

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 02

Tuesday 16th February, at 7.30 p.m.

Present		
<i>Name</i>	<i>Role</i>	<i>Initials used</i>
Julie Bunnell	Chair	JB
Tim Coolbear	Deputy Chair	TC
Graeme Donaldson	Secretary	GD
Andrea Bennett	Treasurer	AB
Caroline McCartin	Board Member	CM
Derek Knighton	Board Member	DK
Paul Orsborn	Board Member	PO

Reference	Item	Outcome/ Action, date
02.1	<u>WELCOME</u>	
02.1.(i)	JB welcomed the Board members	
02.2	<u>APOLOGIES</u>	
	Nil	
02.3	<u>CONFIRMATION OF MINUTES</u>	
02.3.(i)	Resolved: that the minutes of the Board Meeting 13 th January 2016 be confirmed <i>Moved from the Chair:</i> JB <i>Seconded:</i> TC	
02.4	<u>MATTERS ARISING</u>	
02.4.(i)	<u>Action List</u> i) Cinema advertising (JB/CM) ii) Budget 2016 & Summary 2015 performance (AB)	Done Ref: 02.6

Reference	Item	Outcome/ Action, date
	<p><i>Action: JB to contact Alister and Jane DK to progress and report</i></p> <p>b. Replacement of table cloths (JB) Pub Charities application placed (ref. addendum) and acknowledged. Got three quotes, ranging from \$350 to > \$1k – opted for middle one (Spotlight, valid to mid-March). Pub Charities consideration is on 25th Feb., notified about 5 days after, so expect to hear first few days in March. GD advised foam was \$5 m⁻², i.e., each table would cost \$5.</p> <p><i>Action: JB to advise on Pub Charities outcome – but will progress with or without grant</i></p> <p>c. Newsletter (JB) February newsletter due out 17th February. Partially sectioned. Believe Alan Doddridge has “Hand of the Night” under control and 3 months ahead. Some confusion over “Director’s bite” – was to give a situation and explain the options and advantages of what option to take, when – see item “g” below</p> <p><i>Action: JB to maintain awareness of newsletter status.</i></p> <p>d. Strategic planning (TC) TC circulated framework of items to be included in Strategic Plan. Asked for feedback on content, and for any aspects that might be missing.</p> <p><i>Action: TC to progress</i></p> <p>e. Tenancy agreement (TC) TC provided draft based on residential tenancy agreement. JB had suggested inclusion of clause arranging liquor licence. PO’s suggestion of inclusion of clause relevant to storage of equipment was agreed</p> <p>Resolved: That the Tenancy Agreement be finalised and sent to Hokowhitu Bowling Club for consideration.</p> <p style="text-align: center;"><i>Moved:</i> TC <i>Seconded:</i> DK</p> <p><i>Action: TC to progress</i></p> <p>f. Role descriptions (CM) No progress – lessons taking priority</p> <p><i>Action: CM to progress when lessons completed</i></p> <p>g. Bridge hand information (PO) See item “c” above - newsletter</p> <p><i>Action: PO/GD to consider “Director’s bite” and advise</i></p>	<p>JB/DK update next meeting</p> <p>JB update next meeting.</p> <p>JB update next meeting.</p> <p>TC update next meeting</p> <p>TC update next meeting</p> <p><u>Carried</u></p> <p>TC update next meeting</p> <p>CM update next meeting</p> <p>PO/GD update next meeting</p>

Reference	Item	Outcome/ Action, date
02.7.(ii)	<p><u>From AGM</u></p> <p>a. Social media – facebook page, etc. On hold pending web site revamp</p> <p>b. New larger noticeboard and easel TC advised nothing useful unearthed at FRDC. GD advised on costs of various sizes and types of notice board. Paul advised could fabricate a stand for costs of materials, and those might be waived.</p> <p><i>Action: GD to follow up</i></p> <p>c. Clothes hook or clothes rack JB advised that single and double portable garment racks are available for \$20 and \$30, respectively, from The Warehouse. TC advised clothes hooks were already available and that space constraints precluded any additional provision</p>	<p>GD update next meeting</p> <p>Done</p>
02.8	<u>MEMBERSHIP</u>	
02.8(i)	<p><u>Applications for Membership</u></p> <p>Nil</p>	
02.8.(ii)	<p><u>Resignations</u> Lists checked. Will Robson has resigned, NZBridge advised.</p> <p><i>Action: nil</i></p>	Done
02.9	<u>LEGAL REQUIREMENTS</u>	
02.9(i)	<p>Information now received via e-mail - completed</p> <p><i>Action: Nil</i></p>	Done
02.10	<u>TOURNAMENTS</u>	
02.10.(i)	<p><u>Intermediate Tournament 2016.</u></p> <p>Tournament secretary discussed – JB to enquire of Shirley Barnett if she would be willing to take this on, otherwise JB will do herself.</p> <p><i>Action: JB to discuss with Shirley</i></p> <p>Budget required, GD to share 2015 actuals with PO.</p> <p><i>Action: GD to send PO actuals immediately</i></p> <p>Noted that rule-of-thumb is 33% of entry fees to prizes. In-house catering to be used. Entry fee discussed and set at \$25. PO to contact John McCartin to finalise rosters, advertising, etc., and</p>	<p>JB to advise PO as soon as information available</p> <p>GD, 17th Feb</p>

