Timaru Bridge Club Inc

Minutes of the Club Committee meeting held in the clubrooms, 63 Wilson Street, Timaru on 16 November 2023 at 7.00pm

**Welcome**

Carole Brand welcomed everyone to the meeting.

**Present**

Carole Brand, Dianne Esler, Phil Jackson (representing Sue Milmine), Sue McConway, Mary McSherry, Anne-Marie Pavletich

**Apologies**

Andrea Brown, Tina Ivamy, Bill Mecchia, Sue Milmine, Grant Patterson

It was moved that the apologies be accepted Seconded & carried. 2023 70

**Previous Meeting Minutes**

It was moved that the minutes from the Committee Meeting of 19 October 2023 be received and approved. Seconded & carried. 2023 71

**Additional Agenda Items**

Holiday Bridge

**Meeting Format**

It was noted that some items would be moved up the agenda for discussion so that Dianne could be included as she had to leave the meeting early.

**Honoraria**

The discussion on honoraria for the financial year to 30 September 2023 has been deferred for the last two meetings due to the lack of a quorum (excluding those receiving honoraria.)

Anne-Marie left the room due to a conflict of interest whilst the honorarium for the position of Tournament Secretary was discussed. The Chairperson moved that the honorarium stay the same for the financial year to 30 September 2023 - $650 gross before withholding tax.

 Seconded & carried. 2023 72

Anne-Marie returned to the room and Sue McConway left the room due to a conflict of interest whilst the honorarium for the position of Treasurer was discussed. The Chairperson moved that the honorarium stay the same for the financial year to 30 September 2023 - $650 gross. Seconded & carried. 2023 73

Sue McConway returned to the room. The Chairperson moved that the honoraria for the positions of Secretary and Computer Manager stay the same for the financial year to 30 September 2023 - $650 gross for each. Seconded & carried. 2023 74

**Directors Group**

The report had been circulated to the committee prior to the meeting.

**Holiday Bridge**

Dianne recommended that we only run holiday bridge on a Tuesday for the three nights prior to Christmas following the extremely poor response to Thursday last year. Friday afternoon sessions continue in the run up to Christmas. It was moved that the we don’t hold holiday bridge on the three Thursday nights before Christmas.

 Seconded & carried. 2023 75

It was noted that this needs to be advertised on all fronts so that members are aware in good time.

Dianne will get in touch with Busy Bees and remind them that there will be no extra cleans required over this period.

**Matters Arising from Previous Meeting’s Minutes**

* **TV Display:** Concern was expressed that, although weekly notices and directors’ tips are being screened, people aren’t reading them. Divisional chairs will be asked to continue to read out the notices and direct people’s attention to the TV display.
* **Photocopier Replacement:** The new copier is now in situ. Thanks to Grant for organising the purchase and installation. A maintenance agreement has been signed with Heartland as previously agreed by the committee. Grant is hoping to re-home the old photocopier.
* **Replacement of Window Joinery:** The deadline for use of the grant money is 19 November. Grant has approached Pub Charity Ltd for an extension of time as the windows are currently being manufactured.
* **Health & Safety:** The policy was approved at a previous meeting. The accompanying procedures have been amended and need to be signed off. These were circulated prior to the meeting. The wording on crisis management/media communication and handling of communicable illnesses requested at the July committee meeting does not appear to have been included.

It was moved that the Health and Safety procedures attached to the approved policy are received and approved subject to the clarification around inclusion of the missing procedures outlined above. Seconded & carried. 2023 76

Sue has approached a prospective candidate to take responsibility for H&S and is waiting for a response.

* **Club Captain Role Description:** This has been drafted and would have been presented tonight had Bill been available. It will now be discussed at the next meeting.

* **Promotions Committee Guidelines:** To an extent, these are set out in by-law 5 which deals with the Promotions Committee’s role in the regrading of members. In addition to these the Promotions Committee selects representative players from the club cohort. A formal set of guidelines will hopefully be received in due course.
* **Tuition Committee Guidelines/ Improver Lessons:** these will be a focus for next year’s tuition committee. It was suggested that half hour improver lessons be held prior to playing sessions for those interested. This would enable an appropriate level of lesson to be taught.
* **Side Tables:** Michael Johnstone had provided a photo of the fold-up side tables made by the Menz Shed and used in Alexandra. Grant or Steve will be asked to approach the local Menz Shed for a price.

