GRAND SLAM LIMITED
Incorporating
HOKOWHITU
BRIDGE CLUB

GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 05

Tuesday 10th May, at 7.30 p.m.

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

Reference	**Item**	**Outcome/ Action, date**
05.1	**WELCOME**	
05.1.(i)	JB welcomed the Board members	
05.2	**APOLOGIES**	
	Apologies received from: Graeme Donaldson Paul Orsborn Tim had advised with apology that he would be 25 min late – arrived 7.55 **Resolved:** That the apologies be accepted Moved from the Chair: JB	Carried
05.3	**CONFIRMATION OF MINUTES**	

Reference	Item	Outcome/ Action, date
05.3.(i)	**Resolved:** that the minutes of the Board Meeting 5th April 2016 be confirmed. Moved from the Chair: JB	 Carried
05.4	**MATTERS ARISING**	
05.4.(i)	**Action List** a. Pub Charities response JB confirmed that copy of bank print out and explanation of use of grant towards the goal had been sent. May need to send actual bank statement, but will await any such request from Pub Charities. b. Club Newsletter note re 2014 AGM minutes (JB) c. Circulation of 2015 AGM minutes (GD) d. Confirmation of review of financial accounts for 2016 (JB) e. Subscription follow-ups (JB, GD) f. Process for learners post lessons (CM) g. Change of number formatting for agenda and minutes (TC) h. Asset list JB confirmed she had completed this and had sent it to the Bowling Club in the context of Contents Insurance. Will need to maintain. i. New notice board JB advised she and GD had sorted out dimensions and costs, not yet purchased j. H&S requirements DK summarised HSWA (2015) requirements and confirmed that as "Employer" of Lorraine and Leo we had responsibility to actively identify risks associated with their activities whilst undertaking what they we employed to do. Employees need to be involved in this. Risks need to be eliminated or minimised. DK to progress k. Screen protectors for tablets PO had advised re availability of protective leather pockets with screen protectors for tablets. Difficulty may be presented in applying the screen protectors effectively to the tablets. But $4.50 compared with $15 per application of protector advised by professional outlet. **Resolved:** That 15 pockets be purchased Moved: TC Seconded: DK	 Complete (JB) Complete (JB) Complete (JB) Complete (JB) Complete (JB) Ref. 05.13 Complete (JB) Complete (JB) JB/GD to advise on purchase next meeting DK update next meeting Carried
05.4.(ii)	**Other Matters Arising** None	
05.5	**CORRESPONDENCE**	

Reference	Item	Outcome/ Action, date
05.5.(i)	**Inwards mail** IRD - PAYE April return Westpac – April statement Riddell Family – Card acknowledgement **Email inwards** NZ Bridge – New forums on NZ Bridge website. NZ Bridge – WROCLAW Tournament Mixed Teams NZ Bridge – Minutes NZB Board meeting 7, 8 March CDRC – PNBC Junior tournament flyer	
05.5.(ii)	**Outwards mail** None **Email outwards** Bowling Club – Advice of ceiling leak Bowling Club – Tenancy Agreement, Contents Insurance, Liaison Meeting Members - April Newsletter	
05.5.(iii)	**Resolved:** That the inwards correspondence be received and the outwards confirmed. Moved: JB Seconded: TC	Carried
05.6	**FINANCIAL**	
05.6.(i)	**Reports** CM advised she had created and completed new spreadsheets for the Bridge Club that rationalised and updated categories for income and expenditure and had applied these to gain the 2015/2016 tax year financial position and reporting, the playing year to date and the April income and expenditure report. Need to reconcile the cash book balance at 1st April 2015 to the bank balance for the same date; no paper record can be found. Information may be with Bruce after his review of the accounts for the last playing and financial year or with Shirley – CM will follow up. CM tabled full accounts as per the new spreadsheets for the financial year ending March 31st 2016 and for the month of April 2016. Financial year April 1st 2015 to March 31st 2016 Opening balance (combined accounts): 13,683.60 Closing balance (combined accounts): 14,619.88 Monthly income and expenses April 2016 Opening balance(combined accounts): 14,619.88 Closing balance(combined accounts): 12,984.23 **Resolved**: That the accounts as per new spreadsheets be received. Moved: CM Seconded: TC	Carried

