



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 10

5th November 2012 : at 7:30 pm

<u>Present:</u>	Kevin Lawrence	Chairman	KL
	Peter Wiles	Treasurer	PW
	Julie Bunnell	Elected Board Member	JB
	Jeanette Gomes	Elected Board Member	JG
	John Hogan	Elected Board Member	JH
<i>Apology</i>	Graeme Donaldson	Secretary	GD
<i>Absent</i>	John McCartin	Elected Board Member	JMc

Ref:	Minutes	[Action]
10.1.	<u>WELCOME</u>	
10.1.(i)	The chairman welcomed board members	
10.2	<u>APOLOGIES</u>	
10.2.(i)	Graeme Donaldson Resolved That apologies be accepted Moved Lawrence/ Seconded Bunnell	<u>Carried</u>
10.3	<u>CONFIRMATION OF BOARD MINUTES</u>	
10.3.(i)	Resolved that the minutes of the Board Meeting 8th October 2012 were confirmed, subject to amendment of the date from 10 th September to 8 th October. Moved Lawrence/ Seconded Hogan	<u>Carried</u>
10.4	<u>MATTERS ARISING</u>	
10.4.(i)	<u>Action List</u> Asset List – almost completed, now with Secretary. Good clean up of storage area was completed.	GM
	Lessons: JMc to report back to Board at next meeting (deferred from present meeting)	JMc
10.4 (ii)	<u>Other Matters Arising</u> No matters other than those listed elsewhere on the agenda.	

Ref:	Minutes	[Action]
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10.5 CORRESPONDENCE

10.5.(i) **Inwards:**

NZ Bridge – Master points report and Invoices for ¼ ending 30th Sept. & Rank Change certificates for Dorothy Davidson & Pauline Brown both now Local Master1*

By Email

Sundry Clubs - Tournament Flyers – posted on notice board
Palmerston North Bridge Club – Invitation to Join with Summer Bridge & Babich Pairs
NZ Bridge - Waiheke Island Bridge Club Flyer
NZ Bridge – Fwd Keri Keri Tournament Flyer
NZ Bridge - Tournament Schedule 2013 Updated
(HBC Junior & Intermediate Tournament on Sun 14th April 2013 & HBC Daffodil Day Open Pairs Sun 18th August) –
Bowling Club to be advised

Richard Solomon – re NZ Bridge Magazine
NZ Bridge – Notification of Qualified Directors List 30/10/2012
NZ Bridge – Fwd Tournament Flyer – Wellington bridge Club
NZ Bridge – Notifying Xtra Email delays
NZ Bridge – Review of draft Rules by Graham Wakefield
Companies Office – Reminder to update company details received by KL, to be completed by 9 November

Action Points:

1. GD to advise NZ Bridge that HBC is not holding a Junior Tournament in 2013, only an Intermediate Tournament; advised to Central Districts Secretary on 1 May 2012.
2. KL to update company details by 9 November 2012.

**GD
KL**

10.5.(ii) **Outwards:**

Letter to Hokowhitu Bowling Club re 2013 rental
Thank-you letters to the Daffodil Day Tournament sponsors (Kevin)

By Email

NZ Bridge – Asking for draft rules be reviewed - (Peter)

**GD
PW**

10.5.(iii) **Resolved** That the inwards correspondence is received and the outwards confirmed. Moved Bunnell / Seconded Lawrence Carried

Ref:	Minutes	[Action]				
10.6	<u>FINANCIAL</u>					
9.6.(i)	<u>Reports</u>					
	The treasurer gave a verbal report on the financial situation stating the following financial position					
	Statement from Bank for October not yet received, so balances of Current Account and Savings Account not available.	PW				
	<table> <tr> <td>October Income</td> <td>\$ 870.00</td> </tr> <tr> <td>October Expenditure</td> <td>\$ 976.00 including \$546 rental to Bowling Club</td> </tr> </table>	October Income	\$ 870.00	October Expenditure	\$ 976.00 including \$546 rental to Bowling Club	
October Income	\$ 870.00					
October Expenditure	\$ 976.00 including \$546 rental to Bowling Club					
10.6.(ii)	<u>Payments to be Ratified and Approved</u> Resolved that the October payments totaling \$976 as listed on the attached schedule be approved and/or ratified. Moved Wiles/ Secoded Gomes	All				
10.6.(iii)	<u>Spending Priorities for 2013</u> Spending Priorities: Dealing machine still under consideration Blinds and curtains, possible contribution to Bowling Club Wireless internet to be investigated further	All				
10.7	<u>MEMBERSHIP</u>					
10.7.(i)	<u>Applications for Membership</u> Alma Bartosh	All				
	Accepted with pleasure.					
10.7.(ii)	<u>Resignations</u> None					
	Peter to review current membership list, and advise GD of any unpaid members.	PW/GD				
	Resolved: Members who have not paid their 2012 subscriptions will be deemed to have resigned. Moved Bunnell/ Secoded Wiles	<u>Carried</u>				
10.8	<u>LEGAL REQUIREMENTS</u>					
10.8.(i)	The version of the Draft Rules prepared by Peter Wiles and the version prepared by Graeme Donaldson were compared. They were very similar and it was agreed to proceed with a version agreed between					

