

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 04

Tuesday 5th April, at 7.30 p.m.

Present		
Name	Role	Initials used
Julie Bunnell	Chair	JB
Tim Coolbear	Deputy Chair	TC
Graeme Donaldson	Secretary	GD
Andrea Bennett	Board Member	AB
Caroline McCartin	Board Member	CM
Derek Knighton	Board Member	DK

Reference	Item	Outcome/ Action, date
04.1	<u>WELCOME</u>	
04.1.(i)	JB welcomed the Board members	
04.2	<u>APOLOGIES</u>	
	None PO was absent and could not be contacted	
04.3	<u>CONFIRMATION OF MINUTES</u>	
04.3.(i)	Noted that “Anne Ashwell” should be “Ann Ashwell” Resolved: that the minutes of the Board Meeting 15 th March 2016 be confirmed with the addition of the schedule of ratified payments provided by GD <i>Moved from the Chair.</i> JB	
04.4	<u>MATTERS ARISING</u>	
04.4.(i)	<u>Action List</u> i) Vouchers for Lorraine as a thank you for Summer Bridge assistance (JB). JB reported that she had not yet actioned	

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	<p>since she needed clarity of the Board's approval for vouchers. Approval confirmed.</p> <p><i>Action: JB will purchase and give to Lorraine.</i></p> <p>ii) 2015 AGM minutes had been circulated in draft for consideration by the Board. These were discussed and provisionally approved for distribution prior to the December 2016 AGM.</p> <p><i>Action: GD to distribute with 2016 AGM materials</i></p>	JB to confirm next meeting
04.4.(ii)	<p><u>Other Matters Arising</u> None</p>	
04.5	<u>CORRESPONDENCE</u>	
04.5.(i)	<p>Inwards mail IRD – PAYE March return IRD – End of Year return Westpac – March Statement Bowling Club – Rental Invoice</p> <p>Email inwards NZ Bridge – Minutes Board meeting 6 Jan 2016 NZ Bridge – Update on Teachers Conference NZ Bridge – Masterpoint reports: Baden Wilson Competitions, Top 100 All-time Masterpoint earners, Ranks Report, New Grand Masters. CDRC – Minutes for the committee meeting held 19 Feb 2016 7.45pm by Skype CDRC – Minutes for the committee meeting held 2nd March 7.30pm by Skype CDRC – Update 30 March 2016 CDRC – 2016 Inter-Provincial Trials David Stevenson – Bill Hughes Simultaneous Pairs 2016 Paraparamu Bridge Club – Open tournament results Feilding Bridge Club – Intermediate Tournament Hawera Bridge Club – Junior Tournament Bowling Club – Tenancy agreement response Various – Tournament Entries</p>	
04.5.(ii)	<p>Outwards mail None</p> <p>Email outwards Bowling Club – Follow up re Draft Tenancy Agreement Various Clubs – Tournament reminder Members – March Newsletter</p>	
04.5.(iii)	<p>Note: At the Board Meeting itself the lists of correspondence were not available, so no resolution could be made that the inwards correspondence be received and the outwards confirmed. List provided immediately after Board Meeting and incorporated into minutes above.</p> <p><i>Action: GD to provide list for formal confirmation at next meeting</i></p>	GD to bring

