

data management policy be included in this file. Andrea will check for copies of other existing policies.

Privacy Issues & Privacy Officer

Report on this issue was circulated. The programme book including members names and addresses has been taken down from the website and the committee therefore considered that the matter has been resolved. The need for a Privacy Officer was identified and Pauline agreed to take on this role. Discussion around the need for a privacy statement on the membership application form took place. It was decided that the programme book will not be published on the website going forward.

Action: Grant to update the membership application form. Deadline: ASAP

Action: Carole to acknowledge previous privacy breach. Deadline: Next newsletter

Bank Signatories

A letter updating the bank signatories will be sent to the bank next week along with a copy of the approved minutes from the last meeting.

Action: Andrea to organise. Deadline: w/c 30 January 2023

Promotion for Room Hire

Room hire was recognised as a good source of revenue for the club. There are now no regular room hires and no advertising of room availability, other than on the club website. There was some discussion around the hire rate and how cleaning would be addressed subsequent to hires. It was agreed that the hire rate should be displayed on the website.

Action: Kay & Dorothy to put forward a plan for promoting room hire and

recommended charges. Deadline: Next meeting

Committee Meeting Schedule

The previously circulated Committee Meeting Schedule was discussed and slight amendments made.

Action: Andrea to update, post on noticeboard & organise website publication.

Deadline: ASAP

Matters Arising from AGM

Cleaning Contract Trial

Discussion took place around the timeline for the trial and how to canvass member opinion. It was decided that there should be a 3 month trial finishing on 20 April (committee meeting date) The method of canvassing member opinion will be discussed at February's meeting. In the meantime, the Wednesday night session closer will be asked to ensure that bins are emptied outside.

Correspondence

Inward:

NZ Bridge

Newsletter (posted on noticeboard)
Policy Updates (circulated to committee)
Board Meeting minutes (circulated to committee)

TrustPower Membership A Luscombe

Business Choices programme
Resignations (9) (to be acknowledged)
E-mail re prizes (deferred until later in year)

Action: Andrea to add Alan's letter to future agenda

Deadline: May 18

Outward:

No outward correspondence

Reports

Treasurer

The budget for 2022-23 was presented. Bill Mecchia is the budget holder for Computer Expenses budget \$3,000– this year's IT equipment budget \$1,000 already spent. Grant Patterson for the Works Committee is the budget holder for Equipment Maintenance and Building Maintenance \$2,000. Other parts of the budget were clarified.

Motion: "That the treasurer's report be received and that payments made in October, November, December and January be ratified"

Seconded and carried. 2023 06

Motion: "That the draft 2022/23 budget showing a cash surplus of \$5,150 and a net profit after depreciation of \$2,150 be approved"

Seconded and carried. 2023 07

Tournament Committee

This year's congress will be a face to face event.

A preliminary budget is set and a cleaner needs to be contracted for the tournament as extra cleans will be required. There was some debate around using the current contractor versus employing a cleaner on an "as required" basis. The majority agreed that the Busy Bees should be used and it was agreed to "pencil in" the dates with them with a firm decision to be made at the next meeting. Pauline asked that her dissention to this decision be recorded.

Mary is to put together a catering plan for the tournament. Dorothy will organise the purchase of 12 dozen new pencils. Anne-Marie stressed the need for club members to participate in the tournament.

Promotions Committee

Kay presented a report on behalf of the Promotions Committee detailing the new Promotions Policy effective for the 2023 playing year. Kay will speak to

Sue as Silver division chair, post a copy on the noticeboard and it will also be posted on the website.

Gold Division

Gold division had 8 tables this week and welcomed several members back who hadn't played for some time.

Other Divisions

Silver division had 12 tables and some returning members and bronze division had 7 tables.

Computer

Bill is organising the installation of the large tv. He is also looking into setting up a cashless payment system.

General Business

Beginner Lessons and Retention

The circulated report was discussed and all items therein agreed to apart from the charge for lessons. It was agreed that an increase in lesson cost to \$60 was not unreasonable. Carole acknowledged the invaluable contribution of Grant and Mary and also of Keith, Kay and Dianne on Wednesday evenings.

Grant will have a look at his schedule with a view to teaching lessons slightly earlier in the year.

Keith has offered to run a small number of Mini Bridge sessions prior to the commencement of lessons. NZB has more information on their website.

Improver Lessons

Mary asked that we do better around Improver lessons. A plan with time, dates and topics to be covered in Improver lessons is needed.

Action: Mary & Kay to produce a schedule for Improvers Lessons.

Deadline: Next Meeting

Bereavement Cards

Mary will make sure that a card has been sent to members who have suffered a bereavement. Usually the divisional chair will send these out.

Club Banking

Dorothy offered to take responsibility for doing the club banking.

Divisional Keys and Security

Kay asked for a physical check on keys. Kay also asked if there could be a longer time lapse on the entry alarm.

Action: Andrea to contact security company. Deadline: ASAP

Action: Andrea to organised key check. Deadline: This Year

Library

Dianne pointed out that some of the library resources are outdated and we need a cull. This will be discussed further at the April meeting.

Housekeeping

Dianne asked for clarification on who is having supper as part of a session so she can organise supplies. Bronze – once a month, Silver – every session, Gold – Kay will let Dianne know.

Tidying the Drives

Pauline expressed concern over the state of the drives. They have recently been sprayed so this should sort itself out in time.

Date of next meeting

Thursday February 23 2023, 7.00pm

Meeting closed 10.00pm

Confirmed Date

Submitted by Andrea Brown, Secretary

Timaru Bridge Club Incorporated

ORIGINAL BYLAW 5, RE-GRADING OF MEMBERS BETWEEN DIVISIONS:

Members may request to change Playing Divisions i.e. from Silver to Gold or vice versa by writing to the Club Committee to request the change sought.

Once authorised by the Club Committee the re-grading can take effect immediately.

AMENDED BYLAW 5:

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).**