

# Minutes of New Plymouth Contract Bridge Club Committee Meeting

**Wednesday 11 January 2023, 5.00 pm, at the Clubrooms**

**Present:** Frances Corcoran, Christine Burton, Jenny Cleaver, Pam Livingston, Anthony Murcott, Diane O'Donnell, Jim Sutherland, Cecelia Stringer.

**Apology:** Deane Skelton

|    | Item   | Action                                   |
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|    | <b>Welcome:</b> Frances chaired the meeting in Deane's absence, and welcomed all.  |  |
| 1. | <p><b>Matters Arising from Last Minutes:</b></p> <ol style="list-style-type: none"> <li>1. Cystic Fibrosis fundraiser tournament confirmed for Sunday 14 May. Details to be finalised between the organisers and our club.</li> <li>2. Check of Constitution revealed no mention of Annual Accounts auditing. Diane to check the Incorporated Societies Act regarding auditor or reviewer requirement.</li> <li>3. Prize money paid out at tournaments equates to one-third of entry fee total. Policy to be attended to for future reference.</li> <li>4. Hawera Club have been welcomed to play in Auckland Cup.<br/> <b>Moved Christine/Jim</b> – "That Hawera Club members be allowed to play in the Tuesday night Auckland Cup competition. They be asked to pay \$50.00 per person on entry, plus \$5.00 table money per night. They would be eligible to win the Cup." <b>Agreed.</b><br/> (Should such Hawera members wish to play additional nights they would have to pay \$77.00 as "Second Club Members". Entries to be in by 15 February 2023.)</li> </ol> <p><b>Moved Frances/Tony</b> - "That the minutes of the meeting on held on 7 December are a true and correct record." <b>Agreed.</b></p>   | <p>Diane</p> <p>Frances/<br/>Cecelia</p> |
| 2. | <p><b>Correspondence:</b></p> <p><b>Outward:</b></p> <ol style="list-style-type: none"> <li>1. Condolences to Jude &amp; Mike Hansen on John Sole's passing.</li> <li>2. Condolences to Barbara, Tim and Sandi Howard on Mike's passing.</li> <li>3. Congratulations to Mary Standish on her 100<sup>th</sup> birthday.</li> <li>4. Condolences to Jane Waite on death of her husband.</li> <li>5. Condolences to Terry Walsh on Sue's passing.</li> </ol> <p><b>Inward:</b></p> <ol style="list-style-type: none"> <li>1. Email from Colin Carryer regarding payment to Club for using rooms for the Taranaki Bridge Congress.</li> <li>2. Newsletter No. 8 from NZ Bridge. Christine to reply with information about our successful 3+1 evenings in due course.</li> <li>3. NZ Bridge with a list of Top A Point Players. Congratulations to Pam Livingston who is listed second.</li> </ol> <p><b>Incident Book:</b></p> <ol style="list-style-type: none"> <li>1. Door on north side left unlocked after session Monday 9 January. Jenny to remind Directors to check all doors before leaving and if others are still in the building to appoint someone on their behalf to do this.</li> </ol> <p><b>Moved Cecelia/Frances</b> - "That the inwards correspondence be accepted and the outwards approved." <b>Agreed.</b></p> | Jenny                                    |

