

# Timaru Bridge Club

## Minutes of committee meeting

**Date:** 20 March 2025

**Time:** 7pm

**Location:** Timaru Bridge Club

### Welcome

- Carole Brand welcomed everyone to the meeting.

### Present

- Carole Brand, Chris Darvell, Stephanie Thompson, Anne-Marie Pavletich, Grant Patterson, Claire Neilson, Joe Harris, Cath Preen and Sharon MacKay

### Apologies

- Sarah McLeod, Monique Van Vugt, Sue McConway

"Apologies are received" Moved Grant / Sharon - Carried

### Conflicts of Interest

- There were no conflicts of interest declared.

### Minutes from Previous Meeting

- "Minutes from the 20<sup>th</sup> February meeting are confirmed as a true and accurate record of the meeting." Moved Cath/Grant - Carried

### Matters Arising from Previous Minutes (20<sup>th</sup> February)

- **Incorporated Societies** law changes/ revised constitution
- **Committee meetings** start time is to be changed to 7pm as Monique is unable to make 5.30pm start.

- **Beginner lessons update** – Grant reported so far there are 12 enrolments with 4-5 repeats. Joe will do a recruitment drive talk on silver division night and Grant will do the same on Gold and Bronze nights.

- **Club roles and responsibilities**

“Club roles and responsibilities as presented at last meeting are confirmed. “Moved Grant/Cath – Carried

- **Working Group** – Michael Johnstone’s report was received. 49 clubs have been emailed to assist the group’s understanding of possible solutions. Club members will be asked for feedback on several options (with what the group considers to be positives and negatives) and then the group will deliberate on options to recommend to the Club.

” Working Group terms of reference are confirmed “Moved Carole/Grant – Carried

- **Movie fundraiser** – There are 9 tickets left, especially appreciative of the efforts of Jackie Jones and Cath with the help of Chris and Anne-Marie to sell tickets.

- **Display stand** – Everyone agreed the stand looks good. Sponsors’ flyers to be obtained from Preens and the Shoe Shop.

“Purchase of the display stand costing \$407 (excl GST) is ratified”  
Moved Joe/Claire – Carried

- **Website and Facebook update** – Sarah McLeod still to make contact with Lucy regarding taking over role.

- **Bronze Division Mentoring Lessons** – The first lesson was very well supported and successful. The committee is appreciative of Kay’s efforts.

- **Review of cards and resources** – Keith and Kay's efforts to be acknowledged in writing.

## **Correspondence**

### **Inwards:**

#### **NZB:**

NZB Delegate Registration, Remit AGM  
NZB Minutes Board Meeting 22 & 28 Jan 25  
NZB Preliminary Notice of Meeting AGM 25  
NZB Tournament Directors Assessment

11 March Resignation from Kate Flynn  
14 March Directors Group (**attached**)  
19 March Committee resignation from Sarah McLeod  
Gallagher Policy Schedule  
League Winners 2024  
Make Bridge Enjoyable Notice  
Warkworth Bridge Club

#### **Tournament Flyers:**

Otago Autumn Intermediate, Open Pairs and open Team  
Mid Canterbury Pair  
Rangiora Pairs  
Taupo Open  
Winton Open Swiss Pair

### **Outwards:**

23 February Directors Group  
  
Kay & Michael Card Donation Acknowledgment (attached)

### **Member Resignations**

Kate Flynn

Michael and Paula have asked to be copied into any tournament related correspondence.

“Accept inwards and endorse outwards correspondence” Moved Joe /Chris  
- Carried

## **Treasurer’s Report**

We still have 5 subscriptions unpaid as of 12<sup>th</sup> March. Points to note from the Budget Variance Report are that table fees are a little behind however Christmas and the holiday period have intervened. While room hire income is already well in excess of the budget which is very pleasing.

