

CAMBRIDGE BRIDGE CLUB (INC)

Minutes of Meeting dated Thursday 7 February 2019 at 4.45pm

Present: Anne Blewden (President), Kevin Whyte (Treasurer), Vicki Jacobsen (Past-President), Jenny Oxley (Secretary), Clare Coles (Club Captain), Liz Clayton, Allison Vince, Lesley Roberts, Sue McKenzie, Peter Hobman, Helen Wallwork, Mary Casey, Louise Chambers (Committee)

Items in red need action. *Items in italics for future consideration.*

APOLOGIES: Calum MacLean

CONFIRMATION OF MINUTES

Resolved: That the minutes of 13 December 2018 are confirmed. Vince/Roberts

Matters Arising: Further committee job descriptions distributed

TREASURER'S REPORT

	2019	2018	Change
YTD Surplus as at 31-Jan	\$5,480.21	\$14,647.71	(63)%
Annual subscriptions (net)	\$9,207.50	\$8,057.00-	14%
Total Table money collected	\$6,419.00	\$4,953.80	30%
Vouchers	\$4,851.00	\$1,819.00	167%
Debtors	\$3,342.00	\$2,971.00	12%
Creditors	\$3,179.88	\$4,427.94	28%
Voucher liability	\$2,798.00	\$1,631.00	(72)%
Bank balances			
SBS Current account	\$8,406.19	\$3,107.66	
SBS Term Investment No1	\$15,248.18	\$21,406.09	(matures 18-Jun-19)
SBS Term Investment No2	\$5,426.07	\$5,278.98	(matures 19-Mar-19)
Overall cash balance	\$29,080.44	\$29,792.73	

Highlights for month/year

- 1) Bank balance as at 01-Feb= \$8,406.19
- 2) Table money collection 30% up on last year – voucher usage up 167% (76% of total)
- 3) TWITs balance = \$105.05 (Balance Sheet) – carrying forward to 2019 TWITs
- 4) Signage total cost was \$3,848.19 – expensed as Property R&M
- 5) Computer has been replaced – \$1,407.50 all up cost
- 6) Anne to replace Vicki as cheque signatory (Kevin, Anne, Jenny & Michael new signatories)
- 7) Charities Commission return now being prepared – due by 31-March

Resolved: That the financial report be accepted.

McKenzie/Hobman

CORRESPONDENCE

Inward:

- 15/12 NZB Bulletin – Team Captains and Reserve Pairs for 2019
- 16/12 NZB Bulletin – NZB International Committee Membership
- 2/01 Bulletin – Rating Points & Tournament Grades 2019
- 11/01 Matamata Bridge Club re Quilty Teams
- 11/01 Lesley Storey re resignation and thanks
- 17/01 NZB Sample Lesson posters

- 22/01 NZB Board Meeting Minutes
- 24/01 Waikato-Bays Director seminars
- 22/01 Viv Gravis re Junior or Intermediate to assist in exercise and “Thirteen Tricks and Evil Acol” books for purchase

Outward:

- Thank you cards to sponsors of completed series
- Rona Driscoll confirming tournament schedule
- Book voucher and thanks to Malcolm Hill, auditor
- Petrol voucher and thanks to Jonathan Powell, plumber
- Thank you card to Vanessa Payne

PLAYING COMMITTEE REPORT

- Change of plan for Open players at time of Intermediate Champs due to Matamata holding Quilty Tray at same time. **Clare** will approach Open players to discuss and invite Open players from other clubs to that series who are not involved in Quilty Tray.
- Junior Champs will have usual competition running alongside.
- Scoring for Wednesday points will continue as non-handicap as previously.
- Discussion re Director’s fees. Presently paid \$30 (which is going rate) plus \$10 mileage. Many directors think \$10 mileage generous, but appropriateness discussed. Decided that \$20 bonus appropriate if a ‘good job’ has been done, ie turning up weekly and collecting table money.

