

MINUTES OF THE HOWICK BRIDGE CLUB MEETING – 2 APRIL 2023 AT 3PM

PRESENT: Leo Sim, Rose Isherwood, Lenice Clarkson, Peter McLean, Sue Osborne, Mary Wood, Pat Williams, Jane Thomlinson, Richard Andrew

MINUTES of the previous meeting held 4 March 2023

Moved and seconded that the minutes be accepted Pat / Rose carried

MATTERS ARISING:

1. Leo met with Nat and his ideas were clarified, ie trophy for person who earns most C points during the year. NZ Bridge has an equivalent trophy for A points.
2. Thermal blanket purchased.
3. Roger Rose contacted re signwriting.
4. Richard waiting to hear about 2022 updating of Honour Boards.
5. Gutters cleaned, gutter guard inserted, and a couple of brackets fixed.

CORRESPONDENCE:

Inward and Outward - as listed on agenda and circulated to all committee.

Feedback:

1. No session times listed on website – to be rectified immediately. Leo will contact Peter.
2. Roger Rose will do artwork on doors (Leo)
3. A few more jobs to do re doors before we can complete claim.

MEMBER WELFARE: (Pat)

Thank you card from Eric Eller, get well cards sent to 2 members.

MEMBERSHIP: (Jane's written report)

1. 162 members – an increase of 4 (all youth members)
2. 2 members subs remain unpaid. Secretary will email one, the other can be removed.

FINANCIAL REPORT: (Jane)

1. MYOB failed with the feed from the bank account into the system on 30 March. Although the issue has been resolved at time of meeting there was not enough time to process all the transactions pre today's meeting. March financials will be forwarded to committee asap.
2. Compass money of \$382.00 has been transferred to the Balance sheet as Unclaimed Funds. To be followed up and resolved.
3. Suggestion that unclaimed Compass refunds should become a donation to HBC after a specified time frame and this needs to be written into Constitution.
4. Jane advised that we could be up for an administration charge of \$1300 at our next lease review in 2 years' time.
5. Rose thanked Jane for her work on the financial records while overseas on holiday.

Moved and seconded that the financial report be accepted. Jane / Leo carried

FINANCIAL REPORT (Received from Jane and circulated to committee 8/4/2023)

At the half year, we're still looking in pretty good shape. Key YTD points:

Income

- Subscriptions were lower than budgeted for at \$13,207 vs a budget of \$15,000. We may pick up a few hundred more from lessons.
- Table Money is right on budget - \$22,420 vs a budget of \$22,500.
- Rental Income is slightly higher than budgeted, with \$299 over the \$9,600 budget.
- Total Income position sees a favourable \$1,049 above target at this mid-way point.

Expenses

- Advertising, and Repairs & Maintenance are the largest variables due the lessons flyer mail drop, and the bills paid by us for the front door repairs.
- Overall, expenses are running \$8,009 over budget, pending our insurance claim refund.
- YTD Net Profit stands at \$4,744 after allowing for the insurance refund.

Balance Sheet

- Now that all costs for the toilet renovations have been processed, capital expenditure of \$19,675 has been transferred to Fixed Assets to increase the value of the building. We should get a valuation done this year to ensure we have appropriate insurance cover.
- We're due a GST refund of \$2,441.71, which should come into the bank account within the week.
- \$100 is sitting in the Suspense account, which represent cash to be banked when I can next get to the ANZ.

Jane/Leo carried

CLUB EVENTS: (Sue reported)

1. Issues with boards at the last 2 tournaments put down to human error.
2. We need to train additional club and tournament directors as we have no backup if a director is away for any length of time.
3. Next Sunday Salver to be held 16 April – Sue will be spare.
4. 8B Tournament on 29 April – Tony will direct, and Richard will score.

PUBLICITY: (Rose reported)

1. Next beginner lessons commence Tuesday 20 and Thursday 22 June – Tutor Mac
2. We need to know how many helpers Cheryl and Richard require, preferably 1 helper per table.
3. Urgently need to know how learners came to hear of lessons.
4. People who resign from HBC should NOT have their email removed unless they 'unsubscribe' themselves. It is important that they continue to receive all communications. Rose to check with Cheryl.

HEALTH & SAFETY: (Peter reported)

1. Heart Saver (Defibrillator) will be checked in May.
2. As Peter will be overseas for 3 months, he reminded committee that exit doors need to be checked monthly and noted in Safety book. Jane offered to do that.

RENTALS: (Lenice reported all OK)

REPAIRS & MAINTENANCE:

1. Suggestion of updating outside lights downstairs and upstairs kitchen.
2. Builders have placed rail in bathroom, tidied up and returned key therefore their 5% retention fee should be paid.
3. Glass door pelmet replaced. Pat will open at 8:30am on Monday 3 April for Insurance assessor's inhouse builder to repair paint work in foyer.
4. Gutter man will replace cowl on roof.

GENERAL BUSINESS:

Leo will meet with Nat and Jan Hollway next Tuesday.

Reminder to add Policy and Procedure clauses to cope with member misdemeanours, unclaimed compass money and what constitutes a 'Youth' member.

Meeting closed at 4:50pm.

Next meeting Sunday 7 May 2023 at 3pm at Clubrooms.