

Timaru Bridge Club Inc.

Minutes of the Club Committee meeting held in the Clubrooms 63 Wilson Street Timaru on 15 September 2022 at 5:30 pm.

Present

Allan Luscombe, Joe Harris, Sue Milmine, Gavin Spence, Mary McSherry, Carole Brand, & Anne-Marie Pavletich.

Apologies: Tina Ivamy, Grant Patterson, Julie Chambers & Dorothy Bain

Motion – “The apologies are accepted”

Seconded and carried

Minutes of 28/7/2022

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

Seconded and carried

Matters Arising

- **Discussion of “term & method of appointment” for non-elected Club positions**

Motion: “All non-elected Club positions will be confirmed annually by the General Committee at their first regular meeting.”

Seconded and carried

- **Job Descriptions**

- **Card Convenor** – still waiting for final draft for approval
- **Club Recorder** – Discussion re: how long Recorder’s records are kept. The job description was approved, with the Committee agreeing that records should not be kept longer than 3 years.
- **Tournament Secretary** – Anne-Marie should circulate a draft soon.
- **Club Captain** – still waiting for a response from Bill
- **Health & Safety** – Draft has been circulated and is approved
- **Grade Chairpersons** – Apparently these already exist but they have not been located yet. Sue will check with Pauline.

- **Sub-committee terms of reference** Gavin will follow-up. Once obtained they will be kept in a file along with the Job Descriptions.

- **Asset replacement update**

We have received approval of our insurance claim to replace the damaged heat pumps. There was discussion about being sure we are obtaining the most efficient and effective replacement units. We have obtained one quote from Menzies but it is only prudent to consult at least one other contractor for a recommendation. The final decision should rest with the Asset replacement Committee.

Also consideration of installing new controllers for the heating that allow controlled access.

We will still consider applying for further grant money for future projects.

- **Club Bylaws update** – will leave this for the 2023 Committee

Correspondence

- **Stephanie Esler (housekeeper) resignation**

Joe will write a note of thanks for her work on behalf of the Committee.

- **Contribution from Dick Walton acknowledged with appreciation**

- **Estimates for printer replacement** – These were circulated. The consensus is to continue to use the existing printer until it is inoperable. Carole will discuss with Bill (Computer Manager) and determine if the eventual printer replacement will be his responsibility or falls under Asset Replacement.
- **Incorporated Society update**
We have received notification that our level of financial reporting will need to increase in October 2023.

Reports

- **Treasurer**

Motion: “We will establish 2 new BNZ accounts. One is an “Everyday” account so that our Computer Manger can segregate any future funds received for online bridge sessions. The other is a “Call” account so we can earn interest on our idle funds.”

Seconded and carried

Our asset schedule needs to be updated. Any asset under \$500 needs to be expensed (not capitalized).

Our annual loss may not be as large as indicated in recent forecasts. This is due to increased table fees, actual expenditure being lower than budgeted and the decision to spread the cost of the bidding pads through 5 years.

We received \$500 from Canterbury Regional Bridge last year to help with advertising the Beginner Lessons. Joe will check with Grant to see if application was made again this year.

The recent disbursements were reviewed and approved.

- **Tournament Committee**

Anne-Marie’s contribution as Tournament Secretary was acknowledged with appreciation, particularly with the successful raffle (\$400+) and competitions.

Lovelock NZ Wide pairs (11 Nov) and Timaru Anniversary pairs (5 Nov) are our only remaining events for the year.

Motion: The Tournament Committee would like the Promotions Committee to establish criteria for future interclub team selection and issue the invitations. (Anne-Marie will check with Promotions to be sure this is acceptable.)

Seconded and carried

- **Bronze Division** – All going well. The Bronze AGM will be held 12 October 2021. The Beginner Lesson students are attending. Some Bronze members felt the students needed another session or two of playing random boards before joining the main group. Training new individuals able to run the sessions while still relying on Kay & Keith for the time being.
- **Silver Division** – All going well. Previously circulated report accepted.
- **Gold Division** – Several players returned after mask requirement lifted. Previously circulated report accepted.
- **Bar Committee** – Previously circulated report accepted. Ashley was happy to report a slight profit after the recent tournaments.

- **Personnel**

(Discussion "In Committee" 1825 – 1830)

Discussion re: engaging a cleaning agency instead of hiring a new employee.

Pauline made the recommendation of CrestClean and they will provide an estimate.

Allan also requested an estimate from BusyBee. Mary will organise that estimate.

General feeling is that we would only need the Club cleaned 1-2 times per week (with additional sessions needed for tournaments or Club Hires.) We will review our existing contract with Evelyn and the Cleaner's job description.

Mary will also look into recyclable coffee/tea cups.

- **Works Committee**

Has spent their budget for the year with the new bank of LED lights and outside tap repair. Also had a working bee to tidy up the front garden with Ken Elliott, Gavin Spence, Grant Patterson and Joe Harris.

- **Promotions Committee**

The original motion establishing the Promotions Committee requested that they develop their own terms of reference. This has not been received. Anne-Marie will follow-up with this matter.

The report from the Promotions Committee (attached) was received.

General Business

- **Next Club Annual General Meeting:** 7:30pm Wednesday 7 December 2022

- **Wednesday Afternoon Bridge**

Considering taking a temporary break. Still a work in progress. Currently only 3 tables. Decision to be made to recruit new players (? email promotion) vs suspension of play. Kay & Keith are happy to carry on with running the room. Carole will follow up with Diane Esler and determine the course forward.

- **Members intending to stand for election at the AGM**

Joe, Gavin, Tina & Julie have indicated they will not stand. (Joe is willing to continue to take care of the website. Julie is willing to continue to assist the new Treasurer. Gavin will continue with the Works Committee. Tina will continue on the Committee as Immediate Past-President)

Nominations are posted 24 October and close 8 November 2022 (the dates are set by the constitution in advance of the AGM)

All acknowledged that it is not best practice to "shoulder tap" on the night of the AGM – especially for Club Officers. The current Committee members are encouraged to actively investigate all possibilities.

- **New member**

Ralph Thompson is approved as a new member (formerly Ashburton)

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Next Committee Meeting Thursday, 27 October 2022 5:30 pm

Meeting adjourned 6:55 pm

Confirmed _____ Date _____

Submitted by
Joe Harris, Secretary

Promotions Committee Report

Meeting 13th September 2022

- Review of Player percentage averages from January to end of September 2022 is scheduled to occur when Michael and Bill return from National Congress, the week commencing 10th October
- As part of this review a grading appropriate to their level of playing ability will be assigned
- Also, at the time of this grading, calls for expressions of interest from those who would consider promotion to enable progression of their game to a higher level will also be made
- In addition, development of a handicapping system for players who have won major divisional trophies on multiple occasions but wish to remain in a particular division is to be undertaken to provide options for moving forward in 2023

On behalf of Bill Mecchia / Michael Johnstone / Kay Nicholas