

Minutes of New Plymouth Contract Bridge Club Committee Meeting

Wednesday 2 March 2022, 5.00 pm, at the Clubrooms

Attendees: Deane Skelton, Coby Slager, Frances Corcoran, Cecelia Stringer, Christine Burton, Brooke Chubb (via Zoom), Jenny Cleaver, Pam Livingston, Anthony Murcott

	Item	Action
	President's Welcome: Dean welcomed everyone and thanked them for attending.	
1	Matters Arising from Last Minutes: <ul style="list-style-type: none"> Women's Club and Victoria League – Cecelia has been in contact and has a schedule of dates they wish to use the rooms during 2022. Only two Wednesdays will affect our usage and it was agreed that we continue to accommodate them as we have done in the past. Women's Club to be advised of decision. <p>Minutes passed as true and correct – Moved Cecelia/Frances</p>	Cecelia
2	Correspondence: <ul style="list-style-type: none"> Central Districts Regional Committee Minutes. Resignation Bronwyn Gower Email from member re rooms remaining open during Covid and Committee reply. Email from Women's Club (as above). Incident Book: <ul style="list-style-type: none"> Various house issues – 14/2 blind up and window open near dealing table, 16/2 building unlocked, 19/2 lights left on. Dealers and Convenors to be reminded about security. 	
3	Financial Report (Frances): <ul style="list-style-type: none"> Frances presented the Financial Report and Accounts for Payment. Queries were explained, and regular direct debits from the account covered. There will be an account from Xero due 11 March. <p>Moved Frances/Pam "That the Financial Report and Accounts for Payment be approved."</p> <ul style="list-style-type: none"> Frances raised the Bar income/expenses and queried whether the procedures need to be formalised. Security of the bar needs to be tightened up. It was agreed that Tony/Coby will investigate getting a new secure lockbox for the bar key. John Holdom to be kept in the loop. Unpaid subs are being followed up. Confirmed that a player can come to the Club three times as a visitor from another Club. Pam thanked Frances for the work she is doing as Treasurer. 	Tony/ Coby
4	Health & Safety (Brooke): <ul style="list-style-type: none"> The Test & Tagging of electrical equipment will be done before the next meeting. A "Health & Safety Incident Report Book" has been purchased and Coby has a stand that would be a suitable place for this. 	Brooke
5	Training & Development (Christine): <ul style="list-style-type: none"> The four weeks free of Real Bridge have ended. Jenny advised would need a month to get directors trained for multiple weekly play coverage. 	

	<ul style="list-style-type: none"> Discussion on the best method for players to pay for Real Bridge. Proposal from Compass Virtual (CV) and David O'Shaughnessy's method through Compass covered. Moved Christine/Coby (passed): "That Real Bridge begin again in April, to be played on a Sunday 7.00 pm start, \$4.00 per session, Club members can play with a visitor but Club member to pay for them. David O'S to arrange charging through Compass, minimum of six tables." Learners Lessons – promotion of lessons discussed (in 2021 had 42 start course and 35 graduate). Christine/Coby presented marketing proposal which included display on board outside rooms, posters, Neighbourly, Facebook, postcard sized cards for cafes, library demonstration etc. Moved Jenny/Deane: "That we charge \$100.00 for the lessons this year." Moved Christine/Deane: "That \$1,000 be approved for marketing." 	
6	Building (Tony): <ul style="list-style-type: none"> Lock on back door is not suitable to put a dead lock on. Other options to be considered. Resetting alarm system – Frances to look into procedure. Dealers, Directors and Committee need to know procedure. Sign board well underway – will be up next week. Working bee on hold at moment due to pressure of other items. 	Frances Tony
7	Match & Grading (Pam): <ul style="list-style-type: none"> Competition Rules being reviewed by Jenny (in line with new details approved at the Special Meeting on 24 February 2022) and new Policy to be formalised. Match & Grading to look at list of players' rating points to make the gradings fairer. 	Jenny Pam
8	House (Frances): <ul style="list-style-type: none"> Another roof leak has arisen. Tony to check out again. Convenor instructions for the timer on the urn have vanished. Frances has replaced. We need a maintenance schedule for the heat pumps – filters need cleaning once a year and exterior boxes need cleaning. Routine maintenance check list to get underway. Defibrillator to be checked weekly – suggested Brooke (under H&S umbrella) could do this. Sharon Wray has resigned as tablecloth cleaner. Need new person/s. Cubby for handbags on hold as no tournaments pending. 	Tony
9	General Business: <ul style="list-style-type: none"> Jenny and another Club member enquired about the Policy on Life Membership. Information to be looked into. Coby to rearrange Committee photos on wall. Review of Club's Covid restrictions – agreed we continue in the same manner with in-person play and mask wearing. Convenors to advise players and/or email to be sent to members asking them to contact Deane direct if they test positive and have been playing at the Club. Members will then be advised per email. Directors cannot be paid at moment as Frances does not have access to the Bank Account. Email to members asking them to consider taking on the Sponsorship/Publicity role within the Club after Coby leaves for the Netherlands in September. 	Jenny Coby Cecelia Cecelia
10	Closure: 6.45 pm Next Meeting: Wednesday 6 April, 5.00 pm, at the Clubrooms.	

	Signed Deane Skelton, President	
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