

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 02

Wednesday 13th January, at 7.30 p.m.

Present		
Name	Role	Initials used
Julie Bunnell	Chair	JB
Tim Coolbear	Deputy Chair	TC
Graeme Donaldson	Secretary	GD
Derek Knighton	Board Member	DK

Reference	Item	Outcome/ Action, date
02.1.	<u>WELCOME</u>	
02.1.(i)	JB welcomed the Board members	
02.2	<u>APOLOGIES</u>	
02.2.(i)	Received from: Andrea Bennett (Treasurer) Caroline McCartin (Board Member) Paul Orsborn (Board Member) Resolved: That the apologies be accepted <i>Moved from the Chair:</i> JB <i>Seconded:</i> TC	<u>Carried</u>
02.3	<u>CONFIRMATION OF MINUTES</u>	
02.3.(i)	Resolved: that the minutes of the Board Meeting 16 th December 2015 be confirmed with the following amendments of circulated copy: a. Cheque numbers are 186XXX not 196XXX b. Cheque #186436 misread at \$10.35, amended to \$10.38. c. Approved total amended to \$1234.55 <i>Moved from the Chair:</i> JB <i>Seconded:</i> TC	<u>Carried</u>

Reference	Item	Outcome/ Action, date
02.4	<u>MATTERS ARISING</u>	
02.4.(i)	<p>Action List</p> <p>i) Share re-allocation See Section 02.9.(i)</p> <p>ii) Summer bridge E-mail sent to club secretaries inviting to summer bridge</p> <p>iii) Beginners lessons 2016 See Section 02.12.(i)</p> <p>iv) Cinema advertising – has progressed to February on-screen. Sharing costs with PNBC – we need to pay up-front and they will reimburse half. Apparently could have had a club advert, but we were not made aware of this even though we had asked at the first approach. Need to follow-up ad with information, e.g., posters.</p> <p><i>Action: JB to discuss with CM and initiate</i></p>	JB/CM update next meeting
02.4.(ii)	<p><u>Other Matters Arising</u></p> <p>None</p>	
02.5	<u>CORRESPONDENCE</u>	
02.5.(i)	<p>Inwards mail</p> <p>IRD: PAYE December return Westpac: December Statement Waikanae BC: Tournament flyer NZ Bridge: Dec 2015 Quarterly return, Master point Invoice & Membership 2016 Rating Status</p> <p>Waikanae BC: Open pairs Tournament Flyer H'whitu Bowling: Invoice House of Cards: Noosa bridge Holiday Flyer Bridge NZ: Acknowledgement of email</p> <p>Email inwards</p> <p>NZ Bridge: e-Newsletter NZ Bridge: Bridge Teachers Conference 2016 NZ Bridge: Beginners Lessons now available in YouTube Video format.</p> <p>NZ Bridge: New Grand Masters, Baden Wilson Reports, Ranks Report, Top 100 All-time Masterpoint Earners</p> <p>NZ Bridge: New Grand Master Update NZ Bridge: Office unattended 16 – 22 Jan CDRC: 2016 Rubber Bridge Competition Flyer CDRC: Tournament Schedule for 2017 R Solomon: Advance notice of NZ Bridge Teachers Conference</p> <p>R Solomon: New email address BWRS: Insurance Quote response Hastings BC: Christmas Greetings Wanganui BC: Handicap Picnic Tournament Flyer Napier BC: Multigrade Pairs Tournament Flyer</p>	

