

Minutes of New Plymouth Contract Bridge Club Committee Meeting

Wednesday 4 May 2022, 5.00 pm, at the Clubrooms

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

Apologies: Brooke Chubb

	Item	Action
	President's Welcome: Deane welcomed everyone and thanked them for attending.	
1.	Matters Arising from Last Minutes: <ol style="list-style-type: none"> Weed eater for gardeners. The preferred model is a Ryobi One+ at \$248.00 Moved Coby/Frances "That the Club purchase the Ryobi weed eater." Moved Christine/Coby "That the minutes are a true and correct record of the last meeting."	
2.	Correspondence/Incident Book: <ol style="list-style-type: none"> Letter from Eileen Gundesen re notice in ladies toilets about flushing. Agreed that the notice be taken down in the ladies but the one in mens to remain as the frequent flushing appears to be improving the smell problem. Both areas to be monitored and a reminder note to also go into the next Newsletter. Further discussion on wording of email to go to Bob Fearn. Email from Insurance requesting updated building valuation for renewal. Moved Coby/Frances "That we engage Hutchins & Dick to carry out valuation." Chubb NZ regarding increase in call out rate to \$98.00 GST inclusive. Email from NZ Bridge advising that there will be no more online tournaments from the beginning of May 2022. It is felt it would be beneficial to continue online for 10+ tournaments and above to give more advanced players in the provinces the opportunity to participate without big travel costs. Deane to send a return email to promote our thoughts on this matter. Emails from Kevin Turner and Pam Jensen regarding Club Covid policies. (See further in General Business.) Incident Book: Various house issues regarding urn, wobbly tables, thermostat switch, top louvers in small room allowing rain in, plus locking/closing. 	Deane Deane
3.	Finance Report (Frances): <ol style="list-style-type: none"> Frances presented the Financial Report and Accounts for Payment and provided full explanation. Two further items were added into the Accounts for Payment. Moved Frances/Jenny "That the Financial Report and Accounts for Payment be approved." Bar – Procedures for float, cashing up each Friday, and recording of drinks issued have been formulated. These are to be sent to John and Matthew and then a meeting to be held with John before they are implemented. The profit from the bar has been analysed and it was agreed that free drinks need to be stopped. Frances requested we purchase 2021 Microsoft Office Professional so we can do banners in house, cost \$99.00. Moved Frances/Pam "That we purchase Microsoft Office Professional." 	Frances

	<p>4. Toi Foundation Annual Grant. This grant would be beneficial to the Club's finances following membership reduction and increased costs due to Covid.</p> <p>Moved Pam/Frances "That we apply for the Annual Grant from the Toi Foundation."</p>	Cecelia
4.	<p>Health & Safety:</p> <ol style="list-style-type: none"> 1. Brooke has advised via email that the Test & Tagging will be carried out this month. 2. Cecelia to follow-up with Brooke regarding H&S Incident Report Book. 3. Frances to continue to check defibrillator in short term. 4. Suggest Brooke take over the maintenance of the First Aid Kit. 	Cecelia
5.	<p>Building (Tony):</p> <ol style="list-style-type: none"> 1. Signboard has been erected and used – it is right on boundary. 2. Problems with unlocking the front door. Tony has flushed out in short term but will take lock to pieces and put in new pins. 3. Smoke detector in Committee Room – to be checked. 4. Toilets refurbishment – will be finished off in next few weeks. 5. Resetting alarm – Deane has investigated this and explained procedure. Directors and Convenors need to know this information. 	Tony
6.	<p>House (Frances):</p> <ol style="list-style-type: none"> 1. Bar Fridge. Frances queried whether we needed to get a larger fridge for the bar. Agreed that we should proceed with the smaller one as previously decided. 2. Dishwasher. Present washer not worth fixing again. Have been advised a domestic dishwasher would be adequate for the Club – suggested either LG or Samsung. Frances to check whether it is necessary to have a commercial dishwasher (\$5000-\$6000) compared to \$1000-\$2000 for domestic one. Need to order as there is a time lag with availability of new appliances at the moment. 3. The oven door has been repaired – hinges needed replacing. 4. Urn timer – being monitored as still having problems with it. May need replacement under warranty. If a Convenor turns down the heating element during a session because of rapid boiling it should be returned to original position at the end of the night so it will rapid heat for next session. 5. Milk jugs have gone missing – have been replaced. 6. The key has been left in the cupboard in the kitchen several times in the past fortnight. Sign to go on cupboard reminding to lock and return key to lock box. 	Frances
7.	<p>Training & Development (Christine):</p> <ol style="list-style-type: none"> 1. Beginners Lessons. 21 have enrolled. Majority will be attending evening class. 2. Christine would like to run Bridge Buddy session for learners on a Sunday afternoon, alongside novice players. Approved. 3. Covid regulations allow biscuits with tea/coffee at lessons. 4. 24 attended "Defence" Advance Your Bridge on Sunday 1 May with Pam. 5. Discussed possible candidates for Youth Bridge 5-7 August at Auckland Bridge Club. 6. Alerting procedures. Christine and Colin have suggested that alerting procedures and stop card usage be covered in a mini lesson before play on Tuesday and Thursday evenings. Agreed this would be useful. To proceed further. 7. On line bridge - one person from the Club has played on the Hastings site. There is a free BBO game on Sunday evenings. Compass Virtual starting a Sunday session also. Email to all members to be sent out giving members full details regarding online options. 	<p>Christine</p> <p>Christine</p>

