

Timaru Bridge Club Inc

Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 18 May 2023 at 7.00pm

Welcome

Carole Brand welcomed everyone to the meeting and confirmed that everyone was happy for this and future meetings to be recorded. It was proposed that meeting recordings be deleted once the minutes of the recorded meeting had been approved.

It was moved that all committee meetings be recorded and that those recordings be deleted following acceptance of the minutes to which they relate.

Seconded & carried. 2023 20

Present

Carole Brand, Andrea Brown, Dianne Esler, Tina Ivamy, Sue McConway, Sue Milmine, Evelyn Milliken, Kay Nicholas, Grant Patterson.

It was moved that Mary McSherry be allowed to join the meeting via FaceTime but acknowledged that her presence did not count towards the quorum and that she would not be able to vote.

Seconded & carried. 2023 21

Apologies

Bill Mecchia and Anne-Marie Pavletich

It was moved that the apologies be accepted

Seconded & carried. 2023 22

Previous Meeting Minutes

It was noted that Anne-Marie Pavletich was omitted from the list of meeting attendees. It was moved that the minutes from the Special Purposes Committee Meeting from 11 May 2023 be approved.

Seconded & carried. 2023 23

It was moved that the minutes from the meeting of 20 April 2023 be approved.

There was one vote against (Kay Nicholas) and one abstention. Seconded & carried. 2023 24

Matters Arising from Previous Meeting's Minutes

- **Cleaning:** The 6 month trial period for the new cleaning regime has now come to an end. Mary's suggestion of a simple questionnaire to put to members to ascertain the success of the trial was discussed. It was felt that only one question needed to be put to the membership to ensure an unbiased result. The Silver division had already been canvassed and the results will be included with those from the other divisions.

It was moved that the 2nd question on the questionnaire be deleted. There was one vote against.

Seconded & carried. 2023 25

It was moved that the question re satisfaction with cleaning be read and handed out by division chairs in the week commencing 22 May 2023.

Seconded & carried. 2023 26

Action: Kay to reword, produce & distribute question slips, w/c 22 May 2023
Andrea to organise a box for replies ASAP

At this point the Housekeeping report was moved up the agenda for discussion. Mary outlined that she had identified some items that should have been included from the cleaning contract but had been omitted. Mary suggested that a 3-monthly working bee approach could be trialled to perform these tasks (table-cloths, kitchen bin cleans, table bins etc). She will also look into getting the carpets cleaned at some stage. Busy Bees would be available to do a second weekly clean of the toilets for \$40+GST. It was suggested, discussed and subsequently agreed that a working group (utilising the past expertise and skills of a number of committee members) look into the additional tasks required, consider members' responses to the cleaning questionnaire and report back to the next meeting.

Action: Mary to facilitate working group and report back. Next meeting

It was suggested that members be asked to set the room straight after their session as sometimes tidiness was not up to par but it was agreed that this is the responsibility of the people running each group.

- **Member Survey:** The President reminded the meeting of NZ Bridge's documentation around member retention circulated in previous meetings and items arising from the member survey:

Playing Times – this had been addressed regularly in the Gold division with the outcome always been a preference to remain at 7.30pm start. This had not been discussed further amongst the Silver division.

Facility Improvements – Kay asked for a copy of the OPUS report/heating assessment to make a more informed decision around how heating costs have been affected by the new heat pumps.

Action: Grant to send copy.

Further discussion followed around double-glazing, thermal curtains and, in particular, the carpeting. The Gold Division report questioned the fact that carpet replacement was not included in the member survey. Grant ran through the Works committee's plan for future asset replacement which included future replacement of the carpet in both the main and back room. It was moved that the committee delegate responsibility to the Works committee to produce a full report on thermal curtains and double-glazing and report back to the main committee.

Seconded & carried. 2023 27

Volunteering – lists of volunteer names have been provided to the relevant parties who will make individual contact going forward.

Attracting New Members – other suggested ways of attracting new members will be considered next year prior to the commencement of lessons.

Social Interactions – a number of members expressed enthusiasm for increased social interaction between divisions. The committee considered a mid-winter social function, possibly in July/ August and purely social with no bridge to be a good idea. A joint prize-giving, end of year event will also be looked at. Division chairs will also consult their groups regarding the bar opening at 6.30pm before each session.

Other Ideas Around Member Retention– Keith will be asked to help on Monday night to get the TV display going with weekly notices, director's tips etc. Improver lessons feedback to be discussed later in meeting. With regard to an ex-player exit questionnaire, in the first instance, Andrea will put together a list of reasons given for resignations, if any. A suggestion box will be placed in the club rooms for member suggestions going forward.

- **Photocopier Replacement** As Bill was absent from the meeting, this was deferred to the next session. Grant has a student in the lessons who has expertise in this area and may be able to provide further advice if required.
- **Noticeboards** Deferred to next meeting.
- **Health & Safety Policy** Comments were sought on the circulated Accident/Injury Prevention procedure. This will be considered at the next meeting. It was moved that the Health & Safety policy circulated with the previous meeting's agenda be adopted. Seconded & carried 2023 28
- **Club Captain Role Description** Deferred
- **Privacy Officer Role Description** Deferred
- **Data Management Policy** Deferred
- **Lessons & Beginner Retention** The Committee discussed the formation of a Bridge Tuition sub-committee to cover all areas of tuition including learners lessons and retention and improvers lessons with appropriate mandates and responsibilities. Kay will join the current learners working group and all were tasked to devise terms of reference for such a sub-committee and report back.
Action: Grant, Carole, Kay & Mary to report back on a Bridge Tuition sub-committee.