Reference	Item	Outcome/ Action, date
	Screen Vistas: Cinema Advertising	
02.5.(ii)	<p>Outwards mail None</p> <p>Email outwards Screen Vistas: Cinema Advertising Members: January Newsletter Club Secretaries: Invitation to Summer Bridge 20 & 27 Jan Bridge NZ: Re Club name on Results website</p>	
02.5.(iii)	<p>Resolved: That the inwards correspondence be received and the outwards confirmed.</p> <p><i>Moved:</i> GD <i>Seconded:</i> JB</p>	<u>Carried</u>
02.5.(iv)	<p>Discussion: a. NZ Bridge Teachers conference. Alister attends, funded as secretary of NZ Bridge. HBC would sponsor otherwise.</p>	
02.6	<u>FINANCIAL</u>	
02.6.(i)	<p><u>Reports</u></p> <p>On behalf of the Treasurer, GD advised the following financial position at 31st December 2015 and spoke to the Treasurer's Report (<u>attached</u>).</p> <p>Cheque Account Balance at 31st December 2015 \$4425.98 Savings Account Balance at 31st December 2015 \$4066.82</p> <p>Resolved: That the Report be received and noted</p> <p><i>Moved:</i> GD <i>Seconded:</i> DK</p>	<u>Carried</u>
02.6.(ii)	<p><u>Payments to be Ratified and/or Approved</u></p> <p>Resolved: that the payments as listed on the attached schedules totalling \$4134.96 be Approved/Ratified</p> <p><i>Moved:</i> GD <i>Seconded:</i> DK</p>	<u>Carried</u>
02.6.(iii)	<p>Discussion:</p> <p>a. Draft budget for 2016 not yet received b. Summary of performance against 2015 required</p> <p><i>Action: Request AB to provide for next Board meeting</i></p> <p>c. Mid-year 2015 summaries to be provided to all Board members</p> <p><i>Action: Summaries to be sent to all Board members</i></p> <p>d. Noted that financial year is to 31st March, while playing year is to</p>	<p>JB when AB back from holiday</p> <p>JB before next meeting</p>

Reference	Item	Outcome/ Action, date
	31 st December. Queried by DK why the difference – GD explained the history (tax requirements as set up as a company, not an Incorporated Society) and the difficulty in drawing together, especially w.r.t. AGM in December. Hence have financial statements for the financial year to 31 st March and a financial position summary for the playing year at the AGM.	
02.7	<p><u>PROJECTS FOR 2016</u></p> <p>Note: decision taken to change to this heading rather than “Spending priorities for 2016” to track proposals better.</p>	
02.7.(i)	<p><u>From Board</u></p> <p>a. Website upgrade (DK) Current website is functional but has no “pizzazz”/attraction. Can give identity, e.g., as per Cambridge one – Google sites and construct on top. Alister/June have info – contact to help understand how to go about it. Needs to be sustainable and user-friendly. Any progress on NZBridge platform proposal? Need plan. Would be useful to be able to readily extract data on hits on the website – include this as part of design.</p> <p><i>Action: DK to progress and report</i></p> <p>b. Replacement of table cloths (CM) Uncertain if Caroline was progressing. JB to ask, otherwise will look at fabrics. GD wondered if should look to put a thin foam layer on top of vinyl.</p> <p><i>Action: JB to progress on fabrics and report GD to contact Pararubber</i></p> <p>c. Newsletter (JB) Targeting 3rd Wednesday of each month. Monday prior (Friday preferably) is deadline. Suggestion for an “etiquette bite” each month from GD (as a Director). Also “Hand of the Night” from previous month’s paly from Alan Doddridge.</p> <p><i>Action: GD to provide as scheduled and advise Board monthly JB to confirm with Alan D.</i></p> <p>d. Strategic planning (TC) Framework of items to be included in Strategic Plan to be circulated prior to next Board meeting</p> <p><i>Action: TC to provide</i></p> <p>e. Tenancy agreement (TC) Need to keep it simple (KIS); include regular rental, ad hoc rentals, liabilities, notice period, rent invoices, notice of rent increase, etc.</p> <p><i>Action: TC to provide draft for consideration</i></p> <p>f. Role descriptions (CM) No update (CM apologies for meeting).</p>	<p>DK update next meeting</p> <p>JB/GD update next meeting.</p> <p>GD/JB update next meeting.</p> <p>TC before next meeting</p> <p>TC before next meeting</p>

