

# Minutes of Committee Meeting of New Plymouth Contract Bridge Club

**Wednesday 8 March 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

	Item
	<b>Welcome:</b> Deane welcomed the full committee to the meeting.
1.	<p><b>Previous Minutes:</b></p> <ol style="list-style-type: none"> <li>1. Committee Programme now completed and up on wall in Committee Room for reference.</li> <li>2. Taranaki Congress have advised that they have made own arrangements for cleaning of the rooms during their three day event.</li> </ol> <p>Moved: Jim/Diane – “That the minutes of the meeting held on 8 February 2023 are a true and correct record.” <b>Agreed.</b></p>
2.	<p><b>Correspondence:</b></p> <ol style="list-style-type: none"> <li>1. Letter signed by 11 members objecting to dispensation given to a playing pair in 2022 which meant they only played six nights of a cup competition. “Competition Rules for Pairs (4.1 – 6)” were followed when dispensation was given.</li> <li>2. Taranaki Women’s Refuge – recipient of charity night December 2022 – grateful thanks.</li> <li>3. NZ Bridge – advice of election to the Board of Allan Morris and Sue Brown.</li> <li>4. NZ Bridge – Cyclone Gabrielle fundraising – notice up in rooms and promotion has been carried out at all sessions.</li> <li>5. Central Districts – Changes to Incorporated Societies Act 2022 – Deane advised he is going to speak to Phil Barron for help with this.</li> <li>6. Numerous emails from members thanking the club for the recent BBQ for newer players.</li> <li>7. Michelle D. – note asking whether Thursday nights could start at 7.00 pm especially during the winter. Agreed we retain the 7.30 pm start time to accommodate Directors who work and those who travel from out of town. Matter to be reviewed at the end of the year.</li> <li>8. NP Women’s Club offer to promote our lessons in their newsletter.</li> </ol> <p><b>Incident Book:</b></p> <ol style="list-style-type: none"> <li>1. Rooms were found unlocked on Saturday 25 February at 9.30 am.</li> </ol>
3.	<p><b>Financial Report:</b></p> <ol style="list-style-type: none"> <li>1. Unpaid subs stand at 22. Committee members to follow-up as need numbers confirmed before the end of March.</li> <li>2. The cleaners pay rate is due for review as from 1 April. Diane and Frances to check contract and ask Russell to confirm.</li> <li>3. Toi Foundation Operation Grant to be applied for after 1 April 2023.</li> <li>4. Letter to Toi Foundation confirming the refurbishment of the bathrooms is now complete and thank them for their grant.</li> </ol> <p><b>Moved Diane/Jim:</b> “That the Financial Report and Accounts for payment be approved.”</p>
4.	<p><b>Health &amp; Safety (Report from Walt):</b></p> <ol style="list-style-type: none"> <li>1. Checks have been done on the Defibrillator, First Aid Box and the Building Compliance.</li> <li>2. Fire Evacuation Plan reviewed and trial evacuation was carried out on Tuesday evening 7 March. All directors have been circulated with the fire evacuation plan for refamiliarization.</li> </ol>

