

# Timaru Bridge Club Inc

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Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 17 August 2023 at 7.00pm

## **Welcome**

Carole Brand welcomed everyone to the meeting.

## **Present**

Carole Brand, Dianne Esler, Sue McConway, Bill Mecchia, Sue Milmine, Grant Patterson.

## **Apologies**

Andrea Brown, Tina Ivamy, Mary McSherry and Anne-Marie Pavletich

It was moved that the apologies be accepted                      Seconded & carried. **2023 58**

## **Additional Agenda Items**

Letter from Kay Nicholas.

## **Previous Meeting Minutes**

It was moved that the minutes from the Committee Meeting of 20 July 2023 be received and approved.                      Seconded & carried. **2023 59**

## **Matters Arising from Previous Meeting's Minutes**

- **Social Night (Thursday 31 August):** Dianne and Alan have undertaken to organise the bridge part of the social night and prizes have been procured. Penny Dewar will run the quiz and prizes will be organised. Raffle tickets will be sold during the week of the social night. Sian Patterson will help on the night with supper arrangements – everyone to bring a plate. Ashley will run the bar.
- **TV Display:** Information to be displayed on the tv screen each session (including the weekly notices) needs to be sent to Andrea who will prepare and send a digital file to the club e-mail prior to session commencement. Bill will then sort out the best way to get this displayed on the screen.
- **Health & Safety:** Finalisation of the policy and procedures is still a work in progress that has almost been completed.
- **Health & Safety Officer:** Deferred
- **Photocopier Replacement:** Grant has an application for grant funding ready to go, but needs the committee to pass a resolution to sanction the purchase.

It was moved that the club purchase a Ricoh IM430F photocopier before the beginning of play next year at a cost of \$3220.00 inclusive of GST and applies to Trust Aoraki for the whole amount. Seconded & carried 2023 60

A commitment was also made to take up the previously discussed maintenance contract.

- **Club Captain Role Description:** Deferred. Bill to forward his draft version for the next meeting.
- **Privacy Officer:** Carole has approached Lucy Blackie regarding this role. She is unable to help at this time. In the meanwhile, Carole will take on this role.
- **Data Management Policy:** Currently on website and will be reviewed eventually.
- **Promotions Committee Guidelines:** Kay has previously advised that these will be discussed when the promotions committee next meets.
- **Tuition Committee Guidelines:** Deferred.
- **Improver Lessons:** as per report attached the lessons run on 30<sup>th</sup> July were very well received. The committee noted its appreciation to Kay and all others involved. The organisation of further lessons, eg topic, timing, tutor etc will be considered by the tuition committee.
- **Honoraria:** Honoraria are paid in September relating to the club's financial year finishing on 30 September. Last year, four committee members were paid \$650 gross, \$435.50 net after withholding tax– the Secretary, the Treasurer, the Computer Manager and the Tournament Secretary. Confirmation of this year's honoraria was deferred until the next meeting as a quorum could not be reached (Sue McConway and Bill declared conflicts of interest).
- **Computer Manager:** David Stephen has indicated that he is agreeable to taking on an advisory role at a cost of \$30 per contact/ issue and Mary Buckland has also offered to help, particularly with training if required, for the cost of petrol.

It was moved that the Computer Manager and club members involved in the room setup, be authorised to contact David Stephens for advice if issues arise (fee being \$30 per issue) with guidelines around contact being set by the Computer Manager and also that the Computer Manager may contact Mary Buckland for assistance. Seconded and carried 2023 61

It was agreed that now that a way forward with the role has been found, and additional support is available, the committee needs to be proactive in appointing a new computer manager.

It was moved that the club formally approach Joe Harris by e-mail with an invitation for him to take over from Bill as Computer Manager by the end of the year. Seconded and carried 2023 62

**Additional Agenda Items:** It was moved that the meeting move into committee to discuss an e-mail received today from Kay Nicholas. 7.43pm Seconded & carried 2023 63

It was moved that the committee has received an e-mail from Kay Nicholas on 18 August and the comments therein have been noted. Also that the committee acknowledges that she can no longer attend committee meetings and that Bill Mecchia has been appointed to present the Gold Division's views. Seconded & carried 2023 64

Dianne Esler read a prepared statement to the committee expressing her concern regarding the divisions within the club and the future of the club.