Reference	Item	Outcome/ Action, date
	<p>provide GD with posters to send out to relevant clubs.</p> <p><i>Action: PO to complete before end of week</i></p> <p>Noted that Tim Mordaunt had provided \$200 of sponsorship. Will need to discuss with him how he wants this to be recognised on the day. At prizegiving?</p> <p><i>Action: PO discuss Tim Mordaunt re sponsorship</i></p> <p>Query raised re awareness of Bowling Club. All information has been provided, but JB undertook to remind Mary Harris and check for booking and liquor licence</p> <p><i>Action: JB to follow up with Mary Harris</i></p>	<p>PO to advise next meeting</p> <p>PO update next meeting</p> <p>JB to advise next meeting</p>
02.10.(ii)	<p><u>Daffodil Day Charity Tournament 2016</u></p> <p>No update</p>	
02.10.(iii)	<p><u>CDRC Draft of 2017 Tournament Schedule</u></p> <p>Intermediate tournament scheduled for 26th March 2017. Discussion as to whether 23rd April (long weekend) or 30th April would be better. Preference was agreed for 30th April</p> <p><i>Action: GD to ask if Intermediate tournament can be changed to 30th April</i></p> <p>The option of holding a Junior tournament as well as an Intermediate tournament was discussed. Logistics issues too great. Could do an Open tournament, but calendar conflicts prevent this. General feeling was that Club does enough with current Intermediate and Charity tournaments.</p>	<p>GD to update next meeting</p>
02.11	<u>LIAISON WITH BOWLING CLUB</u>	
02.11.(i)	Nothing to report	
02.12	<u>LESSONS & LEARNERS GROUP</u>	
02.12.(i)	<p><u>Beginners Lessons 2016</u></p> <p>CM advised she had taken the initiative to place an ad in Manawatu Guardian, nominal cost of \$20, and asked that it be ratified.</p> <p>Resolved: That payment for the Manawatu Guardian advert be ratified.</p>	

Reference	Item	Outcome/ Action, date
	<p><i>Moved:</i> CM <i>Seconded:</i> GD</p> <p>CM summarised overall advertising of beginners' lessons: 27 schools, 5 retirement villages, Cinema Gold, IPC, Golf clubs, HVC, HS Community Halls, Supermarkets, 5 minute talks to various clubs, Probis, Rotary, Event finder....</p> <p>Thanked for such a comprehensive effort!!</p>	<u>Carried</u>
02.13	<u>GENERAL BUSINESS</u>	
02.13.(i)	<p>a. Carolyn Brodie letter re the lack of accessible toilets at the Bowling Club.</p> <p>Uncertain as to whether this was a letter to the Bowling Club copied to the Bridge Club, or whether it required a direct response from us.</p> <p><i>Action: GD to circulate, decide how to respond</i></p> <p>b. NZ Bridge Board Elections</p> <p>Candidates discussed, voting agreed.</p> <p><i>Action: JB to complete and send</i></p> <p>c. NZ Bridge Teachers' conference 16th/17th July</p> <p><i>Action: JB to confirm Alister's attendance</i></p> <p>d. AOB</p> <p>Nil</p>	<p>GD circulate, JB update next meeting</p> <p>JB update next meeting</p> <p>JB update next meeting</p>
02.14	<u>NEXT MEETING</u>	
02.14.(i)	<p>Date: 8th March Time: 7.30 p.m. Venue: 27A Redwood Grove</p>	All

There being no further business the Meeting concluded at: 10.35 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

ADDENDUM

GRAND SLAM LIMITED
IncorporatingHOKOWHITU
BRIDGE CLUB**GRAND SLAM LIMITED**[Trading as **Hokowhitu Bridge Club**]**Minutes of Board Meeting****Held electronically 1 – 4 February 2016**

Present	
Name	Role
Julie Bunnell	Chair
Tim Coolbear	Deputy Chair
Andrea Bennett	Treasurer
Derek Knighton	Board Member
Caroline McCartin	Board Member

Apologies	
Name	Role
Graeme Donaldson	Secretary
Paul Orsborn	Board Member

PROJECTS for 2016***Replacement of Table Cloths***

Email discussion was held amongst members regarding steps to progress the replacement of 24 table cloths, identified as a priority project for 2016.

It was agreed that an application would be submitted to Pub Charity seeking funding for the purchase of fabric suitable for table cloths.

Moved: Tim Coolbear
Seconded: Derek Knighton

Carried

CONFIRMED AS A CORRECT RECORD:

Day

Date

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CHAIRPERSON
Ms Julie Bunnell

Financial Report at 31st January 2016

Provisional

Current Account Balance at 31/01/2016	\$5,765.33
Savings Account Balance at 31/01/2016	\$4,079.22
Less unrepresented cheques	\$0.00
Plus outstanding deposits ()	\$0.00
Total Balance at 31/01/2016	\$9,844.55

Approx. January Income	\$1,565.00	<i>Yr-to-Date Income</i>	\$18,745.37
Approx. January Expenditure	\$950.00	<i>Yr-to-Date Expenditure</i>	\$23,286.21
January Surplus/(Deficit)	\$615.00	<i>Yr-to-Date Surplus/(Deficit)</i>	(\$4,540.84)
Unrepresented cheques to end of January 2016			

TOTAL \$0.00

Outstanding Lodgements 31st January 2016

0.00

TOTAL \$615.00

Payments to be Approved to 31st January 2016

Payee	Chq No	Amount	Date
NZ Bridge Levy Masterpoints	Online	\$568.10	22 nd Jan
NZ Bridge Home Club Membership	Online	\$368.00	22 nd Jan
S Barnett- Catering	Online	\$14.70	28 th Jan
TOTAL		\$950.80	