

CAMBRIDGE BRIDGE CLUB (INC)

Minutes of Meeting dated Thursday 15 February 2018 at 4.45pm

Present: Anne Blewden (Vice-President), Clare Coles (Club Captain), Jenny Oxley (Secretary), Peter Hobman, Liz Clayton, Sue McKenzie, Alison Vince, Helen Wallwork, Lesley Roberts, Calum MacLean (Committee)

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

APOLOGIES: Vicki Jacobsen (President), Kevin Whyte (Treasurer), Sue Peake

CONFIRMATION OF MINUTES

Resolved: That the minutes of 18 January 2018 are confirmed. *McKenzie/Hobman*

MATTERS ARISING:

- 1. Signage.** Kaz Design provided ideas for freshening up the premises (circulated to committee). Peter suggested we initially look at re-designing the signage for building and windows and also at concepts for a logo. Some of the other options not a priority, ie website. Business cards a possibility. *To await next meeting when President and Treasurer can provide input before going any further.*
- 2. Promotion of Beginner's lessons** going well. Anne thanked Alison, Helen, Vicki, Sue McKenzie, Theresa Ward, Sheila & Doug Wardlaw for providing a playing demonstration at the Trash & Treasure Market. There was a good level of interest from the general public.
- 3. Board for names** working well in new position.
- 4. Building maintenance:** Rotten boards at rear of building require major repair work with use of scaffolding and an electrician. Estimated to cost between \$3,000 and \$5,000. Also leak in alcove, back wall and another requiring attention. **Calum & Jenny** to talk to potential builders and let Peter know if available.

TREASURER'S REPORT

YTD Surplus as at 31-Jan	\$15,893.39	\$4,432.51 (Jan-17)	
Debtors	\$3,278.00	\$2,012.00	
Creditors	\$3,702.27	\$2,507.72	
Bank balances			
SBS Current account	\$3,107.66	\$3,800.17	
SBS Term Investment No1	\$21,406.09	\$20,682.58	(matures 18-Jun-18)
SBS Term Investment No2	\$5,278.98	\$5,136.75	(matures 19-Mar-18)

Highlights for month

- 1) Chair upholstery completed on time for new playing year
- 2) Total cost of upholstery is \$6,286.03 (GST excl) – \$79.63 to be refunded to Pub Charity (if not required for chair stoppers)
- 3) Debtor collection tracking \$1,260 behind last year – both subs & sponsors need follow up
\$1898 Subs owing (\$441 paid on 02-Feb)
\$1380 Sponsorship owing (\$60 paid on 02-Feb)

To make phone reminders re subs and sponsorship once Treasurer checked those still outstanding.

MacLean/Hobman

CORRESPONDENCE

Inward:

- 1/2/18 NZB International Programme 2018
- 6/2/18 NZB, List of qualified directors
- 8/2/18, NZB, Baden Wilson final results
- 8/2/18 NZB, Board meeting minutes

Outward:

- Thank you cards to sponsors of completed series.
- 19/1/18 Letter of support for Gaslight Theatre
- 20/1/18 Thank you to Tredsafe for edge strips (no cost)
- Thank you and voucher to Grant Middlemiss

The inward correspondence was received and the outward approved.

Vince/Clayton

PLAYING COMMITTEE REPORT:

- TWITS going ahead – Clare has sent posters to clubs.
- Junior Individual Champs is the next Wednesday series. Intermediates will play in separate section.

GENERAL BUSINESS

1. Bridge in the Garden:

Members meeting at clubrooms at 1.45pm to car pool.

Sue Mc and Lesley to organise food & drink.

Check with Michael re scoring/movement and Vicki re directing. Clare also offered help with directing if needed. Liz offered to deal. Liz & Michael will ensure all technology working at Anne's the day before.

Discussed possibility of members bringing own chairs but consensus that better to provide chairs. To check with Bill Robinson re availability. **Anne**

Committee to meet at clubrooms at 12 noon

Reminders to be made re need to take own crockery, cutlery and clothing for all weather.

