

There was a brief discussion around timing of the extra clean and Monday and Wednesday mornings were preferred. Dianne will contact Busy Bees to see if this is possible.

Action: Mary to liaise with Busy Bees re amendment to contract and schedule of duties

Action: Mary to approach volunteers and organise working bee when required

Carole thanked Mary and Dianne for their work on this.

- **Midwinter Social Function:** Carole asked for ideas around a mid-winter social function. It was suggested that other local clubs be invited to participate in a social bridge evening. This was re-visited later in the meeting where a joint social/fundraiser was suggested with the NZ Bridge Foundation disaster recovery fund set up following Cyclone Gabrielle considered a worthy recipient. Likely dates for such an event would be either Friday 28 July or Friday 25 August.

Action: Kay to approach local clubs to gauge interest for end of July/August

- **TV Display** Progress is being made in sorting out the TV display for all sessions. There is now a way to cast to the TV and we just need to determine what will be displayed and the process of managing this on a weekly basis.

Action: Bill to liaise with Keith to progress this further. ASAP

- **Member Exit Questionnaire** A list of people who have resigned over the course of the year is required, to which we can then add the known reasons for resignation and address any common thread thus identified.

Action: Andrea to bring to next meeting

- **Suggestion Box** A permanent box is required for member suggestions.

Action: Andrea to liaise with Steve ASAP

- **Photocopier Replacement** Grant has circulated a discussion document with regard to the photocopier. His recommendations are as follows:

1. continue using the existing copier until it fails
2. that we consider applying for charity funding for the cost of a replacement copier (being \$2,960). In the meantime Grant and Bill will arrange a time for the learner with photocopier experience to have a look at the current copier with a view to repair.
3. that, following purchase of a new copier, the service contract be re-instigated at a cost of \$30 per month

Committee members queried why we were waiting until the copier broke down completely to replace it, when it was no longer reliable when larger amounts of copying were required, such as during Congress and competitions. Grant will revise the report and recirculate it to the committee through Carole. Carole

tasked Grant and Bill to come up with a backup plan, should the copier fail again at the July teams event.

- **Noticeboards** Deferred to next meeting.
- **Health & Safety Policy** The Accident/Injury Prevention procedures and Emergency & Evacuation procedures were circulated prior to the meeting. Carole asked if all 7 procedures could be reviewed together with the Health & Safety policy.

Action: Sue to provide all the procedures and the policy for consideration at next meeting.

- **Club Captain Role Description** Deferred
- **Privacy Officer** Carole asked for a volunteer to take on this role but nobody came forward. It was suggested that this be opened up to the general membership.

Action: Carole to consider addressing this in next newsletter

- **Data Management Policy** Deferred to next meeting
Action: Andrea to bring copy of existing policy to next meeting

- **Promotions Committee Terms of Reference** Following discussion regarding the definition of "terms of reference" and use of correct terminology, it was agreed to change this to "Promotions Committee Guidelines".
Action: Kay to work on these for next meeting

- **Division Prizes** To be addressed at next meeting.
- **Tuition Committee Terms of Reference** (now **Guidelines** as above)
Deferred to next meeting
- **Improver Lessons** The scheduled Improver lessons were postponed and will be rescheduled when the tutor is available. They may change from Sunday afternoons to Thursday evenings now that that slot is available.

Correspondence

Inward: E-mails:

- CRC Bridge – request to host an event in 2024 – this will be discussed at the next meeting of the Tournament committee
- NZ Bridge Foundation – Update on Cyclone Gabrielle relief fund
- NZ Bridge – Online Director Training – Dianne to discuss with other groups

Outward: None

Matters Arising from Correspondence

An e-mail had been sent to Pauline Prendergast on behalf of the Tournament committee following her resignation.

It was moved that the inwards correspondence be received.

Seconded & carried 2023 39

Treasurer's Report

Bank account balances at 31 May 2023 were as follows:

BNZ Cheque A/C	\$19,876.63
BNZ Tournament A/C	\$3,262.73
BNZ Term Deposit	\$13,649.77
BNZ Term Deposit	\$10,000.00
	\$46,789.13

This club has subsequently received \$1200 from the light show in thanks for members volunteering their services.

The club recorded a net profit of \$6,798 for the eight months to 31 May 2023. While this compares favourably to the budgeted net profit of \$2,150 for the current year, it was acknowledged that subscriptions have already been received, and honoraria are paid and depreciation is calculated at the end of the year. In other words, income and expenditure are not evenly spread through the year.

