

Minutes of New Plymouth Contract Bridge Club Committee Meeting

Wednesday 10 August 2022, 5.00 pm, at the Clubrooms

Present: Deane Skelton, Frances Corcoran, Christine Burton, Brooke Dollimore, Pam Livingston, Anthony Murcott, Cecelia Stringer

Apology: Jenny Cleaver

	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"> Investigation into availability of grants to cover major replacement equipment items at the Club were discussed. On a motion by Frances/Tony it was agreed "That the Club apply to the NZCT for funding to cover the cost of a new dishwasher and bar fridge." Convenor vacancy for Wednesday evenings 2023 has been filled. Job Description revision in hand. Cleaners' Contract has been checked and Frances has attended to pay increase. Coby's farewell very successful. Moved Pam/Christine: "That the minutes of the meeting on the 11 July 2022 are a true and correct record."	Cecelia/ Frances
2.	Match & Grading (Pam): <ol style="list-style-type: none"> The Competition Policy has been changed to make consistent with what is in the Programme Book. Following a rating points query the Handicap Policy was checked. Confirm handicap for each member at the beginning of the year determines handicap for the full year. 	
3.	Correspondence/Incident Book: <ol style="list-style-type: none"> Acknowledgement to Toi Foundation for their operation grant of \$600.00 Emails from Coby with Sponsorship Procedures attached. Email from Coby regarding Gmail Account. Moved Frances/Brooke: "That Cecelia be appointed Owner of the Gmail Account to replace Coby." Email NZ Bridge regarding Restricted Tournaments. Emails Pam J. regarding ventilation at Club; thank you for recent meeting with Deane. Email Pam J. re Compass and Table Money – see below under General Business. Outward to Craigs Investment Partners re possible financial assistance. Incident Book/Members Concerns: <ol style="list-style-type: none"> Faulty LED security light – in hand. Cockroach problem – bait has been laid. Ongoing urn issues Wednesday nights – urn almost boiled dry recently. Needs to be topped up Wednesday afternoon by Convenor in preparation for Wednesday evening session. 	
4.	Financial Report (Frances): <ol style="list-style-type: none"> North Island Teams tournament made a good profit. Have a ham leftover – to be used at upcoming tournament. Agreed a new member who joined in July should only be charged half subscription. 	

	<p>3. Frances proposed that a safe is required to secure sensitive information (Employment Contracts, IRD info that is required to be kept for seven years.) <i>Following meeting Tony/Frances/Cecelia agreed that the drawers at the far end of the office could be made lockable for this purpose. Tony to attend to.</i></p> <p>4. Bar income still being monitored. Stock levels need to be managed.</p> <p>5. Finance Committee to meet to discuss various matters (depreciation etc) and report back to next meeting.</p> <p>Moved: Frances/Christine: "That the Finance Report and Accounts for Payment (including the NPDC rates account yet to be received) be approved."</p>	Tony
5.	<p>Training & Development (Christine):</p> <ol style="list-style-type: none"> 17 graduates attended Graduation Night. Both nights of the Welcome Pairs were run on the pot luck format. David P. congratulated Club on the well run lessons for new players and practical tuition. Youth Weekend – 5/6 August – no interest. Four members taking advantage of Online Lessons from NZ Bridge. Murray C. has suggested the Club run workshops on defence. Require tutor. 3 + 1 Teams – 31 August – being promoted (Hawera and Stratford invited also). <p>Regional Support Role: Christine gave us an insight into the scope of this new role she has undertaken. In particular we as a Club will need to review our Constitution, Code of Conduct and compliance with the Privacy Act in due course.</p>	
6.	<p>Building (Tony):</p> <ol style="list-style-type: none"> Bathrooms near completion. Flashing or alternative to repair roof leak – further investigation in hand. Building Annual Maintenance List – Cecelia to get this underway. 	Cecelia
7.	<p>House (Frances):</p> <ol style="list-style-type: none"> Everyone to be encouraged not to leave food or dirty cups/dishes on the benches in an attempt to control ants and cockroaches. Baits have been laid. New red check plastic tablecloths have been purchased to replace old thin green ones. Announcement to be made asking members to collect their personal crockery from the kitchen. The toilets have been fouled on several occasions. Convenors to be asked to check toilets at end of session. (Cleaning of toilets and chairs to be further considered.) Cleaning of carpet needs to be in carried out probably every two years over summer break. Frances advised that her family would like to donate a Security Camera System to the Club (this being excess to their requirements). This is very generous and would save the Club the outlay for a new one. 	
8.	<p>Health & Safety (Brooke):</p> <ol style="list-style-type: none"> Brooke advised there is no charge for the tags used during the recent Test & Tagging of electrical equipment. Her husband has taken care of, and Committee expressed their thanks. Frances to take over the checking of the defibrillator again as Brooke advised she will not be playing in-club bridge for some time. 	

9.	General Business: <ol style="list-style-type: none"> 1. Covid restrictions. Continue with the status quo. When only a few tables for a session suggest to Directors that they space out the playing tables. 2. Date of AGM is 29 Nov. Forms for nominations to go on noticeboard in October. 3. Supplementary Programme has not been well attended this year. Thoughts on alternative themes to add to the social side of the Club. Christine's 3 + 1 Teams competition is a new innovation. Dress up themes have been popular in the past. Agreed that Wednesday afternoon sessions be discontinued in 2023. 4. Christine to send out an email about the Sunday Night Compass Virtual Sweepstake – this is handicapped (Real Bridge). 5. Pam gave a report on the Online Bridge Strategy Consultation process she is involved in. The Think Tank meetings have started on a weekly basis. The vibe from the Think Tank is that online bridge is a fact of life and we need to make it work – the pandemic has sped up this process. 6. Using Compass to pay table money. Further to Pam J's email this matter was again discussed (following consideration earlier in the year). The whole Club would need to be using this facility if instigated. After discussing the pros and cons it was agreed that we do not implement this new innovation at this point in time. 	
10.	Closure: 6.35 pm Next Meeting: Wednesday 7 September 2022, 5.00 pm, at the Clubrooms	
	Signed by the President Deane Skelton	