2. Use of air conditioning

Vicki had received email from club member concerned about the very cold temperatures in the room on a Monday evening. Decision to attach instructions to rear of remotes with specific settings for summer and winter and advise those club members as necessary. **Peter** (with Michael's assistance)

3. Replacement of chair stoppers. Still require sourcing.

Vicki suggested working bee as likely to be quite a big job. Suggested that one chair be trialled initially, prior to working bee, to ensure feasibility. **Peter** to arrange.

4. Working bee to also be arranged to repaint window frames/sills. **Peter** to formulate plan with Vicki.

5. More flyers for Beginner Lessons to be distributed. Calum reiterated possible inclusion of school students. Clare advised that NZB is also looking at promoting bridge in educational facilities.

6. Mobile phone numbers to be distributed to committee **Jenny**

7. Discussion re positioning of tables and possible need for markers on the floor to make it easier. However, advised that existing system allows for various table numbers.

8. Sue advised the need to review contents insurance following chair and carpet upgrades. **Kevin** *Ann noted that the table cloths will also eventually be replaced with a brighter colour. Also, Diane Emms to be asked if she can make some more bridge focussed wall decorations.*

9. Need for spare carpet tiles (while still available) in case individual damaged tiles need replacing in the future.

Vicki

10. Suggestion that a coin (old penny or similar) be placed in each table container for tossing as less cash being used. Also need for two clippers (for vouchers) and if possible ones with counters.

Meeting closed at 5.55pm.

The next meeting to be held on **Thursday 8 March at 4.45pm**

Month ending: 31-Jan-18

	Op.Bal	Dec	Jan	Jan-18 YTD	Jan-17 YTD	% Vary
<u>Profit & Loss Statement</u>						
<u>Income</u>						
Subscriptions		\$8,265.00	\$54.00	\$8,319.00	\$7,522.00	10.6%
Subscriptions Rebate (LIFE)		(\$270.00)		(\$270.00)	(\$450.00)	(40.0%)
Joining Fees & Name Badges		\$30.00	\$15.00	\$60.00	\$30.00	100.0%
Table Money		\$201.00	\$419.00	\$3,134.80	\$3,517.00	(10.9%)
Table Money Vouchers		\$63.00	\$568.00	\$1,516.00	\$1,032.00	46.9%
Sponsorship (Competitions)				\$1,800.00	\$1,490.00	20.8%
Sponsorship (Programme)				\$360.00	\$300.00	20.0%
Grants & Donations		\$6,425.66		\$6,425.66	\$65.00	9,785.6%
Tournament Entry Fees				\$2,706.00	\$1,775.00	52.5%
Raffles				\$328.00	\$376.40	(12.9%)
Social Events Receipts		\$505.00		\$615.00	\$2,130.00	(71.1%)
Interest Received		\$394.71	\$1.61	\$396.57	\$170.56	132.5%
Sundry Income		\$126.50	\$2.00	\$282.50	\$78.00	262.2%
Total Income		\$15,740.87	\$1,059.61	\$25,673.53	\$18,640.96	37.7%
Administration		\$589.35	\$47.72	\$767.77	\$892.27	14.0%
Computer Expenses				\$150.00	\$302.10	50.4%
Electricity		\$116.53	\$71.39	\$490.24	\$463.37	(5.8%)
Postage & Box Rental		\$108.99		\$108.99	\$40.00	(172.5%)
Telephone & Broadband		\$116.08	\$114.57	\$473.57	\$467.59	(1.3%)
Session Catering				\$198.76	\$434.39	54.2%
Social Events Expenses		\$162.90	\$104.89	\$1,724.96	\$4,427.36	61.0%
Tournament Expenses			\$155.17	\$1,370.84	\$1,265.91	(8.3%)
Affiliation Fee & Masterpoints		\$1,506.22		\$1,506.22	\$1,617.82	6.9%
Director & Tutor Payments				\$128.00		(100.0%)
Prizes incl. Vouchers				\$903.11	\$492.58	(83.3%)
Gifts & Donations		\$76.48	\$52.00	\$128.48	\$349.08	63.2%
Equipment R&M			\$139.99	\$151.78	\$33.36	(355.0%)
Property R&M		\$203.05	\$250.99	\$591.54	\$1,603.07	63.1%
Lease on Land					\$248.00	100.0%
Rates (Water & Sewerage)		\$44.46		\$44.46	\$564.49	92.1%
Wages		\$120.00	\$160.00	\$760.00	\$860.00	11.6%
Cleaning Supplies			\$21.39	\$281.42	\$106.72	(163.7%)
Total Expenditure		\$3,044.06	\$1,118.11	\$9,780.14	\$14,208.45	31.2%
Net Surplus/(Deficit)		\$12,696.81	(\$58.50)	\$15,893.39	\$4,432.51	258.6%

