

# Minutes of Committee Meeting of New Plymouth Bridge Club

**Wednesday 19 July 2023, 4.30 pm, at the Clubrooms**

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

**Apologies:** Christine Burton

	<b>Welcome:</b> Deane welcomed the Committee to the meeting.
1.	<b>Matters Arising from Previous Minutes:</b> <ol style="list-style-type: none"><li>1. Donation of security cameras by Frances to be followed up with quote for electrical work.</li><li>2. Wednesday afternoon bridge has proved popular with six tables last week and six and a half today. Four x 2 week competitions. There is no Convenor. Director to assign a person to fill the urn.</li><li>3. Cystic Fibrosis raffle to be drawn on Friday 21 July. \$183.00 has been passed on to the organisation. Thank you to our members for supporting this.</li><li>4. A Policy on Prize Giving at Tournaments is being formulated on the basis of entry fees split three ways – 30% to prizes, 30% to catering, 30% to administration costs. Agreed the President, House Convenor and M&amp;G have the responsibility to allocate prizes from the 30% pool. Deane presented a breakdown of costs which will be posted on the website and noticeboard for the information of all members.</li></ol> <p><b>Moved Jim/Diane</b> – “That the minutes of the meeting on 14 June 2023 are a true and correct record: - <b>Agreed.</b></p>
2.	<b>Correspondence (Cecelia):</b> <ol style="list-style-type: none"><li>1. Email sent to Hawera Club thanking them for their hospitality and running of the 2023 Rosebowl Tournament.</li><li>2. “Past Members” list have been sent an email giving option to opt-out of receiving Newsletters.</li><li>3. From Toi Foundation advising they have given the Club a \$600.00 operational grant for 2023.</li></ol> <p><b>Incident Book:</b></p> <ol style="list-style-type: none"><li>1. Back door left unlocked after play on Monday 26 June.</li></ol>
3.	<b>Financial Report (Diane):</b> <p>Diane presented her report and added further explanations as follows:</p> <ol style="list-style-type: none"><li>1. Liquorland payment is higher as covers two months.</li><li>2. All sponsorship money has now been accounted for.</li><li>3. June tournament made a profit of \$512.18.</li><li>4. Cystic Fibrosis raffle made \$183.00.</li><li>5. The recurring \$23.00 into Club bank account has now been solved.</li><li>6. Jim asked for further explanation of two items in the cheque transactions on 9 June – these represented tournament prizes and float (schedule now amended).</li><li>7. Cecelia advised bidding pads have been ordered with Graphix and these will be partially covered by Vospers sponsorship (their logo will be printed on the pads).</li></ol> <p><b>Moved Diane/Jim</b> – “That the Financial Report and Accounts for Payment be approved.” – <b>Agreed.</b></p>
4.	<b>Building (Tony):</b> <ol style="list-style-type: none"><li>1. NPE have attended to small electrical matters.</li><li>2. Wet &amp; Forget has not satisfactorily cleaned the steps etc. Tony to waterblast.</li></ol>

