

Minutes NPCBC Committee Meeting

Wednesday 12 January 2022, at Clubroom

Attendees: Deane Skelton, Coby Slager, Maggie Garnham, Cecelia Stringer, Christine Burton, Brooke Chubb, Jenny Cleaver, Frances Corcoran, Pam Livingston, Anthony Murcott

Apologies: Nil

	Item	Action
	President Deane welcomed everyone to the 2022 year.	
1.	Matters Arising from last Minutes <ol style="list-style-type: none"> 1. Ladies Club – Maggie to contact. 2. Building matters to be covered by Tony later in meeting. 3. House matters to be covered by Frances later in meeting. 4. Vaccination status – Coby advised she has investigated getting a device to read vaccination certificates but this would be expensive as requires a very good camera. She is compiling a record of vaccinated members, and it was decided that Convenors will be asked to check players off list. Vaccination records need to be kept private in Secretary's cupboard. 5. Club Newsletter – Deane advised this up and running. Will be coming out every 6 – 8 weeks. Murray Carter has been very helpful. 6. Real Bridge – Bob Fearn and Mike Neels have developed a new Compass model for Real Bridge to collect fees - (CVC – Compass Virtual Club). David O'Shaughnessy is happy to set up. Johan Strydom would be happy to be director. (Pam confirmed "C" points would <u>not</u> be awarded.) <p>Moved Coby/Frances "That the minutes of the last meeting are a true and correct record."</p>	Maggie
2.	Correspondence/Incident Book <ol style="list-style-type: none"> 1. Letter of resignation from Barbara Howard. 2. Note of resignation from Greg Shearer. 3. Urn left on after play on 8 January. Convenor's responsibility to turn off. After discussion Frances to investigate getting a timer. 4. Recent lockup alarm notified by Chubb. Graham Mora checked out. 5. Maggie raised the temperature setting of heat pumps and whether the room can be made more comfortable. Directors have been instructed many times regarding the controls. Meeting felt the installers of the pumps need to give us more instruction/advice on the best settings for our big room. 	Frances
3.	Financial Report (Maggie) <ol style="list-style-type: none"> 1. Maggie presented Income and Expenses report from 15 December to current and accounts for payment. 2. Queries were covered to satisfaction - \$35,000 in extreme right column should read \$25,000, no charges in from Xero as yet, and explanation of additional statement fee. <p>Moved Maggie/Pam "That the Income and Expense Report and Accounts for Payment be approved."</p>	

	<p>Other Matters Discussed</p> <ol style="list-style-type: none"> 1. Re account for sanitizing water cooler. The water in cooler tastes “bad” even though cleaned just before Christmas. Water in cooler has never been tested. Aqua Filter people said it should be fine. Need to fill from tap (not filtered water) and empty completely when not used for the Christmas period. Frances to investigate getting the water tested. A note to go on the cooler advising that the water is unfiltered, but filtered water available in kitchen. 2. Query Directors fees with GST \$1,052.17 – Maggi to clarify. 3. Discussion on presentation of financial report with varying cut-off points. Maggie and Pam to look at a clearer system. 4. Maggie thanked Frances and Coby for doing invoices. We need to have a procedure written on getting out invoices in the future. Frances to action. 5. Subscriptions in so far total \$10,000. <p>Budget</p> <p>Maggi presented a proposed Budget for 2022 with comparison to 2021, 2019 and 2018 totals (2020 was excluded because of the impact of Covid). The final profit of \$2,000 in the Budget is low.</p> <ol style="list-style-type: none"> 1. No honorariums have been included as decided last year. Meeting agreed with this but Christine (Training & Development) said she usually gets \$200.00 and finds this very useful to give something small to her many helpers. Coby suggested we separate this from Honorariums. 2. Toilet upgrade expenses still to be finalised. 3. Suggested 15% should be assigned to a Planned Maintenance Fund. 4. Pam suggested the Finance Committee need to meet and report back on the Budget etc. 	<p>Frances</p> <p>Maggi</p> <p>Maggi/Pam</p> <p>Frances</p>
4.	<p>Health & Safety (Brooke)</p> <ol style="list-style-type: none"> 1. Meeting pending – Brooke and Deane. 2. Pam is on the Incident Review Committee. 	
5.	<p>Buildings (Tony)</p> <ol style="list-style-type: none"> 1. Tony’s time has been taken up with redecorating the bathrooms over the Christmas period. He has indicated it will be the end of January before this job is finished. 2. Roof – Tony has talked to Campbell Priest. The roof needs to be painted regularly. Last painted 10 – 15 years ago. We need to have a Planned Maintenance programme. 3. Carpark repaint, noticeboard, moving speakers and installing carabiners for Honours Board will be attended to once bathrooms finished. 	
6.	<p>House (Frances)</p> <ol style="list-style-type: none"> 1. Fridge in Kitchen – Frances outlined its problems and it was agreed that a new fridge is needed. Moved Pam/Maggie “That Deane and Frances buy a new fridge (up to the value of \$2,200.00)” 2. Three raffles have been purchased for Picnic Tournament. 3. The curtains have been sent to cleaners and will be ready by 28th Jan at earliest. Windows cleaned inside by cleaners. Moisture absorber has been purchased to be placed on floor between curtain and window. This needs to be checked every two months. 	