**Correspondence**

**Inward:**

* AGM - remit for AGM from E Milliken

 - item for discussion at AGM from D Bain

 Both of these are currently on display on the notice board. Carole will try to obtain further clarification from Dorothy regarding merging groups. It was noted that Evelyn’s remit would likely require a change in the constitution.

* Membership - it was moved that the application for membership from Lesley Pincombe and the application to suspend membership for the 2024 year from Sian Patterson both be accepted.

 Seconded & carried. 2023 77

* NZ Bridge – board minutes

- online bridge and inter provincials survey – Anne-Marie and tournament committee to respond by 30 November on the club’s behalf and provide a copy of the response to the next meeting.

* Kay Nicholas – letter re club support for closing nights
* Keith Nicholas – letter re appreciation for card dealers for the year

**Treasurer’s Report**

Bank account balances for the year at 31 October 2023 were as follows:

 BNZ Cheque A/C $37,872.42 (includes grant of $19,215.55 for window replacement)

 BNZ Tournament A/C $2,822.55 (excludes recent tournament transactions)

 BNZ Term Deposit $23,882.45

 **$64,577.42**

The term deposit maturing on 20 November 2023 will be reinvested for 180 days at 6% as agreed at the last meeting.

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

 Seconded & carried 2023 78

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

 Seconded & carried 2023 79

Next year’s budget will be set by Sue and Carole following the AGM on 30 November.

**Reports**

**Tournament Committee** – report as circulated. It was noted that some comment was made regarding the level of entry fee for the recent tournament ($35) but giving consideration to the amounts payable to NZ Bridge for this level of tournament and the expected number of entries (actually exceeded) it was felt to be appropriate. Regarding the Loveblock Pairs, $10 goes to NZ Bridge. It was felt that we need to be more proactive in obtaining additional cash sponsorship for events next year.

**Promotions Committee** – reports as circulated. The committee expressed their appreciation for the efforts of the Promotions Committee and requested that the Promotions Committee address the suggestion put forward of a plus 2% handicap for those accepting promotion, consulting with the Gold committee. Some discussion took place around the promotion policy and in particular the recent response to its implementation from the Silver Division. The committee would like to encourage the Silver Division to come up with constructive feedback and suggestions to be put forward to the Promotions Committee for next year.

**Bronze Division** - report as circulated. All is working well with the current cohort.

**Silver Division** – report as circulated. Numbers are steady. The Silver Division are in the process of planning for the Christmas function.

**Gold Division** – nothing to report. Kay had a query with regard to certificates for end of year. Carole will discuss with Andrea and proceed. Kay had e-mailed Carole with regard to club support for end of year functions. It was moved that each division plus the Friday afternoon session be allocated $100 (increased from $50) plus 4 bottles of wine for an end of year function. Seconded & carried. 2023 80

**Bar** – report as circulated.

**Computer** – Joe is trying to locate a label maker which has gone missing – now located.

**Works Committee** – nothing to report. Phil queried a leak under the heat pump. He will speak to Steve about it.

**Room Hire** – nothing to report.

**Tuition Committee/Teachers’ Conference** – Grant attended this and circulated the ensuing report. Anne-Marie will be seconded onto the Tuition Committee next year as she is taking on some of the lessons at the start of the year.

**Card Dealing** – Keith has suggested that the committee continues donating vouchers to those involved in dealing throughout the year in recognition of the club’s appreciation. This was discussed and it was agreed that vouchers should no longer be given as it seemed unfair to single out only one group from the many volunteers in the club. The consensus of the meeting was that all volunteers are appreciated and to show this appreciation, an afternoon tea for all volunteers was suggested, to be held early next year.

**General Business**

**Position Description Reviews** **–** three are up for renewal – President, Vice-President and Computer Manager. Joe has indicated that the computer manager description looked fine to him. The Committee felt that the current descriptions were adequate and needed no amendment. It was moved that the current descriptions were taken as read and approved. Seconded & carried. 2023 81

**Committee Vacancies** – There are two vacancies with no nominations received – one for Secretary and one for a fifth committee member. A prospective secretary has been identified and Dianne or Phil are considering joining the committee next year.

**AGM –** Carole listed the four club trophies which are the only trophies to be presented at the AGM

**Committee Xmas Function** – Carole and Mary will organise a date and time and let everyone know when this is to take place. Grant has suggested that the invitation be extended to include those who helped out with beginner lessons.

**Next Meeting**

The next meeting will take place on Thursday 30 November 2023 following the AGM (same night).

Meeting closed at 21:15 pm.

Confirmed Date

Submitted by