Month ending: 31-Jan-18

	Op.Bal	Dec	Jan	Jan-18 YTD	Jan-17 YTD	
Balance Sheet						
Current Assets						
Current Account (SBS Bank)	\$2,708.83	\$3,286.47	(\$3,273.41)	\$3,107.66	\$3,800.17	(18.2%)
Cash on Hand (Float)	\$40.00			\$40.00		100.0%
Term Deposit 1 (SBS Bank)	\$21,048.69	\$357.40		\$21,406.09	\$20,682.58	3.5%
Term Deposit 2 (SBS Bank)	\$5,243.03	\$35.95		\$5,278.98	\$5,136.75	2.8%
Debtors	\$53.00	\$5,090.00	(\$3,912.00)	\$3,278.00	\$2,012.00	62.9%
Accrued Income	\$209.52			\$209.52		100.0%
Total Current Assets	\$29,303.07	\$8,769.82	(\$7,185.41)	\$33,320.25	\$31,631.50	5.3%
Fixed Assets						
Buildings at Cost	\$74,659.00			\$74,659.00	\$74,659.00	
Buildings Accum Dep'n	(\$39,763.00)			(\$39,763.00)	(\$38,270.00)	(3.9%)
Plant&Equipment at Cost	\$39,142.44			\$39,941.44	\$38,215.54	4.5%
Plant&Equipment Accum Dep'n	(\$21,621.00)			(\$21,621.00)	(\$19,674.00)	(9.9%)
Furniture&Fittings at Cost	\$24,058.80	\$4,448.22	\$7,767.56	\$36,274.58	\$24,058.80	50.8%
Furniture&Fittings Accum Dep'n	(\$20,720.00)			(\$20,720.00)	(\$19,885.00)	(4.2%)
Computer Equipment at Cost	\$3,192.00			\$3,192.00	\$3,192.00	
Computer Accum Dep'n	(\$3,085.00)			(\$3,085.00)	(\$3,058.00)	(0.9%)
Total Fixed Assets	\$55,863.24	\$4,448.22	\$7,767.56	\$68,878.02	\$59,238.34	16.3%
Total Assets	\$85,166.31	\$13,218.04	\$582.15	\$102,198.27	\$90,869.84	12.5%
Liabilities						
Creditors	\$3,312.70	\$429.23	(\$296.35)	\$3,707.27	\$2,507.72	(47.8%)
Prepaid Vouchers Liability	\$747.00	\$72.00	\$937.00	\$1,531.00		(100.0%)
Income in Advance	\$60.00	\$20.00		\$20.00		(100.0%)
Total Liabilities	\$4,119.70	\$521.23	\$640.65	\$5,258.27	\$2,507.72	(109.7%)
Net Assets	\$81,046.61	\$12,696.81	(\$58.50)	\$96,940.00	\$88,362.12	9.7%
Equity						
Accumulated Funds	\$96,507.01			\$96,507.01	\$96,507.01	
Retained Earnings	(\$15,460.40)			(\$15,460.40)	(\$12,577.40)	22.9%
Current Year Earnings		\$12,696.81	(\$58.50)	\$15,893.39	\$4,432.51	258.6%
Total Equity	\$81,046.61	\$12,696.81	(\$58.50)	\$96,940.00	\$88,362.12	9.7%