

Minutes of Committee Meeting of New Plymouth Contract Bridge Club

Wednesday 14 June 2023, 4.30 pm, at the Clubrooms

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

Apology: Jim Sutherland

	Welcome: Deane welcomed the Committee to the meeting.
1.	Matters Arising from Previous Minutes: <ol style="list-style-type: none">1. Wednesday afternoon bridge sessions. Twenty names on list of interested people, making five tables. (Lyn Muller's comments in email 13 May tabled.) Agreed we should take up offer from John Holdom to sponsor an eight week social programme during July/August. Sessions to be handicapped. \$5.00 table money.2. Premier 4's. Due to low numbers on list gauging interest it was agreed that in next year's programme the Premier 4's become a Tuesday night competition run concurrently with the Tuesday Teams competition – i.e. four teams with the highest total rating points be in the Premier section.3. Standardisation of playing times. Playing times are at the Director's discretion and it was agreed this should remain – action on slow play needs to be followed through.4. Cystic Fibrosis raffle. Promote again in notices. To be drawn at end of the month. <p>Moved: Frances/Diane - "That the minutes of the meeting held on 10 May 2023 are a true and correct record" – Agreed.</p>
2.	Correspondence: <ol style="list-style-type: none">1. Toi Foundation – annual application for Operational Grant has been submitted.2. Toi Foundation – thank you letter for bathroom grant and approval to use leftover money for the kitchen alterations.3. New Plymouth Chess Club – hire of rooms on Saturday 7 October – agreed. Cecelia to follow through with them.4. NZ Bridge Foundation – follow up regarding the Cyclone Gabrielle Recovery Fund.5. NPDC – Licencing Committee requirements – Jim has attended to.
3.	Financial Report (Diane) <ol style="list-style-type: none">1. Diane presented her report – advising there are additional payments for PAYE and for caps for chair legs.2. Unpaid sponsorship is being followed up.3. The recent Restricted Pairs tournament was discussed. After prizes and expenses were deducted a profit of \$400.00 was made from the day. The Directors have asked for a directive on prize money for tournaments. Deane and Frances to put a policy together on "Prizegiving at Tournaments".4. Directors' Fees - \$8,032 has been paid for the first six months of the year (excluding tournaments). This represents half what we have paid in the recent past as the Directors agreed to a 50% reduction in their fees for the 2023 year to help the Club's finances. Payment for 2024 will need to be discussed between all parties later in the year.5. Finance Committee Meeting is due. <p>Moved: Diane/Pam – "That the Financial Report and Accounts for Payment be approved."</p>
4.	Match & Grading (Pam) <ol style="list-style-type: none">1. Any queries about Competition Rules should go directly to the Chair of M&G (Pam L.)2. "Competition Rules" on the website are hard to find (to be looked into).

	<p>3. Query regarding the grading of a player in the Centennial Cup has been discussed by Deane and Pam, and the player has been permitted to continue playing in the competition due to low numbers but will be ineligible to win.</p>
5.	<p>Training & Development (Christine)</p> <ol style="list-style-type: none"> 1. Lessons have been completed – 23 or 24 beginners are graduating. Name badges and graduation certificates have been prepared. Director's night 14 June where Anne F. will explain the role of the Director etc; Graduation Night 21 June. Walt to set up a "Congratulations Banner" for photos. No table money on Graduation Night where new players will be paired with a regular Wednesday night player. 2. 3+1 nights have been very well received. Christine has tried to get some feedback for organising in 2024. The Committee agreed there should be three stand-alone 3+1 nights run closer together next year, with the last one late in November as this is the juniors Party Night which has also been successful. 3. Query regarding reinstating Convenors' free table money next year as from time to time they are being asked to do more. Agreed to leave for now until we can see how the budget is running later in the year. Delegating a car park for Convenors was suggested. 4. Crib Sheets – learners can use for one year, therefore last year's learners cannot use these from now on. Directors need to be advised and subsequently advise Wednesday night players. 5. Bridge Buddies – six tables last Sunday. Gabrielle might need some support as Christine is going to be away for a month.
6.	<p>House (Frances)</p> <ol style="list-style-type: none"> 1. Frances' husband has used the vacuum cleaner with a long pole to get rid of cobwebs. Agreed we need to have Pest Control spray for spiders at end of the year. 2. Carpet needs to be cleaned at the end of the year. Chairs also need cleaning. 3. To get a quote to have commercial cleaners in at the end of each year.
7.	<p>Bar:</p> <ol style="list-style-type: none"> 1. The monthly stocktake was presented as prepared by Graham Hill. The profit from bar sales has increased.
8.	<p>Health & Safety (Report from Walt)</p> <ol style="list-style-type: none"> 1. All checks are up-to-date. 2. Next trial evacuation is due in September. 3. CPR refresher for directors is being organised for a Monday night in August. Walt has arranged for a crew from the New Plymouth West Fire Brigade to bring equipment to practice effective CPR on. Session will be open to any member who wishes to attend. 4. Health & Safety Policy has expired – this to be relooked at.
9.	<p>Building (Tony)</p> <ol style="list-style-type: none"> 1. Small electrical matters to be followed up by Cecelia with NPE (bulb in Committee Room, switch in main room, light in kitchen.) 2. Tony is going to spray the outside back steps and the picnic table with Wet & Forget – this is now programmed to be done annually mid-year. 3. The air conditioner filters are due for a service. Suggested we ask if anyone in the Club has the time and expertise to do this job (4 inside units and 4 outside units). Some of the filters may need replacing. 4. The roof is now our major priority due to the fact that the leaking needs urgent action along with painting of the roof. Frances suggested we get a builder or a plumber in regarding the leak to have the internal downpipe inspected. All the roofers locally are more interested in new roofs rather than R&M. Jenny to approach her preferred plumber.
10.	<p>General Business:</p> <ol style="list-style-type: none"> 1. Restricted Pairs Tournament 10 June was very successful. 2. Rosebowl on 1 July in Hawera – Cecelia to ask Alister at NZB to alter the venue to Hawera. Transport sharing to be encouraged.

	<p>3. Programme for 2024. Pam and Deane have already started and to proceed. Gillian, Reeve and Frances have offered to proof-read. Judy Herdson has been approached to do sponsorship again, and Annette Weaver to be approached as well.</p> <p>4. Inner Wheel Club of New Plymouth North hiring rooms on 1 July – all day and into evening.</p> <p>5. Constitution needs to be rewritten. Deane and Phil Barron to look into. (Frances advised we need to check our total income for the year as to how it impacts on the type of annual accounts we need to prepare.)</p> <p>6. NP Fullarton Provincial Teams 12/13 August – online tournament. Need a Real Bridge Director. Deane to talk to Pam and Colin Carryer further regarding what our responsibilities are.</p> <p>7. New Plymouth Weekend of Bridge 19/20 August. Outside Director and Scorer to be finalised.</p> <p>8. Congress 23 – 30 September in Tauranga. An offer of \$500 for Club with highest attendance at National Congress per home club member is up for grabs. 10% discount on entry fees if paid before 31 August 2023. Cecelia to get posters up in Clubrooms.</p>
11.	<p>Closure: 6.20 pm</p> <p>Next Meeting Wednesday 12 July, 4.30 pm, at the Clubrooms (Christine and Jenny indicated they will be an apology for the next meeting)</p>
	<p>Signed: Deane Skelton, President Date:</p>