

Timaru Bridge Club Inc.

Minutes of the Club Committee meeting held in the Clubrooms 63 Wilson Street Timaru on 9 June 2022 at 5:30 pm.

Present

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

Guest: Bill Mecchia (Computer Manager).

Minutes of 28/4/22

- Discussion re: exact wording of last sentence in the 2nd bullet point of the **Treasurer's Report**.
Motion: The text is amended to "There will likely be a significant loss on the year". (Previously "There will likely be a loss on the year").
Seconced and carried
- Correction to the **Promotions subcommittee proposal** section:
 - It was noted that one of the votes for the original Motion was cast as a proxy vote. This is not allowed under our Constitution and that vote is therefore withdrawn. (NB This does not alter the result; the original Motion was still defeated)
 - The second Motion was listed as an "amended Motion". That is not correct. The second motion was a new Motion, which was adopted.

Motion – "That these Minutes (as amended & corrected) be confirmed as a true and correct record of the Meeting."

Seconced and carried

Computer Manager report (Brought forward so Bill could depart early)

- Bill noted that he had held lessons for each division re: computer setup for the sessions, especially regarding "what to do when things go wrong".
- Discussion re: further utilisation of the RealBridge platform for promotion (mixed events, etc) and possibly teaching. Also discussion of how we would collect fees for online events. There are still several details to be worked out. Bill will keep us updated.
- Bill was reminded of the budget allocation he has as Computer Manager. Total of \$3000/yr, but \$1000 of that for hardware.

(Bill departed the meeting at 5:53pm)

Additional agenda items:

- Re-visit mask requirement (Dorothy)
- Possibility of Club becoming a charity (Grant)

Matters Arising

- Club Subcommittee structure / Job Descriptions

- Terms of Reference for Subcommittees: Gavin had prepared the terms of reference for the Works Committee and proposed that it be used as a template for the other Subcommittees
Motion: The terms of reference for the Works Committee should be used as a template for other Subcommittees.

Seconded and carried

- Card Convenor: Gavin had a discussion with Keith Nicholas and he would like to continue in his role as Card Convenor. We still do not have a job description for this position. (NB subsequent to this meeting, a job description from 2016 was located and will be used as the basis for an update) It was also noted that we should have an “apprentice” Card Convenor to assist in the event of Keith’s absence.

Motion: There should be a job description for all significant positions within the Club. The job description of any appointed (i.e. unelected) position should also state the method of appointment and the term of the appointment.

Seconded and carried

Further discussion that all appointed positions should be confirmed at the AGM.

- Club Recorder: Kay submitted a draft job description which has been circulated. The draft does not address the matter of method or term of appointment. This will be carried forward for further consideration. Grant & Carole will work with Kay to further refine the document.
 - Tournament Secretary: Anne-Marie will develop a job description.
 - Club Captain: Bill is the current Club Captain. He has in hand a document “Good Guide for a Club Captain” from the Amateur Swimming Association. He will review this document and present a draft job description for his position before our next meeting.
 - Building Compliance Officer: current job description does not include method or term of appointment.
 - Health & Safety: Sue and Tina will work together to develop a hazard register and a H&S policy. We still have not identified a H&S coordinator. Gavin also indicated that he was happy to work with them in identifying hazards. (carried forward)
- **Asset replacement**
Grant, Steve, Gavin & Carole will further refine the potential replacement schedule, with a focus on functional priority first and funding method second.
 - **Promotions Subcommittee proposal**
Motion: Bill Mecchia, Michael Johnstone and Kay Nicholas will be approached to form the Promotions subcommittee. These three are all members of the match

committee and we see promotion as an extension of their role. Bill is of course our Club Captain and Computer Manager. These very senior members have the skills and experience and the independence to do this well. The Promotions subcommittee of just three would be responsible for determining the criteria for promotion AND for identifying and inviting members to accept promotion. The Division Chairs should be advised when decisions are made as to who is to be invited for promotion. The subcommittee should draft their own terms of reference.

The revival of the promotions committee (and renewal of the process for acknowledgement of our members who meet the expectations of play at a higher level and invitations to progress) is a positive step for our club.

Seconded and carried

Joe will forward the text of the proposal to the 3 proposed members (Bill, Michael & Kay).

