

MINUTES HOWICK BRIDGE CLUB COMMITTEE MEETING

Tuesday 13th August 2019

PRESENT: P Williams Chairperson, R Andrew, J Heath, A Ridenton,
L Clarkson, S McKinnon, K Herbert, M Wood.

APOLOGIES: J Thompson, C Winsor ,S Osborne

MINUTES OF COMMITTEE MEETING 9th July 2019

Moved and seconded that the minutes be accepted.

Pat Williams/Lenice Clarkson carried

MATTERS ARISING FROM THE MINUTES:

- Cheryl's framed photo – Pat requested that the photo be returned to the clubrooms by next meeting. If Cheryl not is not satisfied with the photo she can arrange for another photo be chosen and reframed for displaying at the club.
- Richard reported the Building work has been done.
- Back door to be installed at same time as new doors being made.
- Tablecloths have been washed
- Building Warrant of fitness /Fire safety code Pat thanked Richard Andrew and Alistair Rowe for the great work and time they have contributed to the project.

CORRESPONDENCE:

Inward: nil **Outward:** nil

Suggestion Box.

Checked – no suggestions

MEMBERSHIP:

There are 200 financial members.

Financial Report

- The financial reports were emailed 1/8/2019
- Creditors still to be paid for August currently \$4700. Already paid this month \$13750 for Sharp Digital Electrical and the fire doors.
- Cleaners - discussed and agreed that the cleaner can be engaged to do extra work when required. E.g. ceiling fans and vents in ceiling heating equipment; cleaning dishwasher etc.

- Jean reminded that the signatories to attend at the bank to bring to bring the records up-to-date. A time will be arranged for the relevant persons to attend at the bank,

Moved that the financial report be accepted.

Jean Heath/P Williams carried

HEALTH AND SAFETY:

- No accidents to report
- The health and safety committee met on the 11th July for the annual meeting.
- Sue McKinnon presented a very comprehensive report outlying the necessary matters that need to be updated and attended to.
- Report attached.
- Discussion from this meeting ensured and a new exit notice is to be prepared for each exit. To comply with health and safety Act there has been an extensive upgrade done. Discussion was held as to the best method of bringing the laws and updates to the attention of all members.
- One suggestion was that we have a practise evacuation at each session 2 agreed 6 not in favour there will be further discussion at the next meeting when absent members will be present and a decision on the evacuation proposal will be made.
- Pat suggested that the evacuation plan be inserted in the next print of the programme book and in the newsletter also Directors to give a verbal reminder to members throughout the year.
- Pat thanked Sue McKinnon for presenting such a comprehensive report.

MAINTENANCE AND REPAIRS:

- The new kitchen back door will be installed when builders are in rooms working.
- Window handle in the kitchen has been replaced.

FUNDING: No report

BUILDING WARRANT OF FITNESS

- Richard reported the building work has been done. Alistair is working on the next stage i.e. Building consent; Certificate of acceptance; Warrant of fitness; compliance.
- Pat expressed thank you to Richard for his contribution.

CLUB EVENTS: No Report

SPONSORSHIP: No Report

RENTALS: Lenice reported no new tenants

GENERAL BUSINESS:

- Pat mooted the idea of moving the computer and printer to the Directors desk during each session. Hopefully this would stop the door being open causing a draught and would avoid the Director from being in the office. Richard advised it was not necessary because The Director only needs to be in the office at the time of setting up.
- Computer system breakdown. Richard reported it wasn't mechanical and has now been repaired and updating taking place.
- Committee declined invitation to join the Hello Club. Decision to club to be notified.

Meeting closed 9.10pm

Next meeting 9th September 2019

Pat Williams

President