



PAPATOETOE CONTRACT BRIDGE

COMMITTEE MEETING MINUTES 21st JANUARY 2015

PRESENT: Maureen Sheldon, Susan Thorne (Chair), Pam Watson, Fay Irwin, Phil Lynch, Marilyn Stark, David McRae, Jean Wing

APOLOGIES: John Treherne
Moved Phil/Jean carried

MINUTES OF PREVIOUS COMMITTEE & AGM MEETING

November Committee Meeting Minutes As read
Moved Marilyn/Maureen - carried

December AGM Meeting Minutes As read
Moved Maureen/Fay - carried

Members were requested to provide reports in writing to assist in the running of the meeting.

CORRESPONDENCE IN

1. Email Response to Letter Sent to PSCCT with regard to assurances
(Received 4/12/14)
2. NZ Bridge Email with Draft Minutes for 2014 AGM (Received 4/12/14)
3. Bridge NZ Email containing Newsletter (Received 4/12/14)
4. Email from Charity Services with latest News (Received 19/12/14)
5. Email from NZ Bridge to advise latest Magazine is available (Received 22/12/14)
6. Email/Letter from Franklin about Bridge Training Session being run on the 6&7th February
(Received 29/12/14)
7. Bridge NZ – Martin Oyston - Email Response on the Setup & Config. of the Club's
Computer when involving 2+ rooms and from a laptop (Received 5/1/15)
8. NZ Bridge Ratings & Points (Received 7/1/15)
9. NZ Bridge Quarterly Invoice (Received 7/1/15)
10. Card of Thanks from Hospice with donation Receipt (Received 7/1/15)
11. Spark Account showing next DD (Received 7/1/15)
12. ASB Term Deposit reminder for renewal (Received 7/1/15)
13. ASB Term Reinvestment certificate (Received 7/1/15)
14. IRD GST Form (Received 7/1/15)
15. ANRC – Request to Club To List Tournament Flyers On their Web Site (Received 10/1/15)
16. ASB Bank Statement Closing 31/12/14 (Received 13/1/15)
17. NZ Bridge Finalised Rating Points for the New Year (Received 13/1/15)
18. ANRC Meeting Minutes – Meeting Sunday 18/1/15 (Received 19/1/15)
19. Auckland Inter Club – Angela Royal (Received 19/15)
Requesting Entries, Extending Close Of Date 31/1/15

And table money now \$9 per person
20. NZ Bridge Club Directors Exams (Received 19/1/15)

CORRESPONDENCE OUT

1. Letter to PSCCT on Proposed Relocation to Bowls Club seeking assurances
on concerns raised by PCBC (Sent 4/12/2014)
2. Letter to PSCCT that PCBC will be recommending to its members that the relocation should go
ahead into the Bowling Club (Sent 18/12/14)
3. Letter to Franklin CC'd to ANRC about the lessons training and Regional Conference
Overlap (sent 13/1/15)
4. Letter to IRD with AGM Minutes (PCBC Seal) for authorization of new Treasurer (Fay)
Sent 21/1/15

That the inward correspondence be received and the outward approved
Moved Fay/Phil - carried.

FINANCIAL REPORT

Treasurer presented the current financial statement and list of accounts to be passed for payment.

Accounts to be passed for payment:

PAID ACCOUNTS			
1/12/14	Wine purchased for prizes-Xmas Tourn-Phil	Ch 715	\$96.00
19/11/14	PSCCT-Wine & cheese	Ch796	\$77.48
21/11/14	Spark A/C	DD	\$5.11
22 /11/14	Delwyn Heron-Auditor's Fee	Ch 799	\$601.34
28/11/14	Annual Session Prizes and awards	Ch 800	\$1,500.00
1/12/14	Presentations-AGM,\$70.00,stationery \$64.70	Ch 801	\$134.70
5/12/14	Donation to Sth Auck Hospice	Ch 802	\$300.00
5/12/14	Office Manager A/c November	Ch 803	\$637.50
19/12/14	BridgeNZ-Scorer program update	Ch 804	\$175.00
19/12/14	Reimburse Neil Beckett File Boxes	Ch 805	\$103.96
21/12/14	Spark a/c (Included in December Payments)	DD	\$5.11
	Total		<u>\$3,636.20</u>
TO BE PAID			
21/1/15	Abbey Press Ltd- Programs	Ch806	\$414.00
21/1/15	NZBridge \$412.62		
“ “	NZBridge 4 th Quarter Levies at 31/12/14 \$391.00	Ch 807	\$803.62
21/1.15	Petty Cash Float	Ch 808	\$200.00
21/1/15	Office Manager A/c December 14	Ch 809	\$691.25
21/1/15	PSC- Invoice 1489-AGM refreshments-\$87		
	Xmas Tournament -\$203	Ch 810	\$290.00
	Total		<u>\$2,398.87</u>

That the accounts be passed for payment
 Moved Fay/Pam - Carried

That the treasurer's report be received
Moved Fay/Jean - Carried

GENERAL BUSINESS

1. Items Carried Over From AGM – General Discussion

- a) Jean Wing raised the point that she had not seen the minutes as she had been away and was not on Email/Internet.

