

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 03

Tuesday 15th March, 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
Caroline McCartin	Board Member	CM
Paul Orsborn	Board Member	PO

Reference	Item	Outcome/ Action, date
03.1	<u>WELCOME</u>	
03.1.(i)	JB welcomed the Board members	
03.2	<u>APOLOGIES</u>	
	Andrea Bennett Derek Knighton Accepted <i>Moved from the Chair.</i> JB	
03.3	<u>CONFIRMATION OF MINUTES</u>	
03.3.(i)	Resolved: that the minutes of the Board Meeting 16 th February 2016 be confirmed <i>Moved from the Chair.</i> JB	
03.4	<u>MATTERS ARISING</u>	
03.4.(i)	<u>Action List</u> i) Cinema advertising (JB) ii) Budget 2016, Summary 2015 performance and statements year to date (AB)	Closed Ref: 03.6

Reference	Item	Outcome/ Action, date
03.8	<p><u>MATTERS FROM 2015 AGM</u></p> <p>a. Notification of confirmed 2014 AGM minutes (not available at 2015 AGM)</p> <p>Resolved: that the 2014 minutes (as circulated post-AGM) be confirmed</p> <p><i>Moved:</i> JB <i>Seconded:</i> TC</p> <p><i>Action:</i> JB to include note in next Club Newsletter</p> <p>b. Draft Minutes of 2015 AGM</p> <p><i>Action:</i> GD to circulate 2015 AGM minutes for the Board to check</p> <p>c. Resolution re Auditor/Reviewer for the Financial Accounts for Financial Year ending 31/03/2016 (the Board omitted to put to the AGM the motion that the Financial Accounts for the Year Ending 31/03/2016 be subject to review, rather than to audit). Bruce has volunteered to review.</p> <p>Resolved: that the Financial Accounts for the Year Ending 31/03/2016 be subject to review</p> <p><i>Moved:</i> JB <i>Seconded:</i> TC</p> <p><i>Action:</i> JB to confirm with Bruce</p>	<p><u>Carried</u></p> <p>JB to update next meeting</p> <p>GD to update next meeting</p> <p><u>Carried</u></p> <p>JB to update next meeting</p>
03.9	<u>MEMBERSHIP</u>	
03.9(i)	<p><u>Applications for Membership</u></p> <p>Anne Ashwell Heather Cooper</p> <p>Resolved: that the applications for membership be accepted</p> <p><i>Moved:</i> GD <i>Seconded:</i> JB</p>	<u>Carried</u>
03.9.(ii)	<p><u>Resignations</u></p> <p>Nil</p>	
03.10	<u>LEGAL REQUIREMENTS</u>	
	Nil	
03.11	<u>TOURNAMENTS</u>	
03.11.(i)	<p><u>Intermediate Tournament 2016.</u></p> <p>PO has contacted JM (wanting to observe how everything is done so that PO knows how it's done for future) – waiting to hear back. CM suggested formalising a meeting on Saturday.</p> <p>Indicative discussions:</p>	

Reference	Item	Outcome/ Action, date
	<p>Budget – basing on 20 pairs @ \$25 per head. Income – \$200 raffle ticket sales – \$1000 entry fees – \$200 sponsorship from Property Brokers Costs – \$80 raffle (1 x \$50, 1 x \$20, 1 x \$10) – \$360 prizes (approx. 30% of income) – \$200 rental – \$140 + tax Director's fees – \$60 bar licence – \$30 tea & biscuits – \$?? Catering</p> <p><i>Action: PO to formalise budget and circulate</i></p> <p>Tournament secretary discussed – Shirley Barnett will do. Raffle – Shirley Barnett to be asked to organise Stationery – need to check everything OK</p> <p><i>Action: PO to contact Shirley Barnett re organising raffle. GD to check have all stationery required (e.g., personal score sheets, etc.</i></p> <p>Advertising to other clubs – notified last weekend, send reminders nearer tournament date</p> <p><i>Action: JB to send reminders.</i></p> <p>Bar licence – Mary Harris now has this under action – Bowling Club were late to get onto this and initiated outside of 6-week window, but hopefully OK.</p> <p><i>Action: JB to keep an eye on situation through Mary.</i></p> <p>Tournament set up – needs to be done on the Sunday morning since Bowling Club have a function on the Saturday evening. Have assured Bridge Club that room will be fully cleared away. Need 8.30 a.m. start to get the room ready.</p> <p><i>Action: PO to sort out volunteers for room preparation</i></p>	<p>PO to advise next meeting</p> <p>PO, GD update next meeting</p> <p>JB update next meeting</p> <p>JB to advise next meeting</p> <p>PO to update next meeting</p>
03.11.(ii)	<p><u>Daffodil Day Charity Tournament 2016</u> No update</p>	
03.12	<u>LIAISON WITH BOWLING CLUB</u>	
03.12.(i)	Draft tenancy agreement sent – no response yet	
03.13	<u>LESSONS & LEARNERS GROUP</u>	
03.13.(i)	<p><u>Beginners Lessons 2016</u> CM advised that there are 18-20 learners, ~4 tables per night.</p>	

