

# Timaru Bridge Club Inc

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Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 20 April 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 McConway, Sue Milmine, Evelyn Milliken, Kay Nicholas, Grant Patterson, Anne-Marie Pavletich, Pauline Prendergast

## Apologies

Tina Ivamy

It was moved that the apology be accepted

Seconded & carried. 2023 09

## Meeting Format

Concern was expressed at the format of the agenda in that it was not adhering to that suggested for Incorporated Societies. The President explained that the committee had followed this agenda order this year as she wanted to keep the committee's focus on the Club's vision, beginner lessons, beginner retention and now on member retention. She had worked with other committees and boards where matters relating to strategic thinking and action were considered first when everyone's concentration is best and there is more time. Some of the committee members asked for their dissension about this approach to be recorded in the minutes.

## Member Survey & Retention Plan

A summary of the member survey was presented to the meeting and discussed by the committee. Relevant information from the survey will be published in the next newsletter to members and passed on to the corresponding working group eg works committee, for their use. The committee will revisit the survey feedback and member retention plan at the next meeting.

Action: Andrea to provide lists of volunteers to relevant parties: ASAP

It was moved that an e-mail be sent to other clubs extending an invitation to their members to participate in some of our sessions.

Seconded and carried 2023 10

## Treasurer's Report

Sue noted that the heat pumps had now been fully paid for.

There are still a few payments outstanding & people have been sent reminders. It was moved that the meeting move into committee to discuss this further.

It was moved that the meeting come out of committee      Seconded & carried 2023 11  
It was moved that that the payments made in February & March be ratified.      Seconded & carried 2023 12  
It was moved that the Treasurer's report be received.      Seconded & carried 2023 13  
Sue McConway left the meeting.      Seconded & carried 2023 14

### **Previous Meeting Minutes**

An omission regarding the cost of advertising beginner lessons was identified; it was clarified that this cost would be met from the \$600 budget allocation for advertising.

Emails regarding IP Trials and result reporting had also been missed from the inward correspondence.

It was moved that the minutes of 23 February 2023 be approved.      Seconded & carried 2023 15

### **Matters Arising from previous minutes**

- a) Club Captain: Carried over
- b) Website Co-ordinator: Look at later on when Lucy Blackie joins meeting.
- c) Data Management policy: Carried over  
Action: Andrea to include in the administration file ASAP
- d) Charges & Promotion for Room Hire: To be discussed later in meeting. Grant asked whether people hiring rooms were required to sign a room hire agreement with T & C's, their responsibilities etc. Kay explained that this was discussed verbally with anyone hiring rooms (usually long-term hires). If Kay had any concerns she would discuss with the committee; all agreed that this was satisfactory. It was also agreed that Health & Safety be mentioned to people hiring the rooms and that they should be given a copy of the health & safety policy.
- e) Cleaning Trial: The time period for the cleaning trial has now come to an end. Carole suggested that division chairs talk to their sessions as to their satisfaction with the cleaning during the week beginning 15 May and bring their responses to the next meeting. She also suggested that if there is any discontent around the cleanliness of the toilets, that this could simply be resolved with an extra toilet clean. Kay suggested that we should indicate now in the weekly notices that this will be happening. Dianne suggested that we compile a list of people prepared to take on extra cleaning tasks; 2 or 3 people have already indicated on the survey that they would be prepared to help in this regard. Dianne pointed out that there were a number of things not

covered by the cleaning contract and that these should be identified to volunteers.

Action: Andrea to add topic to weekly notices: ASAP

Action: Dianne & Mary to produce a list of things not being covered: ASAP

f) Division Prizes: Will be discussed later in year

### **Correspondence**

#### **Inward:**

##### **NZ Bridge**

Newsletter

IP Trials e-mail

Pairs Tournament results e-mail

##### **Resignations**

Hugh & Medith Jeboult-Jones, Selwyn Crawford,

Roger Johnson, Marg & Paul Wolffenbuttel

#### **Outward:**

##### **Resignations**

E-mail acknowledgment of resignations

There was some discussion around the handling of correspondence.

Action: Andrea to liaise with Bill & others on handling of e-mails: ASAP

It was moved that the Inward correspondence be received and the Outward correspondence be endorsed.

Seconded & carried 2023 16

### **Reports**

#### **Computer**

This item was moved up the agenda as Bill had to leave the meeting. The existing photocopier is over ten years old and broke down at a crucial point in the preparations for Congress. Bill has a quote for rental of a smaller machine at the cost of \$35 a month, with a support package of \$30 a month that covers all ink usage. The Committee agreed that this was a good deal, but Bill & Grant were tasked to investigate the prospect of purchasing a replacement copier as an alternative and report back to the next meeting.

Action: Bill & Grant to report back to next meeting

Carole asked Bill if he could instruct the Silver & Bronze divisions on the usage of the new TV screen for display of weekly notice etc.