8.	Match & Grading (Pam): <ol style="list-style-type: none"> 1. Anne Wilson's sponsorship is ceasing as she has retired. However, there are carry over funds and Anne is happy to continue with her sponsorship of the Pairs Tournament 11 June and NP Weekend of Bridge 20/21 August but we need to remove the reference to "Remax" in promotion etc. Letter of thanks to Anne for her wonderful sponsorship and donations from sales over the years. 2. The Premier Fours Teams scheduled for 7 May clashes with CD Trials. Entry forms have not been put up and as Tuesday numbers rather low this will not go ahead this year. 3. North Island Teams – 30/31 July. A sub-committee of Deane, Frances and Pam to meet to sort out the finance side, Colin to be approached to be Regional Representative and Russell to be Club Representative. 	Cecelia
9.	General Business: <ol style="list-style-type: none"> 1. Register of who holds Club keys is to be implemented. Coby to send out an email to all key holders on 2021 list asking whether they need to have a key. All keys to be tagged and numbered and holders will be asked to sign for them. 2. Access to the Club email was raised. This should only be available to a few Committee Members. Coby to change the password. Coby will shortly need to pass over to someone else the ownership of the Gmail account. 3. Luncheon for "helpers" proposed by Deane earlier in year. Decided to make this an afternoon-tea to be held later in the year nearer to Christmas. Felt a general invitation to "those who contribute in various ways to the Club's smooth running" be sent out to all members as felt personal invitations could leave us open to missing someone out and cause ill feeling. 4. Reeve has asked for Johan Strydom's membership to be reinstated as it would be good to have him on the Director roster. This is possible and there is to be further discussion with Johan direct as to what he wants going forward. 5. The list of vaccinated members is to be destroyed. 6. Coby to take a photo of David O'Shaughnessy and have it framed and put up on the Grandmaster wall. 7. June Tournament. Deane to do poster. To be a bare bones tournament – morning and afternoon-tea will be provided, players to bring their own lunch, raffles to be purchased. Deane and Frances to get this underway. 8. Now the beginners' lessons have started we need to get new advertising up on the new noticeboard. 9. Frances has had the water supply in the Club tested by Scott (NPDC) and it has returned a good result. There is some new housing going in above our Club which will result in increased flow and this should be beneficial. 10. Covid review – Emails from Kevin Turner and Pamela Jensen concerning mask wearing, air quality in the Club, vetting of members who appear unwell, Health & Safety liabilities etc. The meeting noted members are adhering to the "stay at home if unwell" request, plus many members continue to wear masks as a precaution. It was agreed we are operating within the Government Orange Light setting and NZ Bridge Advisories, and we will continue with the advice sent to members on 7 April 2022. 	<p>Coby</p> <p>Coby</p>
10.	Closure: 7.20 pm Next Meeting: Wednesday 9 June, 5.00 pm, at the Clubrooms.	
	Signed Deane Skelton, President	

