

GRAND SLAM LIMITED  
Incorporating  
**HOKOWHITU  
BRIDGE CLUB**



## GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

### BOARD MEETING

### MINUTES 2016 – 09

**Monday 19<sup>th</sup> September, at 7.00 p.m.**

<b>Present</b>		
<i>Name</i>	<i>Role</i>	<i>Initials used</i>
Julie Bunnell	Chair	JB
Graeme Donaldson	Secretary	GD
Caroline McCartin	Treasurer	CM
Andrea Bennett	Board Member	AB
Derek Knighton	Board Member	DK

<b>Reference</b>	<b>Item</b>	<b>Outcome/ Action, date</b>
<b>09.1</b>	<b><u>WELCOME</u></b>	
09.1.(i)	JB welcomed the Board members	
<b>09.2</b>	<b><u>APOLOGIES</u></b>	
	Apologies for absence received from: Tim Coolbear	
	<b>Resolved:</b> That the apologies be accepted	
	Moved from the chair: JB seconded DK	<u>Carried</u>
<b>09.3</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
09.3.(i)	<i>Discussion</i>	
	<b>Resolved:</b> that the minutes of the Board Meeting 15 <sup>th</sup> August 2016 be confirmed.	
	Moved from the Chair: JB Seconded GD	<u>Carried</u>
<b>09.4</b>	<b><u>MATTERS ARISING</u></b>	

Reference	Item	Outcome/ Action, date
09.4.(i)	<p><b>Action List</b></p> <ul style="list-style-type: none"> <li>a. H&amp;S requirements update               <ul style="list-style-type: none"> <li>(i) Uneven carpet (GD) – GD reported that the bowling club have obtained a quote for re-carpeting and are applying for a grant to fund this.</li> <li>(ii) Wet floor sign (DK) –Sign donated to club by DK</li> </ul> </li> <li>b. Lorraine and Leo employment contract status (CM)- CM confirmed that Leo is classified as self employed because he can chose his own hours and earns less than \$2340pa therefore PAYE is not required. Lorraine’s contract ongoing.</li> <li>c. Life membership (JB) No action taken since August meeting. Letter to be written to life members before next meeting.</li> <li>d. Summer bridge (JB) JB contacted Mary at bowling club and only 18<sup>th</sup> and 25<sup>th</sup> of January are available</li> <li>e. Microsoft office (TC) Tim found and installed the software</li> <li>f. Tablet replacement (GD) GD obtained a replacement Tablet. Now there are 15 working.</li> <li>g. E-mail password (GD) Password has been changed</li> </ul>	<p>GD Update next meeting</p> <p>Complete</p> <p>Leo’s and Lorraine’s contracts need to be formalised for 2017 (CM)</p> <p>JB</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
09.4.(ii)	<p><b>Other Matters Arising</b> None</p>	
<b>09.5</b>	<b><u>CORRESPONDENCE</u></b>	
09.5.(i)	<p><b>Inwards</b></p> <p>Westpac – August Statement J Pearce – letter re resignation as Thurs hostess</p> <p><b>Email</b></p> <p>NZ Bridge – Re Youth details to NZB Youth advocate NZ Bridge – Recently qualified directors NZ Bridge – Recognizing our club volunteers NZ Bridge – Annual Report for distribution NZ Bridge – Minutes Board Meetings 3rd July 2016 &amp; 14th July 2016 NZ Bridge – Club Directors Exams Notice NZ Bridge – NZ Wide Pairs NZ Bridge – Closure dates for Sept Quarter master points and levies NZ Bridge – Re Club delegates to AGM NZ Bridge – Further item of business for NZB AGM CDRC – Minutes Meeting 12 August 2016 CDRC – requesting club interest in 2017 CD tournaments CDRC – Regional Conference to be held Sunday 16 October 10am-3pm at PN Bridge Club. Up to three delegates per Club allowed.</p>	



Reference	Item	Outcome/ Action, date
	b. Payments to be approved  None.	
09.6.(iii)	Financial report for Year Ending 31 March 2016 <i>CM provided an update on Bruce Wilson's review of the 2015-2016 Financial Year report. After several changes Bruce is now happy with draft.</i>	JB and GD to append signatures to the report and send to Bruce Wilson
09.6.(iv)	Tax refund for year ending 31 March 2015. In previous years, the club has made taxable losses resulting in small tax refunds which CM had been unable to trace. However, it transpires that they have not been paid out but kept within the IRD and so are available to offset the tax due on the profit made in the financial year just completed (31/3/16). Therefore the amount due on 7/2/17 has been reduced from \$122.16 to \$83.16."	
<b>9.7</b>	<b><u>PROJECTS FOR 2016</u></b>  a. Website upgrade (DK/JB)  b. Strategic planning (TC)  c. Role descriptions (AB) Alistair has provided a useful Induction manual from Christchurch bridge Club	DK/JB to update next meeting All provide feedback to Tim All read and reply to Andrea's document
<b>09.9</b>	<b><u>MEMBERSHIP</u></b>	
09.9(i)	<b><u>Applications for Membership</u></b> None	
09.9.(ii)	<b><u>Resignations</u></b> None	
<b>09.10</b>	<b><u>LEGAL REQUIREMENTS</u></b> None	
<b>09.11</b>	<b><u>TOURNAMENTS</u></b>	
09.11.(i)	<b><u>Daffodil Day Charity Tournament 2016 – wrap-up</u></b>  Final statement of income and expenses waiting on a few accounts, thank you letters to all sponsors have been sent, article for newsletter has been published, and trophy has been engraved.	Ask Ken and Jan if they want to hold trophy JB

