

Minutes of Committee Meeting of New Plymouth Contract Bridge Club

Wednesday 12 April 2023, 4.30 pm, at the Clubrooms

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

	Welcome: Deane welcomed the full committee to the meeting.
1.	<p>Previous Minutes</p> <ol style="list-style-type: none"> Added into minutes under Training & Development – Training – Item 2. <i>“Christine doing a lesson on transfers 19 March.”</i> <p>Moved: Jim/Diane – “That the minutes of the meeting held on 8 March 2023 are a true and correct record.” - Agreed</p>
2.	<p>Correspondence (Cecelia)</p> <p>Inward:</p> <ol style="list-style-type: none"> Advice of grant from Lion Foundation for playing equipment (cards/boards) \$1,681.53 – this was the total amount applied for. Mike Neels – appeal to Clubs using the services of Bob Fearn to acknowledge his services. We have already written to Bob and will log in the “Committee Programme” to acknowledge our appreciation to him annually along with sponsors etc. Email from Janine Fenelon thanking the Club and Taranaki Congress for a fantastic three days of bridge during the recent Congress. New Plymouth Women’s Club inviting two members to their luncheon on 19 April and requesting a short talk on the history of the Bridge Club. Cecelia has asked Lyn Muller to attend on our behalf and Lyn will take one other member. NZEI rooms booking enquiry. Agreed Thursday 27 April from 5.30 to 6.30 pm would be preferable (they had requested 6.00 to 7.00 pm.) They are to be asked to only park on the street. Cambridge Bridge Club, via Colin Carryer, regarding interest in “Cambridge Sixes Tournament” – Christine has asked for a flyer to help with promotion of this. Jill Dunlop suggesting 7.00 pm start time during the winter. This matter was recently discussed and agreed at that time that 7.00 pm too early for some players and directors. NZ Bridge – Top 200 All-Time Masterpoint Earners as at 12 April 2023. <p>Incident Book:</p> <ol style="list-style-type: none"> 14 March - Aircon in small room left running from Monday. SW fan (closest to corridor) in main room has faulty switch. To get an electrician to look into this along with some other minor electrical matters that need attention. <p>Moved: Frances/Jim – “That the correspondence as listed be accepted.”</p>
3.	<p>Financial Report (Diane)</p> <ol style="list-style-type: none"> Advertising costs for the 2023 lessons totalled \$1,417.94 GST excl. (\$1,500.00 had been budgeted for.) Nova Energy are increasing their charges. Diane is to do a price comparison. Phoning re overdue subs resulted in payments and clarification of membership. Additional charges on our phone account not a problem now. Deane asked for an economic projection to the end of the financial year. Diane to prepare a budget. Finance Committee Meeting pending. Moved: Frances/Jim – “That the depreciation rate for the bar fridge be 10%.”

	<p>8. Russell is in the process of reviewing the Cleaners Contract.</p> <p>Moved: Diane/Christine – That the Financial Report and Accounts for Payment be approved.”</p>
4.	<p>Bar (Jim)</p> <ol style="list-style-type: none"> 1. Awaiting an account for the materials and labour for the bar fridge stand. 2. The stock in the bar is being reduced down. 3. Jim now has a new list of “cost prices”.
5.	<p>Match & Grading (Pam)</p> <ol style="list-style-type: none"> 1. Walt Crawshaw has been included on the Match & Grading Committee and is a valuable addition. 2. The dispensation given for the Auckland Cup winners in 2022 has again been raised by a member. Pam has had our interpretation of the rule reviewed by Russell Wilson. The matter was again discussed and it was agreed that as the missed night was due to a change in the published programme the committee’s decision should stand. 3. The rules regarding dispensation to be further looked at to cover all circumstances and Russell will be asked to check. Emphasised that the rules need to be applied consistently. 4. A member has been regraded to “intermediate” to account for previously being a member of a club many years ago. The “New Member Form” has been altered to include asking about past bridge club membership. 5. Suggestions by a member that for daytime sessions, 2 or 3 pairs competition cannot be won by cup or plate partnerships. This was not supported because the handicap system should cater for that. 6. The suggestion of not giving tickets for prizes for 2 and 3 session competitions in 2024 was discussed. Felt that a certificate would be sufficient to acknowledge the winners, or the tickets be reduced to one each to the winners. To be discussed further later in the year. 7. Recommendation that the Premier Fours be resurrected. Open to all players. Prize for best non-open team. To be held on Wednesday nights from July once Lessons have finished. Minimum of eight teams to go ahead. Jenny to do some work on organising this. 8. A review of the Clubs trophies has been made. The recommendations were agreed to by the committee. (<i>Copy of trophy recommendations attached to these minutes.</i>) Suggested a write-up about the changes be published in the October newsletter.
6.	<p>House (Frances)</p> <ol style="list-style-type: none"> 1. Concern about cobwebs in the rooms has been addressed. It was recommended that the interior of the rooms be sprayed for spiders every December – agreed. 2. The source of water on the floor in the kitchen cannot be accurately identified. This was under one of the lights which was not working. Tony to check the light and will get electrician to investigate further if necessary when other electrical matters are being done. 3. The old bar fridge is to be disposed of by Tony and Jim. 4. A reminder has gone out to the Convenors to lock the kitchen cupboard and put the key in the safe. 5. Small urn has been checked, cleaned and reset – now working again. If the urns are left to boil dry they have a cut-off switch which needs to be reset. 6. The urn timer and clocks were reset at the end of daylight saving. 7. Mention to be put in notices regarding collection of plates/containers left behind in the kitchen. 8. Frances would like the cupboards in the kitchen turned into drawers to make for easier accessibility. This matter was agreed to in 2019 but not done. To be investigated. 9. Agreed that the defibrillator and the First Aid cabinet, plus hook for Fire Warden vest, be relocated in the main hall just past the bar/glass doors for easier identification and access. This would mean the Toastmasters cupboard could be moved to the right and give better access to the vacuum cleaners.

