

# Timaru Bridge Club Inc

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Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 23 February 2023 at 7.00pm

## **Welcome**

Carole Brand welcomed everyone to the meeting

## **Present**

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

## **Apologies**

Tina Ivamy, Sue McConway, Evelyn Milliken

It was moved that the apologies be accepted

Seconded & carried. 2023 08

## **Vision and Area of Focus for the Year**

The President called for the Committee to agree a vision for the club based on the discussion in the previous meeting. After some discussion it was agreed that "Our vision is a rejuvenated club through strengthened membership and increased player participation – Together We Can Make It Happen".

Areas of focus should be

- Beginner lessons and retention – this is the key to strengthening our club (see below for action plan for lesson advertising)
- Retaining club members (start made with survey – see below). Carole indicated that she would bring an action plan on retention of members to the next meeting to include the following:
  - Pick up on survey suggestions
  - Regular contact through division email groups
  - Bring attention to our code of conduct
  - Monthly newsletter
  - Best use of our television – results, congrats to tournament winners, photos, etc
  - Improvers lessons
  - Social evenings
  - Closed tournaments
  - Exit interviews
  - Mary Buckland from Ashburton Club - ex players are personally contacted
  - MB - zero tolerance (of unacceptable behaviour) policy . And more than this, set the tone and be known as the friendly club
  - MB – mid year xmas function with donations for charities – newspaper article and photos

## **Treasurer's Report**

It was agreed that the balance of the tournament bank account at 30 September should be transferred to the general bank account - however \$500 would be left in the account to cover interim expenditure.

It was moved that the Treasurer's report be received and that the payments made in January be ratified. Seconded & carried 2023 09

## **Insurance Cover Renewal**

The attached renewal options and quotes from Crombie Lockwood were discussed.

It was moved that the club should accept the quote of \$6,571.30 excluding GST based on full replacement value.

Seconded & carried 2023 10

## **Previous Meeting Minutes**

It was noted that the minutes did not include a copy of the new version of by-law 5.

Action: Andrea to rectify this omission from the previous minutes. Deadline: ASAP

It was moved that the minutes of 26 January 2023 be approved.

Seconded & carried 2023 11

## **Matters Arising from previous minutes**

**Member survey** - the format of the survey was discussed. A paper copy was the preferred format. The committee was happy with the survey so far, but agreed it needed further development by the existing working group. A final draft will be circulated to committee members prior to circulation to members.

Action: Carole, Mary, Ann Marie and Grant to progress

## **Job Descriptions**

i) Club Captain: Work in progress Action: Bill and Kay

ii) Website Co-ordinator: Grant has redrafted the role description. It will be further amended to include responsibility for updating social media.

## **Club Policies**

Andrea has identified a Data Management policy and a Promotion for a Room Hire policy.

Action: Andrea to include in the administration file and send a copy of the Room Hire policy to Kay. Deadline: 26 February

Pauline thought that the Data Management policy should be updated. This will be looked into at a later meeting.

Action: Pauline to update

Health & Safety: Action: Pauline and Sue Milmine to look at drafting a Health & Safety policy (previous committee's work in progress) and the potential requirement for a Health & Safety officer.

### **Membership & Beginner Application Forms**

The club website address will be added to the form. Further amendments were made to the wording with reference to the requirements of the Privacy Act.

### **Promotion for Room Hire**

Room hire is currently \$25 an hour. Kay suggested that to remain competitive, a volunteer rota would be required to organise hire-related cleaning. The alternative being a further charge of \$75 to cover contractor cleaning costs if the rooms are not left in the condition in which they were found. Attracting a regular user was identified as a priority. Having discussed comparative rates for hire, cleaning and related costs, it was decided that this would be readdressed at another meeting.

### **Cleaning Contract Trial**

The trial will conclude on 20 April and will be discussed further at the meeting scheduled for that day. A decision on the way to canvass member opinion was deferred to the next meeting. Carole suggested that division chairs could ask players for their indication of satisfaction. Dianne asked that the Wednesday night session be reminded to empty the bin and bring in the otto bin from the pavement.

### **Division Prizes**

Discussion regarding division prizes raised in the e-mail from Alan Luscombe will take place at a later meeting.