Next Meeting

Correspondence

Inward: E-mails:

- Pauline Prendergast resignation
- Dorothy Bain resignation

- NZ Bridge Canterbury – looking for clubs to host regional tournaments in 2024 (Timaru previously hosted Regional Pairs in September 2023) forwarded to Anne-Marie
- NZ Bridge re increase in tournament fees & job advertisement
- V Powell resigning from lessons

Outward: Thank you card to library

Matters Arising from Correspondence

- The committee acknowledged Pauline Prendergast's contribution to the committee throughout this year and regretfully moved to accept her resignation from the roles of Vice President and Privacy Officer on this committee and as a member of the Tournament committee.

Seconded & carried 2023 29

It was moved that the Committee continue without a Vice President for the remainder of the year but appoint a person to step in as Chair when required.

Seconded & carried 2023 30

The appointment of a new Privacy Officer was held over.

- Dorothy Bain's offer to continue in her role co-ordinating the programme booklet and managing the bankings and grand slam club was gratefully accepted. It was regretfully moved that her resignation from the committee be accepted.

Seconded & carried 2023 31

Action: Andrea to formally acknowledge resignations. ASAP

It was moved that the inwards correspondence be received and the outwards correspondence be endorsed.

Seconded & carried 2023 32

Treasurer's Report

The Treasurer noted that there are still a few subscriptions outstanding and most of these were subsequently clarified by the Division chairs.

It was suggested that some of the bank account funds be put into a short-term term deposit as rates are now more favourable.

Action: Carole & Sue to investigate this. ASAP

The club recorded a net profit of \$4,810 to 30 April 2023 with some congress expenses still to be paid. We can expect lesson fees of about \$1700 from the current cohort of beginners. Our current combined BNZ bank balances sit at \$44,710. These include a term deposit of \$13,650 which was set aside last year to fund the replacement of fixed assets.

It was moved that the bills listed as paid be ratified.

Seconded & carried 2023 33

It was moved that the Treasurer's report be received.

Seconded & carried 2023 34

Reports

Tournament Committee – no report. Kay reported that she had approached Silver Birches Dental Surgery and they had agreed to sponsor a trophy in memory of Nevis Jones for the Best Junior Pair at the SC Congress.

Promotions Committee – Expressions of Interest had been requested for inclusion in the Mid South Island teams event on 2 July 2023 and these will be considered by the Promotions Committee. Committee terms of reference are in progress.

Directors' Group – report as circulated. The focus of the group going forward will be on table etiquette and preferred etiquette document will be circulated to all members when available. The intention is to hold directors' lessons later in the year with a view to examination, resulting in more directors for the club.

Bronze Division - report as circulated. A supper was hosted for beginner lesson attendees by the bronze division. This was well received and will be repeated towards the end of the lesson period.

Silver Division – report as circulated. The Silver division is holding an internal trial of a Teams event in June to encourage member interest in teams generally and this has been well subscribed. Thanks were expressed to Michael Johnstone for his upcoming assistance in this. Thanks also to Ashley Milliken who has made 2 new card holders to add to existing stock.

Gold Division – report as circulated. The Division Chair asked on behalf of her members, when they would be informed about the comments and ideas raised in the member survey – survey feedback will be displayed on the noticeboard. Gold division members queried why there was no longer a financial summary including bank account balances in the meeting minutes. This will be addressed in the minutes going forward. Gold division members had also asked for follow-up re social interaction between groups – this had been addressed earlier in the meeting.

Bar – no report

Computer – no report.

Works Committee – an exterior light has been replaced and there has been some hiccups with the back room heating which now appear to have resolved. A meeting of this committee will take place before the next general committee meeting.

Housekeeping - discussed earlier in meeting. Concern was expressed with the safety of the rugs by the entrance doors and this will be looked into.

Action: Grant to ask Steve to investigate. ASAP

Card Convenor – report as circulated. The state of the cards and boards was discussed and it was suggested that replacement cost should be spread over future years’ budgets.

It was moved that the proposed purchase of cards and boards for \$754 recommended in the Convenor’s report should proceed.

Seconded & carried 2023 35

Room Hire – the hire of the back room on a Friday afternoon by the Scrabble club as proposed at the last meeting will go ahead from the end of May at a charge of \$40 per week.

General Business

Beginner Lessons

Lessons have commenced with 36 registered beginners taking part. NZ Bridge numbers will be organised for participants half way through the lesson schedule.

Grant needs an adapter for his PC for projection purposes and has also identified a laser pointer which would be helpful for the lessons. It was agreed that these purchases should go ahead.

Improver Lessons

Following on from the member survey, improver lessons will go ahead on Sunday 11 June, 1.30 - 3.30 pm commencing with “Leads” with the next lesson potentially “Card Playing Techniques”. These will take place in the main room making use of the big screen and will be at a cost of 1 voucher per lesson.

Action: Kay to inform members via weekly notices

Club Library – deferred

Other Business – there was a query regarding the vacancies created on the committee through the minuted resignations. It was noted that there is still a sufficient number on the committee to form a quorum; each division is still represented by at least three members as required by the Constitution and members can be seconded if necessary.

Next Meeting

Thursday June 15 2023, 7.00pm

Meeting closed 21:35 pm

Confirmed Date

Submitted by Andrea Brown, Secretary