

NPCBC Committee Meeting Minutes

Held at 70 Hobson St 5.15pm 21st April 2019

Attendees: Deane Skelton, Lyn Muller, Kevin Turner, Pam Livingston, Tony Murcott, Frances Corcoran, Jenny Cleaver, Maggie Garnham

Apologies: Coby Slager

	Item	Action
1	Business Arising last Minutes <ul style="list-style-type: none"> Policies Sub Committee met 7th April (Deane, Coby, Lyn) All policies reviewed. New policies Child Protection drafted, Media and Privacy Policy (Coby), others being updated. Recorder role to be a Player Advocate role, and advertised. Colin has sent the CD definition of the Recorder role. Both to be circulated Borrowing cards put on hold meanwhile due to shortage 2 sets of new cards and boards purchased It was felt that cards were discarded unnecessarily Quotes for bathroom upgrade to proceed 	Lyn Deane
2	Correspondence: Incoming: <ul style="list-style-type: none"> Linda Couch, resignation from Secretary and Committee Minutes Various Tournament notices Outwards: <ul style="list-style-type: none"> Get well cards x 3 Suggestion box: nil Incident book: nil	
3	Membership: <ul style="list-style-type: none"> New members - Dave Jordan, Rob Burley Resignations - Maggie has been chasing members with unpaid subs and has requested an updated membership list so these people can be removed 	Kevin
4	Financial Report: (Maggie) <ul style="list-style-type: none"> A lot of expenditure. Chubb called twice and checking vs replacement of sensors discussed. Contact Chubb Accounts for payment moved Pam/seconded Frances TSB Administration grant application done Report to be refined and display YTD comparrison with same period previous year Maggie moved that the financial report be accepted/seconded Jenny	Deane/ Maggie
5	IT Report: (Kevin) <ul style="list-style-type: none"> Developing a double log in for Directors to meet privacy requirements Split the IT role into 3 ie Website, Database and scoring assistance and advertise within the club 	
6	Match and Grading (Lyn) <ul style="list-style-type: none"> Timing of movements discussed with Reeve as not consistant especially Swiss and Teams. Suggested that the Directors announce the movement 	Jenny

	<p>time at the beginning of the session and any changes during play</p> <ul style="list-style-type: none"> • Pot luck pairs, only new players eligible for placing on ladder 	
7	<p>House (Frances) Report circulated main issues</p> <ul style="list-style-type: none"> • Toilet hygiene being monitored • Kitchen reorganisation completed • Hand sanitizer to be purchased • Catering budget for next tournament requested • Frances requires a card for New World • Committee room cupboards to be tidied and excess equipment removed 	Carry over Maggie
8	<p>Building (Tony) Nil</p>	
9	<p>Training and Development (Christine) Report circulated</p> <ul style="list-style-type: none"> • Preparation for lessons underway, adds and flyers organised • Advanced lesson last Sunday had 70 attendees 	
10	<p>Financial Sub Committee (Deane) Meeting minutes 20 April with Anne Hatch (Auditor and Chartered Accountant) circulated and discussed. Summary:</p> <ul style="list-style-type: none"> • Assets and depreciation to be this committee's responsibility. Usually 4-5 years for electrical equipment • External Directors will be asked to provide an invoice • Status of Cleaner and Directors. To be discussed with those involved and a mediation meeting to be held with workers, club representatives and the Employment Relations Authority. The ERA decision will be final and supported by the club. • GST to be paid on donation but not on overseas services • Bar account will be closed and merged into general account from the 1st October 2020. Concern expressed re possible tax liability for John Holdom Motion: "That the club gets a ruling from IRD of any possible liability to John Holdom' as Bar Manager". Seconded Pam, all agreed Written decision requested by Kevin <p>The sub committee made 4 recommendations as follows:</p> <ol style="list-style-type: none"> 1. "That an ERA mediation is initiated with the clu and the cleaner as well as the club and directors. The decision/recommendations of thge ERA regarding their status and any reparations required to be paid, to be accepted in full." 2. "That the bar's financial records be brought into the club's financial accounts for this financial year. A committee member be appointed to liaise with the bar manager." 3. "That the committee reviews depreciation rates on computers and books." 4. That all sponsorship be charged GST going forward." Moved Maggie, seconded Frances that these recomendations be adopted. Passed unanimously <p>The sub committee will be ongoing. Terms of reference required and all decisions to go via club committee</p>	

11	Other Business <ul style="list-style-type: none"> Secretary vacancy. Lyn will fill in until a replacement is found Linda's contribution acknowledged 	
	Next meeting 19th May	