

**Minutes NPCBC Committee Meeting  
5.15pm 16th June 2021 at Club Rooms**

**Attendees:** Deane Skelton, Lyn Muller, Tony Murcott, Frances Corcoran, Maggie Garnham,  
Coby Slager, Jenny Cleaver

**Apologies:** Pam Livingston

	Item	Action
1	<b>Business Arising last Minutes</b> <ul style="list-style-type: none"> <li>Quotes for bathroom upgrade, still waiting for Pam's contact. Upgrade discussed further and due to difficulty in obtaining tradesmen the Committee decided to focus on a general tidy up rather than renovations. Coby and Frances will co-ordinate.</li> <li>Recorder/Advocate role. Following discussion with Colin Carryer the Job description and title of Advocate was agreed. New photos taken and role will be publicised</li> <li>Insurance risk due to disconnected sensor - carry over</li> <li>N/E fan repaired</li> </ul> <p>Moved that minutes be accepted Lyn, seconded Cobys. Passed</p>	<p>Pam</p> <p>Coby/Frances</p> <p>Deane Deane</p> <p>Deane</p>
2	<b>Health and Safety (Pam)</b> <ul style="list-style-type: none"> <li>H&amp;S job description to be written</li> <li>H&amp;S policy completed, Electronic copy required for file</li> <li>Child protection policy waiting approval</li> <li>Incident book required</li> </ul>	<p>Pam</p> <p>Pam</p> <p>Pam</p>
3	<b>Correspondence:</b> Incoming: Various Tournament notices K Turner resignation from Committee and IT role Printer regarding readings. To be clarified Outwards: Victoria league Suggestion box / Incident book: <ul style="list-style-type: none"> <li>M Biggs suggestion re table numbers. Jenny will ask Directors what they would prefer</li> </ul>	<p>Frances</p> <p>Jenny</p>
3	<b>Membership:</b> <ul style="list-style-type: none"> <li>New members: P Barron(issue with Number)</li> <li>Resignations: ?</li> <li>New membership policy signed off</li> <li>Data base maintenance discussed. Secretary to continue</li> </ul>	
4	<b>Financial Report: (Maggie)</b> <ul style="list-style-type: none"> <li>Financial report / Accounts for payment</li> <li>Tournament financials \$390 profit</li> </ul> <p>Maggie moved the financial report be accepted, Deane seconded, passed</p>	

5	<b>Financial Sub Committee (Deane)</b> <ul style="list-style-type: none"> <li>Contracts being worked on. Unsigned contracts date from 2009. Further discussion with Directors to be arranged</li> <li>Depreciation rates review - carry over</li> <li>Sub committee terms of reference required</li> <li>Pam has contacted NZBA outlining our issues and requesting an opinion</li> </ul>	Deane
6	<b>IT Report:</b> <ul style="list-style-type: none"> <li>IT roles allocated as follows Website Paula Martin, Database and scoring assistance David O'Shaughnessey assisted by Rob de Bique</li> <li>B points for Restricted pairs tournament has been addressed</li> </ul>	
6	<b>Match and Grading (Lyn)</b> <ul style="list-style-type: none"> <li>Charity tournament approved for Sunday 18th July. Cleaning charge only.</li> <li>Winter pairs attendance 6-7 tables (just viable). M&amp;G will review at conclusion</li> </ul>	Lyn
7	<b>House (Frances)</b> <ul style="list-style-type: none"> <li>Successful tournament , helpers to be acknowledged.</li> <li>Insurance claim to be done for carpet stains in corridor due to water leakage</li> </ul>	Maggie
8	<b>Building (Tony) -nil</b>	
9	<b>Training and Development (Christine)</b> <ul style="list-style-type: none"> <li>Report presented, Learners lessons concluding with 32 graduates, Good attendance at other lessons</li> <li>Pot luck pairs tonight</li> </ul>	
11	<b>Other Business</b> <ul style="list-style-type: none"> <li>Assistant Secretary vacancy to be advertised?</li> <li>Honorary solicitor Nicola Patterson (Nicholsons), Moved Deane/seconded Frances, all approved</li> <li>Payment for club session food to be fair to all members it was agreed that users pay \$2</li> <li>Alarm not being set and lights left on several times. Notices to be reviewed</li> <li>Car park issues: insufficient spaces, need repainting. Approach council and HPBHS re ideas for improving Niger road car spaces</li> </ul>	Deane  Deane  Lyn Lyn
	<b>Meeting closed @ 6:40pm</b> <b>Next meeting 21st July</b>	