to compose the teams. **Who this person will be was not resolved.**

- **Beginner lessons 2022**

- Begins 15/6/22 for 12 – 13 weeks
- Cost will remain at \$50

Motion: Grant is authorised to spend up to \$1000 to promote the Beginner lessons.
Seconded and carried

- **Improver lessons 2022**

- Kay has agreed to help with Improver Lessons for 2022
- Agreed that table fees are sufficient as a charge
- Good idea to rotate tutors (Kay, Michael, Grant, Anne-Marie, etc) for various topics.
- Proposed that Grant will identify topics to be covered and then assign various tutors for the topics selected.
- Perhaps one - two lessons per month
- The convenors will survey Wednesday sessions to see which topics are most desired.

- **S Canterbury Congress update**

- Limit on entries due to Covid restrictions
- Vaccine passes and masks required
- No food service and the kitchen cannot be used
- Restrictions can be adjusted if conditions change
- Anne-Marie will send copies of flyers to Joe for posting on website

- **Request from Canterbury Regional to host 2023 Regional Pairs on 9/9/23** We will accept the invitation

- **Purchase of additional trestle tables and trolleys**

- Put on hold since covid restrictions forbid catering. We will purchase in the future when necessary.

- **Recognition for Michael Johnstone's Gold Grandmaster achievement -**

Dorothy will arrange acquisition of a framed portrait and plaque for posting in the foyer.

- **Bidding pad sponsorships**

- Several local quotes for a new order have been obtained. The least expensive (Corporate Print at about \$4/pad) is far more than purchasing from BridgeNZ @ \$1.66 – 1.80/pad, depending on quantity. Decision deferred until the next meeting. - Even if we purchase “generic” bidding pads, we can still solicit sponsors for the pads, which can be recognised in the annual Programme Book. The cost of a sponsorship is still to be determined. The cost has been \$250/sponsorship “for years” – and should probably be revisited. Carole will provide sponsorship wording to Joe for printing on the Club letterhead. Grant suggested we run a charity match during the year with the proceeds going to the charities selected by the sponsors. (Grant departed the meeting at this point)

- **Approval of job descriptions**

Motion: Previously circulated descriptions for Secretary and Treasurer are approved.

Seconded and carried

- The description for Personnel Manager will be reviewed next month. (Especially issues pertaining to employee contracts & disciplinary actions) Carole will edit the document for presentation at the next meeting.
- Descriptions for Club Captain and Building Compliance Officer are still pending.
- Question if we need a defined role for a Health & Safety Officer.
- Question if we need a defined role (and appoint process) for Club Recorder

- **Correspondence** (incoming, no outgoing)

- From Martin/Wakefield “engagement Management letter” 16/2/22 -- consideration was given to their recommendations as follow:

- *Bar activity is making a loss & will continue operating in the meantime.

- *Fixed assets valued less than \$500 should be written off, we write these off over 2 years or more.

- *Request for new valuation acknowledged and approved

- *Revalued amounts for land & buildings to be shown separately next year.

- *We believe there are no errors in coding

- From Companies Office – “financial statements past due as of 31/12/21” (since resolved)

- From Crombie Lockwood – “insurance renewal due 23/3/22”

- From Carole Agnew – disagreeing with mask requirement

- From Gwen Mayo – supporting mask requirement

- From Pauline Prendergast – “Letter of Concern”

- From Neville Newburn – letter re: “Wearing of masks”

- Agreed that Neville raises some salient issues. However, with cases significantly on the rise it is not the time to loosen restrictions. We will continue with the current policy until conditions change.

- **Reports**

- **Treasurer**

- The final financial reviewer’s report 2021 from Martin/Wakefield was accepted.

- 2022 annual budget approved on a “break even” basis, although it is difficult to make accurate estimates in the covid era.

- Motion:** The 2022 budget as proposed is accepted

Seconded and carried

- Insurance: We have received notice of renewal, but we believe there has been no valuation for insurance purposes since March 2006.

- Motion:** We will renew our policy at the current limits while we obtain a new accurate valuation. (Carole will arrange the new valuation after checking with Grant, who may have organised previous valuation. Otherwise we will use Roger Carter)

Seconded and carried

- **Personnel**

- Tina is overseeing the housekeeping budget of \$2000/yr
- **Motion:** The wage increase (inclusive of 8% holiday pay) is approved (effective 1/4/22)

Seconded and carried

- **General Business**

- Annual stipends**

Motion: We include the position of Computer Manager in the annual stipends. Furthermore, the stipends for Treasurer, Tournament Secretary, Computer Manager & Secretary should be \$650/position per year (a significant reduction for the Treasurer & Secretary). All members serving in these roles are doing it for the benefit of the Club. This change has no impact on the Club's budget since the total of stipends paid does not change.

Seconded and carried

- Formatting or Programme Books**

Discussion re: alignment of schedule items in programme book. Could be improved but difficult to do with current formatting. Any volunteers to sort out the .pdf files are welcome.

Next Meeting Thursday, 24 March 2022 5:30 pm

Meeting adjourned 7:40 pm

Confirmed _____

Date _____

Submitted by
Joe Harris, Secretary