The minutes had been circulated 3 weeks prior to the AGM meeting and were also emailed.
The minutes are held in a folder at the Club Rooms and on the Club's Web Site throughout the year for members to view.

It was decided that a copy of the minutes will be left at the club rooms for Jean.

- b) Charity Tournaments – rather than having an extra charity tournament David moved and Marilyn seconded that we alternate the Arthritis Charity with the Stroke Foundation – carried.
- c) Table Voucher Cards – similar system as implemented by Howick – Angela
The committee decided against the use of reusable vouchers as our club does not have the same membership as Howick and felt it was not a viable option. A suggestion was put forward that money was collected at a table as members arrived along with any notices. It was suggested that this could be done by another member of the club while the manager is setting up the tables.

Decided that best to collect from tables to ensure all payments collected.

2. Allocation Of Committee Members Duties/Portfolios

Advertising – Fay
Sponsorship – Jean
Newsletter – Maureen
Lessons at club – John Tetley/Phil
School and Tertiary bridge - Fay/Phil
Catering – Phil/Marilyn
Charity events – Jean/Marilyn
Membership officer – John Treherne
Computer technology – Rob Skinner/David McRae
Dealing – Rob Skinner, John Tetley and Neil Beckett
Slam contracts – Neil
Office Manager – Neil Beckett, plus support for computer technology

3. Committee Meeting Minute Taker – General Discussion

As the position is not currently being carried out by the Office Manager, Neil, he put forward a suggestion for a possible scribe suitable for the position, Anne Ridenton.

After a short discussion it was decided that the President takes the minutes.
Moved Maureen/Pam carried.

Pam offered to take the minutes when necessary.

4. Discussion on Relocation to PSC Bowls Club – General Discussion

As the motion at the AGM was not voted on:

“This Committee recommended to the Club the acceptance of the offer by PSCCT to relocate our Club to the Bowls Club facility”

Moved by Fay Irwin and Seconded by Phil Lynch

A second motion was put forward by Harold Webb as follows:

“The committee shall negotiate with PSCCT with regards to relocation.

When the committee is satisfied then a Special General Meeting will be held.”

Seconded by: Phil Lynch, Agreed by: All

The committee conducted a site visit with PSCCT on Tuesday 16th December.

Correspondence occurred between PCBC and PSCCT on the 4th December seeking certain assurances.

With a quorum of 5 committee members the Office Manager was instructed by the President to send a letter to PSCCT that it would be recommending to its Committee Members that relocation to the Bowling Club should go ahead.

A Special General Meeting will now be held on the 9th February to vote on Motion 1.

Speaking against proceeding with the move to the Bowls Club premises, Maureen stated that there had been a lot of vandalism recently at the bowling club.

As one of the prime reasons for requiring a better space for the Club was to obtain an independent office room which could be accessed at any time, and which more than one person could work in at a time. Maureen suggested as a remedy that we get someone in to consider the current office space to make it more “user” friendly.

Thirdly she felt undue demands were made by our Committee on the PSCCT for our specific requirements, and said the Club should be more reasonable, particularly as it is in a good financial position to assist with works which may be required.

Some Committee Members had mixed feelings over the move to the bowling club after Jean quoted from the No. 1 Bowling Club newsletter 2015.

That at the October 2014 Bowling Club meeting it was reported that PSCCT was investigating the relocation of the bridge club to the bowling club hall. A motion was proposed by PA and seconded RB that ” this Committee agrees in principal to the Papatoetoe Bridge Club relocating from the sports complex to our hall provided our club ends up no worse off, our hall area is not reduced in overall size and we have first rights to the use of our own hall”.

Phil stated that the hall no longer belonged specifically to the Bowling club but to the PSCCT, and the Sports Centre staff have responsibility for allocating spaces according to requirements of all users.

More discussion followed re the sharing of the hall on Thursday mornings. It was agreed by all of the Committee that we would want to share on a happy basis with the Bowls Club. Phil moved and Maureen seconded that a vote be taken on whether to continue to pursue the move to the Bowls Club.

A vote was then taken with the majority voting 5/3 against pursuing the move. This still has to be put to the club at the special meeting to be held on Monday 9th February.

It was moved by Phil and seconded Jean that Maureen approach Justin to discuss the current situation with his progress towards funding and design of the project, and with regards to the Committee feeling on the relocation proposal - Carried.

5. Internet/Online Banking Arrangements for 2015 – Fay

All Signatories have signed and online banking should be available sometime this week. The Treasurer (Fay) and the Office Manager have a \$2000 limit on payments. The Tournament Secretary (Marilyn) only has Inquiry access to view accounts.

Fay said that tokens were in the mail and then subscription and tournament money can be paid into our account on line, and bills paid direct to creditors.