Reference	Item	Outcome/ Action, date
		forward next meeting
04.5.(iv)	<p>Discussion: Noted that the IRD End of Year return was more complex than previously. Only just received, so not fully understood what more is required over previous years.</p> <p>Noted that CDRC has acknowledged tournament date change request for Intermediate Tournament in 2017, but no decision yet.</p> <p>Noted invoice received from Bowling Club for previous two months' rental.</p> <p>Query raised re response to Pub Charities (3 month window) – JB advised that had only picked up fabric previous day and that she was waiting to do this before completing the response. Advised that she would complete this before next meeting.</p> <p><i>Action: JB to complete Pub Charities response</i></p>	JB to update next meeting
04.6	<u>FINANCIAL</u>	
04.6.(i)	<p><u>Reports</u></p> <p>Current Account Balance at 31/03/2016: \$10,533.84 Savings Account Balance at 31/03/2016: \$4086.04</p> <p>Resolved: That the Financial reports for March 2016 be received and the current and savings account balances accepted</p> <p><i>Moved:</i> JB <i>Seconded:</i> TC</p>	<u>Carried</u>
04.6.(ii)	<p><u>Payments to be Ratified and/or Approved</u></p> <p>Resolved: that the March payments totalling \$1,694.72 be Approved/Ratified</p> <p><i>Moved:</i> DK <i>Seconded:</i> GD</p>	<u>Carried</u>
04.6.(iii)	<p>Discussion:</p> <p>a. Year-to-date surplus/(deficit) figure of \$752.32 showing as surplus – actually a deficit figure and should be in parentheses.</p> <p>b. With Board approval, Andrea Bennett (AB) stepped down from Treasurer role and Caroline McCartin (CM) stepped in. CM requested help from AB with maintaining payments and banking of deposits so that she could concentrate on end-of-year reconciliation for IRD and set-up for new financial year.</p> <p><i>Action: AB to maintain delivery of payments etc., for April</i></p> <p><i>Action: CM to resolve historical data for end-of-year IRD return (to 31st March) and revise historical accounting spread sheets to provide categories with current relevance for new financial year (i.e., from 1st April)</i></p>	<p>AB to update next meeting</p> <p>CM to update next meeting</p>

Reference	Item	Outcome/ Action, date
	<p><i>Action: Once historical data resolved and spread sheet revised, CM to continue with all duties of Treasurer.</i></p> <p>The Board thanked AB for all her efforts to date and for support of CM in her new role as Treasurer.</p>	CM/AB to update next meeting
04.7	<p><u>PROJECTS FOR 2016</u></p> <p>a. Website upgrade (DK) JB advised had talked with Alister – in the longer term NZBridge may be offering club platforms, but we shouldn't wait for this development. Jane Lawrence (Cambridge) a good resource, especially enthusiastic about club rejuvenation. JB to contact Jane Lawrence.</p> <p>b. Replacement of table cloths (JB) Material purchased and cut to lengths. Ready to trial with and without foam pad – may not need to cut to width, may not need Velcro fasteners.</p> <p>c. Newsletter (JB) View was that this is going well</p> <p>d. Strategic planning (TC) TC advised that he had made no further progress yet</p> <p>e. Tenancy agreement (TC) Draft completed and under consideration by Bowling Club</p> <p>f. Role descriptions (CM) Board agreed not possible for CM to continue to develop these given new role as Treasurer. AB accepted the project.</p> <p>g. Bridge hand information (PO) Complete via Alan Doddridge's contributions to Newsletter. Discussion on also including advice on which Director alternative to accept under what circumstances. GD advised he had been trying to construct some examples, without making them too complex.</p> <p><i>Action: GD to continue development of examples for Newsletter</i></p>	<p>DK to update next meeting</p> <p>Complete</p> <p>Complete – BAU</p> <p>TC to update next meeting</p> <p>Complete</p> <p>AB to update next meeting</p> <p>Complete – BAU</p>
04.8	<u>No agenda item</u>	
04.9	<u>MEMBERSHIP</u>	
04.9(i)	<p><u>Applications for Membership</u></p> <p>Josephine McIlwaine</p> <p>Resolved: that the application for membership be accepted</p> <p><i>Moved:</i> TC <i>Seconded:</i> JK</p>	<u>Carried</u>

