

Minutes of New Plymouth Contract Bridge Club Committee Meeting

Wednesday 7 December 2022, 4.30 pm, at the Clubrooms

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

Apology: Jim Sutherland - **Moved Christine/Diane** "That the apology by accepted."

	Item	Action
	<p>President's Welcome:</p> <ol style="list-style-type: none"> Deane welcomed members, especially our incoming Treasurer Diane, to the last meeting of 2022 and the first meeting of the incoming Committee for 2023. He added that it was pleasing to see the continuity within the ranks. Deane confirmed areas of responsibility as under: <ul style="list-style-type: none"> Treasurer – Diane. Finance Committee – Diane, Deane and Pam. Secretary – Cecelia. Vice-President – Due to no nominations at the AGM, Jim has offered to stand-in for this position. Match & Grading – Pam (Lead), Jenny and Deane. House – Frances. Building – Anthony. Training & Development – Christine. Health & Safety – Moved Christine/Frances "That Walt Crawshaw be approached to cover Health & Safety within the Club." (<i>Walt has subsequently been contacted and has accepted the responsibility.</i>) 	
1.	<p>Matters Arising from Last Minutes:</p> <ol style="list-style-type: none"> The organisers of the Cystic Fibrosis fundraiser be offered 13 or 14 May 2023 for this event. We need to apply to NZ Bridge to hold tournament. Frances advised she is still investigating phone contracts for the club. <p>Moved Cecelia/Frances – "That the minutes of the meeting held on 9 November 2022 are a true and correct record."</p>	Cecelia Frances
2.	<p>Correspondence/Incident Book:</p> <ol style="list-style-type: none"> Outward: <ul style="list-style-type: none"> Thank you to Valerie Clarke for the duty of Librarian for 26/27 years. Best wishes to Shirley Chapman on her retirement from the club. Maggie Garnham expressing her sincere thanks for her Life Membership passed at the AGM and the book token. Lois Cleaver regarding Convenor duties, and reply by Deane. June Grant thanking the club for arranging the afternoon-tea party. Reeve Pring – Organisation issues which impact on the Directors. These matters to be discussed with our new Tournament Secretary at a meeting on 10 December. NZ Bridge – Richard Solomon's resignation; Minutes of Board Meeting 13 Sept; Minutes of AGM 30 Sept; Annual Report presented at AGM; response to issues re Online Bridge Sessions raised by Auckland Bridge Club; NZ Bridge Online Strategy dated 6 Dec 2022. 	

	<p>7. Jim Sutherland's Licence Controller Qualification certificate following his completion of the NZQA unit standards. (Christine advised the meeting that Leanne Young also has a bar licence for future reference.)</p> <p>8. Linda Couch – email regarding AGM finance information. Deane has replied to this.</p> <p>Pam raised the fact that we are sending out a lot of emails to members and felt this should be curbed to some extent.</p>	
3.	<p>Financial Report (Frances/Diane):</p> <ol style="list-style-type: none"> 1. Frances welcomed Diane to the Treasurer position and advised she will hand over all relevant information in an orderly fashion. (Frances also agreed to be backup for Diane should she be unavailable to carry out Treasurer duties.) 2. Moved Frances/Jenny "That Diane O'Donnell and Cecelia Stringer be made signatories on the NPCBC TSB Account." 3. We did not receive the NZ Bridge October invoice for C points until Dec. This was for \$2,761.76 4. Copies of Greenwaste invoices totalling \$70.00 have not been received – approval was given for these to be paid once we have the invoices in hand. 5. Emails sent to all members clarifying financial matters raised at the AGM and confirming subscriptions and table money for 2023. 6. The \$300.00 float in the bar is now showing in the balance sheet. 7. The amount of colour printing was high during November. Asked that colour only be used when absolutely necessary. 8. The dishwasher has been added to the Asset Register with a straight line depreciation rate of 10%. 9. Moved Frances/Jenny "That \$15.00 from each subscription be paid into the Maintenance Fund Account in 2023." 10. An auditor/reviewer was not appointed at the AGM. We are to continue asking around for someone to do this job. Cecelia to check the Constitution to confirm this does not need to be done by a Chartered Accountant. <p>Moved Frances/Diane "That the Finance Report and Accounts for Payment be approved."</p>	Cecelia
4.	<p>Health & Safety:</p> <ol style="list-style-type: none"> 1. The Incident Book is not hung on the office wall, and the Work Place Injury Investigation Register is in the filing cabinet. 	
5.	<p>Training & Development (Christine):</p> <ol style="list-style-type: none"> 1. The 3+1 Teams on 9 November involved 54 junior and 18 senior players and was highly successful. Christine expressed her thanks to Roy Weaver who was extremely helpful on the day. Regional bridge to sponsor 12 entries to Taranaki Congress 2023 for the Junior event. 2. Improver coaching at the Club and how this is run was discussed. Deane to speak to John W. regarding this. Sunday Bridge Buddies with Gabrielle and Christine continuing in 2023. 3. Mini Bridge at Spotswood College for Years 9 and 10 did not attract a committed group due to various activities within the school being given priority. The school has requested weekly one hour sessions for Term 1 in 2023 as part of "Widening of the Mind" programme. Christine to discuss the feasibility of this before start of school year as need a commitment from the school and students. Janine Fenelon has indicated she would like to be involved. 	<p>Deane</p> <p>Christine</p>