	<p>3. Fire Warden was discussed. Walt will be Fire Warden when he is present, otherwise directors to take over this position. Tournaments will require a Fire Warden to be appointed.</p>
5.	<p><b>Building (Tony):</b></p> <ol style="list-style-type: none"> <li>1. Bathroom refurbishment complete. Letter of thanks to go to Tony and Fay Murcott for the huge amount of voluntary work they put into this refurbishment.</li> <li>2. Painting of the Roof – a grant to be applied for to cover the cost of this project. Three quotes to be obtained.</li> </ol>
6.	<p><b>Bar (Jim):</b></p> <ol style="list-style-type: none"> <li>1. The new bar fridge has arrived and been installed on a stainless steel frame which was made up for us by Frances's son. The complete installation is working brilliantly and makes working in the bar area very much easier.</li> <li>2. The monthly bar stocktake has been carried out. Need to do the stocktake at cost prices. Jim will be reducing stock down to an acceptable level.</li> <li>3. Graham H. has queried recent increase in bar prices. Committee feel the prices are appropriate.</li> <li>4. Christine queried whether we should make the bar cashless as Eftpos is always available. Agreed not to do this at this point but to promote the use of Eftpos as preferred way to pay in a prelude to possibly making the bar cashless in the future.</li> </ol>
7.	<p><b>Training &amp; Development (Christine):</b></p> <p>Lessons:</p> <ol style="list-style-type: none"> <li>1. Marketing plan results to date – 9 people from Facebook/digital advertising, 5 contacts from library exhibition sessions.</li> <li>2. Graphix has sponsored 1000 bookmarks.</li> <li>3. Coby is helping Christine with a targeted local Facebook campaign.</li> <li>4. Dates of lessons to be put up on our outside board.</li> <li>5. Students do not pay annual subscriptions.</li> </ol> <p>Training:</p> <ol style="list-style-type: none"> <li>1. Stayman lessons in February attended by 12 and 11 learners.</li> <li>2. Murray will be doing a lesson on transfers on 26 March.</li> <li>3. Intermediate lessons on hold at this point – NZ Bridge website has lots of material available to access.</li> <li>4. Consider asking Russell to provide further two minute lessons before play.</li> </ol> <p>General:</p> <ol style="list-style-type: none"> <li>1. Our comments for Regional Meeting 26 March to be put forward on "Where should NZ Bridge be putting its resources to better support clubs?" <ol style="list-style-type: none"> <li>a) Better communication.</li> <li>b) Need Teaching and Learning Committee.</li> <li>c) Investigate use of qualified bridge teachers as is the case in Australia.</li> <li>d) How is NZB progressing outcomes from Think Tank?</li> <li>e) NZ Bridge need to refer to their own Strategic Plan.</li> </ol> </li> <li>2. One set of yellow boards missing (should be 8 sets).</li> <li>3. Enquiry from two people who did lessons online with NZ Bridge who would like to join our Bridge Buddies. Agreed they would need to become members.</li> <li>4. 20 people at recent BBQ for newer players.</li> </ol>
8.	<p><b>House (Frances):</b></p> <ol style="list-style-type: none"> <li>1. Dishwasher functioning properly but still imperative everyone knows to clean off any residue and rinse cups/glasses before putting in washer.</li> <li>2. Frances has gone through the use of the dishwasher with Debra for Taranaki Congress.</li> </ol>

9.	<p><b>General Business:</b></p> <ol style="list-style-type: none"> <li>1. Taranaki Cystic Fibrosis Charity Tournament – Sunday 14 May 2023. This is being run largely by the charity concerned with our help- Cecelia liaising with Nicola McCarthy. <ol style="list-style-type: none"> <li>a) 40C Point Handicap Tournament.</li> <li>b) Two sessions – morning start 10.00 am.</li> <li>c) Bring own lunch.</li> <li>d) \$25.00 per person paid directly to Taranaki Cystic Fibrosis.</li> <li>e) Dealers – Deane to talk to Helen.</li> <li>f) Director – Jenny to contact Directors.</li> <li>g) Advertising – Flyer for NZ Bridge site, notice on our outside board, and our Facebook and Website platforms.</li> </ol> </li> <li>2. Cost to Taranaki Congress to hire rooms for three days.  <b>Moved Jim/Christine:</b> “That the cost be amended to \$500.00 inclusive of GST for weekend.”</li> <li>3. Building Fund – Diane enquired what this fund is to be used for. It is a backstop for big expenditure on the building.</li> </ol>
10.	<p><b>Closure: 6.25 pm</b></p> <p><b>Next Meeting: Wednesday 12 April, 4.30 pm, at the Clubrooms.</b></p>
	<p><b>Signed:</b> _____ <b>(President) Date:</b> _____</p>