### **Keys & Security**

The Gold Division require a set of keys.

Action: Andrea to organise a set of keys for the Gold Division Deadline: ASAP

Andrea reported that adjusting the entry time delay on the alarm will incur a charge of \$65 + gst. It was agreed to leave the delay as is.

### **Cleaning of drives**

It was noted that the drives are still looking messy and the dead material needs to be cleared.

### **Correspondence**

#### **Inward:**

**Crombie Lockwood** Insurance Renewal

**NZ Bridge** Incorporated Society's Act

**Membership** Resignation – (Raewyn Shaw - to be acknowledged)

#### **Outward:**

**Membership** E-mails to acknowledge previous resignations

**BNZ** Change of signatories letter

It was moved that the Inward correspondence be received and the Outward correspondence be endorsed. Seconded & carried 2023 12

## Reports

### **Tournament Committee**

The next meeting of the Tournament Committee is scheduled for 24 February. Flyers have been circulated, a Director has been booked and confirmed as has Busy Bees for the cleaning. Entries are starting to come in.

### **Promotions Committee**

Nothing to report

### **Directors' Group**

The first meeting of the Directors' group will take place next week.

### **Bronze Division**

Report as attached. The Wednesday evening session is not appearing on the website. Lucy will be asked to amend this.

### **Silver Division**

Report as attached

### **Gold Division**

Report as attached

### **Bar**

Nothing to report

### **Computer**

The large tv has been installed. It will be used to display session-related information, notices, Directors' hints etc. Bill has also made some progress on the cashless payments system.

### **Works**

The Works Committee will meet before the next general committee meeting to discuss a possible capital replacement project, following feedback from the member survey.

## General Business

### **Beginner Lessons**

The circulated advertising action plan was discussed and Carole relayed the outcome of her conversation with Mary Buckland from Ashburton regarding attracting beginners. Posters/flyers have been produced and were handed out for distribution. These will be posted on the website and Facebook page. Andrea will speak to the library regarding the possibility of organising a demonstration day on their premises some time in April and possibly March also. Grant is doing a Courier article to be published some time in April. A sign on the front of the building advertising lessons was considered to be a good idea. Grant and Carole to make a plea to the divisions to persuade their friends and family to come along.

Action: Andrea to look into a corflute sign Deadline: ASAP

Action: Andrea to ask library about "demonstration days" Deadline: ASAP

### **Improver Lessons**

Discussion on improver lessons was deferred until the next meeting when there is feedback from the member survey.

Action: Kay and Mary Deadline: Next Meeting

### **Privacy Officer Role Description**

Work in progress

Action: Pauline

### **Housekeeping Supplies & Paper Cups**

The paper cup supply report was discussed. It was agreed to use the Compostaway option in a small size at a cost of \$.06 and the larger one for hot drinks at a cost of \$.18 per cup with an initial set up cost of \$150. This includes the supply and disposal of the cups by Compostaway. Mary and Dianne will organise this and look into an article and possible sponsorship from the Courier.

Action: Mary & Dianne to look into Courier article & sponsorship

### **Filtered Water**

Grant has investigated replacements of the water filters. They cost \$75 each. It was agreed to replace the filter for the drinking water but remove the one from the hot water system.

### **Social Media**

Lucy has offered to manage the website and Facebook. All agreed that these should be used to our best advantage to attract new members and keep our members engaged. It was agreed that she will attend the next meeting with a plan to increase our use of these resources. It was noted that photographers should obtain the approval of their subjects for posting on the website and Facebook.

### **Newsletters**

The committee considered that the inclusion of Interesting Hands, a Director's Corner and Tournament Successes were all good ideas. Kay will provide information on the latter for the newsletter.

### **Noticeboards**

The committee will look at ideas for display and how they are managed at a future meeting.

Action: Kay to make recommendations

### **Next Meeting**

Concern was expressed that there was no meeting planned before congress. Members indicated that they are happy to help and support the tournament committee and the Tournament Committee will invite the General Committee to attend one of their meetings prior to congress.

Date of next meeting: Thursday April 20 2023, 7.00pm

Meeting closed 21:30pm

Confirmed ..... Date

Submitted by Andrea Brown, Secretary