

NEW PLYMOUTH CONTRACT BRIDGE CLUB INC
COMMITTEE MEETING held at BRIDGE HOUSE
on Wednesday April 17th 2019 @ 5.15pm

Present: Lyn, Maggie, Christine, Kevin, Lalith, Frances, Marian

Apologies: Anne, June

Minutes of the last meeting:

Business Arising:

- Cleaning: Lyn has spoken the cleaners who have promised to clean window surrounds and floor corners as pointed out. Some minor adjustments to Job Description are required. Problem with incontinence pads in men's toilets was raised. – **Marian will buy a bin to put pads in.**
- The outside cleaning company, which was going to be employed for extra cleaning, has gone out of business and we shall leave it until next year.
- Constitution amendments (Marian) – all sorted. We have the official change of constitution document.

Kevin will add it to the documents, Marian will add it to the official folder.

- Sponsorship : Maggie – most people have renewed and paid sponsorship
- Building evaluation : Marian – Telfer and Young will charge \$700. Maggie has arranged valuation with another firm, with whom she is hopeful of further sponsorship.
- Water cooler: Other firms seem to only sell the equipment. Only Aquafill will service regularly. – We will go with Aqua Fill and contract them to service our water filters regularly.
- Refurbishment : Marian has submitted application to TSB Trust for funds for curtain and chair recovering.
- Toilets (blockage and seats) Men's urinals are being blocked – perhaps with cleaning product. Cleaners will be spoken to about granular cleaning product perhaps blocking drains. Toilet seat has been replaced in men's toilets. **Lalith** – plumbers will come tomorrow.
- Friday directing. Lyn spoke with Reeve who has come up with a movement to prevent early cut off of play.

Marian moved that the minutes be accepted

Seconded by Lyn

Correspondence:

Inwards:

- various tournament notices.
- **Miranda Matuku** – constitution amendments
- **Denise Ohlen** – Seeking friendly society for Insurances. We think we already have this. Marian will check
- **CD regional meeting minutes**
- **Aquafilter account**
- **Bar Licence** – *this has been renewed for three more years.*

Outwards: Grant application to TSB for drapes and chair coverings

Suggestion box: *People requesting Seating rights.*

- **New members:**
- **Resignations:** There have been a database cleanup and several members have been taken off the database.

Financial Report:

Maggie presented the monthly report.

Things are going reasonably well financially. Incoming payments are similar to last year so far. This may change later, but she will track it monthly.

- **Insurance** is \$6-7,000 every year. The insurance company needs the building valuation.
- **Honoraria** will be handed out. We need a policy for this .

Lyn will do this.

The president should also receive an honorarium. In the meantime, Lyn has been given some free playing tickets.

Moved by Maggie, seconded by Frances

IT Report:

Kevin handed out a comparative graph for the actual table numbers over the last year and projected numbers

for the rest of this year.

So far we are tracking slightly above last year, but again this may change later in the year. 1247 tables – roughly a hundred more than last year.

We had greatest numbers in 2012, they fell and rose again a little in 2017. Sadly last year they fell and this year seems to be similar to last.

He also presented a list of people on the database who have not played this year.

Match and Grading Report: Lyn

- **Supplementary programme.** This has commenced with a small number of players.
- Pam Livingston will put forward a proposal together for the way forward and organise a forum for members to discuss any proposed changes.
- **National Swiss tournament** – June 14 and 15th - Travel and accommodation will be paid by CD.
- Director will be \$500 and scorer \$300.
- Fees - \$80 including 2 lunches and 2 morning teas . Christina will be asked to do it.
- **Policies** - Lyn read out list of Policies done.
- **Tournament Schedule** (Marian) – This was noted in the CD minutes that New Plymouth has not responded to verify tournament dates. Marian will write to Brian Green – we have not received the schedule yet.

Building Report: Lalith

- **Overloading electrical circuits** – we will have to use some other plugs in the kitchen to boil the kettles. One kettle on top of the urn will trip the electricity. Lalith has asked for a quote to get a circuit breaker
- Marian to put up notice and move kettles to east wall**
- **Blocked toilets.** Hanover Plumbing have been contracted to clean out the urinals and check drains for both Men's and Women's toilets. The cracked toilet seat will also be replaced. The vid-pro for the drains was unsuccessful in directly accessing drains. The access points are now sadly covered by tarmac. They will attempt again by removing a toilet pan on a non playing day.
 - **Outside hose.** A hose would be very convenient for the gardens and general cleaning, spraying etc **Lalith**
 - **Flood lights** – installed in 2017. There has been difficulties with the timing of these. Kevin and Lalith will work on this timing. Several other light fittings are defective and an estimate of over \$7000 has been gained to replace all these with LED lamps. Another grant could be applied for to try and replace these.
 - **Pongas** outside still sound and unlikely to fall down soon
 - **Keys** given to Hanover plumbers and another contractor, **Lalith will put name on keyholders' list.**

House Report:

June absent this meeting.

- Christine does not like the flowers in the corridor. It was voted that they be removed and were immediately.

Training and Development Publicity Report: Christine

- So far have 25 people interested in lessons – she will contact them all shortly.
- We should have name tags as part of the graduation package.
- Should we all have a name tag?
- 'Playing the Bridge Hand' book has been replaced.
- Three years will be the limit for having previously done lessons, and receiving further lessons free of charge. .
- There will be five ads for Bridge Lessons in the Midweek.
- The Learn Bridge flyers have been sent to many migrant communities.
- Christine has paid for the flights for her and Helen to go down to Wellington for training.
 - **Maggie** will reimburse

General Business:

- **Seating Rights** – Marian – list done
- **Timer** in the main room can misbehave commented by Liz . Seems OK at the moment
- **Printer or Photocopier** – Frances has recommended we buy a second hand photocopier and get a service contract. She presented a comparison of prices for varying options. We did over 20,000 copies last year. It will cost \$2000 – 3000. Frances was requested to organise this and ‘do the deal’. Hopefully copy charges should be significantly different. Colour access can be limited

Carried and all in favour.

- **Sponsorship** – Deane Skelton, Frances and Maggie are all keen to be involved. **Maggie** will coordinate it.

Sponsorship Policy – Lyn has done this and put it in the folder.

Meeting closed at 6.35pm

•