

Minutes of Committee Meeting of New Plymouth Contract Bridge Club

Wednesday 8 February 2023, 4.30 pm, at the Clubrooms

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

Apologies: Deane Skelton, Christine Burton

	Item	Action
	Welcome: Frances chaired the meeting in Deane's absence, and welcomed all.	
1.	<p>Matters Arising from Last Minutes:</p> <ol style="list-style-type: none"> 1. Taranaki Cystic Fibrosis Charity Tournament Sunday 14 May 2023 is now on NZ Bridge Tournament schedule. 2. Lions Foundation Gant Application has been lodged. 3. Committee Programme is still a work in progress. Any additions/comments to be brought back to the next meeting. 4. A proposed Sign In/Sign Out sheet was presented by Frances and will be set up in the main entry. <p>Moved Cecelia/Tony – "That the minutes of the meeting held on 11 January 2023 are a true and correct record." Agreed</p>	All Committee
2.	<p>Correspondence:</p> <ol style="list-style-type: none"> 1. Letter from Lyn Muller, Secretary, Taranaki Congress, formally requesting the use of the clubrooms on 11 – 13 March 2023 for Congress. Letter from Colin Carry requesting that the rental for the weekend be \$500 (a decrease of \$250 on originally advised.) <p>Moved Jim/Frances – "That the rental of the rooms for the Taranaki Congress 11-13 March 2023 be confirmed at a total of \$500-00 + GST for the three days, plus a cleaning fee of \$75.00, GST inclusive, per day. Agreed</p> <ol style="list-style-type: none"> 2. NZ Bridge – Updated Policies – Child Protection, Privacy of Information, Health & Safety. 3. Agreed we send a congratulatory card to Brooke Chubb on the arrival of their son. 	
3.	<p>Financial Report (Diane):</p> <ol style="list-style-type: none"> 1. Helen Lang would like to remain a non-playing member of the club. <p>Moved Pam/Diane – "That the subscription for non-playing members be \$50.00, with their name to be taken off the NZ Bridge site." Agreed</p> <ol style="list-style-type: none"> 2. Most sponsorship is now in with only 7 outstanding totalling \$1,230.50. Statements have been sent as a reminder. 3. \$7,063 in subs was received in January. 4. Reminders to be sent out now for unpaid subs (due 28 February). 5. Diane asked for permission to link the club to the tax agency list of The Accounting Room which will give her access to the additional Tax Agents features e.g. faster helpline etc. <p>Moved Pam/Jim – "That Diane be given permission to link the club to the tax agency of The Accounting Room." Agreed</p>	
4.	<p>House (Frances):</p> <ol style="list-style-type: none"> 1. The dishwasher is still a producing soap bubbles on occasions, this appears to be a problem with the soap that we have been supplied. Frances asked that all cups/glasses be rinsed before putting in the washer, and only herself and Pam Murdoch be responsible for running a cycle. 2. More main door keys have been cut. Key register being maintained. 	

	<p>3. Bar Fridge. Jim brought to the meeting the cost of the bar fridge which would be most suitable for our needs – Delta Essentials Backbar Bottle Cooler (3 sliding glass doors) \$1,882.32 + GST. A base for it to sit on would be necessary, estimated at \$200.00. After discussion on how to fund this item and the necessity for it before the Taranaki Congress, it was Moved Jim/Jenny – “That the club proceed forthwith with the purchase of the Delta Bottle Cooler, and base materials.” Agreed</p> <p>4. Jim presented a list of the profit margins being achieved in the bar which showed some margins are very low. Variations to bar prices to equalise profit margins were discussed. It was Moved Jim/Diane “That the cost of Craft Beers, Guinness Cans, RTDs and Sparkling Wine be increased to \$7.50 per glass.” Agreed.</p> <p>5. The bar stocktake was done for the end of January and stocks of wine were found to be high due to increased purchases. Jim is now doing all the buying and is going to reduce stocks to a respectable level. Graham Hill and Jim will continue with monthly stocktakes. Wastage was discussed and Jim advised that this is nil.</p>	
5.	<p>Training & Development (Christine absent but written material presented):</p> <ol style="list-style-type: none"> 1. The huge amount of work that Christine has put into the promotion of the beginners’ lessons was acknowledged. 2. It was felt that more diversity of ethnicity/gender would be preferable in the digital advertising, plus reference to our sponsors be included (Nicholsons). 3. The promotional bookmarks have been costed at \$458.00 for 2,000 (unused ones will be able to be carried over to 2024). Frances to ask Graphix whether they would sponsor. 4. Library exhibition games will start on Thursday 16 February, 10.00 – 12.00 and will run weekly until the end of March. Thank you to Helen Carryer for organising the first week. 5. Advance Your Bridge lessons start 16 February – tutor Murray Carter. 6. Guaranteed Partner rosters completed for Mondays and Wednesdays. 	Frances
6.	<p>Building (Tony):</p> <ol style="list-style-type: none"> 1. Tony was pleased to advise that the roof leak appears to have been fixed and no ingress of water has occurred during recent heavy falls. 2. The bathrooms refurbishment is almost finalised. 	
7.	<p>Match & Grading (Pam):</p> <ol style="list-style-type: none"> 1. Appeals Committee. Moved Jim/Tony – “That the Appeals Committee remain the same as last year, being Pam Livingston (Chair), Sandra Calvert, Colin Carryer, Pamela Jensen, Catherine Mann, Lyn Muller, Reeve Pring, Matthew Schumacher, Russell Wilson.” Agreed 2. There have been comments by members about the programme starting very early this year, and late finish in 2022. Discussion on going back to having summer bridge during January – each day/night being a stand-alone competition, two sessions per week. Moved Jim/Diane – “That in 2024 we reinstate summer bridge, one day and one night session each week during January, and the programme be shortened to finish at the end of November.” Agreed 3. Weekend of Bridge 2024. Further discussion to clarify the discussion at the January meeting wherein it was agreed we split into two one day Swiss Pair tournaments. Pam suggested that we keep the one day in August as match point and the April one as Swiss. Agreed. 	

	<p>4. NZ Strategy for Online Bridge letters dated 15 January 2023:</p> <p>a) Asking us to consider holding our Restricted Pairs in June online. It was agreed this tournament would be better in person.</p> <p>b) Asking us to consider holding the Fullarton Pairs in August online. It was agreed that we would be happy to have online (Pam felt this would mean more players and better competition).</p> <p>5. Discussion on how prize money is set at tournaments. Frances advised that one-third of entry fees is given out in prizes. M&G to set out a list of how the prize money is to be split for the different types of tournaments (this to be left in the tournament folder).</p>	Pam
8.	<p>Directors (Jenny):</p> <p>1. The Directors list for the next three months is now on the noticeboard in the office.</p>	
9.	<p>Health & Safety:</p> <p>1. Further discussions with Walt Crawshaw on the scope of the job pending.</p>	
10.	<p>General Business:</p> <p>1. A guaranteed partner for Fridays has been asked for by a member. After discussion it was agreed that we not offer this for Fridays as we already have two sessions where guaranteed partners are available.</p> <p>2. Unpaid subscriptions. Agreed that any subs unpaid by the due date of 28 February be followed up by a phone call (Diane/Pam/Jenny offered to do this.) Paula needs to know by 15 March of any who need to be taken off the NZ Bridge website.</p>	Diane/ Pam/ Jenny
	<p>Closure: 6.30 pm</p> <p>Next Meeting: Wednesday 8 March, 4.30 pm, at Clubrooms</p>	
	<p>Signed: Date:</p>	