6. Charity Services Update Due to Change In Club Rules & New Committee Members - Fay

The Office Manager has uploaded changes to our records with the AGM minutes and change to our rules through the Web Site at the end of December. New Committee members have been added (Jean and David) and old ones removed (Denis and John Tetley).

The document relating to the SGM in November passing a rule change was also uploaded to the Web Site.

Fay to bring Charities trust requirement to the club. There is no tax or GST payable.

7. Auckland Northern Regional Conference (1st February)

Phil and Susan to attend.

8. Franklin Bridge Teacher Training (6-7th February)

Phil and David to attend on the 7th February only.

9. Master Point and Ratings 2015

Received from NZ Bridge and displayed on Main Notice Board
Session Managers need to pass message to members

Susan to approach John Treherne and Val Tetley to assign new handicaps for 2015. The committee will then review the handicaps before posting.

10. Xmas 2014 Tournament – Marilyn

There were 15½ tables. There was a profit of \$522 plus sponsorship from Ray White of \$250.

Improvements required:-

- a) Get alarm sorted
- b) Scones went down well, but needed something else as well.
- c) Need to organize someone to pour drinks
- d) Need someone to help clean up

What went well:-

- a) The atmosphere of the room was really good.
- b) Tony only had to deal with a few minor infringements
- c) The food was praised by at least 3 people
- d) Pam and Jean were excellent helpers

Moved:-That Phil approach PSC to request written updated alarm details for access to the building. Marilyn/David carried.

There was a need for more tables, more food and water jugs. As it was a holiday period there was no one available to help.

It was suggested that participants in the tournament be asked clearly to assist with clearing the tables, keeping their own space tidy and not going to supper until invited and everyone has finished play.

The Office Manager has noted: That the Committee needs to acknowledge the amount of effort and work that goes into running this particular event by Marilyn and her Team of Volunteers. That the event is extremely popular and attended by some top NZ Bridge players and it is the Club's Premier Tournament Event. It is felt that if the issues outlined above can be addressed then this tournament should continue in the future.

Fay to contact Ray White repayment of sponsorship money.

A vote of thanks was extended to Marilyn for the excellent job she did running the tournament
Moved Maureen/Jean carried.

11. Interclub Auckland Competition – Phil

Junior & Intermediate Teams have all ready been entered

The table money for this event will rise from \$8 to \$9 for the year.

Tuesday 27th January – Training & Practice Session to be held at Club

Rob Skinner is to deal two sets of identical boards. Rob to continue to be reimbursed with petrol vouchers for dealing expenses.

Email has gone out to club members advertising the Training & Practice Session

People on the committee contact people who they know might play this session-especially the new players.

Information on Auckland Bridge Web Site on Inter Club Team Bridge

Move Fay/Phil that we pay Neil for training sessions at the club at the same rate as John Tetley, \$50 an hour flat rate- carried.

12. Lessons February 18th - Fay

Fay has organized Advertising material in a local Paper

Flyers have been produced and are now available at the club for people to take and put in letter boxes around their area, and any other venues where they might be seen.

John Tetley reported that the second set of lessons went very well last year, we started with 12 people and we recruited 7 new members from them. With a couple more possible coming back for more lessons this year. For some reason the second set of lessons seem to be a lot more popular than the first set. With the requests for holding some intermediate lessons we received last year maybe we could offer intermediate at the beginning of the year and beginners at the second half of the year.

As beginners lessons had already been advertised for this year this needs to be reviewed for 2016.

13. Bridge at Intermediate Schools – Fay

Fay has plans for trying to get bridge going at Intermediate Schools in South Auckland.

14. Bridge at MIT/AUT Campus – Phil

Outline plans for the year to get bridge going at Tertiary Institutions

15. 2015 Programme Errors

Those booklets not issued on the night of the AGM have been amended

- a) Presidents Name and Contact Phone Numbers have been added
- b) Corrected Marilyn Starks mobile Number – delete last digit
- c) Added Mei Tsai contact details into Members list with new phone number
0276 363 999

There are 50+ member booklets without the above amendments circulating in the club.

Maureen will circulate this information in the newsletter and Neil will produce the above on a list to be on the Club notice board.

16. COMPUTER & INFORMATION TECHNOLOGY ISSUES – Neil

It has become apparent that there are too many users with access to the PCBC email account.

Also it is difficult to track in and outbound email correspondence if performed using personal email addresses.

There are issues with the shared Dropbox folder. Again do not know how many users have access to this and how content can be controlled.

Overall security needs to be tightened with changes of passwords to be implemented and currently investigating using Yahoo Mail Groups.

Susan to contact John Tetley and John Treherne regarding these matters.

17. PCBC Office Manager Contract Conditions of Employment Review – Fay

Moved Fay/Phil that we extend Neil's contract to the AGM on 7th December 2015, and review prior to that date.

Meeting Closed 9.30 p.m.