Reference	Item	Outcome/ Action, date
	<p>Uncertain if cinema advertising has an effect – no-one referred to it as the reason why they were at the lessons, but tear offs on cinema poster all gone. All learners have paid. 3 helpers each week throughout March – need some support in April (guide to helpers given)</p> <p>Board thanked CM for such a great job!</p>	
03.14	<u>GENERAL BUSINESS</u>	
03.14.(i)	<p>a. Summer Bridge directing – GD to invoice for his time. Suggested \$50 voucher to Lorraine for her helping out.</p> <p>Resolved: that the suggested recompense to GD and Lorraine for directing be approved</p> <p><i>Moved:</i> JB <i>Seconded:</i> TC</p> <p><i>Action:</i> JB to arrange voucher for Lorraine</p> <p>b. Protective covers for tablets. JB advised had investigated and has seen possible option at \$15.00 per tablet.</p> <p><i>Action:</i> PO to investigate flap format (7" tablet)</p> <p>c. Change of number formatting for agenda and minutes. Agreed to make the first meeting after the AGM number 00, subsequent meeting in January number 01, etc. <i>Action:</i> TC to retrospectively implement</p> <p>d. (i) Website – putting constitution onto website held over. NZ Bridge website is having a major overhaul; would be useful to upgrade Hokowhitu Bridge Club's website in an aligned manner. CM asked PW to sort out access to lessons material on website, but can access through NZ Bridge site (ii) Table cloth money in the bank – can order fabric: "donkey" colour option preferred.</p>	<p><u>Carried</u></p> <p>JB update next meeting</p> <p>PO update next meeting</p> <p>TC update next meeting</p> <p>JB update next meeting</p>
03.15	<u>NEXT MEETING</u>	
03.15.(i)	<p>Date: 5th April Time: 7.30 p.m. Venue: 10 Woodfield Avenue</p>	All

There being no further business the Meeting concluded at: 10.20 p.m.

CONFIRMED AS A CORRECT RECORD:

Day

Date

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CHAIRPERSON
Ms Julie Bunnell

January Amended Payments to be Approved or Ratified

Cheque Payment			
None			
Bank Payment			
NZ Bridge Levy Masterpoints	17170749	\$	200.10
NZ Bridge Levy Club Membership	17170749	\$	368.00
S Barnett - Catering	17205469	\$	14.70
TOTAL		\$	582.80

Payments to be Approved or Ratified

Cheque Payment			
Anne Richards - Catering	186442	\$	20.60
P Wiles - Computer Equip	186443	\$	35.90
IRD – Paye - Directing	186444	\$	26.84
Bank Payment			
Screen Vista - Lesson Advertising	17282214	\$	437.00
J Bunnell - Computer Equip	17293574	\$	16.00
C MaCartin - Lesson Advertising	17391705	\$	20.00
Duane Griffin - WiFi Connection	17279652	\$	23.10
Anne Richards - Catering	17501246	\$	26.07
NZ Post - PO Box	17501149	\$	190.00
L Statchurski - Directing	17501262	\$	193.16
TOTAL		\$	988.67