

Timaru Bridge Club Inc

Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street,
Timaru on 20 July 2023 at 7.00pm

Welcome

Carole Brand welcomed everyone to the meeting.

Present

Carole Brand, Andrea Brown, Dianne Esler, Sue McConway, Mary McSherry, Sue Milmine, Kay Nicholas, Grant Patterson.

Apologies

Tina Ivamy, Bill Mecchia and Anne-Marie Pavletich

It was moved that the apologies be accepted Seconded & carried. 2023 48

Additional Agenda Items

Two small items concerning the timing of agenda items and reports to be attached to the minutes were scheduled to be addressed later in the meeting.

Previous Meeting Minutes

The date of the next meeting needs to be changed to 20 July 2023. It was moved that the minutes be confirmed subject to this amendment.

Seconded & carried. 2023 49

Matters Arising from Previous Meeting's Minutes

- **Mid-Winter Social Function**

A suggestion regarding this function has been circulated to Committee members with a proposed date (31 August) and format. A list has been put on the noticeboard for people to put their names down (although following discussion this will be amended to include either pairs or singles and redisplayed.) The option of inviting other clubs had been negated by the midweek date preferred by club members. The bar will be open, members will be invited to bring a small plate and/or a raffle prize (raffle tickets to be sold 2 weeks prior) and there will be a fun quiz that Mary offered to organise. Division chairs were tasked to find volunteers to run the event. In the meantime, Carole will draw up a list of what needs doing and delegate the implementation to identified volunteers.

- **TV Display**

Bill needs to organise for Outlook email to be reset so that notices can be displayed on the TV screen for each session. Identified individuals from each division need to be shown how to do this. Carole will speak to Bill about getting this sorted out.

Action: Carole to speak to Bill re email reset & showing other people how to get the display up and running. ASAP

- **Member Exit Questionnaire**

From those who have resigned their membership this year, 7 gave no reason, 4 had too much on, 3 for personal reasons / ill health and 1 had only attended once. It was suggested that we retain a list of people who may be interested in returning in the future and offer a timely invitation for them to return (maybe before next year's lessons which would be offered free of charge).

Action: Andrea to keep a list

- **Suggestion Box** A box has been ordered and we are awaiting delivery.
- **Photocopier Replacement** Grant referred to Bill's report regarding the purchase of a spare cartridge for the copier suggesting we run the small risk of not purchasing one, as the current one should last for up to a year by which time a new copier will be purchased.

Kay asked what the arrangements for the upcoming tournament in September were for a backup in case the copier wouldn't function on the day. Grant agreed to provide his personal copier.

It was moved that before bridge resumes for 2024 a new copier will be procured. Motion subsequently withdrawn.

It was moved that a new copier be purchased using the funds raised from the Illuminate festival. The motion was seconded. Following subsequent discussion, an amendment to the motion was moved – that a new copier be purchased, but that the club first applies for charity funding for the purchase.

Seconded & carried with one abstention, thus becoming the substantive motion, which was put to the meeting and carried unanimously. 2023 50

A 3 month time frame was set for the funding application with the purchase to be given the go ahead by the October meeting.

- **Noticeboards** Deferred in the meantime.
- **Health & Safety Policy** The Health & Safety policy was approved in a previous meeting (2023 28). The procedures to accompany that were circulated prior to the meeting and some small amendments and clarifications were requested.

There was some discussion around separate inclusion of an anti-bullying procedure. It was felt that the Zero Tolerance policy already on display covered

bullying (and other forms of harassment) and that this be referred to in the H & S Policy along with how incidents should be reported (referred to the Recorder in the first instance and escalated if necessary).

There was also discussion around crisis management/media (any media approach should go through the President) and handling of communicable illnesses. Wording around this will be added to the procedures.

The procedures will be attached to the health and safety policy and reviewed triennially with the policy.

A Health & Safety Officer is required to report to the Committee each meeting – some names were suggested for this role and Sue will make an approach to gauge interest.

Carole thanked Sue & Pauline for their work on the policy.

Receipt of the procedures was noted and approval of them was held over to the next meeting, once the identified changes have been made.

Action: Sue to update the procedures for approval at next meeting.

- **Club Captain Role Description** Deferred
- **Privacy Officer** Carole will approach Lucy to see if she is interested in taking on this role.
- **Data Management Policy** Carole will link this to Privacy Officer role.
- **Promotions Committee Guidelines** Deferred to next meeting as members of the Promotions Committee are away.
- **Division Prizes** Alan Luscombe's e-mail of 3 January 2023 was discussed. The e-mail suggested that instead of monetary prizes, prizes should be in the form of trophies and certificates

It was moved that trophies and certificates be awarded for end of year awards instead of monetary prizes.

Seconded (1 against (Sue Milmine)) & carried 2023 51

Action: Andrea to respond to Alan ASAP

- **Tuition Committee Guidelines** Deferred to next meeting
- **Improver Lessons** The Improver lessons have been rescheduled for Sunday 30 July at 1.30 – 3.30pm.