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	<p>Peter and Graeme. Solicit the endorsement by members of the proposal to change from a Company to an Incorporated Society. Discussed whether to put the draft rules on public part of website, or whether to post to all members. Agreed to post out with rest of AGM materials. Include covering document (prepared by Peter) explaining the advantages of changing the structure.</p> <p><u>For the AGM document:</u> <i>The Board is unanimously in favour of a change to an Incorporated Society structure, and therefore invites the membership to endorse the proposed change to an Incorporated Society.</i></p> <p><i>If you cannot attend the AGM feel free to send your comments to the Secretary prior to the AGM.</i></p> <p>Will need supplementary resolution that Grand Slam Officers and Committee members be rolled over to become Officers and Committee of the Incorporated Society.</p> <p>Need at least 15 signatures to proceed with incorporating the society.</p>	<p>GD/PW</p> <p>GD</p>
10.9.	<u>ONGOING RELATIONSHIP WITH HOKOWHITU BOWLING CLUB</u>	
10.9.(i)	<p>Meeting held with Hokowhitu Bowling Club on 29 October. Discussed rental for 2013. Bowling Club was not aware that we had been paying more in 2012 than in 2011; when noted, then agreed that payment would continue at that level for 2013.</p> <p>Bowling Club: Agreed to look at bar license. Agreed to consider a Bridge Club honours board, provided it was in keeping with style. Agreed to look at storage area in men's changing area, provided that Club draws up plans.</p> <p>Bowling Club asked us to take care when moving the round tables across the wooden floor.</p> <p>Chess Club is now also using the premises.</p> <p>Action: Letter to Bowling Club confirming the agreements made at the meeting, and confirm dates for 2013.</p>	<p>KL/JB</p> <p>GD/JB</p>
10.10	<u>TOURNAMENTS</u>	
10.10.(i)	<p>Club had notified Central Districts Secretary on 1 May 2012 that we would not host a Junior Pairs tournament in 2013, but it appears (incorrectly) in the schedule. GD to advise NZ Bridge and CD secretary.</p>	<p>GD</p>

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Bowling Club to be advised of dates in rental confirmation letter.

JH indicated he would be willing to act as Tournament Convenor if needed in 2013, and if asked by the Board/Committee.

10.11 **LESSONS**

9.12.(i) No progress report available. JB to remind JMc that report at next meeting is required.

JB/JMc

10.12 **AGM PREPARATIONS**

Cover Letter:

Letter to accompany the agenda was reviewed by the Board. The letter needs amendment to first paragraph to reflect that the Board has considered the matter, reached a view, and will seek endorsement from members at AGM. Operating as a limited liability company is no longer appropriate for the circumstances of the club.

AGM materials:

Needs an actual agenda.

Needs nomination form to be enclosed, submitted to secretary at least one week prior to AGM.

Needs list of Board members willing to be nominated.

Financial Reports:

Peter still awaiting the financial year report from the auditor. Expects to have completed statutory report within the next month. Playing year report to be completed by 29 November.

Chairperson's Report:

Kevin has not written Chairperson's report yet. To be completed this week.

Newsletter:

The Board discussed the November newsletter, which is overdue from September. The Board concluded there is no need for November newsletter, given the AGM materials will go out during November.

The Board also considered whether there is there an ongoing need for a newsletter, given website now running. The Board agreed that the newsletter should be issued 3 times yearly, plus AGM materials (which will be in April for May AGM if change to an Incorporated Society).

Catering for the AGM:

KL keen to use New World, will contact for arrangements. JG to contact recommended caterers on Broadway. Catering to be arranged at \$15 per head. Some soft drinks to be provided by the Club. Charge to members at \$10 per head plus cash bar. Consider inclusion of 20th birthday cake.

KL to confirm bar arrangements with Bowling Club.

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Board members willing to be nominated again:

- KL Yes
- PW Yes
- GD Yes
- JH Yes
- JMc Not known
- JB Yes
- JG No

Hostesses:

Maureen and Mary have agreed to carry on in 2013.

Trophies

For Club Champions and Progressive Champions, Graeme to arrange. Approximate cost is \$200 (4 small @ \$42 plus engraving of large plaques)

Oscar recipient: Peter to organize and arrange engraving with GD.

Certificates.

Graeme to prepare certificates to accompany trophies.

Points Cup. JB to ask Lorraine for nomination. Certificate plus bottle of bubbles.

Most Improved Player. JB to ask Lorraine for nomination. Certificate plus bottle of bubbles.

Thank you awards:

- Mary & Maureen – bottle and chocolates
- Lorraine Stachurski – bottle and chocolates

Subscriptions for 2013:

Board recommends that subscriptions and table money remain the same for 2013 (Subscription \$65 and table money \$5).

10.12.(i)

10.13 GENERAL BUSINESS

10.16.(i) No general business

10.15 NEXT MEETING

10.15.(i) The next meeting of the board will be held at on Thursday 29th November at 7.30 pm at Graeme's.

All

There being no further business the Meeting concluded at 10:00 pm

GRAND SLAM LIMITED

2011-2012 BOARD MEETING #9

MINUTES

Ref:	Minutes	[Action]
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CONFIRMED AS A CORRECT RECORD THIS THURSDAY 29th OF NOVEMBER 2012

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CHAIRPERSON
MR KEVIN LAWRENCE