GENERAL BUSINESS

1. Team themes discussed at Playing Committee meeting – ‘Dot & Spots’ for Wednesday night Teams, ‘C’ (for Cambridge) for Monday night Teams. Approved by Committee. **Anne** to promote on website.
2. Discussion re NZB Newsletters being put on website. Decided link to them appropriate. **Jenny**
3. Quote for removal of tree stumps on road verge \$1,449.00. **Peter** to approach council (again) to request that they attend to this due to safety concerns and inability to maintain tidy verge.
4. Maintenance Report from Peter:
 - Kitchen tap requires attention of plumber (tried to repair unsuccessfully)
 - Hot water cylinder has been repaired by plumber
 - Leaking water pipe repaired by Council. Thanks to Michael Neels who also assisted.
 - Fire extinguishers require annual inspection. Concern that 2 companies may be attending to this. **Peter** to check
 - Signage completed and looking good
 - Painting at rear of building completed
 - Light fitting in Ladies toilet very fragile and needs attending to
 - Working bee March/April to paint window frames. **Peter** to email dates
 Formal thanks to Peter for all his work.
5. WAPS (10 February) – players to provide morning tea. Wine, juice and beer for afterwards – to be charged.
6. Learner Lessons:
 - Kim has produced flyer for distribution **All**
 - Consideration to promotion via social media **Anne**
 - **Clare** to ask if lessons can be promoted on Bridge radio show
 - **Anne** to advertise in local papers
 - Consideration re session in town
 - To display poster in Club window and door. **Vicki**
7. Kay Walsh painting: To be tendered with reserve of \$500 as per valuation. **Anne** to promote on website with end date 31 March. Painting to be temporarily placed in Clubrooms as part of promotion. Suggested that Philip Coles be asked for advice re wording of tender.
8. Bridge in the Garden 10 March:
 - Bill Robinson to transport 40 chairs, trestle tables and barbeque
 - Jenny to transport tables

- 2pm start, 1.45 arrival. Reminder to bring cutlery and plates and to dress for all weather.
 - **Allison** to organise clipboard for attendees.
 - Committee to meet at clubrooms 12.45pm or Sue Aitken's 1pm
 - Michael Neels - scorer, Clare – director
 - Consider Lauriston Park or next year
9. Honours Board. Following discussion re best way to deal with lack of space for further names in current format, **Jenny** to obtain quote from Wackrows for new additional board.
 10. Dealing for Wednesdays: 3 boards of 22 required for present movement. However Clare, Vicki and Michael to be aware and consider alternative movements so that only 2 boards required. **Jenny** to let Karen Payne know.
 11. Query re need for supper on Wednesdays – advised that previous survey had been carried out with outcome that members prefer supper and time for socialising.
 12. Fairlands Trophy: **Allison** to organise clipboard for names.
 13. Junior Tournament: **Jenny** to distribute poster.
 14. Request from Jane Stearns for use of clubrooms for Mini Moo Tournament approved by committee.
 15. Discussion re inclusion of history of club on website – **Allison** to coordinate.
 16. Computer monitor's screen is presently pink – Liz advised that due to connection. **Liz**
 17. Decided that no further need for Newsletters as all information now on website.
 18. Discussion re fee for social membership and those attending for part year. To be further discussed next meeting.
 19. Grand Masters Board – for discussion next meeting.
 20. Website – requires updating. New logo to be used. Consideration re photo of members be taken when join so available for circulation on web. Further discussion next meeting.
 21. New logo to be used on letterhead.
 22. Planning checklist – update for next meeting
 23. Cleaner and committee members asked to put any shopping supplies needed on fridge in kitchen.

Meeting closed at 6.15pm.

Next meeting to be held **Thursday 14 March 2019 at 4.45pm**

Month ending: 30-Nov-18

	Op.Bal	Oct	Nov	Nov-18 YTD	Nov-17 YTD	% Vary
<u>Profit & Loss Statement</u>						
<u>Income</u>						
Subscriptions		\$138.50	\$270.00	\$408.50		100%
Joining Fees & Name Badges		\$75.00	\$60.00	\$135.00	\$15.00	800%
Table Money		\$433.00	\$618.00	\$1,051.00	\$2,514.80	(58%)
Table Money Vouchers		\$1,669.50	\$1,890.00	\$3,559.50	\$1,155.00	208%
Sponsorship (Competitions)		\$60.00		\$60.00	\$1,800.00	(97%)
Sponsorship (Programme)					\$360.00	(100%)
Tournament Entry Fees		\$2,050.00	\$560.00	\$2,610.00	\$2,706.00	(4%)
Raffles		\$353.00		\$353.00	\$328.00	8%
Social Events Receipts			\$380.00	\$380.00	\$110.00	245%
Interest Received		\$1.74	\$2.03	\$3.77	\$0.25	1,408%
Sundry Income		\$126.00	\$220.10	\$346.10	\$190.00	82%
Total Income		\$4,906.74	\$4,000.13	\$8,906.87	\$9,179.05	(3%)
<u>Expenditure</u>						
Administration		\$39.60	\$109.50	\$149.10	\$130.70	(14%)
Computer Expenses					\$150.00	100%
Electricity		\$111.14	\$116.34	\$227.48	\$302.32	25%
Telephone & Broadband		\$119.72	\$117.38	\$237.10	\$242.92	2%
Session Catering		\$242.78	\$113.30	\$356.08	\$198.76	(79%)
Social Events Expenses			\$390.40	\$390.40	\$1,457.17	73%
Tournament Expenses		\$1,301.83	\$470.95	\$1,772.78	\$1,753.67	(1%)
Affiliation Fee & Masterpoints		\$837.20		\$837.20		(100%)
Director & Tutor Payments		\$120.00		\$120.00		(100%)
Prizes incl. Vouchers		\$189.00	\$722.20	\$911.20	\$799.11	(14%)
Equipment R&M					\$11.79	100%
Property R&M		\$468.13		\$468.13	\$137.50	(240%)
Lease on Land		\$247.25		\$247.25	\$247.25	
Wages					\$480.00	100%
Cleaning & Supplies		\$310.84	\$150.00	\$460.84	\$260.03	(77%)
Total Expenditure		\$3,987.49	\$2,190.07	\$6,177.56	\$6,171.22	(0%)
Net Surplus/(Deficit)		\$919.25	\$1,810.06	\$2,729.31	\$3,007.83	(9%)

