

# Timaru Bridge Club Inc.

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

## **Present**

Tina Ivamy Allan Luscombe, Joe Harris, Sue Milmine, Gavin Spence, Grant Patterson, Carole Brand, Dorothy Bain, & Anne-Marie Pavletich. Michael Johnstone and Bill Mecchia attended the first part of the meeting as guests to report on the Promotions Committee.

**Apologies:** Julie Chambers, Mary McSherry

**Motion** – “The apologies are accepted”

Seconded and carried

## **Minutes of 15/9/22**

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

Seconded and carried

## **Matters Arising**

- **Promotions Committee report** (Michael & Bill)

The Promotions Committee suggest that a change of Rule #5 is necessary for them to proceed. A proposed rule change was presented.

**Motion:** As the General Committee had not had the opportunity to review this proposal, the proposed change will be urgently circulated to the Committee members for comment. Once the appropriate wording is agreed, the proposed rule change will be posted for 21 days of comment (as required by the Constitution).

Seconded and carried

(NB – the final wording of the proposed change of Rule #5 is attached)

The Promotions Committee will continue to refine the promotion criteria and make a further presentation once the rule change is accepted.

(1750: Michael departed, Bill stayed for a few minutes longer to discuss the computer issues)

- **Approval of new cleaning contract**

The previously approved contract was approved as annotated by Grant. The contract outlines the services to be provided for each cleaning session at \$75 per visit. Additional cleans of the toilets can be done at \$20 per visit. Additional complete cleaning sessions can be booked with advance notice.

**Motion:** The contract (as annotated) is approved, starting at one cleaning session per week.

Seconded and carried

The BusyBee service will begin 14/11/22. Tina will contact Evelyn (existing cleaner) to give appropriate notice of termination.

There was further discussion re: the frequency of toilet cleaning. Current agreement is to proceed with the above arrangement and see how it goes.

The new cleaning contractor **IS NOT** going to fulfill the other roles of the previous Housekeeper (Stephanie). This will involve looking after supplies (coffee, tea, milk,

etc.) and overseeing the new cleaning contractors. This will need to be addressed by the new Committee. In the interim, Tina agrees to order necessary consumables. After our meeting, Mary agreed to oversee the new cleaners.

Joe will check with BusyBee to see if they can provide regular supplies of paper towels, toilet paper, etc at favourable pricing.

- **Job Descriptions** (Hard copies of the descriptions will be placed in a binder at the Club. Review dates will be established on a staggered schedule)
  - **Club Captain:** still a work in progress (Bill)
  - **Card Dealing Convenor** – approved
  - **Tournament Secretary** – approved
  - **Divisional Chair** – approved
  - **President** – approved
  - **Vice President** – approved
- **Sub-committee terms of reference**
  - **Emergency Committee** – approved, while acknowledging that the membership of the Emergency Committee is composed of the Club officers.
  - **Match Committee** – this is a temporary committee setup for each tournament. No need for terms of reference.

- **Asset replacement update**

1830: **Motion:** We move into committee

Seconded and carried

1837: **Motion:** We move out of committee

Seconded and carried

**Motion:** We will accept the quotation from the Heat Pump Shop (attached). The Committee authorises Grant Patterson to proceed with accepting the quote as outlined by the written quote from the Heat Pump shop.

Seconded and carried

- Grant reported that the insurance company has accepted our claim and will cover the replacement cost of the heat pumps.
- The Committee expressed appreciation for Grant's extensive efforts in researching the various options and liaising with the insurance company.
- **Financial support from Canterbury Regional Bridge for 2022 lessons**

Grant has been in touch with CRB. They suggest completing the application and "they will think about it".
- **Preparation for the 2022 AGM on 7 December**

The nomination sheet is posted (they close 9/11/22), the deadline for submission of agenda items in 16/11/22, the agenda for the AGM will be published 28/11/22.

### Correspondence

- **Sent:** letter of thanks sent to Stephanie
- **Received:** NZ Bridge newsletter

### Reports

- **Treasurer**
  - **Review of financial reports (summary attached)**

Carole presented the good news that despite unanticipated expenses over the year, we will come very close to being on budget. Our total income is still \$10,000 less than last year (due to loss of room hires, grants, and sponsorships). Julie & Carole will offer clear explanations at the AGM.