- **Honoraria** It was noted that no discussion had taken place this year regarding honoraria. This will be included on the agenda for the next meeting.

Correspondence

Inward: E-mails:

- NZ Bridge – e-mail re Marketing Communications appointment
- Kay Nicholas letter with MSIT results and thanks
- Resignation letter from Evelyn Milliken
- Building WOF follow up letter
- NZ Bridge – e-mail re teaching materials and online tuition

Outward: None

Matters Arising from Correspondence

- Kay reported that the trophy from the MSIT event was currently being engraved and expressed thanks to the Timaru Bridge Club for the use of the rooms. Carole noted the professionalism of the running of the event.
- Having only being received at the start of the meeting, Evelyn’s resignation letter was read aloud to the meeting. It was agreed that the points made in the letter would be reflected upon going forwards. It was moved that the Committee accept Evelyn’s resignation with regret.

Seconded & carried 2023 52

Action: Andrea to circulate NZ Bridge e-mail to whole committee & send a thank you letter to Penny Dewar re Illuminate festival. ASAP

It was moved that the inwards correspondence be received.

Seconded & carried 2023 53

Treasurer’s Report

Bank account balances at 30 June 2023 were as follows:

BNZ Cheque A/C	\$21,740.48
BNZ Tournament A/C	\$3,469.72
BNZ Term Deposit	\$13,649.77
BNZ Term Deposit	\$10,000.00
	\$48,859.97

The club recorded a net profit of \$8,783 for the nine months to 30 June 2023. Subscription fees are down on previous years due to falling membership, but table fees are holding up well. Depreciation and honoraria are still to be paid at year end, which will impact on profit. Operating expenses spread over the year have increased slightly, due, in the main to the increase in inflation. Overall the club is tracking satisfactorily with only 3 months of the financial year left.

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

Seconded & carried 2023 54

Reports

Tournament Committee – there has been a meeting and tasks have been allocated for the upcoming tournament in September. Carole asked for clarification about who had overall responsibility for the tournament – she will speak to Dot and/or Anne-Marie.

Promotions Committee – nothing to report.

Directors' Group – report as circulated.

Bronze Division - report as circulated.

Silver Division – report as circulated.

Gold Division – there have not been many tables on Tuesday evenings, but everything is going alright. A meeting will take place soon about the programme for next year.

Bar – report as circulated

Computer – report as circulated.

A meeting has taken place around the Computer Manager role and a replacement for Bill who wishes to step down. This meeting recommends to the committee that the club:

- 1) look at outsourcing the Computer Manager role in the interim in the form of consultancy around advice, trouble-shooting and tutoring. The honoraria could be used as recompense for this person.
- 2) look for a club member to take on the role of Computer Co-ordinator/Convenor (title to be decided) by advertising via 'job description'
- 3) consider the reinstatement of a computer committee to include members who already have responsibility in the technology area, including tablets, card-dealing, scoring and tournaments.

These steps were discussed and prospective consultant candidates were suggested, in particular and in the first instance, David Stephen.

It was moved that Carole & Grant make an initial approach to Mr Stephen to ascertain his availability and interest to act as a computer advisor to Timaru Bridge Club.

Seconded & carried 2023 55

This issue will be revisited at the next meeting.

Works Committee

At the last meeting the committee passed a resolution to apply to Trust Aoraki for grant funding for window replacement. This now looks unlikely to succeed. It was moved therefore, that resolution 2023 46 be withdrawn.

Seconded & carried 2023 56

It was moved that the club applies to Pub Charity Ltd for a grant of \$39,216 being the total cost of supply and fitting of new window joinery and double-glazed windows.

Seconded & carried 2023 57

The Works convenor is looking at replacing a line of lighting with LED fixtures before 30 September. Grant has approached an electrician to ascertain if a bulk purchase of LED lighting would be more economical. He is waiting to hear back. Sue suggested we approach a club member she believes to be an electrician to see if he could help out with this. Grant will follow this up.

Door mats have been fixed with wall insulation to follow. Kay has identified a problem with the back door 'snibbing' and has spoken to Steve about it. Grant will follow this up also.

Action: Grant to follow up above issues with Steve.

Room Hire – the Scrabble club have paid up until the beginning of August.

Tuition Committee – 29 beginners finished this year's lessons. Grant will be away next year so we may need to find a new tutor.

General Business

Agenda Items need to be sent to the secretary by the Friday prior to the following week's meeting and will be sent out to committee members by Sunday evening/Monday morning at the latest

Attached Reports there has been a request for reports to be attached with the minutes for everyone to see on the website. The committee agreed that a zip file containing relevant reports should be attached to the website minutes.

Next Meeting

Thursday August 17 2023, 7.00pm (Kay to act as secretary)

Meeting closed 21:50 pm

Confirmed Date

Submitted by Andrea Brown, Secretary