Cheque Account	\$4,087.61
Savings Account	\$7,051.85
Tournament Account	\$891.79
Term Deposit – Matures 8 <sup>th</sup> April	\$14,835.54
Term Deposit – Matures 13 <sup>th</sup> May	\$11,046.65
Term Deposit – Matures 31 <sup>st</sup> August	<u>\$10,000.00</u>
	<u>\$47,913.44</u>

“Receive the Treasurer’s report and ratify payments for February.”  
Moved Grant/Ann Marie – Carried

## **Reports**

**Directors Group** – Carole has attended recent Directors’ meetings. It seems that the issues of slow play (there is now a good general understanding of the expectations around the bell/ 2 minute warning) and noise (tables now set up around the outside of the room) have been addressed.

Carole has endeavoured to help with table behaviour concerns by suggesting a simple complaints process flowchart and that table numbers could include some etiquette points (as for Wanaka Bridge Club)

The campaign for more Directors was discussed. The Directors Group has been emailed with the committee’s feedback from our last meeting. There seems to be some misunderstandings around the delay in discussing the working group, progress in sending out a flyer inviting members to learn the basic laws, and the names of committee members who have indicated they are interested in learning the basic laws. (Anne-Marie, Cath and Grant)

The Directors have agreed that Dianne Esler should represent their group by presenting her report at the beginning of each main committee meeting, but unfortunately, she is unable to attend this meeting, as she is assisting Kay with her lesson.

It was agreed that Anne- Marie would talk to Dianne to offer the committee's full support and to draft the flyer, and that Dianne should be invited to the next committee meeting.

**Tournament committee** – Congress entries and planning are progressing well and the draft budget shows a surplus of \$1,500.

**Works committee** – Steve Geddes considers that minimal repairs to the guttering should ensure that these will have at least another 15 years of life. Some of the guttering on the south side has been replaced but he is unsure as to when this was done.

**Bronze division**

**Silver division**

**Gold division**

**Health and safety** – Monique's annual hazard identification checklist was discussed. Stephanie to discuss further with electrician regarding testing and tagging. It was decided that smoke alarms are not needed, as no one is sleeping in the building.

**Housekeeping** - Working bee to go ahead.

**Room hire**– Report received from Kay on additional hires.

"All reports are received and those reports not discussed are taken as read." Moved Chris/Ann Marie - Carried

## **General Business**

- **Illuminate fundraiser** – Will be happening in September. Penny Dewar will be away but will provide a template for club volunteers.
- **New trolley** - Has been purchased for cards.
- **Table numbers** – The committee supported the new concept for revamped table numbers which includes table etiquette.

- **Curtains/ blinds** – the committee discussed completing the windows project by replacing the tired curtains (purchased in 1998) with new curtains or blinds.

Other club priorities were considered as follows;

1. While the card dealing machine was purchased in 2011, we have been reassured by Bridge NZ that it still has many useful years.
2. The carpet was bought in 1996 but still appears to be in reasonable condition.
3. The air conditioning units have been replaced recently.
4. There is a budgeted replacement programme for our IT equipment and tablets.
5. Steve Geddes estimates that it will be at least another ten years before the guttering and roof tiles need to be replaced.
6. We currently have \$35,000 set aside in bank term deposits which will fund any emergency or unforeseen repairs such as plumbing or electrical issues.

The committee agreed that the club will only proceed with replacing the curtains if funds are available through successful grant applications.

It was considered that the means and ease of controlling light and cost effectiveness are most important, insulation not being as important as the windows are double glazed.

Carole and Chris will meet with Deborah Still for her expert advice as to the best options (The Club will not be charged for this advice.) The committee will then consider and proceed with obtaining quotes and apply for grant funding.

- **Replacement bar fridge** - recommended
- **Digital Outdoor Lock** – Grant to look further into this.
- **Committee Reports** – If reports could be in by Friday before meeting, it would be helpful.

- **Committee Resignation** – Sarah McLeod has resigned from the committee as she is spending an increasing amount of time out of Timaru and not able to fully commit. She is still happy to take on the role as social media co-ordinator.

“The Committee will continue to act despite this vacancy, however consideration may still be given to making an appointment” Moved  
Cath/Joe - Carried

**Meeting Closed** at 8.50pm

**Next Meeting:** 24<sup>th</sup> April 2025 7.00 pm