- **Beginner lessons 2022:**
There are currently 19 individuals registered for the lessons (although a few are current members signed up for a repeat).
- **Improver lessons 2022:**
Discussion re: the recent announcement by NZ Bridge for Improver Lessons on the RealBridge platform. We recognize that some members may not have the computer expertise to access the NZ Bridge lessons. Sue will take a straw poll in the Silver room to see if there is still interest in “face-to-face” lessons. If so, Grant is still willing to hold some Improver lessons at the Club.
- **Team internal event 2022:**
Carole & Mary have agreed to help Grant organise the event. This will be on a Thursday evening and the projected start date is late July or early August. Carole & Mary will post a sign up sheet to recruit participation from all divisions.
- **Club Bylaws**
Gavin & Joe had circulated proposed changes to the Bylaws but there had not been sufficient time for the rest of the Committee to review. This will be carried forward to the next meeting.
- **Divisional participation on the General Committee**
We had a discussion re: divisional representation on the General Committee. Our current Constitution (Sec 13.g) is very prescriptive in designating that each division must have 3 members on the General Committee. This seems unwieldy in the Club’s current state. Any change in this requirement would need to be approved at the AGM. We will consider new wording (or deletion of section 13.g) at our next meeting.
- **Correspondence (incoming & outgoing):** reviewed and accepted
- **New Member:** Val Dunbar is accepted as a new member

- **Reports:**

- **Treasurer**

Motion: Report received, payments ratified

Seconded and carried

The final tally from our recent tournament has yet to be finalised.

We are still projecting a significant loss for 2022 due to reduced income and increased operating expenses (painting, bridge pads, extra insurance, etc).

There may be an opportunity to increase the number of outside rentals, but in this Covid era people seem less likely to have meetings.

- **Tournament Committee**

- Teams have been selected for the July tournament. Discussion re: how the selections were made. Agreed that Anne-Marie acted in good faith and that the current team selections should stand. As new information has since been made available, future team selections may be made on a different basis. There was a question received from Michael Johnstone re: the selection process and Anne-Marie has responded on behalf of the Committee.
- There is a second regional teams tournament in November. New teams may be selected for this tournament.
- Our Club worked with Temuka to facilitate their successful recent tournament at our Club. Allan Luscombe, Dianne Esler, Kay and Keith Nicholas were recognised for their significant contributions.
- Agreed that the current members of the Tournament Committee are Anne-Marie Pavletich (Tournament Secretary) with Tina Ivamy / Allan Luscombe / Bill Mecchia /Kay Nicholas.
- Agreed that there is no provision in our Constitution for previous Committee Secretaries to continue to serve on the subsequent Committee.

- **Divisional reports:**

- **Bronze:** 7-7.5 tables per night, either Kay & Keith or Dianne are helping to run the room, holding occasional tutorials. Mary will forward a "tutorial notice" to Joe for email distribution to Silver members.
- **Silver:** report accepted, about 12 tables/night and going well
- **Gold:** 6.5-7 tables, has set up a roster so room tasks can be shared

- **Room hire report:** accepted

- **Bar Committee:** No report received. There was discussion "in Committee". The Committee will request that the Bar Committee present a recommendation at our next meeting re: continuing or dropping our bar license. (carried forward)

- **Works Committee:**

- The leaking outside drain is being repaired.
- The outside painting has been completed.
- The Club's WOF is due 1/8/22 and the fire extinguishers will need replacement.
- Replacement of our light fixtures with LED fixtures is being investigated

- **General Business:**

- **Drainage hole on North driveway:**

Question if there had been a previous motion re: covering this hole. While some recall a previous motion, Joe has reviewed previous minutes and can find a previous discussion but no motion to repair. Gavin & Steve (Works Committee) will investigate and report back. (carried forward)

- **Masks:**

While not unanimous, the decision is to continue to require masks until the situation in our community is stabilized. The issue will be revisited at our next meeting.

- **Should we become a registered charity?**

Consensus is that we should not do so now. It requires a lengthy application process, increased financial reporting and of limited benefit unless we are soliciting large donations for a big building project.

Next Meeting Thursday, 28 July 2022 5:30 pm

Meeting adjourned 7:30 pm

Confirmed _____

Date _____

Submitted by
Joe Harris, Secretary