

Minutes of New Plymouth Contract Bridge Club Committee Meeting

Monday 11 July 2022, 5.30 pm, via Zoom

Present: Deane Skelton, Coby Slager, Frances Corcoran, Christine Burton, Brooke Dollimore, Jenny Cleaver, Pam Livingston, Cecelia Stringer

Apology: Anthony Murcott

	Item	Action
	Welcome: Deane welcomed everyone, and thanked Coby for chairing the last meeting.	
1.	Matters Arising from Last Minutes: <ol style="list-style-type: none"> Deane advised the Security Alarm has been replaced with an up-to-date modern system. A letter to be sent to Graham Mora for all his assistance regarding this matter. <p>Moved Coby/Frances: "That the minutes are a true and correct record of the meeting held on 8 June 2022."</p>	Cecelia
2.	Match & Grading (Pam): <ol style="list-style-type: none"> Psyche bidding. In the process of checking the policy and the matter to be clarified with the Directors. The Programme book for 2023 is well underway. The competition rules content is currently being checked. Online Bridge Strategy Consultation. Pam tabled provisional reply to the questionnaire. The meeting felt the comments were well written and in line with the Club's position. Pam will tidy up the submission and send off. 	Pam
3.	Correspondence/Incident Book: <ol style="list-style-type: none"> Outward: Nomination of Pam Livingston as Central Districts representative on the Online Bridge Strategy Consultation. Outward: - Follow-up email to members re the bar. Outward: Letter to member acknowledging complaint regarding another player. Deane has had a discussion with the person concerned. Letters to go to both parties emphasising that bridge etiquette and the rules of the game must be adhered to at all times and advising that should anything be amiss during play the Director must be called immediately. NZ Bridge – Notice of AGM 30 Sept, authorised delegate name to be confirmed by 16 Sept, and remits in by 19 August. NZ Bridge - Top 200 All Time Master Point Earners at 20 June 2022 (copy to be placed on noticeboard). NZ Bridge – Bumper stickers and other promotional material. Suggestions through the slot: <ol style="list-style-type: none"> John Warner – 1. Penalty for cell phone going off. 2. NZ Bridge Number to be returned to the Programme Book. 3. Emphasis on courtesy towards Directors. All matters discussed. Member suggesting shelf for handbags – this was discussed by the Committee earlier in year and put on hold. Investigate possible use of space in cupboard in playing room. Clare (Monday Convenor) re whiteboard for "Shopping List". Frances/Cecelia to talk through. <p>Incident Book: Nil</p> <ol style="list-style-type: none"> Coby raised the matter of a cockroach found in the playing room at the recent tournament, plus another one today. This matter to be referred to Tony. 	Tony

4.	<p>Financial Report (Frances): Matters raised/clarified by Frances pertaining to the Financial Report and Accounts for Payment:</p> <ol style="list-style-type: none"> 1. Payment for PI Report to be approved. Moved Coby/Pam: “That this account be paid by the Club.” Frances stated that approval needs to be given before work is carried out. 2. One invoice from Liquorland for \$13.99 remains outstanding. 3. Toilet renovations need to be finalised as we need to report back to TSB regarding how their grant was spent. Deane to check with Tony. 4. Christine queried lesson expenses of \$733 and lesson booklets \$150 in the Budget – these will be covered by sponsorship. 5. Agreed Chemwash account of \$1,834.25 should be paid out if the Maintenance Fund. 6. Income from table money is on the increase. Table money amount for 2023 to be discussed by Finance Committee. 7. Bar income being banked each week and the loss in the accounts is decreasing. Further stocktake to take place. 8. Cost of Xero is increasing by \$6 monthly from 15 Sept '22. 9. Bar Fridge and dishwasher purchase on hold as we investigate further avenues for grants. 10. All agreed we need to renew our Eftpos Specialists contract as the facility is well used. 11. Directors and cleaners contract need to be checked and digitalised and put securely on the One Drive: and original hard copies to be stored securely – to be discussed further. 12. Cost of Greenwaste disposal (\$420 last month) was for major mulching and disposal of tree trimming. 13. <i>Missed item on Frances’ report: What subscription do new members who join in June pay – affiliation fees are reduced in this scenario?</i> <p>Moved Frances/Coby: “That the Financial Report and Accounts for Payment be approved.”</p>	Deane/ Tony
5.	<p>Health & Safety (Brooke):</p> <ol style="list-style-type: none"> 1. The Test & Tagging of electrical equipment is complete. Some items need to be redone annually, some three yearly and others five yearly. (Need to put into Programme Maintenance folder.) Deane thanked Brooke and her husband for attending to this matter at no cost to the Club. 2. Smoke alarm in Committee Room has been attended to by NP Tech. 3. Brooke has agreed to take over the checking of the defibrillator. Kaaren MacLeod has advised that it needs new pads 	
6.	<p>Building:</p> <ol style="list-style-type: none"> 1. Report on flashing or alternative for repair of roof leak – in Tony’s absence this has been rolled over to next meeting. 2. Door with glass panel has been installed over the heating control panel – this is lockable. 3. Murray Carter has advised an external LED light is flickering (rhs of building when standing in front). Deane to talk to Tony. 	Tony Deane/ Tony
7.	<p>House (Frances):</p> <ol style="list-style-type: none"> 1. Frances’ husband has repaired controls on the wall for the fans. 2. New key box has been installed. 	

