

**NEW PLYMOUTH CONTRACT BRIDGE CLUB INC**  
**COMMITTEE MEETING held at BRIDGE HOUSE**  
**on Wednesday January 15, 2020**

**Present:** Lyn Muller, Marian Biggs, Maggie Garnham, Kevin Turner, Anne Fitzgibbons, Lalith Mendis, Frances Corcoran, Deane Skelton, Anthony Murcott

Item		
1	Apologies: Coby Slager	Action
2	<p><b><i>Business Arising from Minutes of last meeting</i></b></p> <ul style="list-style-type: none"> <li>• Directors' training – Kevin has done a little training, more scheduled.</li> <li>• New cards and boards – decided to have one double set as spares and deal one set for Tuesday and Wednesday and two sets for Thursday. New cards are almost \$2000, so an expensive ongoing necessity.</li> <li>• Spraying of rooms for insects– Kevin will organise this week.</li> <li>• Rubbish Collection – bill paid and bin will arrive tomorrow.</li> <li>• Rest Room grant application. Final decisions need to be made and quotes collected.</li> <li>• Refrigeration relocation – Frances, Anne and Tony</li> <li>• Silver Anniversary Plan – sub committee being formed to discuss this and formulate some celebratory plans.</li> <li>• Honours Boards – to be organised soon when engravers back from holiday.</li> <li>• Previous cups that are no longer being used for their original purpose will be reallocated. Once decided they will be taken to be re-engraved.</li> <li>• RDA Donation – monies given but need receipt.</li> <li>• TSB admin grant – applied for.</li> <li>• Name Badges - \$10-12 each. Will cost about \$3600. Betty Smith will give a donation towards the badges, but not full amount, Lyn will clarify price and suggest we investigate a grant</li> <li>• Friday cut off. Directors informed to play whole set if near cut off rather than stop promptly at 4pm.</li> <li>• Anne will be extra Thursday recorder. This will be announced before play on a Thursday.</li> <li>•</li> </ul> <p><b><i>Marian moved that minutes be accepted - Seconded by Frances</i></b></p>	<p>Kevin</p> <p>Kevin Marian Tony</p> <p>Tony</p> <p>Lyn/ Deane Lyn</p> <p>Lyn</p>
3	<p><b><i>Correspondence:</i></b></p> <p><b><i>Inwards:</i></b></p> <ul style="list-style-type: none"> <li>• Resignation letters – Hamish Fairey, Margaret Pepper, Peter Utting, Robin Aitken.</li> <li>• Denise Ohlen – resignation from role with NZB – CD</li> <li>• NZB regarding dates of next year's tournaments to be confirmed</li> <li>• Anna Bolger – request to remain in Thursday night's play</li> <li>• Acknowledgment of receipt of TSB grant application</li> </ul> <p><b><i>Outwards:</i></b> TSB admin grant submitted</p> <ul style="list-style-type: none"> <li>• Maggie's letter to Chubb</li> <li>• Sympathy card to Robert Fox's widow.</li> </ul> <p>◦ <b><i>Suggestion box:</i></b> nothing</p> <p><b><i>Incident book:</i></b> Broken water filter tap.</p>	Marian

	<b><i>Marian asked that the Correspondence be accepted – Seconded by Kevin</i></b>	
4	<b><i>Membership:</i></b> + 4 resignations as above and one member deceased.	Marian
5	<b><i>Financial Report:</i></b> <ul style="list-style-type: none"> <li>• Still a little tight for ongoing expenses. The club has had several recent</li> <li>• outgoings such as two new computers and a rubbish removal bin.</li> <li>• with incoming subs and table money, this is improving.</li> <li>• Bill for \$1500 recently arrived from NZB for masterpoints.</li> </ul> <b><i>Maggie proposed that accounts be accepted. Deane seconded</i></b>	
6	<b><i>I.T. Report</i></b> 2 new computers all set up. Some issues with laptop which can be updated as back up machine,	
7	<b><i>Match and Grading</i></b> Haven't had a meeting yet. <ul style="list-style-type: none"> <li>• Summerset Picnic Tournament – have to get prizes and sort out raffle</li> </ul>	Maggie Francis
8	<b><i>Building Report</i></b> <i>Lalith's final report – handed job over to Anthony</i> <ul style="list-style-type: none"> <li>• Has been through most items with Deane and Anthony.</li> <li>• Water spout in kitchen from filtered water. Maybe doesn't need replacement, but water filter in corridor is refilled from this tap.. <ul style="list-style-type: none"> <li>○ Kevin will ask Murray about this – he is the bio-chemist.</li> </ul> </li> <li>• Toilet upgrade – new basins, three new toilets. – extractor fan needed, <ul style="list-style-type: none"> <li>○ Need firm figures for both (1) a refurbishment and (2) an upgrade.</li> <li>○ We have had figures of around \$30,000 for upgrade of both men's and women's toilets. If option, 2 a grant application will be made to the Lotteries board for funding as we have not applied to them previously.</li> </ul> </li> <li>• Inspection service – a three year contract with NPE Fire is \$790 a year.</li> </ul>	
9	<b><i>House</i></b> <ul style="list-style-type: none"> <li>• Tournament catering – all seems to be in hand. June will co-ordinate</li> </ul>	
10	<b><i>Training: Christine came and gave her report.</i></b> <ul style="list-style-type: none"> <li>• Possibility of a second lesson during the day on a Friday morning <ul style="list-style-type: none"> <li>○ Learners can attend a lesson on either day or both sessions</li> </ul> </li> <li>• Christine and Helen share the money for teaching the lessons – could it be doubled for running two sessions?</li> <li>• C and H won't be doing lessons next year, we need a succession plan.</li> <li>• Proposing - Mini lessons on a Wednesday. 10 minute lesson on a particular topic. Lesson at 7pm and play begins at 7.10.</li> <li>• President's night – could be more planned – make it a Christmas party? A fun event and needs to be thought about months ahead. Was enjoyed by most this year and new players were enthused by its format.</li> <li>• Social Sunday Bridge – 3pm start maybe – individual movement.</li> <li>• Convenors – Job descriptions need to be reviewed – meet and greet and follow up on players not playing.</li> <li>• We need name badges</li> </ul>	

	<ul style="list-style-type: none"> <li>• New supports recently put in place last year - green pens, bridge buddies are helping our 53% retention rate. 176 have completed lessons and 94 are still members. This is good compared to most other clubs.</li> <li>• Attention needs to be paid to who directs Wednesday night. This can be <ul style="list-style-type: none"> <li>○ crucial to whether players remain</li> </ul> </li> <li>• Ongoing training scheduled for Sunday afternoons later in year and with <ul style="list-style-type: none"> <li>○ Richard Soloman when he visits for Womad.</li> </ul> </li> <li>• We need an ongoing marketing plan to ensure the growth and maintenance of players enjoying Bridge in the future. Could Coby help with this?</li> <li>• Committee to read Training report ahead of time and discuss it next meeting</li> </ul>	
11	<p><b>General Business –</b></p> <ul style="list-style-type: none"> <li>• Frances suggests we should put aside about \$1000 yearly for ongoing expenses</li> <li>• Small garden shed – seek sponsorship for this?</li> </ul>	
	<p><b>Meeting Closed at: 6. pm.</b> Next meeting February 19.</p>	

L Muller (President) \_\_\_\_\_

Committee Member \_\_\_\_\_