Reference	Item	Outcome/ Action, date
	<p><i>Action: CM to progress</i></p> <p>g. Bridge hand information (PO) No update (PO apologies for meeting). Could consider how to choose between Director's alternatives to resolve errors</p> <p><i>Action: PO to progress</i></p>	<p>CM update next meeting</p> <p>PO update next meeting</p>
02.7.(ii)	<p><u>From AGM</u></p> <p>a. Social media – facebook page, etc. Decided to put on hold pending web site revamp – this takes priority and may pre-empt.</p> <p>b. New larger noticeboard and easel Could be space issues. Noted that if a dvd stack with solid slots could be found it would be useful for the tablets.</p> <p><i>Action: GD to follow up TC to see if there's anything lying around unwanted and legally appropriable at FRDC.</i></p> <p>c. Clothes hook or clothes rack Again, could be space issues. Check what's already available in ladies and gents lounges.</p> <p><i>Action: JB and TC to follow up</i></p>	<p>GD/TC update next meeting</p> <p>JB/TC update next meeting</p>
02.8	<u>MEMBERSHIP</u>	
02.8(i)	<p><u>Applications for Membership</u> Jan Whyte has requested reinstatement as a member</p> <p><i>Moved: GD Seconded: JB</i></p>	<u>Carried</u>
02.8.(ii)	<p><u>Resignations</u> None tabled. Need to check from December lists whether any resignees need to be brought forward (otherwise can be liable for NZBridge levy)</p> <p><i>Action: GD to check lists and bring forward as necessary</i></p>	GD to update next meeting
02.9	<u>LEGAL REQUIREMENTS</u>	
02.9(i)	<p>JB has updated shareholding with one each to DK, CM and PO. Shirley Barnett now off the list and her share transferred to TC. Not all of the information has come through on e-mails to the interested parties though.</p> <p><i>Action: JB to check e-mail trails</i></p>	JB update next meeting
02.10	<u>TOURNAMENTS</u>	

Reference	Item	Outcome/ Action, date
02.10.(i)	<p><u>Intermediate Tournament 2016.</u></p> <p>To be run on Sunday 17th April 2016</p> <p><i>Action: PO to lead on behalf of Board</i></p>	PO update next meeting
02.10.(ii)	<p><u>Daffodil Day Charity Tournament 2016</u></p> <p>To be run on Sunday 14th August 2016</p> <p><i>Action: PO to lead on behalf of Board JB contact Tim Mordaunt re sponsorship</i></p>	PO/JB update next meeting
02.10.(iii)	<p><u>CDRC Draft of 2017 Tournament Schedule</u></p> <p>National tournament now 3rd week of August – continued clash with original timing of Daffodil Day tournament</p> <p><i>Action: All to consider 2017 schedule draft and bring forward any concerns</i></p>	All update next meeting
02.11	<u>LIAISON WITH BOWLING CLUB</u>	
02.11.(i)	<p>JB and TC attended Bowling Club's committee meeting Monday 11th January. Introductions made and 3 items raised on behalf of Bridge Club:</p> <ol style="list-style-type: none"> a. Insurance – indemnity and contents. Bruce Dilks confident that Bowling Club's indemnity insurance covers us as tenants. Will check if their contents policy covers our on-site contents. b. WIFI – requested access for new tablet scoring system. Readily agreed, will be sent password. c. Tenancy agreement – looking for clarity, no actual difficulties. Bowling Club committee members couldn't really see what the issue was, even when assured was about ease of mind of club members for continuity of tenancy. Suggested Bridge Club draft something covering what we needed for them to consider. <p>Bowling Club committee then raised some discussion points:</p> <ol style="list-style-type: none"> a. They (and all similar bowling clubs) have been asked by their National body to consider changing form a "Bowling Club" to a "Sports/Community Club". If this was the route taken by the Bowling Club, would we amend our constitution accordingly? JB responded that we were set up as a company, not an incorporated society, and the way forward on this was uncertain. But it was the Bowling Club's action to progress as they need to, and bring forward any proposal to us. b. The Bowling Club asked about the possibility of more socialising between the two clubs, e.g., Friday night drinks, mid-winter social, quiz night, promoting the music nights they organise. JB responded that this was a good idea, and we would promote any initiatives in our announcements at club playing times and through our newsletter. 	

