

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 11

Sunday 13th November, at 7.00 p.m.

Present		
<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
Tim Coolbear	Deputy Chair	TC

Reference	Item	Outcome/ Action, date
11.1	<u>WELCOME</u>	
11.1.(i)	JB welcomed the Board members	
11.2	<u>APOLOGIES</u>	
	Apologies for absence received from: Derek Knighton Resolved: That the apologies be accepted Moved from the chair: JB	<u>Carried</u>
11.3	<u>CONFIRMATION OF MINUTES</u>	
11.3.(i)	There were no points raised Resolved: that the minutes of the Board Meeting Tuesday 18 th October 2016 be confirmed. Moved from the Chair: JB	<u>Carried</u>
11.4	<u>MATTERS ARISING</u>	

Reference	Item	Outcome/ Action, date
11.4.(i)	<p>Action List</p> <p>a. Lorraine and Leo employment contract formalisation (CM)</p> <p>CM advised that Leo's role is a contract for services draft document to be circulated. Leo unavailable next year; CM will see if the teenage boy next door to her is interested in the role.</p> <p>Lorraine is an employee; requires job description and employment agreement with H&S, indemnity, abandonment clauses. Also requires clarity re holiday pay (8%). Draft to be circulated for input on duties (e.g., sorting out handicap, masterpoints, etc.).</p> <p>b. Life membership (JB) Current Life Members have been advised that the Board agrees with the recommendation that they will be the ad-hoc group tasked with forwarding any nominations for new Life Members to the Board. Still to get back with recommendations. Have details of plaque; Mary Scott makes presentations. JB will note in AGM Chair's report.</p> <p>c. Share allocation change JB confirmed Paul Orsborn's share reallocated to TC.</p>	<p>CM to circulate</p> <p>CM to circulate for input</p>
11.4.(ii)	<p>Other Matters Arising None</p>	
11.5	<u>CORRESPONDENCE</u>	
11.5.(i)	<p>Inwards Westpac – October Statement</p> <p>Email NZ Bridge – Vacancy on the Board of New Zealand Bridge NZ Bridge – Open letter from Alan Turner NZ Bridge – Minutes of NZ Bridge Board Meeting 14/08/2016 NZ Bridge – Open Letter from Arie Geursen, Chair of NZ Bridge, NZ Bridge – September Masterpoints reports NZ Bridge – Minutes of NZ Bridge Board meetings, 12 Sept 2016, 13 Oct 2016 & 17 Oct 2016 CDRC – fwd - Tauranga Mini Congress CDRC – Regional Committee Minutes - 7 October 2016 CDRC – Re 2018 tournament schedule Bowling Club – Confirming AGM bar arrangements Bowling Club – Attending Committee meeting New Plymouth B. C. – Anniversary Pairs You Travel Manakau- Re Bridge Holiday Palm Nth B.C. – Xmas Cheer Tournament Flyer & Entry</p>	

Reference	Item	Outcome/ Action, date
	known and warranted. Quarterly updates (1 st quarter ends 31 st March)	
11.9	<u>LEGAL REQUIREMENTS</u> Nil	
11.10	<u>TOURNAMENTS</u>	
11.10.(i)	<u>Daffodil Day tournament</u> CM advised that although cannot close off accounts (Masterpoints charge approximately \$163.53 and no bar license invoice) the financial result is probably about \$17 under budget due to lower than expected cost of trophy engraving. The trophy from Daffodil Day is in two pieces, but Ken Bateman has volunteered to fix it if desired.	JB to ask KB to go ahead with fix
11.11	<u>LIAISON WITH BOWLING CLUB</u>	
11.11.(i)	JB and TC to attend Bowling Club meeting 14 th November (7.00 p.m.). JB has sent pre-work on tenancy agreement. Despite 2 e-mails for insurance agent contact details have had no reply. Will not discuss Social Membership unless Bowling Club bring the issue up. Will send de-brief as soon as able after meeting	JB/TC to send debrief
11.12	<u>LESSONS & LEARNERS GROUP</u>	
11.12.(i)	a. Stayman session went well last week. Will be in the main room this week, then there'll be a Blackwood session, then main room for last week of the year. b. Schedule of Improvers sessions early 2017 – Bowling Club to be e-mailed for hall availability. c. Lessons 2017 – if same timetable then need to pick up role from next Board meeting. CM initiated 1 st February for March/April lessons. Need to check Alister's availability.	JB to action JB check with Alister
11.13	<u>AGM PLANNING</u> a. Checklist of tasks Circulated and all items progressed to required points b. Catering arrangements Confirmed cash bar, bring plate, gold coin at door. c. Board recommendations and motions None to table d. Circulation of documents Documents ready to go out this week after newsletter e. Nominee for Board positions No further nominations received. AB not seeking re-election: Board thanked her for her 3 years' service f. Budget for AGM Rough budget suggests Thursday afternoon event will cost approximately \$80 with no income; Wednesday AGM will cost approximately \$100 with possibly \$80 income. g. Wednesday host(ess) Still required for Wednesday – several individuals were	JB to approach

Reference	Item	Outcome/ Action, date
	identified as possible candidates by the Board	suggested individuals
11.14	<u>GENERAL BUSINESS</u>	
	<p>a. Draft playing programme for 2017 Circulate and get feedback. Need to ask for detail updates in the newsletter.</p> <p>b. Sponsorship of 2017 programme Flower Shop and Village Wine Trader. – no response to e-mails and follow-up Grant Irvine and PostHaste agreed to sponsor.</p> <p>c. Alan Doddridge books The books donated by Alan Doddridge are currently held by GD. GD to prepare a list of titles/authors.</p> <p>d. Response to open letters NZ Bridge – Alan Turner and Arie Geursen Draft letter based on TC's e-mail-ed comments</p>	<p>GD to circulate</p> <p>JB to follow up with Flower Shop and Village Wine Trader</p> <p>GD to prepare list and circulate</p> <p>TC to draft and circulate for input</p>
11.15	<u>NEXT MEETING</u>	
11.15.(i)	<p>Will need initial meeting after AGM</p> <p>Date: TBD</p> <p>Time: TBD</p> <p>Venue: TBD</p>	

There being no further business the Meeting concluded at: 10:30 pm

CONFIRMED AS A CORRECT RECORD:

Day

Date

.....

CHAIRPERSON
Ms Julie Bunnell

Financial Report as at 31/10/2016

Current a/c bal	31/10/2016	\$10,043.39
Savings a/c bal	31/10/2016	\$4,127.01
less unpresented chq		
plus Cash on Hand		
Total Balance	31/10/2016	\$14,170.40

Monthly Income	\$1,041.99	Playing Year to Date Inc	\$19,113.37
Monthly Expenditure	\$982.78	Playing Year to Date Exp	\$12,760.77
Monthly Surplus (deficit)	\$59.21	Year to Date Surplus (def)	\$6,352.60
O/Bal Bank	\$14,111.19		
C/Bal Bank			\$14,170.40

Payments To Be Ratified

				<u>Date Paid</u>
L. Stachurski	Monthly directing	\$334.82	online	4/10/2016
IRD	Monthly PAYE	\$45.18	online	31/10/2016
Freedom Print	Bidding pads	\$144.04	online	31/10/2016
NZ Bridge	Q3 levies	\$396.75	online	31/10/2016
Anne Richards	Refreshments x 2	\$36.99	online	31/10/2016
Graeme Donaldson	Printer ink	\$25.00	online	31/10/2016
	Total	\$982.78		

Payments To Be Approved