7.	<p>Training & Development (Christine)</p> <ol style="list-style-type: none"> Christine reported on the Regional Meeting held on 26 March. 2023 Lessons: <ol style="list-style-type: none"> 22 learners attended first lesson on 5 April and three more have indicated they will join this week. New Members details have included feedback on the marketing campaign – details next meeting, and an assessment will be completed once class is complete. All learners were given a goody bag with lesson manual, pen, pack of cards, bumper sticker (thanks to NZ Bridge). Walt is tutor this year. Christine to support when needed. Beginners will be invited to Sunday afternoon bridge buddy sessions to replay boards when 50% of lessons completed. Thanks to Lynda Cooper who is organising helpers for the lessons. Development: <ol style="list-style-type: none"> Recent 3+1 Teams saw 12 teams on night. Sadly Hawera had to withdraw. Wednesday convenors to be more involved in the organisation of next 3+1 event in May. Graduation night for learners will be 21 June. There will no longer be a guaranteed partner for Monday Marsh Cup (this to go in notices). Bridge Buddy sessions continue most Sunday afternoons – usually 2 or 3 tables. Suggestion made that a “pay in forward” account be held at the bar and this be used to dispense drinks to those who no longer get a bonus drink for services to the club. After discussion it was felt this too unwieldy and suggested members shout a drink direct to show appreciation. Pam asked that mention be made in notices to encourage people to enter trials on 6 May.
8.	<p>Building (Tony)</p> <ol style="list-style-type: none"> The bathroom refurbishment will be completed next week. Frances to report back to the Toi Foundation regarding the use of their Grant for the bathrooms. The Toi Foundation has advised that the \$4,000 left over from the grant (due to the fact that Tony and Fay Murcott gave so many voluntary hours) can be used elsewhere.
	<p>Health & Safety (written report from Walt)</p> <ol style="list-style-type: none"> Defibrillator checks are being done weekly. (Defib to be re-sited in the hallway.) Consumables for the Defibrillator and First Aid Kit have been checked. Building Compliance checked 6 March 2023 – all correct. Trial fire evacuation was carried out on Tuesday 7 March and entered on FENZ website as required. Next trial due September. All directors have confirmed familiarization with evacuation documents.
	<p>Directors (Jenny)</p> <ol style="list-style-type: none"> Movements have been further discussed – workshop on movements pending. Standard time for the clock raised. Last Auckland Cup night the time was 13 minutes for two boards – felt 13.5 or 14 minutes should be allowed, especially on Cup nights. Jenny to talk to directors about standard times. Closing date for Swiss and Teams Competitions. Agreed the closing be at the end of play the week before the start of the competition.
	<p>General Business</p> <ol style="list-style-type: none"> Charity Cystic Fibrosis Tournament – 14 May: <ol style="list-style-type: none"> Directors organised – one for morning and one for afternoon. Frances to explain the kitchen/dishwasher with the kitchen staff. Tony to do the parking. Discussion regarding the prize money and raffle recommendations.

	<ol style="list-style-type: none"> 2. Diane brought up the item in the 2022 AGM regarding the Butanol warranty. Suggested this needs to be actioned and reported back to members via the Newsletter. 3. Grant Application to paint the roof. This was discussed last year. The roof needs to be painted in the summer of 2023/24. Jim to follow through with updating quotes that were acquired last year. Moved: Jim/Deane "That a grant application be made to the NZ Lottery Grants Board to paint the roof of the New Plymouth Bridge Club." Agreed. 4. Sponsorship by Coby to be voided now that she is living permanently overseas. 5. Noted that the cost of the bookmarks for the lesson advertising includes a credit of \$750.00 which we will use next year. 6. Prize money at tournaments was discussed. M&G to look at standardising the procedure and amounts for different types of tournaments for the future. 7. Christine suggested we hold a Coronation Party on the 6th May: <ol style="list-style-type: none"> a) Start time 7.30 – Jim to open the bar at 6.30. b) Bring a plate for supper. c) Dress up in coronation attire/red, white and blue. d) Christine to get promotion underway.
	<p>Closure: 6.20 pm</p> <p>Next Meeting: Wednesday 12 May, 4.30 pm, at the Clubrooms.</p>
	<p>Signed: Deane Skelton, President. Date:</p>