Reference	Item	Outcome/ Action, date
04.9.(ii)	<p><u>Resignations</u></p> <p>Denny Brunton Janet Morris</p> <p>Resolved: that the resignations be accepted</p> <p><i>Moved:</i> TC <i>Seconded:</i> GD</p>	Carried
04.9.(iii)	<p><u>Subscriptions</u></p> <p>AB gave an update on subscriptions. Very few issues. 72 home club members, 14 other club members, 4 life members, 1 honorary member. \$150 of subscription money received, but source is ambiguous. Only three unpaid subscriptions.</p> <p><i>Action: JB to follow up on \$150 payment</i></p> <p><i>Action: GD to follow up on the three unpaid subscriptions</i></p>	JB to update next meeting GD to update next meeting
04.10	<u>LEGAL REQUIREMENTS</u>	
	Nil	
04.11	<u>TOURNAMENTS</u>	
04.11.(i)	<p><u>Intermediate Tournament 2016.</u></p> <p>PO was not present at the meeting and no report received. Progress on organisation unclear.</p> <p>Reminders have been sent (JB) to relevant clubs. Registrations light so far, Shirley Barnett receiving these. Stationery ready to be printed once registrations complete (GD)</p> <p>Not available for discussion: budget, catering roster, on-the-day duties roster, progress on raffle organisation</p> <p><i>Action: JB to contact PO to clarify progress.</i></p>	JB to advise Board members at earliest opportunity.
04.11.(ii)	<p><u>Daffodil Day Charity Tournament 2016</u></p> <p>No update</p>	
04.12	<u>LIAISON WITH BOWLING CLUB</u>	
04.12.(i)	<p>JB reported draft tenancy agreement received by Bowling Club. Was going to be presented at their last Committee meeting, but not enough members at meeting. Has been circulated with intent to discuss at their next meeting; so far the response has been favourable, apparently.</p>	

Reference	Item	Outcome/ Action, date
04.13	<u>LESSONS & LEARNERS GROUP</u>	
04.13.(i)	<p><u>Beginners Lessons 2016</u></p> <p>JB advised that Alister reports going well with a settled average of 12 learners per session. April roster not full yet. Leo will set room up from now on.</p> <p>Discussion held on what happens after lessons – how to integrate new players into playing sessions and gain maximum retention.</p> <p><i>Action: CM (with Alister) to map out process post-lessons</i></p>	CM to update next meeting
04.14	<u>GENERAL BUSINESS</u>	
04.14.(i)	<p>a. Protective covers for tablets. JB advised had investigated and has seen possible option at \$15.00 per tablet.</p> <p><i>Action: PO to investigate flap format (7" tablet)</i></p> <p>b. Change of number formatting for agenda and minutes – retrospective implementation not quite completed.</p> <p><i>Action: TC to complete</i></p> <p>c. Contents insurance. JB developing a list of assets worth insuring. Once complete, need to understand type of policy (new for old, agreed amounts, lump sum) and manage with Bowling Club accordingly.</p> <p><i>Action: JB to continue developing asset list for insurance purposes</i></p> <p>d. Notice board. Had previously agreed to look into providing another noticeboard with the possibility of having a frame constructed through PO. Need to progress.</p> <p><i>Action: JB and GD to measure up and decide on size possible.</i></p> <p>e. Agreed to recognise Leo's additional effort in setting up beginners' room on Wednesday evening (gift \$5 per night).</p> <p>f. Discussion initiated on implications for Grand Slam Limited of the H&S requirements under new legislation. Need to consciously determine risks and understand controls in place to mitigate.</p> <p><i>Action: DK to determine what is required of Board</i></p>	<p>Held over – PO to advise</p> <p>Held over – TC to advise</p> <p>JB update next meeting</p> <p>JB/GD update next meeting</p> <p>Complete</p> <p>DK update next meeting</p>
04.15	<u>NEXT MEETING</u>	
04.15.(i)	<p>Date: 10th May</p> <p>Time: 7.30 p.m.</p> <p>Venue: 10 Woodfield Avenue</p>	All

There being no further business the Meeting concluded at: 9.55 p.m.

CONFIRMED AS A CORRECT RECORD:

_____ Day

_____ Date

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CHAIRPERSON
Ms Julie Bunnell