

Timaru Bridge Club

Minutes of Committee meeting

Date: 23rd October 2025

Time: 7pm

Location: Timaru Bridge Club

Welcome

- Carole Brand welcomed everyone to the meeting.

Present

- Carole Brand, Stephanie Thompson, Joe Harris, Sue McConway, Monique Van Vugt, Chris Darvell, Claire Neilson, Cath Preen

Apologies

- Anne-Marie Pavletich, Sharon MacKay, Grant Patterson

"Apologies are received" Moved Sue / Monique - Carried

Conflicts of Interest

- There were no conflicts of interest declared.

Addition Agenda Items

- Steph to look into which position descriptions need to be reviewed at the November committee meeting.

Minutes from Previous Meeting

"Minutes of the 18 September 2025 meeting are confirmed as a true and accurate record." Moved -Monique /Sue - Carried

Matters Arising from Previous Minutes (18 September)

- **Draft Constitution** – There has been no feedback from members. The Q&A session held on 2 October was attended by just 4 members. The draft constitution will now be presented for approval at the AGM. There will be a further resolution put to the AGM for reregistration of the Club as an incorporated society.

- **By-Law Amendments** –Carole advised that the Bylaw amendments were posted on the Club noticeboard for 21 days from 18 September and no request has been received for a Special Meeting.

“Final resolution that the amendments to Clubs Bylaws 5 & 6 (as set down in the minutes of the 18 September Committee meeting) be made, following the expiry of the 21-day period of notice to members, as required by the Club Constitution.”
Moved Carole/Joe – Carried

- **Grading Committee** – The Committee is meeting on 29 October to consider the grading policy and to manage the grading process.
- **Display stand** – Anne-Marie is sorting sponsors’ flyers, still in progress.
- **Improver Lessons** – 3 lessons (pottage and bergen raises tutored by Michael, and transfers tutored by Grant) have been planned for October and November. The first lesson has taken place with 14 attending. It was decided not to charge table fees for the next two lessons.
- **Blinds Funding** – the Club is very appreciative to receive a Pub Charities grant for \$4,928. A thank you letter to be sent when we fulfil the accountability requirements.
- **Bar Fridge** – Grant has purchased a new fridge for \$1,910 excluding GST. He has sold the old fridge for \$50.
- **2026 Mixed Grade Teams Programme** – Michael has agreed to run this competition on Thursday nights from 30 April until 21 May.
- **Kitchen Improvements** – This is still a work in progress and options for a hot water tap and bench unit may not now be presented to committee members until next year.

Correspondence

Inwards:

NZB Baden Wilson (Female) as at 30 Sep 2025
NZB Baden Wilson (Male) as at 30 Sep 2025
NZB Email re registration as Inc Society
NZB From the Chair No 5
(new teaching and learning material for 2026, and toolkit being rolled out)
NZB Nomination Form Board Member -Election 2025
NZB Nomination Instructions- 2025 Election
NZB Player Levies 2025-2026
(further increase of \$4 for 2026)
NZB Rank Report as at 30 Sep 2025
NZB Top 200 All Time MP Earners 30 Sep 2025
WBF EC Meeting Report 2024-09
WBF zones 1-page summary
WBF-Support-for-NBOs-RoadMap
Canterbury Regional Interclub Teams
Martin Wakefield – review engagement letter 16 October

Resignations – Vivian Hill, David Batchelor

“Accept resignations and send acknowledgement letters.”

Moved Joe/Cath - Carried

Outwards:

Letter to Jackie Jones and Sue Milmine regarding their dissatisfaction with the members' vote on proposed changes for running club competitions and their request for a further vote. 19 September

Carole's Committee Communique October 2025

Martin Wakefield signed engagement letter

“Accept inwards and endorse outwards correspondence.

Agreed that the Club will not offer to host the 2026 Canterbury Regional Pairs as this is scheduled for the weekend before the Christchurch Congress and then the SC Anniversary Pairs the following weekend. “

Moved Cath/Joe- Carried

Treasurer's Report – September

Sue presented the draft version of the annual accounts which have been sent to the auditor for review.

The 2026 budget is still to be finalised and will be presented to the next meeting for approval.

The Profit and Loss Account for the year shows a reasonable net profit of nearly \$17,000 before depreciation is deducted – these funds have all been effectively set aside to replace our assets - as the Club has nearly broken even after depreciation is deducted.

Significant increases in subscriptions, table fees and room hire were noted.

Cleaning costs have decreased, however repairs and maintenance is higher than for previous years.

An effective strategy to increase bar takings was discussed, from having the bar open more often to increasing the price of drinks.

BNZ Account Balances as at 10th September 2025

Cheque Account	12,672.44	
Savings Account	10,154.73	
Tournament Account	4,230.12	
Term Deposit 09 4.15%	15,248.90	Matures
Term Deposit 10 4%	11,338.62	Matures 10 th November
Term Deposit 11 4.30%	10,215.14	Matures 31 st August
Total	63,859.95	

“Receive the Treasurer’s report and ratify payments for September. The committee confirms the draft financial statements which have been sent to the reviewer.” Moved Sue /Chris – Carried

Reports

- **Directors Group** – received
- **Tournament committee** –
Anniversary Pairs – Cath reported – Ann-Marie’s organisation from afar worked like clockwork. An excellent job by all the committee and extra help in the kitchen. There were 24 pairs.
- **Computer Manager** – received and discussed
Connection with the smaller video screen on the south wall of the playing room has failed. The Committee agreed with Joe that one monitor in the playing room is adequate. Grant has offered to try to sell the old tv.
“Club to purchase and install more appropriate shelving and a bench in the card dealing room.” Moved Joe/ Cath – Carried
- **Bronze division** – received
- **Gold division** – received
- **Health & Safety** – received

- **Housekeeping** – received
- **Room hires** – received and discussed

Grant recommended signed contracts for room hires as he believes that there is significant liability for the Club. However, Carole and Sue confirmed our insurance brokers are aware that our rooms are hired to community groups and a note to this effect is included in the policy. This was discussed and the committee decided to carry on as is.

“Club to continue with the current room hire arrangements.”

Moved Joe/Sue - Carried

- **Programme Book** – received
- **Canterbury Regional Inter Club Teams 2 November**- Kay advised our representatives.

“All reports are received with appreciation.” Moved Chris /Claire - Carried

General Business

- Notice of Club Annual General Meeting to be held Thursday 4 December has been posted on the noticeboard today. Nominations for Committee members close on 6 November. An email to be sent to members giving notice of the AGM and asking for expressions of interest / committee nominations.

Meeting Closed at 8.35 pm

Next Meeting: 20 November Thursday 2025 7pm

Signed

20/11/25

Date