6,	Match & Grading (Pam): <ol style="list-style-type: none"> 1. Meeting set up for 7 January for M&G to review ratings to see if any clearly look out of place. 2. Competition Rules were sent out to all members in November and need to be on the noticeboard, and also noted on entry sheets for cups/plate competitions, Swiss and Teams. 3. Deane is concerned with the drop in Thursday numbers. Wednesday nights attract good numbers. To be discussed further within M&G. 	
7.	House (Frances): <ol style="list-style-type: none"> 1. Frances expressed her thanks to catering staff at the tournament in early November. 2. Pam Murdoch has been spoken to about the final clean for the year once play has finished. Cobwebs and mould, as mentioned at the AGM, will be attended to. The curtains are clear of mould. 3. Pam is still having to cope with the men's urinals not being flushed after use. 4. Judy Holdom Memorial Pairs on the 22 January discussed. Agreed entry be \$25.00, BYO lunch. Deane to confirm Director. Christine felt that we need to check if there is a policy (or write one) regarding how much money is paid out in prizes at tournaments. 	Frances Cecelia
8.	Building (Tony): <ol style="list-style-type: none"> 1. Tony referenced his health issues during 2022 but assured the committee he is fit again. 2. Finishing the bathroom refurbishment and problems with the men's urinals will be given priority. 3. Painting of the Butynol part of the roof is urgent. The original roof was painted about twenty years ago and the Butynol redone ten years ago. Campbell Priest has offered to paint the Butynol – Tony to work with Campbell on this. 	
9.	Directors (Jenny): <ol style="list-style-type: none"> 1. Jenny advised that the Directors have met and agreed that they are prepared to have their remuneration reduced to \$40.00 per session as their contribution towards reducing the Club's outgoings. This generous offer was gratefully accepted by the Committee and a thank-you to go to the Directors. Moved Deane/Frances "That the directors remuneration be reduced to \$40.00 per session from 1 January 2023 and this matter to be reviewed in twelve months." 2. Directors' fees for tournaments to remain at \$80.00 per session. Frances advised this cannot be renegotiated until October 2023. 3. Responsibilities of the Tournament Secretary to be extended to help Directors with organisational issues. 	
10.	General Business: <ol style="list-style-type: none"> 1. Matters arising from the AGM regarding subscriptions: <ul style="list-style-type: none"> • Casual playing fee – proposed \$10.00 for those that might only want to play once a month or less. • Pay capitation fee only. • Reinstate the Friday sub. All the above were discussed and it was agreed that we would not be proceeding with any of these suggestions. 2. President's Charity Afternoon and Prizegiving is all organised and advertised. The charity of choice is Women's Refuge. The majority of the cups/plates have been engraved. 	

	<p>3. Hawera players would like to play our Auckland Cup night in 2023. Agreed by Committee that we trial this for a year. To pay \$50.00 +GST per person, plus table money</p> <p>4. Convenors for Monday and Friday still required. To be promoted in notices once play starts in January. Frances happy to fill in for a few weeks either on a Monday or a Friday. Fundraising and Grant Applications to be followed through next year.</p> <p>5. Gordon Gower has confirmed the Toastmasters wish to hire the rooms every Friday from 6.00 to 8.00 am, starting 12 January. A Hire Agreement and key to be arranged.</p>	Cecelia Frances
11.	<p>Closure: 6.30 pm</p> <p>Next Meeting – Wednesday 11 January 2023 at 5.00 pm</p> <p>Apologies for this meeting from Deane and Pam.</p> <p>Deane asked Frances to chair the meeting.</p>	
	<p>Signed:</p>	