Action: Bill to show Andrea how to do this: ASAP

#### **Tournament Committee**

Anne-Marie thanked everyone who had helped out and contributed towards a successful Congress. A de-brief will be held next week and further information will then be provided. Carole congratulated the tournament committee, Ann Marie, Bill, Mary, Pauline, Dianne and Kay on a very professionally run tournament and expressed her appreciation to all involved.

Action: Andrea to send thank-you letters to helpers: ASAP

#### **Promotions Committee**

The notice regarding representative team selection, including criteria for selection, will go up soon calling for expressions of interest.

#### **Housekeeping Report**

The Busy Bee Cleaners will do a pre hire toilet clean and brass door plate clean for \$40 plus GST. They would require a fortnight's notice for this extra clean. If they did a normal clean pre hire this would be \$75. A replacement is required for Dianne who is stepping down. Mary will fill in until the end of the year but someone will be required to understudy her.

Action: Carole to look for liaison person through newsletter: Next newsletter

### **Bronze Division**

Report as attached. Mary expressed the Bronze division's gratitude to Dianne, Dot & Alan who have been helping out with director duties etc.

### **Silver Division**

Report as attached. In addition to her report, Sue notified the meeting about the absence of boards for last Monday's session. It seems this arose from a genuine misunderstanding, but Anne-Marie & Bill will ensure that this doesn't happen again.

### **Gold Division**

Report as attached.

### **Bar**

Report as attached.

### **Works**

Covered earlier in meeting.

## **General Business**

### **Beginner Lessons**

These were mentioned in two recently published Courier articles. One of these articles was specifically about the lessons at a cost of \$360.

A sign advertising the lessons has been installed at the front of the club at a cost of \$272, but this will be used again next year.

A demonstration day will take place at the library tomorrow and a 'stall' has been booked at the Positive Ageing Expo on May 4 at a cost of \$23. Volunteers will be required to play at this event.

Action: Carole to set up a volunteer roster: ASAP

Concern was expressed at the lack of notice given about the library demo for which those involved apologised.

### **Website Co-ordinator**

Lucy Blackie joined the meeting to report on the website and social media. Carole expressed her thanks to Lucy for taking on the role of Webmaster.

Kay will copy Lucy in to results for publication on Facebook/the website. Lucy mentioned the possibility of a members-only portal on the website for member only information. Pauline suggested that our policies, job descriptions etc should be included on the website, however these should all be formatted in the same

way achieve a more cohesive, professional display. Lucy will have a look at other websites to see if she can glean any good ideas.

Everyone was happy with the position description of Website Co-ordinator and it's built in protections for Lucy. It was moved that the Website Co-ordinator description be approved. Seconded & carried 2023 17

### **Improver Lessons**

Kay and Mary will look at the feedback from the member survey and come up with a plan for the Improver lessons.

Action: Kay and Mary Deadline: Next Meeting

### **Privacy Officer Role Description**

Work in progress

Action: Pauline

### **Health & Safety Policy**

Pauline has circulated a draft report worked on by Pauline and Sue. They have also worked on supporting procedures that will be added once the policy has been approved. It was pointed out that items listed within the policy should be bulleted rather than numbered, as numbering implies priority.

The club has health and safety responsibilities for any visitors to the premises - members, volunteers, contractors, trades people, etc and these groups should be made aware of our policy although they also bear responsibility themselves for their own health and safety.

Feedback was requested from committee members. It was moved that approval of the policy be deferred to the next meeting.

Seconded and carried 2023 18

### **Noticeboards**

To be discussed next meeting

### **Table Fee Vouchers**

It was proposed that it is time to end the 11 vouchers for the price of 10 promotion which has been an incentive for members to switch to online payments. This would save the club approximately \$2000 for the year. It was moved that the 11 vouchers for \$50 be dropped from 5 June 2023.

Seconded and carried 2023 19

### **Room Hire**

We have been approached by the Scrabble club regarding room hire on a Friday afternoon. They could use the back room at the same time as bridge is being played in the main room. They would need a storage cupboard, which they already have and we could accommodate. This was considered to be a good idea. Kay will negotiate terms with them.

### **Replacement of cards and holders**

Kay tabled the idea of replacing some of the cards and holders. Some of the holders are damaged and could possibly be repaired. Kay will circulate further details and this will be discussed further at the next meeting.

Action: Kay to circulate repair/replacement details: Before next meeting

**Authority Parameters of Club Roles**

Concern was expressed regarding the decision-making around cancellations for the mini Covid outbreak and whether this was handled correctly according to the constitution. These concerns around correct due process were noted.

**Fund-raising Opportunity**

The club has been approached to supply 3 people for 4 nights to man stalls/supervise at the upcoming light festival from 25-28 May. This would raise almost \$1000 for the club. The committee was keen to pursue this in principle subject to further information.

**Next Meeting**

Thursday May 18 2023, 7.00pm

Meeting closed 21:25pm

Confirmed ..... Date

Submitted by Andrea Brown, Secretary