

Minutes of Committee Meeting of New Plymouth Contract Bridge Club

Wednesday 10 May 2023, 4.30 pm, at the Clubrooms

Present: Deane Skelton, Christine Burton, Frances Corcoran, Jenny Cleaver, Anthony Murcott, Diane O'Donnell, Jim Sutherland, Cecelia Stringer

Apology: Pam Livingston

	Welcome: Deane welcomed the Committee to the meeting.
1.	Previous Minutes: Moved: Jim/Christine - "That the minutes of the meeting held on 12 April 2023 are a true and correct record." - Agreed.
2.	Correspondence (Cecelia) Inward: <ol style="list-style-type: none">1. From John Holdom offering to sponsor Wednesday afternoon bridge during June and July – to be called the Judy Holdom Memorial Pairs. This was discussed and interest to be gauged as it was felt a minimum of six tables would be required.2. Email from a member re opposition to pairs prizes being reduced/abolished as noted in the previous minutes. This matter is only a suggestion at the moment with the full prizegiving schedule to be reviewed later in the year.3. Email from a member regarding Directors' responsibilities. Jenny to follow this through with Reeve.4. NZ Bridge news 8 May 2023. One matter we need to be aware of as from 1 November 2023 is the increase in the cost of A and B point tournament pair sessions and the cost of team and Swiss events only.5. Suggestion through the slot that a fine of \$2.00 be instigated for any cell phone that rings. The Committee decided this would not be implemented. Incident Book: <ol style="list-style-type: none">1. 27.4.23 – Alarm not set. Key left in kitchen cupboard door.2. 28.4.23 – Hot water tap found running in women's toilets.3. 6.5.23 – Door end of big room not latched. Moved: Cecelia/Jim – "That the correspondence as listed be accepted."
3.	Financial Report (Diane) <ol style="list-style-type: none">1. Diane presented a draft budget to the end of the financial year (30 September 2023) which shows a small projected surplus.2. Diane provided a graph showing player numbers per session for 2023 compared to 2022 which generally shows increased/or maintaining player numbers for all sessions. It is hoped player numbers will increase during the year.3. The Committee expressed their appreciation to Diane for preparing the above information in an easy-to-read format.4. Room rental continues to be a consistent source of income for the club.5. A price comparison has been done and Nova Energy are still the cheapest supplier.6. Toi Foundation advised that they are fine with us using the unused portion of the bathroom grant on the kitchen. Cecelia to write a letter to Toi confirming how the balance will be spent. Moved: Diane/Jim – "That the Financial Report and Accounts for Payment be approved."
4.	Training & Development (Christine) <ol style="list-style-type: none">1. Coronation Social Night – nine tables. Well received. Further social nights suggested.2. IP Trials – club intermediates contacted and encouraged – sadly none available.

	<ol style="list-style-type: none"> Lessons – 25 now attending. Christine gave a lesson online to three who could not attend Wednesday evening due to Covid. Thank you to Rob de Bique for assisting with online. Graduation Night – 21 June. Learners will be paired with an existing Wednesday player on Grad. Night and then play with that person again the following Wednesday night. Christine presented data from marketing of lessons. By far the best form of attraction to learn came from “existing club member encouragement”. Marketing budget was \$1,500. Income from lessons so far \$2,200 (\$300 yet to be paid.) Based on the number of learners achieved Christine advised she would propose a similar marketing plan for 2024. Sunday Bridge Buddies continues – 3 tables last Sunday. 3+1 Teams – 31 May. Convenors to take over the organisation.
5.	Directors (Jenny) <ol style="list-style-type: none"> Standardisation of playing times. Jenny advised there is nothing in the manual on this. Reeve feels M&G should decide on this matter. Three boards a table is most popular movement. This matter requires further discussion. Premier Fours. Reeve prepared to organise this if the Committee wants it (Wednesday evenings once lessons finished - July/August). The concurrent use of the computer was raised and card dealing needs to be covered. Composition of teams was discussed and agreed that teams to total 159 rating points or less (must include one non-A Grade member). Notice to go up on noticeboard to gauge interest. Reeve has relooked at the book regarding movements.
6.	House (Frances) <ol style="list-style-type: none"> Frances expressed thanks to those who removed the old bar fridge. The Defibrillator, First Aid Cabinet and Fire Warden Jacket have been relocated in the hallway. Dishwasher – Frances emphasised again that all dishes need to be rinsed. Alteration to kitchen cupboards. This matter is being investigated further and priced. Approval from Toi Foundation to use leftover grant from bathrooms should cover the cost of the alterations.
7.	Finance Committee Meeting (written report from Pam) <ol style="list-style-type: none"> Table numbers are healthy but still down on Thursdays. Tournament reporting to be redone to show one header per tournament rather than the individual cost of items. Enquiries continuing regarding an Auditor for the Annual Accounts. Planned maintenance schedule - Deane to discuss with Tony. Additional item - Agreed the Cleaners Contract from 1 April 2023 to include an adjustment for the “living wage”.
8.	Bar (Jim) <ol style="list-style-type: none"> Still awaiting account for the stand for the bar fridge.
9.	Health & Safety (written report from Walt) <ol style="list-style-type: none"> All consumable checks for defibrillator and First Aid Kit, plus Building compliance are up to date. All directors have confirmed familiarisation with evacuation documents. Meeting felt further CPR training should be arranged. Cecelia to talk to Walt about this.
10.	Building (Tony) <ol style="list-style-type: none"> Roof has leaked again into hallway. Tony advises this was due to hail blocking the funnel-like spouting. Agreed we need to get a builder to look at this problem and give us a quote. Frances to follow through with a contact. Tony is attending to minor electrical matters.
11.	General Business: <ol style="list-style-type: none"> Quotes to paint roof. Jim reported on his work to date to get three quotes to paint the roof. Prices vary considerably. Scaffolding needs to be included in final price. This work would

	<p>need to be left until later in year when winter weather has passed. Jim continuing to gather information.</p> <ol style="list-style-type: none"> 2. Discussion on members with 50 year continuous membership (JH, HS, CC, JC) – to be followed up. 3. Rooms hire for the Model Train Convention in 2024. Agreed the weekend of 22 – 24 March is available. 4. Email lists for members are in the process of being updated. It was agreed that we include a new category “Past Members” so we don’t lose contact with people who may wish to rejoin in the future, and that we continue to send Newsletters to these people (this to include an opt out note). 5. Campbell Priest has handed over the lawnmowing at the club. Campbell has provided very long service in this capacity and the Committee express their grateful thanks to him. Craig Barrett has offered to take over this job. 6. The Taranaki Cystic Fibrosis tournament has been cancelled due to insufficient entries. However, we will continue to sell the raffle tickets so hopefully we will be able to help in a small way towards their fundraising. 7. Building insurance – account for \$7,581.59 has been received. Moved: Diane/Frances – “That the building insurance account be paid forthwith.” 8. New Plymouth Vogeltown Pharmacy Restricted Pairs 5B tournament – 10 June. Frances advised she has one raffle prepared. Jenny to follow through with a director. The banner for the noticeboard is ready to go up but it was agreed the noticeboard on the roadside is not prominent enough and should be moved over by the driveway.
12	<p>Closure: 6.20 pm</p> <p>Next Meeting: Wednesday 14 June 2023, 4.30 pm, at Clubrooms.</p>
	<p>Signed: Deane Skelton, President Date:</p>