

## MINUTES OF THE HOWICK BIDGE CLUB MEETING 11 FEBRUARY 2024

**PRESENT:** Rose Isherwood, Lenice Clarkson, Mary Wood, Heather Green, Dave Christian, Pat Williams, Alan Sheath, Jane Thomlinson, Richard Andrew

**APOLOGIES:** Leo Sim, Peter McLean

**MINUTES** of the previous meeting held 13 December.

Moved and seconded the minutes be accepted

Dave / Jane

### MATTERS ARISING

1. New computer purchased.
2. Compass issue resolved.
3. Key for Alan (Lenice)
4. Learning computer updated.

### CORRESPONDENCE

Circulated to committee and (some) discussed.

Moved and seconded the correspondence be accepted

Pat / Rose

**MEMBER WELFARE** (Pat reported and discussed as listed on agenda)

**MEMBERSHIP** (Jane reported)

Membership fees are now 89% paid (see below). We should come very close to our budget of \$14,700

- 187 end of year (23)
- 23 resignations
- 153 paid members (24)
- 11 pending
- Payment expected and reminders sent (again).
- Committee acknowledged Shona who phoned all on (overdue) list.
- Discussion re 2 players who continue to play as visitors, need to remind them to join.
- Dave to reconcile updated membership list with google list.
- Compass data updated every time computer is shutdown.
- HBC committee need to formalise our processes in a consolidated manner in line with the new Constitution.

Dave will manage Programme book process in the future.

**FINANCIAL** Jane's written report and accounts emailed to committee and discussed.

### YTD key comments:

- Income running 8.5% favourable to budget - total \$34,684.40
- Expenditure running 4.7% favourable to budget - total \$28,370.94
- Note: we have not yet received JDW's audit invoice ~\$1,800.
- Total reported Net Profit \$7,210.56 (including Interest Income of \$897.10).
- We are still waiting on audited accounts. Auditors causing problems with deadlines not being met and it is not good enough. Jane is following up
- Under the new Constitution rules we no longer have to have audited accounts and although Charities (re any funding monies we receive) ask for accounts we may need to have some other checks and balances in place in order to satisfy their requirements. Further discussion needed.

Richard requested YTD figure on payslip.

**CLUB EVENTS** (Dave reported)

1. Tony Morcombe has agreed to direct HBC Tournaments. Kevin Hu will substitute for Tony if he is unavailable due to health issues. Committee agreed Kevin may delegate to Lysandra and he will supervise.
2. Richard will score (Committee need to consider a backup/trainee for scorer)
3. Lenice/Julie will do catering.
4. NZB Tournament charges have increased (eg 8 tables = \$8 pp - cost decreases with more tables).
5. Although NZB have advised not to send unsolicited emails to previous tournament players we will ask them to opt in or out.
6. 2025 tournament confirmation required asap.
7. Ngaire and Mary have agreed to be 'standby' pair.

**TEACHING & PUBLICITY** (Rose reported)

- Lessons commencing Feb 2024 – current numbers 13 for Tuesday pm, 5 for Thursday am and 6 undecided which session to attend.
- Zoom call with Mel Old (NZB Communications Manager) very helpful and great suggestions
- Facebook starts 11 Feb / Radio starts next week / Advert local newspaper / Neighbourly next week
- Rose will trial mini bridge one session
- Agreed Junior/Novice fun tournament a good idea for Sunday 7 April 1pm start. Dave to do member report listing points (10/15 ?) Cost \$10, afternoon tea, "Get out of Jail free card" entitles player to ask for assistance. Howick players only.
- Confirmed we will participate with Papatoetoe and Franklin clubs 'Ultra Tournament' to be held Sunday 4 August for Junior players. Pat will confirm with Mark Buckley and also suggest they include Papakura.

**HEALTH & SAFETY** (Heather reported)

- Downstairs windows left open, frequent reminders. Suggest notice "SHUT WINDOWS" be displayed.
- Fan for office ok'd, Mary will purchase.

**RENTALS** (Lenice reported)

Church will use upstairs on occasional Wednesday evening, commencing 28 February.

**GENERAL BUSINESS**

1. Alan reported and advised
  - Manual information checked and out of date
  - We need proper document control going forward
  - Manual captured what we do but not how.
  - PDF will be emailed and committee to advise updates to Alan
2. Dave had a request from Seasons Magazine for delivery address. Pat sent email last year but will phone again
3. Due to very low attendance for Tuesday evening session, Jane suggested we offer 'free' play for the 10 week period the lessons are in progress to re-energise the evening, particularly while the lessons are in progress. Agreed. Alan will advise Thursday am players.

Meeting closed at 4:55pm

Next meeting Sunday 10 March