



Timaru Bridge Club

Minutes of Committee Meeting

Date: 12th February 2026

Time: 7pm

Location: Timaru Bridge Club

Welcome

Present

- AnneMarie Pavletich, Carole Brand, Joe Harris, Sue McConway, Claire Neilson, Cath Preen, Stephanie Thompson, Vicki O'Brien, Grant Patterson, Penny Dewar, Jim Burford

Apologies

- Monique Van Vugt

Moved that the Apologies are received AnneMarie/Claire - Carried

Conflicts of Interest

- There were no conflicts of interest, personal or financial, declared. An interest register to be kept for auditor EOY.

Minutes from Previous Meeting

“Minutes of the 20th November 2025 are confirmed as a true and accurate record”

Moved – AM/Carole – Carried

“Minutes of the 4th December 2025 are confirmed as a true and accurate record with the correction of the date for the September 2026 meeting to the 3rd September.”

Moved – AM/Sue - Carried

Treasurer's Report

Sue's financial report was discussed. Sue is in discussion with the insurance broker and will have a quote by next meeting. Carole mentioned officer liability insurance but this needs to be allowed for in constitution. It will be looked into at a later date if we want to change the constitution.



Membership Subscriptions – The collection of annual subscription payment is currently underway. At this point time there are 94 members yet to pay. The financial reports included will become more informative as the year progresses, as the financial year has only just commenced and do not provide significant insights or trends.

Cheque Account	\$13,957.37	
Savings Account	\$20,154.73	
Tournament Account	\$2.08	
Term Deposit 09 3.6%	\$15,562.71	Matures 7/4/26
Term Deposit 10	\$11,478.60	
Term Deposit 11	\$10,348.95	
Total	\$71,504.44	

Correspondence

Inwards

Baden Wilson (Female) as at 31 Dec 2025 – **Paula Gregory 10th**
 Baden Wilson (Male) as at 31 Dec 2025 –
 Top 200 All Time MP Earners 31 Dec 2025 - **Paula Gregory 12th, Michael Johnstone 13th**
 Certificate of Incorporation of Incorporated Society 2022 - **Received**
 Gallagher Insurance
 Management Letter points- **discussed as agenda item**
 NZB Minutes - Board Meeting 18 Nov 2025
 NZB Minutes - Board Meeting 9 Dec 2025 (1)
 NZB Online Offering Matariki Day 2026
 Rank Report as at 31 Dec 2025 - **Michael Johnstone 25th, Paula Gregory 30th**
 Resignations Jan 26 – Sandra Coulter, Donna McAuslin
 Resignations Dec2025 – Glenda Frew, Lesley Ayson, Gwen Mayo
 Program online Club Directors Training 2026 for club notice boards
 Program Online Tournament Directors Training 2025 (3)
 Requirements for Certificate of Achievement Jan 2026 (2)
 Timaru Bridge Club Social Event Proposal – Penny

Outwards

Gwen Mayo Resignation acknowledgment
 “Accept inwards and endorse outwards correspondence”
 Moved AM/Claire- Carried



Committee Reports

- . Directors - Received
- . Tournament Committee – **Cath is up to date with arrangements for the South Canterbury tournament at the end of March**
- . Computer Manager – Received
- . Works Committee
- . Bronze
- . Silver
- . Gold - Received
- . Health & Safety – **discussed as agenda item**
- . Bar Manager
- . Housekeeping - Received
- . Room Hire - Received

Joe discussed his computer manager report and the need to get a couple more people trained on the computer software would be in the best interest of the club. AM will approach a couple of members that might be suitably qualified.

Claire discussed her report. The carpet cleaning went smoothly, thanks to the helpers who moved the furniture. The sterilizer was discussed with the need to replace it with a dishwasher with the increase in room hire as people are finding the sterilizer difficult to use. Claire will find out from the TDC what the regulations are regarding rules on dishwashers for Clubs. Discussion was also had on the oven regarding replacement.

A discussion was had on the room hire sign that has been damaged. Will leave down as the learners' sign will be going up soon.

One-off room hires were discussed after an incident at the end of the year. Grant has suggested rules and a bond and will draft up for next meeting.

Grant has noticed that the neighbour's tree at the back section is pushing the fence over. It was agreed he will ring the owner about cutting the tree down.

“All reports are received with appreciation”

Moved – AM/Claire - Carried




General Business

- Change of BNZ authorised users – “Resolution that Chris Darvell be replaced with AnneMarie Pavletich and Carole, Stephanie and Sue remain as signatories”
Moved AnneMaire/Sue Carried
- Audit Review – Sue discussed the auditor’s recommendation of the designated reserve for emergencies be called maintenance contingency reserve. It was decided to leave as is because this would complicate the balance sheet. There should be a note to the accounts to the effect that funds have been retained for future asset replacement and building maintenance. The recommendation of adopting the Tier 3 not for profit standard reporting will be done by Sue at EOY to meet requirements.
- Consent and certificate of officer – All members have signed consent forms
- Confirmation of all personnel roles confirmed.
- Other club roles for 2026 - Grant and Carole to rewrite bylaws - Carole to look at Health and Safety guidelines, application for membership to match new constitution and the research into the NZ Bridge resources that could be valuable to the club. Pauline Prendergast wanted to do work for the club in some capacity, but the role of a membership secretary was already covered by members of the Club Committee
- Team selection committee role to be established with club captain, president and group chairs. AM will come back with draft.
- 2026 – Asset Replacement – AM discussed the asset register using the old excel spreadsheet as a guide. Sue sent the current asset register as reported through Xero. More work is needed so that asset replacement can be budgeted for.
- Kitchen improvements – Cath, Grant and AM working on kitchen improvements to replace the café bars and install a continuous hot water system as well as cold water. Cath presented the committee with a proposal.
“Move request for tender for quotes to Jmac, Menzies and Barret Joinery. Then a funding application will be put forward” Penny/AM Carried
- Digital back door entry linked to alarm able to be monitored through a phone app – will come back to later in the year.
- Learners and Improvers lessons will start mid-April. Grant will call meeting with Dianne and Monique in mid-March to sort out dates, advertising and processes. Kay to resume mentoring lessons.
- Social Event Proposal – Penny discussed her proposal to have a social bridge event to encourage different divisions to play together by having fun events. The committee agreed was a good idea. Penny will look into dates. Jim will help with the bridge aspect.



Meeting closed at 8.45 pm

Next Meeting: 19th March 2026

Signed .....
04/01/2026.....

Date