	<ol style="list-style-type: none"> 4. Bar fridge still to be checked. 5. Kitchen floor has been polished. 6. Urinals – cleaner has put air fresheners in urinals to negate smell. 7. Frances advised that all electrical appliances need to be Tested & Tagged as she has noticed that last done in 2019. HEL Rimu charge \$8.00 per item. H&S need to set timeline for these checks. Tony advised the fire alarms have recently been checked. <p>Frances handed in accounts for reimbursement totalling \$528.66 covering the curtain drycleaning, moisture absorber and raffles. Moved Coby/Maggie “That Frances be reimbursed \$528.66”.</p>	
7.	IT Report – Paula <ol style="list-style-type: none"> 1. Paula’s written report was presented to the meeting (following a meeting on 4 January with Paula, David O’S and Cecelia present.) 2. Paula has tidied up the database for the new year and changed Gradings where necessary. Deane has been in touch with members who have had their grading changed. 3. List of queries on database has been clarified by Maggie and Cecelia will email Paula so the changes can be made. 4. Paula and David have done the calendar. 5. Handicaps have yet to be done (necessary before the Picnic Tournament) – Deane to talk to Paula. 	Cecelia Deane
8.	Match & Grading (Pam) <ol style="list-style-type: none"> 1. President’s Charity Afternoon. Very successful day. \$854.00 was raised for Barnardos. Embarrassed by people talking during Barnardos representative’s address. Agreed a note on etiquette in the next Newsletter would be appropriate. Convenors who note inappropriate chat at club nights could pass on names to Players’ Advocate. 2. Picnic Tournament. Marian Biggs Tournament Secretary. Need more entries - 15 tables would be optimum. Coby to do some more promotion. 3. Pam enquired why the Rose Allum Trophies not given out at Prizegiving (for the highest number of C Points in each grade). As play had been interrupted by Covid it was decided not to award these for 2021. 	
9.	Training & Development (Christine) <ol style="list-style-type: none"> 1. Lesson Manuals – currently have 10, need to order 50 more. 2. Advance Your Bridge – the first lesson is on 6 March. Request has been made for a session on Team Tactics so junior players can enter team competition at Taranaki Congress. Pam offered to put together some hands in conjunction with Christine. 3. Transfer lesson has been advertised for 13 March but need to postpone until 20 March because of Congress. 4. Alert Wednesday and Monday convenors to Green Alert Policy. 5. Wednesday guaranteed partners finalised and circulated. Copy in the office. 6. Pot Luck Pairs – David has investigated a “Rainbow Movement” whereby players move to a new partner after two hands. Good to go for 9 February. 7. Library – no new books purchased last year. Val Clarke oversees library. Continue at moment but open for further discussion. 8. Christine reported a very successful barbeque for the new players (17 out of 20 attended). 	

10.	General Business <ol style="list-style-type: none"> 1. Pam asked about the appointment of the Appeals Committee. Moved Tony/Christine “That as there have been no resignations from the current Committee it should remain as it stands – i.e. Pam Livingston (Chair), Sandra Calvert, Colin Carryer, Pamela Jensen, Catherine Mann, Lyn Muller, Reeve Pring, Matthew Schumacher and Russell Wilson.” 2. Meeting night – Maggie has a clash with second Wednesday. After brief discussion it was decided in future the meeting night will be the 1st Wednesday of the month. 3. Thanks Certificates to Corporate Sponsors – Coby has these prepared and ready to be sent out. The invoices have been sent via Xero but some sponsors have not received. 	
	Closure The meeting closed at 6.50 pm.	
	Next Meeting Wednesday 2 February 2022 – at 5.15 pm	