	<ol style="list-style-type: none"> <li>Air conditioner filters have been cleaned inside (new filters being procured). Outside ones still to be done.</li> <li>Roof – A fresh look at the leaking roof problem has been made by a person who is experienced in fixing internal roofing problems. He has assessed the problem and will come back to us with two solutions and quotes for consideration. He assessed the 30 year old roof as being in good condition however the Butynol needs to be kept painted with a silver coating to preserve it and the balance of the roof needs painting to prolong its life.</li> </ol>
5.	<b>House (Frances):</b> <ol style="list-style-type: none"> <li>Frances is gathering quotes to do cleaning at end of the year – carpets, chairs, spider spray inside and out.</li> <li>The dishwasher has had the liquid soap pump replaced as it was not working properly.</li> </ol>
6.	<b>Match &amp; Grading (Pam):</b> <ol style="list-style-type: none"> <li>Email from Reeve regarding new and/or changed competitions introduced during the year. Changes require many people to be advised so arrangements can be appropriately made to cover all aspects. Reeve suggested the Convenor of Match &amp; Grading would be the best person to handle this formal role and Pam agreed that she would be responsible.</li> <li>Proposed that should Wednesday afternoon sessions continue in 2023 with good attendance this could be included in the 2024 programme book as 4 x 2 week competitions. Playing Director acceptable as long as there are not more than ten tables. No Convenor for this session.</li> <li><b>Competition and Trophy Rules 2024.</b> Pam presented a document covering rules for competitions and trophies. The rules have been tweaked to make them more concise, and the trophy rules have been modified in line with the recommendations put to the Committee earlier in the year. Russell Wilson is currently scrutinizing the document to ensure the wording is clear. After questioning and discussion it was <b>Moved Pam/Deane</b> – “That the Competition and Trophy Rules 2024 be accepted subject to final scrutiny by Russell.” <b>Agreed.</b> (Once finalised the rules will be put on the website, the noticeboard, and a copy will be emailed to members prior to programme books being issued towards the end of the year.)</li> </ol>
7.	<b>Bar:</b> <ol style="list-style-type: none"> <li>Stocktake and sales figures presented to meeting. Profit for month \$405.00.</li> </ol>
8.	<b>Health &amp; Safety (Written report from Walt):</b> <ol style="list-style-type: none"> <li>All H&amp;S checks current.</li> <li>CPR refresher has been scheduled for Monday 7 August at 6.45 pm. A crew from New Plymouth West Fire Brigade will bring dummies and give directors an opportunity to practice effective CPR. This session will be open to any member of the Club – email to be sent to all members with this information.</li> </ol>
9.	<b>Directors (Jenny):</b> (No matters to discuss)
10.	<b>Training &amp; Development:</b> (No matters to discuss)
11	<b>General Business:</b> <ol style="list-style-type: none"> <li>Jim raised bridge table etiquette and whether we need a policy or instruction to refresh members. Cecelia to prepare a card with each players responsibilities for insertion in each table box.</li> <li>The Fullerton Teams Tournament on 12/13 August is under control thanks to the organising team of Deane, Pam, David O’S, Colin and Lorraine Stachurski (Director). Entry cutoff date to be altered to midnight Thursday 10 August. Prizes will be paid to the team captain to distribute to his/her team. Entries coming in well – 32 to date.</li> <li>Pam requested the Club send a thank you to the Toi Foundation for the grant she has received to attend the World Bridge Champions.</li> </ol>

	<p>4. NP Weekend of Bridge 19/20 August. Deane preparing the flyer. Expenses to be calculated to include fee to Director, the Scorer, plus their travel, lunch provided by us and all other administration expenses. Generally felt \$35.00 pp per day should be the cost to enter. Entries to close midnight Wednesday 16 August.</p> <p>5. 2024 Rosebowl (to be held in New Plymouth) is not on the NZ Bridge website. Date discussed and Saturday 29 June 2024 preferred – after checking further Cecelia to ask Alister to put onto website.</p> <p>6. Programme for 2024 is underway. Judy Herdson is following up the sponsorship. Frances is happy to input the information into the booklet. Paula to be asked to print off the complete members list so individuals can check their details before going into the book.</p> <p>7. Framework for the new bar fridge was built by Frances' son. Thank you to his employer and Jason Corcoran himself underway.</p> <p>8. We have been donated an exquisite handmade quilt. This to be raffled at \$5.00 per ticket.</p> <p>9. Building behind rooms owned by NPDC has been painted and our "Bridge Parking Only" sign has been painted over. Deane to follow-up to have the sign reinstated.</p>
	<p><b>Closure: 6.30 pm</b></p> <p><b>Next Meeting: Wednesday 16 August 2023, 4.30 pm, at Clubrooms.</b> (Apology to be noted for Pam as she will be at World Champs.)</p>
	<p><b>Signed:</b> <b>Deane Skelton, President</b> <b>Date:</b></p>