

Minutes of Committee Meeting of New Plymouth Bridge Club

Wednesday 16 August 2023, 4.30 pm, at the Clubrooms

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

Apology: Pam Livingston

	Welcome: Deane welcomed the Committee to the meeting.
1.	Matters Arising from Previous Minutes: <ol style="list-style-type: none">1. Table etiquette cards – Cecelia tabled an example. Agreed rather than putting one in each box this information should be displayed in poster form on the noticeboard.2. Competition Rules – agreed that a Rubber Bridge player can be a non-financial member but will not be eligible to win the competition or play in the final.3. "Bridge Parking Only" signs are going to be reinstated by NPDC on the building at the back. <p>Moved Jim/Diane – "That the minutes of the meeting on 19 July 2023 are a true and correct record" - Agreed</p>
2.	Correspondence (Cecelia): <p>Outwards:</p> <ol style="list-style-type: none">1. Thank you to Toi Foundation for operation grant.2. Thank you to Toi Foundation for grant to Pam Livingston for her trip to World Champs. <p>Inwards:</p> <ol style="list-style-type: none">1. From Reeve regarding procedures when new or changed competitions are introduced during the year and who has to be advised. He suggested the Convenor of M&G would be the best person to handle this formal role – agreed.2. NZ Post – new procedures for mail addressed to 70 Hobson Street.3. Nova Energy – regarding electricity meter upgrade.4. NZB – Minutes of Board Meeting 10 June5. NZB – Minutes of National Conference 11 June – to go on noticeboard.6. NZ Companies Office – Re-registration for incorporated societies. Deane has spoken to Phil Barron and he has agreed to update our Constitution.7. John Holdom – suggesting we have a belated celebration of our 25th anniversary in the new building (postponed due to Covid). Generally agreed we have enough on at the moment so the suggestion was put aside for the time being.8. Various small notes through the slot by members and entries in Incident Book were discussed.
3.	Financial Report (Diane): <ol style="list-style-type: none">1. Fullerton Teams had very good entries.2. All sponsorship for 2023 has been received and has started to come in for 2024.3. Diane tabled some graphs with table numbers per session and tracking compared to last year. Our day sessions on Monday and Friday have had good numbers attending, plus Wednesday evenings are being boosted by new players now lessons are over. Table money for the year-to-date totals \$10,000.4. Deane raised the cost of our insurance (nearly \$8,000 this year). Diane to look at other providers and report back. <p>Moved Diane/Jim – "That the Financial Report and Accounts for Payment be approved." - Agreed</p>
4.	Training & Development (Christine): <ol style="list-style-type: none">1. Christine tabled a 2023 Lessons Survey which was very positive.2. Graduates playing record in seven weeks since graduation = 114 sessions played.3. Stayman lesson on 17 September to be free but a charge of \$2.00 for lesson notes.

	<ol style="list-style-type: none"> 4. Recommended team play coaching take place before Thursday Teams commence – e.g. practice teams night before teams start. Suggestion to go back to M&G. 5. National Bridge Teachers Conference in Christchurch 11/12 November. Both Walt and Christine would like to attend. After discussion it was Moved Christine/Jim – “That the NPBC fund the expenses of two people to fly to Christchurch return to attend this Conference.” Agreed. 6. Realbridge Online Conference for teachers, mentors and coaches 7/8 October. Christine and Walt have enrolled. 7. Regional Support Roles have been discontinued. NZB have employed a Marketing Director to cover this work. 8. Deane has observed club members giving new players positive feedback as they venture into playing at new sessions. This is very encouraging to see. 9. In the future Christine would like to see a sub-committee formed to organize all the aspects of lessons for new players as the job has become too big for one person.
5.	Building (Tony): <ol style="list-style-type: none"> 1. Alteration to entry of women’s toilet to enable wheelchair access. Tony advised he is able to recess the sliding door, making the opening wider. 2. Yellow handicapped parking signs need redoing – Tony to attend to. 3. Parking on the garden side at rear of building – previously a yellow line was right along this side due to possible threat of subsidence. Generally felt parking here is now OK. 4. Parking Permit Cards are available in cupboard in the playing room. 5. Deane and Tony had a meeting with Tyrel regarding the roof – awaiting a reply. 6. Tony has a painter in mind for the roof. Has seen him working and was impressed. 7. Electrician needed to install security cameras – suggested we ask via the notices.
	House (Frances): <ol style="list-style-type: none"> 1. We are having thermostat problems with the big urn – in hand. Meantime a new 20 litre urn has been purchased as with tournaments and various users of the rooms we need to have reliable equipment. 2. A quote has been received for cleaning the carpet (scheduled for when we are closed at Christmas) \$940.00 + GST, plus the chairs at \$10.00 + GST each. More quotes awaited. This work is long overdue and agreed we need to protect our assets. 3. Still awaiting spider quotes.
	Bar (Jim): <ol style="list-style-type: none"> 1. Noted in the last 2 – 3 months the profit margin in the bar has decreased. This is due to the increase in the cost of wine, bearing in mind that Jim endeavours to buy good quality wine and keeps a look out for specials). Jim to check different sources. 2. Generally felt the bar is going very well.
	Directors (Jenny): <ol style="list-style-type: none"> 1. Jenny was previously the Chief Scorer but this title has been dropped. Jenny feels this should be reinstated and she will write up a job description and procedures. 2. Linda Foley has indicated she is willing to take over from Jenny in 2024. 3. Prizegiving – a full list of what prizes are given needs to be documented. 4. Generally the winners of two session events get two tokens and three session events three tokens.
	Health & Safety (Walt written report): <ol style="list-style-type: none"> 1. All checks are up to date. 2. A further trial fire evacuation is due in September. 3. A CPR refresher was run on 7 August – a small group attended.
	General Business: <ol style="list-style-type: none"> 1. Fullerton Teams online tournament was very successful – 46 teams. A huge thank you to David O’Shaughnessy for his input setting up the tournament and its seamless execution.

	<p>This was very time consuming and a token bottle of wine has been given to him in appreciation.</p> <ol style="list-style-type: none"> 2. New Plymouth Weekend of Bridge. Deane, Frances and Jim have had a meeting and agreed to raise the prizemoney. Stephanie has done a great job with the entries. Frances has the catering in hand – hopefully some club members will come forward on both days to help her. The Hockey Association has been advised we have a big tournament on. Tony will put up the flags to keep cars out of our designated parking areas. 3. Travel costs. Recommended travel reimbursement when attending tournaments out of NP was discussed. It was agreed that the recommended amount would be \$10.00 per every hour of travel time to an event (i.e. to Hawera it would be \$10.00 per person for the return journey). 4. Bridgemates. Deane presented some information about a new model expected out soon – BM3, cost \$250.00 per unit. As our present ones are over 10 years old and a little unreliable we need to consider replacing them. If we are going to replace progressively as equipment fails we would need to know whether the two models can be used concurrently. Present ones should be cleaned annually. Agreed we would need to apply for a grant to cover the cost. 5. AGM. Lists to go up on noticeboard calling for nominations for the Committee for 2024. We still require an auditor/reviewer to check the financial returns – Jim to approach his sister. 6. The Rosebowl in 2024 to be held on 29 June in New Plymouth.
	<p>Closure: 6.10 pm</p> <p>Next Meeting: Wednesday 13 September, 4.30 pm, at Clubrooms.</p>
	<p>Signed: Deane Skelton, President. Date:</p>