	<ol style="list-style-type: none"> 3. Anne Wilson Restricted Pairs Tournament made a profit of \$600. Catering response was great. Many thanks to Coby for her input. 4. Dishwasher very slow to complete a cycle. During Rosebowl tournament dishes were largely done by hand. 5. Deane and Frances to have a meeting to set prices for August tournament. Agreed lunch be BYO but we will provide morning and afternoon-tea. 6. Christine raised the cleaning of chairs. Agreed that should we find any chairs that require cleaning they be removed from the playing room to the committee room and Frances be advised. The Convenors to keep an eye on this situation. 	Deane/ Frances
8.	<p>Training & Development (Christine):</p> <ol style="list-style-type: none"> 1. Director's night 13 July for new players. Anne Fitzsimmons will cover all aspects of an evening of play and the role of the Director. 2. 20 July is Graduation Night to be run as a "Pot Luck Night". Bar will be open. Graduation photo to be taken by Coby, Christine arranging banner and balloons to enhance the atmosphere. 3. 27 July second night of the Welcome Pairs. New players start paying table money from this night on. 4. Suggestion that the Pot Luck Pairs 31 August and 9 November be run as a 3:1 Teams event (three C graders and one A grader). Agreed. 5. Three players have been attending NZ Bridge Online Lessons and feedback is excellent. 6. Advance Your Bridge – Signalling. Approximately 20 attended Murry Carter's recent workshop 7. Could new players use green pens and question cards on a Wednesday afternoon. Agreed this to be at the discretion of the Director. 8. Bridge Buddies will continue on Sunday afternoons 2 – 4 pm. Gabrielle happy to continue, assisted by Christine. 9. Christine has had discussions with Link Abrams, HOD Maths at Spotswood college. He is keen to have mini bridge sessions (4 sessions of 2 hours at this stage). Needs to be approved by Senior Tea. A teacher at NP Boys High School is also keen. 10. Format of learner lessons for 2023 needs to be considered. 	
9.	<p>General Business:</p> <ol style="list-style-type: none"> 1. NI Teams – 17 teams registered to date. Frances and Coby to check with Colin regarding the catering requirements and to write a proposal for his confirmation. 2. Covid Restrictions. As there appears to be more Covid, flu and respiratory diseases in the community it was agreed an email should be sent out strongly recommending that masks be worn at the Club during the winter months. <i>(This was emailed 12 July.)</i> 3. Discussion on additional help on Committee when Coby leaves NZ early August. Coby is in the process of writing up a procedure for the sponsorship work she has carried out. 4. A convenor is required for Wednesday evenings in 2023. Job Description for Convenors to be checked. Christine would like Convenors to keep an eye on who is playing and keep people involved. 	Frances/ Coby
10.	<p>Closure: 7.20 pm Next Meeting: Wednesday 10 August, 5.00 pm, at the Clubrooms <i>(Jenny advised that she will be an apology for this meeting.)</i></p>	
	<p>Signed: Deane Skelton, President</p>	