**Motion:** The financial report is accepted and the current accounts for payment are approved.

Seconded & carried

- **Honorariums**  
Discussion that these payments should be “reimbursement for expenses” (and therefore not taxable) vs the current arrangement as stipends (and therefore taxable).
- **Tournament Committee**  
The report is accepted
- **Bronze, Silver & Gold Divisions**  
The reports are accepted.  
There was extensive discussion re: the divisional awards (in terms of # of vouchers per division ` ) for the closing nights.  
**Motion:** Silver & Gold will receive 66 vouchers (= \$300) to give as awards. Bronze will receive 12 vouchers. Each division will also receive 4 bottles of wine for the 1<sup>st</sup> and 2<sup>nd</sup> places on closing night.

Seconded & carried

- **Director’s group**  
Dianne Esler is the new Chairperson and Dot Rapley is the new Secretary. They are planning several educational initiatives in the coming year.
- **Computer**
  - **Hardware replacement:** The most urgent need is to replace the aging Macintosh computer. Then purchase of a large video monitor (replacing the existing video projector) for use in tournaments and advantages in Club room hires. The dealing machine is working well if it is cleaned regularly.  
**Motion:** Bill should proceed with the purchase of the replacement computer (estimated \$1250 – 1500). Also proceed with the purchase of the video monitor (estimated \$1000). This will be funded by the current computer and IT budget allocation.
- **Copier replacement:** This should come out of a grant proposal, not the Computer or IT budget. We will continue with the current copier until it fails and replacement parts are not available.

Seconded and carried

## **General business**

- **More promotion for room hires**  
Discussion re: increasing room hires. The information on room hires is on the website. Advertising in the Courier seems prohibitively expensive. Anne-Marie has contacts with the business council so there may be opportunities to get the word out. There is a previous regular customer who was apparently offended in some way – so there may be an opportunity to re-establish a relationship there. No decision was reached.
- **Sponsorships**  
We have not had sponsors this year due to the Covid situation and the pressure on businesses. However, this source of revenue should definitely be revisited in the future.
- **Grant will host a social gathering for the existing Committee & partners on 6/11/22 11:30am** (bring a small plate of finger food to share)
- **2023 Subscriptions & Table fees**  
No recommendation for an increase in fees currently. This will likely need to be revisited in the future.

- **Thursday night bridge**

Dorothy has designed a 22-night schedule for 2023 which includes various formats (teams, Swiss Pairs, etc). We will include it in the booklet and see what sort of response we get. It will hopefully increase the number of “bridge nights” (and hence table fees for the Club).

- **Christmas decorations**

Dorothy will facilitate the placement of Christmas decorations. She will check with Ashley Milliken to see what we already have on hand.

- **Closing night invitations for Committee members**

Committee members should be invited to the closing night celebrations of each division. Joe will forward the invitation to all Committee members.

- **Tea person for closing nights?**

We no longer have a Tea Person so every division is responsible for their own “Tea Person”.

Next Meeting will immediately follow the AGM on 7 December 2022.

Meeting adjourned 7:40 pm

Confirmed \_\_\_\_\_

Date \_\_\_\_\_

Submitted (for the last time) by  
Joe Harris, Secretary

## 27 October 2022 Financial Summary

The club has achieved our budget for 2022. We budgeted for a \$3,200 loss and the actual loss is \$1,473.91! The final picture can only become clear when the financial year is over. There was significant extra unbudgeted spending (including exterior painting of \$4,400, insurance \$2,000 and bidding pads \$2,800 ) and concern around reduced income, which were the reasons for predicting a greater loss for this year.

However there have been considerable savings in other expense areas as follows ...

Cleaning \$2,600

Housekeeping \$1,200

Computer expenses \$1,500

Equipment maintenance \$1,000

Office expenses \$500

Electricity \$1,000

The cost of the bidding pads has been spread through five years.

Also, table fees have exceeded the budget by \$1,500.

These pluses have balanced the extra spending and therefore we have nearly managed to live within our means . Well done to everyone!

It is still important to note that budgeted income was based on much lower income levels than those for 2021. **Our total income has reduced by \$10,000 (\$39,000 versus \$49,000 for 2021)** This \$10,000 reduction includes \$4,000 rental, \$3,100 donations, grants and sponsorship, and \$2,600 tournament income.