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| 3. | <p><b>Financial Report (Diane):</b></p> <ol style="list-style-type: none"> <li>1. Have received an invoice from Real Bridge for \$33.60. This is recoverable from Central Districts.</li> <li>2. Agreed 2023 sponsorship by Crafty Fox not be followed up.</li> <li>3. \$976.96 was raised from the President's Charity Afternoon and will be paid to Women's Refuge. Very successful event.</li> <li>4. Subs are coming in well.</li> <li>5. It was agreed that the new \$5.00 playing tokens <b>not be accepted</b> at the bar. This would involve extra work for the Treasurer</li> <li>6. Diane in process of completing Return of Financial Accounts to the Companies Office.</li> <li>7. Queries from Lyn Muller: <ul style="list-style-type: none"> <li>• Regarding prize money not awarded at prizegiving along with trophies. Frances explained that the list of amounts was not available so this had to be located before prizemoney could be finalised. All envelopes are now prepared and available for distribution asap.</li> <li>• Regarding Life Members subs. Nowhere is it documented that Life Members do not pay capitation fees.<br/><b>Moved Frances/Jim – "That the full subscription for Life Members by covered by the Club." Agreed.</b></li> <li>• Secondary members have capitation fee deducted from their sub as this is paid by their Home Club.</li> <li>• Competition prizes for all 2023 Club competitions were discussed.<br/><b>Moved Jim/Frances – "That prizes for all competitions be paid as previously." Agreed.</b><br/>Jenny indicated she is happy to prepare the envelopes.</li> </ul> </li> </ol> <p><b>Moved Diane/Pam – "That the Finance Report and Accounts for Payment be approved." Agreed.</b></p> | <p>Jim</p> <p>Diane</p> |
| 4. | <p><b>House (Frances):</b></p> <ol style="list-style-type: none"> <li>1. The only matter to report was an operational problem with the dishwasher which is being sorted.</li> <li>2. Jim raised the size of the proposed new fridge for the bar. Jim to check out the fridges at Big Jim's café to ascertain the size he feels is required.</li> </ol>   | <p>Jim</p>              |
| 5. | <p><b>Training &amp; Development (Christine):</b></p> <ol style="list-style-type: none"> <li>1. Christine presented a very comprehensive report to the meeting covering learners' class retention data and advice that the club requires 30 new members a year to grow. This currently is not the situation and she put forward the challenge that we need to do something different. NZ Bridge is targeting 30 – 50 year olds (mid-lifers experiencing lifestyle changes).</li> <li>2. She presented a new advertising strategy for the learners' classes which includes digital marketing through Facebook and digital billboards, Neighbourly website, exhibition bridge at cafes/libraries (teardrop flags), bookmarks to hand out or letterbox drop with QR code for club.</li> <li>3. Suggestion of offering "taster sessions" and mini bridge to build enthusiasm, and promote social connection.</li> <li>4. Proposed that in 2023 we start lessons middle of March.</li> </ol>  |                         |

