

we should proceed and spend just the grant money received, beginning with the main playing room windows with the Works Committee to determine the other windows to be replaced. Their decision was that the windows along the north face and two further windows to the east would be replaced. A further \$1,000 from this year's budget will need to be spent, otherwise \$1,500 would have to be returned as this was not sufficient for an extra window.

The works committee is aware that the deadline for the project set by Pub Charity Ltd is 19 November, which is three months from the date of approval of the grant

- **Health & Safety:** A copy of the completed policy has been left in a yellow file in the Silver cupboard in the office. Carole asked that Sue Milmine send a copy to Andrea for circulation to all of the committee for approval at the next meeting.
- **Club Captain Role Description:** Deferred. Bill to speak with Kay Nicholas and forward his draft version for the next meeting.
- **Promotions Committee Guidelines:** Bill will speak to Kay Nicholas about these as the Promotions committee has met and these should now be forthcoming.
- **Tuition Committee Guidelines:** Deferred.
- **Improver Lessons:** no additional lessons have taken place. It was noted that any further lessons need to be on 2 levels – one for new players looking to improve and more advanced for players with some experience under their belts. The organisation of further lessons next year, e.g., topic, timing, tutor etc will be considered by the tuition committee.
- **Honoraria:** Discussion and vote deferred as insufficient numbers at the meeting.
- **Computer Manager:** Joe Harris was approached and has agreed to take on the role of Computer Manager. Thanks were expressed to Joe for taking on the role and to Keith and Bill for their past endeavours.

Correspondence

Outward:

- Letter to Kay Nicholas acknowledging receipt of e-mail of 17 August 23
- E-mails:

- Keith Nicholas – thanks for support provided around computer issues
- Joe Harris – asking for his confirmation of acceptance of computer manager role
- David Stephen – formalising arrangement re computer manager support
- Grant Patterson (and all who helped) – thanks for providing the successful beginner lessons programme
- Kay Nicholas – thanks for providing the successful improver lesson.

Inward:

- NZ Bridge – Board Minutes
 - AGM minutes & annual report
 - Inter Club Teams poster & instructions
 - September newsletter
 - Teaching weekend 11/12 November details
 - Canterbury Show – lesson dates required
- NZ Bridge Foundation – thank you for donation
- Martin Wakefield – Engagement pack

It was moved that the Outward correspondence be endorsed and the Inward correspondence be received. Seconded & carried 2023 71

Matters Arising from Correspondence

The lesson dates and potential tutors for next year's lessons were discussed, prompted by the need to supply a date to Sonya Adams for inclusion on promotional material at the Christchurch show and a person to attend the upcoming Teaching Conference. It was agreed that the lessons should start in April and the Tuition committee will sound out potential tutors.

It was moved that Sue McConway and Carole complete and sign the engagement pack to use Martin Wakefield as auditors again this year. Seconded & carried 2023 72

Treasurer's Report

Bank account balances for the year at 30 September 2023 were as follows:

BNZ Cheque A/C	\$43,144.69 (includes grant of \$19,215.55 for window replacement)
BNZ Tournament A/C	\$2,950.53
BNZ Term Deposit	\$23,836.40
	\$69,931.62

The club recorded a net profit before depreciation of \$2,733.35 for the year to 30 September 2023

The smaller of the two term deposits is due to mature on 20 November 2023. It was moved that this be reinvested in a suitable term deposit by Sue McConway and Carole Brand. Seconded & carried 2023 73

It was moved that the bills for August and September listed as paid be ratified. Seconded & carried 2023 74

It was moved that the Treasurer's report be received. Seconded & carried 2023 75

Sue brought the committee's attention to the \$50 payments for each division previously discussed at the committee meeting on 15 June 2023. She felt that it was best practice for this to be provided in the form of reimbursement to establish a paper trail rather than in the form of petty cash for each division. The committee were in agreement that her recommendation be adopted.

Reports

Tournament Committee – all is in hand for the upcoming Anniversary Pairs. There are 14 entries so far.

Promotions Committee – report as circulated. Members of the Promotions Committee attended a meeting with the Silver division to answer questions now that invitations had gone out to the top championship and matchplay players for this year in that division inviting them to join the Gold division. Mary asked for the Promotion Committee's view around the Bronze division and moving people on, although it seems that this is happening naturally to a certain extent. The Promotions Committee are also looking for another Junior pair for the Interclub Teams tournament on 24 October.

Directors' Group – report as circulated.

Bronze Division - report as circulated. The programme for next year just needs to be finalised.

Silver Division – report as circulated.

Gold Division - nothing to report

Bar – nothing to report.

Computer – nothing to report.

Works Committee - LED lighting installation has almost been completed.

There is no definite date as yet for installation of the new joinery and double-glazed windows.

Card Dealing – report as circulated.

Room Hire – nothing to report.

General Business

Loveblock NZ Wide Pairs – will take place on Friday 10 November. Carole will speak to Anne-Marie for further promotion around this.

Suggestion Box

- there has been a suggestion re combining divisions due to falling numbers. The committee felt that an attempt was being made to address this through the Promotions committee.

- there was a suggestion implying that the room temperature was too high. The heat pump temperature has been reduced by 1 degree and will switch to cooling/auto mode in the warmer months.
- there was a suggestion bringing the '4-way test' to the committee's attention.
- there was a suggestion that the club look at purchasing side tables to hold sets of boards at each table. Bill will look into options and perhaps trial some reasonably priced ones.
- there was a suggestion that the previous week's results be announced / on the weekly notices before each session. It was felt that this was not necessary as these were already available for people to look at online.

Next Meeting

The next meeting will take place on Thursday 16 November 2023, 7.00pm.

All committee members are invited (with partners) to a xmas finger food lunch on Saturday 2 December.

Meeting closed at 21:15 pm.

Confirmed Date

Submitted by