Reference	Item	Outcome/ Action, date
	CM also tabled a summary of income and expenses for the 2016 playing year to date under the new categories: Opening balance 1 Jan: 4,425.98 Closing balance 31 Jan: 5,330.33 Closing balance 29 Feb: 7,463.15 Closing balance 31 March: 10,533.84 Closing balance 30 April: 8,892.01 **Resolved**: That the summaries be received. Moved: CM Seconded: TC	Carried
	Payments to be Ratified and/or Approved **Resolved**: That the April payments (as per the attached schedule) totalling $1,700.43 be Approved/Ratified Moved: CM Seconded: TC	Carried
05.7	**PROJECTS FOR 2016** a. Website upgrade (DK/JB) JB advised had contacted Jane (Cambridge) and had been put in touch with Mike Nees (MN), also from Cambridge. MN has done several bridge club websites but the options offered are a little confusing. $450 to build new web site including on-going support. Different scoring package. Hosting cost is $25 per month compared with $45 per annum for Inspire. Links are available to other sites to have a look at MN's work. b. Strategic planning (TC) TC advised that he had made no further progress yet c. Role descriptions (AB) Spreadsheet in progress	JB to send through links TC to update next meeting AB to update next meeting
05.9	**MEMBERSHIP** Nil to report	
05.10	**LEGAL REQUIREMENTS** Nil to report	
05.11	**TOURNAMENTS**	
05.11.(i)	**Intermediate Tournament 2016.** JB tabled an interim report on income and expenses for the 2016 Intermediate tournament. Surplus currently estimated at $314.17, but three invoices are still to be received and the actual expenses estimated (room hire, bar license, Master Points). JB reported that the day went well, with 10 tables playing. Palmerston North, Feilding and Levin the only other clubs	

Reference	Item	Outcome/ Action, date
	represented. Prizes were spread around the clubs, which was good. Only negative received was re the food. Not quite enough and everything had to be reheated, for which the kitchen does not have the capacity, so everything couldn't be got out all at once. Perception was that everything was very "fried" – need more variety and some cold things are OK.	
05.11.(ii)	**Daffodil Day Charity Tournament 2016** JB advised that need to start engaging with potential sponsors – this really does take a lot of time. Also need to start thinking about running the kitchen. CM to enquire whether John McCartin would be willing/available. Janine Fenelon has already indicated interest in helping, but unclear to what extent. Need as many volunteers as possible, including non-playing ones to work continuously in the background. Newsletter item and announcement item.	 CM to action JB to touch base with JF to clarify JB to action
05.12	**LIAISON WITH BOWLING CLUB**	
05.12.(i)	JB has sent e-mail requesting meeting, no response yet. Items were Tenancy Agreement and Contents Insurance. Will add car park lighting (context is now HSWA 2015 as well as prior request). Also query re date availability for Improvers session [see 05.13.(ii)].	
05.13	**LESSONS & LEARNERS GROUP**	
05.13.(i)	**Beginners Lessons 2016** CM advised lessons finish this week. Learners will play in main room at separate tables for 2 months. Some variation in attendance; need to know if learners intend to come (or not), and with what regularity. CM will canvass prior to next lesson. Alister will supervise until end of May, then need one experienced player per learner table to supervise and guide through after hands. Wednesday evening plea for helpers, one person per learner table per week, would be no more than once per playing pair. Do this in June, revisit for July. Welcome supper next week, no table money required in May – start this in June. Membership forms will be handed out with supper.	 CM to update next meeting
05.13.(ii)	**Improvers Session 2016** JB has contacted Alister re improvers – he is keen and will come back with dates. Ideal would be before August champs.	
05.14	**GENERAL BUSINESS**	
05.14.(i)	a. Employment contracts for Lorraine and Leo CM will follow up with Lorraine re contractor status. Will also get together with GD re Leo. b. Completion and signing of bank and IRD forms CM advised of need to fill out bank forms (again) to get change in signatory status sorted out. Also advised requirement to sign IRD form by JB and AB to allow CM required access to web site.	CM to update next meeting Complete

Reference	Item	Outcome/ Action, date
	c. Board meeting schedule Some Board members have difficulty with current timing of meetings. No other weekday even seems to suit everyone. Reluctantly agreed to try Sunday evening on trial basis.	
05.15	**NEXT MEETING**	
05.15.(i)	Date: Sunday 12th June Time: 7.00 p.m. Venue: 10 Woodfield Avenue	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

Financial Report as at 30/04/2016

Current a/c bal	0/01/1900	$ 8,892.01					
Savings a/c bal	0/01/1900	$ 4,092.22					
less unpresented chq							
plus Cash on Hand	table money 28/4	$ 75.00					
Total Balance	0/01/1900	$ 13,059.23					
Monthly Income	$1,893.73		Year to Date Inc		$10,797.67		
Monthly Expenditure	$3,529.38		Year to Date Exp		$5,631.24		Check
Monthly Surplus (deficit	-$1,635.65		Year to Date Surplus (def)		$5,166.43		$0.00
O/Bal Bank	$14,619.88						
C/Bal Bank		$12,984.23					
G. Donaldson	Feb Mar directing	$ 230.00		online	6/04/2016		
Hokowhitu Bowling	Feb Mar rent	$ 736.00		online	6/04/2016		
Joy Pearce	refreshments	$ 70.22		online	14/04/2016		
Cash	Tnmt float	$ 120.00		chq 186448	18/04/2016		
P Orsborne	Tnmt refresh	$ 135.83		online	21/04/2016		
L. Stachurski	Tnmt directing	$ 140.00		online	21/04/2016		
NZ Bridge	points	$ 208.38		online	21/04/2016		
J. Bunnell	tnmt prizes	$ 60.00		online	28/04/2016		
	Total	$ 1,700.43					