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	<p>c. Facility improvements – the Bowling Club's view is that tenants can undertake improvements that they specifically need at their expense with Bowling Club's approval. Suggestions for general improvements would always be considered by the Bowling Club, but have to be prioritised according to budget availability.</p> <p><i>Action: JB to send follow-up e-mail to Will, including query regarding car park line repainting.</i></p> <p>Note: DK added the suggestion of a "Bowls and Bridge" open day, where club members could try each other's activity.</p>	Done (JB)
02.12	<u>LESSONS & LEARNERS GROUP</u>	
02.12.(i)	<p><u>Beginners Lessons 2016</u></p> <p>The lessons for 2016 start on March 2nd for 10 weeks. CM is Lesson Administrator to liaise with Alister.</p> <p><i>Action: JB to contact CM, copy to DK, re posters to finalise and start targeting.</i></p>	JB/CM/DK update next meeting
02.13	<u>GENERAL BUSINESS</u>	
02.13.(i)	<p>a. Follow up cinema advertising with Club information</p> <p><i>Action: CM/DK to do as part of targeting of posters, etc.</i></p> <p>b. Insurance quote obtained - \$450 per annum for \$15,000 with \$500-\$1000 excess depending on circumstances; greatest excess is for "inside job". This was agreed as not being cost-effective and that if Bowling Club's cover does not cover us, then an approach to the Bowling Club should be made to extend their cover with the intent to reimburse any extra costs or make a pro-rata contribution.</p> <p><i>Action: Follow up once we receive information from Bowling Club on contents insurance situation.</i></p>	CM/DK update next meeting Assign follow- up next meeting
02.14	<u>NEXT MEETING</u>	
02.14.(i)	<p>Date: TBC Time: 7.30 p.m. Venue: 27A Redwood.</p>	All

There being no further business the Meeting concluded at: 10.15 p.m.

CONFIRMED AS A CORRECT RECORD:

Day _____

Date _____

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CHAIRPERSON
Ms Julie Bunnell

GRAND SLAM LIMITED
2016 BOARD MEETING #02
MINUTES

Financial Report at 31st December 2015

Current Account Balance at 30/12/2015	4,425.98
Savings Account Balance at 30/12/2015	4,066.82
December Income	900.93
December Expenditure	4,780.72
(Does not included unrepresented cheques)	
December Surplus/Deficit	-3,879.79
<i>2014 November Surplus /Deficit</i>	<i>-85.45</i>
Chq Balance at 31st December 2014	6,556.08
Chq Balance at 31 December 2015	4,425.98
2014 "	6,649.12
Sav Balance at 31st December 2014	3,979.99
Sav Balance at 31 December 2015	4,066.82
2014 "	3,972.40
2015 Playing Year Surplus /Deficit	-2,043.27
<i>2014 Playing Year Surplus /Deficit</i>	<i>1,289.76</i>

Payments to be Approved or Ratified**Cheque**

G Donaldson - Catering - Wine	186428	67.50	
S Barnett - Prizes	186437	290.00	
Hokowhitu Bowling Club - Bar Person	186438	34.00	
I Stachurski Directing November	186439	386.32	
Leo Richards	186440	720.00	
National Pen Products	186441	304.24	**

Bank Payment

Trophy Specialists	16770391	260.00	
Bridge NZ (2004) Ltd Bridge tablets	16758220	1,892.90	*
G Donaldson - Bridge tabs License Fee	16888341	180.00	*
Bridge NZ (2004) - Ltd Installation & Tuition	16888280	950.00	*

TOTAL **5,084.96**

** Unpresented

* Approved Minutes Oct 12 Item 9.6.(iii)