Reference	Item	Outcome/ Action, date
09.11.(ii)	<b><u>NZ Wide Pairs, Friday 4 Nov 2016</u></b> Mary Harris confirmed room is available, BYO beverage arrangement is acceptable. Discussion on charge and agreed \$10 Moved CM seconded GD	Advise in next newsletter JB  Carried
<b>09.12</b>	<b><u>LIAISON WITH BOWLING CLUB</u></b>	
09.12.(i)	a. Social membership option update – social year? Offer was withdrawn. Agreed that JB will Email an appropriate response  b. Tenancy agreement. We have received the clause about damages in the event of an insurance claim for damage caused by Hokowhitu Bridge Club. Clause looks reasonable and we will approve subject to our seeing the insurance policy  c. Insurance policy. Still to be provided  d. Request to attend Bowling Club meeting in October. JB asked for this and has had no response at this time	JB  JB  JB
<b>09.13</b>	<b><u>LESSONS &amp; LEARNERS GROUP</u></b>	
09.13.(i)	<b><u>Beginners Lessons 2016</u></b> a. Plan for October/November (update on buddy system) b. Some extra lessons on Mondays are required. There will be further discussion on improver series of lessons at October meeting	Organise Buddies for October (DK)  Prepare plan for improvers' series (JB)
<b>09.14</b>	<b><u>GENERAL BUSINESS</u></b>	
09.14.(i)	a. Table money and subscription rates for youth players – revisit next month b. Novice/Junior encouragement, motivation and bridge improvement – revisit c. Board Meeting minutes for 2016 are not available in website.  d. Sponsorship of 2017 program  e. Bidding Pads required. Buy a box of pads GD moved CM seconded  f. Hostesses for 2017. Joy has resigned from Thursday hostess. New Hostess required  g. AGM planning. Will discuss next meeting	<b>GD to update</b>  GD to investigate  GD to ask usual sponsors. GD to prepare draft program for October meeting  GD to buy pads  JD to see if Maureen is willing to be Wednesday hostess again

Reference	Item	Outcome/ Action, date
<b>09.15</b>	<b><u>NEXT MEETING</u></b>	
09.15.(i)	Date: Tuesday 18 <sup>th</sup> October 2016 Time: 7:00 pm Venue: 10 Woodfield Avenue	

**There being no further business the Meeting concluded at: 9:15 pm**

**CONFIRMED AS A CORRECT RECORD:**

Day \_\_\_\_\_

Date \_\_\_\_\_

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CHAIRPERSON  
Ms Julie Bunnell

### Financial Report as at 31/08/2016

Current a/c bal	31/08/2016	\$9,176.65
Savings a/c bal	31/08/2016	\$4,115.95
less unrepresented chq		
plus Cash on Hand		
<b>Total Balance</b>	<b>31/08/2016</b>	<b>\$13,292.60</b>

Monthly Income	\$1,333.65	Playing Year to Date Inc	\$16,600.00
Monthly Expenditure	\$1,589.33	Playing Year to Date Exp	\$11,125.20
Monthly Surplus (deficit)	-\$255.68	Year to Date Surplus (def)	\$5,474.80
O/Bal Bank	\$13,548.28		
C/Bal Bank		\$13,292.60	

#### Payments To Be Ratified

				<u>Date Paid</u>
J. Bunnell - reimburse	guest player thanks	30.50	online	16/08/2016
G. Donaldson- reimburse	Tablet upgrade	50.00	online	22/08/2016
Hok Bowling Club	Rent June July	736.00	online	16/08/2016
L. Stachurski	Monthly directing	387.69	online	5/08/2016
Leo Richards	Ap-July set up	300.00	online	22/08/2016
IRD	Monthly PAYE	52.31	online	19/08/2016
J. Bunnell- reimburse	tournament exp	56.56	online	16/08/2016
CAD Services	Tnmt certs	30.00	online	22/08/2016
L. Stachurski	Tnmt directing	120.00	online	16/08/2016
	Savouries			
JP McCartin- reimburse	Tnmt,AGM	98.50	online	22/08/2016
Pauline via Graeme	Tnmt prize wrap	20.00	online	17/08/2016
Cancer Society	Donation	1,600.00	cheque	19/08/2016
	<b>Total</b>	<b>\$3,481.56</b>		