## Correspondence

### Inward: E-mails:

- Waimate Bridge Club – all grades 8B tournament 3 September
- NZ Bridge – Lovelock NZ Wide Pairs Tournament 10 November
- Timaru District Council – building warrant of fitness
- NZ Bridge – teachers' conference 11-12 November
- Kay Nicholas – see above

### Outward:

- Toni Lee – club resignation acceptance
- Penny Dewar – Illuminate fundraising opportunity appreciation
- Evelyn Milliken – Committee resignation acceptance with regret
- Allan Luscombe – e-mail advising decision re monetary prizes

## Matters Arising from Correspondence

Grant has given Steve the go ahead to fund the alterations to the door fittings to meet the requirements of the Timaru District Council building inspection from the Works' Committee budget.

## Treasurer's Report

Bank account balances at 31 July 2023 were as follows:

BNZ Cheque A/C	\$20, 618.74
BNZ Tournament A/C	\$3,477.30
BNZ Term Deposit	\$13,649.77
BNZ Term Deposit	\$10,000.00
	<b>\$47,745.81</b>

The club recorded a net profit of \$7,815 for the ten months to 31 May 2023. (honoraria to be paid and depreciation to be accounted for in September)

The club has received \$300 to partially cover the cost of lessons after a successful application by Grant to NZ Bridge.

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

Seconded & carried 2023 65

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

Seconded & carried 2023 66

## Reports

**Tournament Committee** – there are only 12 pairs entered for the Canterbury Pairs tournament on 9 September so far. The close off for entries is Monday 4 September 2023. A decision will be made on 5 September as to whether this should go ahead or not. It was noted that the tournament budget showing a profit of just \$225 was based on 20 pairs entering.

**Promotions Committee** – nothing to report.

**Directors' Group** – report as circulated. Some members will attend the practical session for Directors' training to become certified. Until the TV display is up and running, Directors will speak to each group prior to a session with 'brief reminders'.

**Bronze Division** - report as circulated.

**Silver Division** – report as circulated.

**Gold Division** – report as circulated.

**Bar** – nothing to report.

**Computer** – nothing to report.

## Works Committee

The grant application for replacement of the windows has been submitted and we are awaiting a decision.

A grant application for replacement of the printer will now be made following approval of the resolution above.

A number of quotes have been obtained to replace all the lighting with LEDs to take advantage of economies of scale. The best quote (from Murray Brown Electrical) would save us around \$1000 compared to replacing one line annually as originally intended.

It was confirmed that club funds would be available to cover this expenditure.

It was moved that the Works Committee go ahead with a complete replacement of the old lighting with LED batten lights through Murray Brown Electrical at the

quoted cost of \$3,930.00 plus GST for 43 lights plus a small additional cost for a few extra lights not included in the quote.

Seconded & carried 2023 67

Grant was asked to proceed with this purchase within the current financial year.

**Room Hire** – nothing to report.

**Tuition** – Grant will provide a list of all those who have helped with the lessons this year and a letter of thanks will be circulated. Grant is unavailable for lessons next year, so a new tutor will be required. Anne-Marie’s name was put forward as a possible replacement.

### **General Business**

**Division Committee Minutes** – historically, division committee minutes were kept in a folder on the bookcase. The difference between meeting minutes and division reports was clarified and it was agreed that division committee minutes would be kept in the division cupboards for members to view.

**Programme Booklet** – Dorothy needs division programmes and any phone number changes as soon as possible.

**Incorporated Societies Act Changes** – report as attached. Carole and Andrea attended a BNZ seminar on law changes for Incorporated Societies and their implications for the club. There is a 2 and a half year timeframe from 5 October 2023 for us to make the changes required, including those relating to our constitution, and to re-register the club. It was agreed that this work should be deferred until next year when a constitution review group should be set up.

**Club Prizegiving** - Carole suggested combining the club prizegiving and the annual general meeting. This has been done in the past. The divisions will be asked to suggest which prizes should be awarded at this time.

**Annual General Meeting** – Thursday 30<sup>th</sup> November was suggested as the date for this year’s AGM. The notice of this meeting would have to go out by 19<sup>th</sup> October 2023. The date for the AGM was agreed.

### **Next Meeting**

It was moved that, due to a number of planned absences in September, the September meeting is cancelled and the next meeting will take place on Thursday October 19<sup>th</sup> 2023, 7.00pm.

Seconded & carried 2023 68

Meeting closed 21:00 pm

Confirmed ..... Date

Submitted by