Month ending: 31-Jan-19

	Op.Bal	Dec	Jan	Jan-19 YTD	Jan-18 YTD	
Balance Sheet						
Current Assets						
Current Account (SBS Bank)	\$8,123.09	(\$641.54)	\$756.00	\$8,406.19	\$3,107.66	171%
Cash on Hand (Float)	\$10.00			\$40.00	\$40.00	
Term Deposit 1 (SBS Bank)	\$15,000.00	\$248.18		\$15,248.18	\$21,406.09	(29%)
Term Deposit 2 (SBS Bank)	\$5,389.12	\$36.95		\$5,426.07	\$5,278.98	3%
Debtors		\$6,452.25	(\$3,200.25)	\$3,342.00	\$2,971.00	12%
Accrued Income	\$766.40			\$145.40		100%
Total Current Assets	\$29,288.61	\$6,095.84	(\$2,444.25)	\$32,607.84	\$32,803.73	(1%)
Fixed Assets						
Buildings at Cost	\$74,659.00			\$74,659.00	\$74,659.00	
Buildings Accum Dep'n	(\$41,256.00)			(\$41,256.00)	(\$39,763.00)	(4%)
Plant&Equipment at Cost	\$40,141.43			\$40,141.43	\$39,941.44	1%
Plant&Equipment Accum Dep'n	(\$23,473.00)			(\$23,473.00)	(\$21,621.00)	(9%)
Furniture&Fittings at Cost	\$37,027.57			\$37,249.00	\$36,366.09	2%
Furniture&Fittings Accum Dep'n	(\$23,982.00)			(\$23,982.00)	(\$20,720.00)	(16%)
Computer Equipment at Cost	\$3,192.00	\$1,407.50		\$4,599.50	\$3,192.00	44%
Computer Accum Dep'n	(\$3,106.00)			(\$3,106.00)	(\$3,085.00)	(1%)
Total Fixed Assets	\$63,203.00	\$1,407.50		\$64,831.93	\$68,969.53	(6%)
Total Assets	\$92,491.61	\$7,503.34	(\$2,444.25)	\$97,439.77	\$101,773.26	(4%)
Liabilities						
Creditors	\$2,943.39	\$966.35	\$968.34	\$3,179.88	\$4,427.94	28%
Accrued Expenses	\$762.04					
Prepaid Vouchers Liability	\$2,529.00	(\$266.00)	\$549.50	\$2,798.50	\$1,631.00	(72%)
Waikato-Bays TWITs Control	\$381.05			\$105.05		(100%)
Income in Advance	\$90.00	\$45.00	\$45.00	\$90.00	\$20.00	(350%)
Total Liabilities	\$6,705.48	\$745.35	\$1,562.84	\$6,173.43	\$6,078.94	(2%)
Net Assets	\$85,786.13	\$6,757.99	(\$4,007.09)	\$91,266.34	\$95,694.32	(5%)
Equity						
Accumulated Funds	\$96,507.01			\$96,507.01	\$96,507.01	
Retained Earnings	(\$10,720.88)			(\$10,720.88)	(\$15,460.40)	31%
Current Year Earnings		\$6,757.99	(\$4,007.09)	\$5,480.21	\$14,647.71	(63%)
Total Equity	\$85,786.13	\$6,757.99	(\$4,007.09)	\$91,266.34	\$95,694.32	(5%)