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

Seconded & carried 2023 40

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

Seconded & carried 2023 41

Reports

Tournament Committee – no report. Will meet next week.

Promotions Committee – report as circulated. Teams have been selected for the Mid SI Teams Event on 2 July for each category. Kay will send Sue the account for payment of entry fees.

Directors' Group – report as circulated. The Directors' group are looking forward to being instructed on TV usage.

Bronze Division - report as circulated. Mary, Grant and Carole will have discussions about how to successfully integrate the learners into the Bronze division.

Silver Division – nothing to report. Sue expressed her thanks on behalf of the Silver Division to Michael Johnstone for his assistance in running the current Teams competition.

Gold Division – report as circulated.

Bar – no report

Computer – report as circulated. It was moved that \$100 of petrol vouchers be gifted to David Stephen for his help with cabling.

Seconded & carried 2023 42

Card Convenor – the new cards and boards have arrived. Thanks to Keith for managing to procure these with a 20% discount.

Works Committee - the minutes of the Works Committee meeting held at the end of May were circulated and discussed. Carole ran through the minutes of the meeting, including last year's meeting notes relating to the replacement of major assets which included the following:

- Lighting – replacement programme of one line per year, costing \$600 p.a.
- Card dealing machine – computer manager's view for replacement in 5 years
- Carpet – still in reasonable condition

The ten year asset replacement spreadsheet was reviewed and it was noted that this is intended to be a guide only and not a confirmed work programme.

While the 2022 committee had set aside a term deposit of \$13,650 to fund asset replacement, the Works Committee recommend that the club should apply for grants and any project would only proceed if successful.

The Works Committee recommended the following prioritisation of future projects:

1. Double-glazed windows and replacement window joinery – the aluminium joinery is 50 years old, deteriorating and heat is being lost as the seal is no longer working properly. This project would add value and future-proof the building (3 quotes obtained)
2. Curtain replacement-thermal curtains may not be required if the windows are double-glazed (all options will be checked)
3. Heat pump for back room (to reduce energy bill)

Kay asked why the Works Committee had moved away from some of the recommendations of the OPUS report (2012 building and heating assessment) such as lowering the ceiling and queried whether enough people were involved in making these decisions. Grant confirmed that the model logic is still good, however the cost estimates are no longer accurate. The cassette heat pumps (funded by an insurance claim) have been installed in the high ceiling. While double-glazed windows may not have a significant effect on heating loads in the playing room, they would be effective in the back room.

The window replacement project is not considered to be a major project as it is dependent on grant funding and not on funds committed by the club.

It was moved that the Committee accept the recommendation of the Works Committee to seek funding for the replacement of the window joinery and installation of double-glazed windows.

Seconded & carried 2023 43

It was moved that the quotes from Fairview Aluminium \$39,215.56, Brookland Aluminium \$48,297.09 and Kennedy Aluminium (supply only) \$43,497.67 (all exclusive of GST) are received and acknowledge that Fairview Aluminium's quote is the lowest and preferred option. Seconded & carried 2023 44

It was moved that Grant and Carole be authorised to apply for grant funding on behalf of the club. Seconded & carried 2023 45

It was moved that the club applies to Trust Aoraki for a grant of \$20,000 being half of the cost of supply and fitting of new window joinery and double-glazed windows. Seconded & carried 2023 46

It was moved that the club applies to Pub Charity Ltd for a grant of \$19,216 being approximately half of the cost of supply and fitting of new window joinery and double-glazed windows. Seconded & carried 2023 47

Room Hire – the Scrabble club have been using the back room for a month and this is going well. They will be billed for room hire on a monthly basis.

Tuition – there have been 3 withdrawals from the beginner lessons in total. There has been plenty of members helping out and the lessons are being enjoyed by all.

General Business

Light Show donation a number of suggestions were made as to what to do with the \$1200 received from the light show. These included re-stocking the library, a guest speaker at a social event or payment towards a new photocopier. No decision was reached at this time.

Club Library – Dianne pointed out that a lot of the stock in the library was obsolete and needs to be removed with existing stock refreshed. Kay suggested that a register of online resources be compiled to point people in the right direction. No conclusion was reached at this time.

Next Meeting

Thursday July 20 2023, 7.00pm

Meeting closed 21:25 pm

Confirmed Date

Submitted by Andrea Brown, Secretary