### **CONCLUSIONS**

Next year's committee will need to refocus on grants, sponsorship and room hires.



The Heat Pump Shop  
71 Church Street  
P O Box 326  
Timaru  
Phone: (03) 684 5298  
heatpumpshop@xtra.co.nz

## QUOTE

## QT08249

Timaru Bridge Club  
Wilson Street (Beside DB  
Tavern)  
TIMARU

**Date** 27 September 2022  
**Expiry Date** 03 November 2022  
**GST Number** 071-179-044

### HEAT PUMP PROPOSAL

Thank you for your enquiry regarding heat pump replacements for the hail damaged units at your club. I have look at various options and have decided while the floor model heat pumps would be possible the cost would be prohibitive and therefore would like to offer you the following option.

To supply and install 2 x Mitsubishi Electric Ceiling Cassette, Model No PLA-M125EA-S and 2 x Wi- Fi controllers, which are rated at 12.5kw on cooling (nominal capacity) with a range from 5.5kw to 14.0kw and 14.0kw on heating (nominal capacity) with a range from 5.0kw to 16.0kw.

*The P Series combines a Wide airflow, performance and style for indoor comfort. Featuring the energy-saving 3D i-See Sensor which is able to detect people in the room, their position and temperature, providing optimal temperature and airflow settings for total customised comfort.*

The above units come with 1 x Par Backlit LCD Wall Mounted 7 day Time Controller which controls the 2 cassette heat pumps. This allows you to programme up to 4 separate Start/Stop patterns per day over a 7 day period and also includes a pass lock option to limit access. This is included in our price.

A full, five year parts and labour warranty is also included.

### Wi-Fi Control:

We are also able to offer Wi-Fi controls. This option allows the ability to control your heat pump from anywhere.

Wi-Fi control is possible by installing a Wi-Fi adapter to your new Mitsubishi Electric Heat Pump and by using your home internet connection you are able to control your heat pump from your mobile device via an easy to use application.

Please visit [www.mitsubishi-electric.co.nz/wifi](http://www.mitsubishi-electric.co.nz/wifi) for further details together with a demonstration app. Our price includes 2 x Wi-Fi Controls.

### **Please Note :**

- Our price for electrical is to reuse the supply from the existing heat pumps. If alterations are required for any reason, this would be charged as extra.
- Our price includes replacing the indoor unit covers.
- Our price includes the removal of the existing heat pumps. We will reuse the existing pipes, drains and outdoor unit brackets.
- Our price includes working at heights and the Hi- Ab hire.

**Method of Payment:** Bank Deposit, Eftpos, or Cash. Unless otherwise agreed, this amount is payable in full within 7 days of installation.

Equipment supplied by The Heat Pump Shop remains the property of The Heat Pump Shop until payment in full is received.

Description	Quantity	Amount
To supply and install 2 x Mitsubishi Electric Ceiling Cassette, Model No PLA-M125EA-S and 2 x Wi- Fi controllers, 2 x Indoor Unit Covers and 1 x Par Controller	1	15,622.00
	Subtotal	15,622.00
	Total 15% GST	2,343.30
	<b>Total NZD</b>	<b>17,965.30</b>

If I can be of further assistance, please feel free to contact me at The Heat Pump Shop on 684 5298.

Kind regards

Jim Watson

OWNER

# **Timaru Bridge Club Inc.**

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So that the Promotions Committee can proceed with its allocated function relating to promotions within the Club a change to By Law 5 would seem to be required.

Consider the following wording:

The Club Committee will establish a Promotions Committee to ensure equity of playing skills within each Club division. The Promotions Committee shall:

- 1. Assess Player skills annually in time for the offer of promotion the following calendar year.**
- 2. Determine promotion criteria relative to each Playing Division of the Club.**
- 3. Manage the process of inviting players to accept promotion to a higher ranked Division than they currently play in.**
- 4. Manage the playing skills inequity occurring in a Division where the offer of promotion is declined.**
- 5. Oversee the process of reclassifying a player to a lower ranked Division of the Club at that person's request.**
- 6. Consider any request for promotion from a Player who is keen to progress his / her Bridge but does not meet the current Promotions Criteria.**
- 7. Advise the Division Chairpersons of any promotions offered in their respective Division.**
- 8. Keep the Club Committee informed of any significant developments and provide a report to the Club Committee when necessary (or upon request).**