

Timaru Bridge Club Inc

Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 7 December 2022 at 9.00pm

Present

Carole Brand, Dorothy Bain, Andrea Brown, Dianne Esler, Sue McConway, Mary McSherry, Bill Mecchia, Sue Milmine, Kay Nicholas, Grant Patterson, Anne-Marie Pavletich, Pauline Prendergast

Apologies

Tina Ivamy, Evelyn Milliken

General Business

- **New/Retiring Officers**

The President extended a welcome to the new officers and committee members: Sue McConway, Kay Nicholas, Bill Mecchia, Dianne Esler, Pauline Prendergast, Evelyn Milliken and Andrea Brown. She also thanked the committee's retiring officers for their service to the club over the past year.

- **Bank Signatories**

The President noted that club signatories for the club bank account at BNZ need to be updated given the change in committee personnel.

Motion: Carole Brand, Andrea Brown, Susan McConway and Pauline Prendergast (officers of the club) be authorised as signatories to the Timaru Bridge Club BNZ bank account and previous signatories be removed.

Seconded and carried

- **Committee Meeting Schedule**

Kay proposed that the committee establish a set schedule for future committee meetings so that all divisions have the opportunity to raise matters for discussion ahead of time. It was agreed that meetings should take place monthly on Thursdays at 7pm (5.30pm will be considered over the winter). Bill suggested that the schedule be put onto the club website.

- **Website Co-ordinator**

The club requires a person to take on the role of website co-ordinator going forward. Joe Harris has agreed to update the website until the end of this year. Carole will ask him to provide a job description for the role and Bill will approach Lucy Blackie to see if she would consider taking it on going forward.

Dianne requested that the website be updated to remove Wednesday afternoon bridge sessions until 1 March.

- **Club Roles/Positions**

There was some discussion around Sub Committee and other roles for 2023. Dianne Esler volunteered to take on the role of House-keeping Supplies/Cleaning Liaison.

The role of Privacy Officer was discussed in outline and will be covered in greater detail at the next meeting. In the meantime, Pauline Prendergast will look into privacy concerns, particularly as relates to the e-mail on the matter received from NZ Bridge which Carole will forward to Pauline, and report back to the next meeting.

Current incumbents in other roles will be confirmed at the next meeting.

- **Meeting Minutes**

Concern was raised regarding draft minutes, which have not been approved by the committee, being published on the club website (and displayed on the noticeboard?)

Motion: that committee meeting minutes only be published on the website once they have been approved at the next meeting.

Seconded and carried

Date of next meeting

Thursday January 26 2023, 7.00pm

Meeting adjourned 10.00pm

Confirmed Date

Submitted by Andrea Brown, Secretary