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|     | <p>5. In the future there may need to be a Marketing Committee for club.<br/> <b>Moved Christine/Frances</b> – “That a marketing plan be formulated for the lessons in 2023 and the sum of \$1,500.00 be approved to implement it.”<br/> <b>Agreed.</b></p> <p>6. Barbeque for Class of '22 is planned for 15 January at the club. Previously the club has paid for the meat and participants bring salads and drinks.<br/> <b>Moved Christine/Diane</b> – “That \$150.00 be approved for the purchase of meat for the barbeque.” <b>Agreed.</b></p>   | Christine             |
| 6.  | <p><b>Building (Tony):</b></p> <p>1. Tony advised the toilet refurbishment will be finalised in the next two weeks.</p>  | Tony                  |
| 7.  | <p><b>Match &amp; Grading (Pam):</b></p> <p>1. M&amp;G Committee are recommending that the “Weekend of Bridge” in 2024 be split into two one day Swiss Pair tournaments – 14 April Stratified Swiss and 17 August 5A/5B Swiss.<br/> <b>Moved Pam/Jim</b> – “That the splitting of the Weekend of Bridge for 2024 be approved.” <b>Agreed</b><br/> Pam to advise NZ Bridge of this change.</p> <p>2. Recommendations regarding anomalies between National Ranking and Club Handicaps were discussed. Pam advised that they are conscious of not targeting individual people but making a ruling about ratings.<br/> <b>Moved Pam/Frances</b> –</p> <ul style="list-style-type: none"> <li>• “That any player ranked Open nationally, has a club handicap of no more than 4 and is deemed to be a Tuesday player.</li> <li>• That any player ranked Intermediate nationally, has a club handicap of no more than 12 and is deemed a Thursday or Tuesday player (dependent on rating points).</li> <li>• That a Wednesday player is a Junior with 14 or less rating points.”</li> </ul> <p><b>Agreed.</b></p> <p>Pam to contact the individuals affected and David O’Shaughnessy to be asked to update the handicaps.</p> <p>3. Pam to update the Handicap Policy.</p> <p>4. M&amp;G will review (around May) the trophies awarded for the 2024 year, along with reviewing the rules.</p> <p>5. Walt Crawshaw has indicated an interest in becoming a member of the M&amp;G Committee.<br/> <b>Moved Pam/Christine</b> – “That Walt Crawshaw be seconded onto the Match &amp; Grading Committee.” <b>Agreed</b></p> | <p>Pam</p> <p>Pam</p> |
| 8.  | <p><b>Directors (Jenny):</b></p> <p>1. Jenny advised the Directors have not had a meeting yet.</p>   |                       |
| 9.  | <p><b>Health &amp; Safety:</b></p> <p>1. Walt has accepted the position of Health &amp; Safety Officer for the Club.</p> <p>2. The Job Description and responsibilities to be talked through with Walt (including First Aid Cabinet, defibrillator, fire drills, paperwork.)</p>   | Cecelia/<br>Frances   |
| 10. | <p><b>General Business:</b></p> <p>1. Rooms Rental has been included in the 2023 calendar for the New Plymouth Women’s Club, Victoria League and Ngamotu Breakfast Toastmasters. Policy for Rental of Rooms to be formulated.</p>  | Cecelia               |

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|     | <p>2. Grant Application to the Lion Foundation. Following a stocktake of our playing equipment and its general decline due to constant use it was agreed we apply to the Lion Foundation for a grant for new equipment.<br/> <b>Moved Cecelia/Tony</b> – “That we apply to the Lion Foundation for a grant to cover the cost of four sets of playing cards, bridge boards and side code labels.” <b>Agreed</b></p> <p>3. From the AGM where it was suggested we have a Convenor of Convenors. Frances has agreed to be this contact.</p> <p>4. Committee Programme. Cecelia supplied members with a copy of the Committee Programme Deane/Frances/Cecelia have been working on for comment. This is a backup document so all the Committee are aware of their responsibilities and the President can see that nothing is getting missed.</p> <p>5. Frances raised the fact that we should have a Sign In/Out Book to monitor who is in and out of the club (this would include all entries into the club apart from entry for a bridge playing session.)<br/> <b>Moved Frances/Christine</b> – “That we get a Sign In/Out Book and once this is available all members and other users of the rooms to be informed of the need to sign in.” <b>Agreed.</b></p> <p>6. Discussed whether we need a club rep who is in charge of Privacy. It is essential all emails are sent out BCC.</p> <p>7. Summer Picnic Tournament:</p> <ul style="list-style-type: none"> <li>• Dealing has been done</li> <li>• Jim to do introduction and presentation of trophy and prizes.</li> <li>• Raffles underway and will be drawn at tournament.</li> <li>• Frances underway with catering.</li> <li>• Director – Sandra. Handicaps to be given to Sandra day before and to include new rules re handicaps as above under M&amp;G.</li> <li>• Stephanie aware of the need for a spare pair.</li> <li>• Diane doing registration and an additional person is needed to do the raffle.</li> </ul> | <p>Cecelia</p> <p>Frances</p> <p>Cecelia</p> <p>Frances</p> |
| 11. | <p><b>Closure: 7.00 pm</b></p> <p><b>Next Meeting: Wednesday 8 February 2023, at 4.30 pm in the Clubrooms</b></p>  |   |
|     | <p><b>Signed:</b> ..... (President) <b>Date:</b> .....</p>   |   |