

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2017 – 01

Wednesday 14th December, 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
Derek Knighton	Board Member	DK
Tim Coolbear	Deputy Chair	TC

Reference	Item	Outcome/ Action, date
01.1	<u>WELCOME</u>	
01.1.(i)	The incumbent Chairperson, Julie, welcomed the returning Board members and noted that Jill Hart (JH) had agreed to arrive at 7.30 to discuss expectations of the hosting role that she had taken on for the Wednesday nights. It was agreed to progress through the previous meeting's minutes and financials before JH arrived and prior to election of Officers for the 2017 playing year.	
01.2	<u>APOLOGIES</u>	
	Nil	
01.3	<u>CONFIRMATION OF MINUTES</u>	
01.3.(i)	There were no points raised Resolved: that the minutes of the 2016-11 Board Meeting held Sunday 13 th November 2016 be confirmed. Moved from the Chair: JB	<u>Carried</u>

Reference	Item	Outcome/ Action, date
01.4	<u>MATTERS ARISING</u>	
01.4.(i)	<p><u>Actions</u></p> <ul style="list-style-type: none"> a. Contract formalisation (CM) CM advised that Lorraine has received a draft of her contract and we will be able to discuss at the next Board meeting after her input. Chalitha has received his contract for setting up the room and washing dishes. b. Transfer of \$6k from current account to savings account (CM) c. Peter Wiles informed of server transfer (JB) d. DD trophy fix (KB) e. Bowling Club meeting debrief (JB/TC) Refer to section 01.14 on Bowling Club liaison f. Bowling Club hall availability for Improvers sessions (JB) JB advised she had e-mailed request to Bowling Club g. Lessons 2017 – Alister availability (JB) Confirmed from Wednesday 1st March h. Book list (GD) GD advised that this was in progress i. NZ Bridge letter (TC) Written and sent to NZBridge. JB advised she will arrange circulation to all clubs. 	<p>CM update next Board meeting</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>JB to update next Board Meeting</p> <p>Complete</p> <p>GD to update next Board Meeting</p> <p>JB to update next Board Meeting</p>
01.4.(ii)	<p><u>Other Matters Arising</u></p> <p>None</p>	
01.5	<u>CORRESPONDENCE</u>	
01.5.(i)	<p><u>Inwards mail</u></p> <p>Westpac – October Statement</p> <p><u>Email inwards</u></p> <p>NZ Bridge – Fwd - Update from Arie Geursen, Financial Implications of NZB</p> <p>NZ Bridge – Acknowledgment of receipt of open letter response</p> <p>NZ Bridge – Minutes of NZ Bridge Board Meeting 14/08/2016</p> <p>NZ Bridge – End of year cutoff date for membership update 31/12/16</p> <p>NZ Bridge – Minutes Board 2 Nov 2016</p> <p>NZ Bridge – South Island Teams to be hosted by the Nelson Club in Feb 2017</p> <p>NZ Bridge – Recently qualified Directors.</p> <p>NZ Bridge – Board Minutes 17th November</p> <p>NZ Bridge – Information & Nomination forms for March 2017 Elections</p> <p>NZ Bridge – From Arie Geursen re NZB Issues</p> <p>CDRC – fwd – Tauranga Mini Congress</p> <p>CDRC – CDRC – Re Cinema Advertising</p> <p>CDRC – Re 2018 tournament schedule</p> <p>CDRC – fwd – Whakatane BC – Open letter to NZB</p> <p>CDRC – fwd – Wellington BC Christmas cheer tournament & April Congress</p>	

Reference	Item	Outcome/ Action, date
01.8	<p><u>OFFICERS OF THE CLUB</u></p> <p>JB confirmed with TC that given his current situation at work where he is “double hatting” he was no longer in a position to devote the time required to the Chair’s role. TC advised that this was so, that there was uncertainty as to how long this situation would continue (at least to end of February) and confirmed that he was unable to take on the role of Chair.</p> <p>There being no new Board Members elected at the AGM, Julie confirmed with the incumbent officers that they were able to continue in their current roles for the 2017 playing year.</p> <p>This being so, the following Officers were elected by acclamation:</p> <p>Julie Bunnell – Chair Tim Coolbear – Deputy Chair/Minutes Secretary Graeme Donaldson – Secretary Caroline McCartin – Treasurer</p> <p>The possibilities of co-opting were discussed and noted.</p>	
01.9	<p><u>PORTFOLIOS FOR 2017</u></p> <p>a. Learners DK agreed to take on the learners portfolio</p> <p>b. Intermediate Tournament To be confirmed</p> <p>c. Daffodil Day Tournament To be confirmed</p> <p>d. Strategic Planning TC agreed to continue with strategic planning</p> <p>e. Operating Manual TC felt that this was a key part of strategic planning and agreed to deliver this</p> <p>f. 25th Anniversary Discussion centred on whether founding members such as Chris Abbey and Pauline Brown could be approached to take control of planning. JB agreed to discuss with them.</p> <p>g. Website There was uncertainty on the best way to progress this, given NZBridge website developments and Pianola. JB agreed to discuss with Duane Griffin given his experience for PN Club.</p>	<p>DK to update next meeting</p> <p>TC to update next meeting</p> <p>TC to update next meeting</p> <p>JB to update next meeting</p> <p>JB to update next meeting</p>
01.10	<p><u>AGM 2016</u></p> <p>The draft AGM minutes had been prepared by TC. Feedback on the minutes (content, accuracy) was requested as soon as possible, although the Minutes will not be circulated until the next AGM. It was noted that the gold coin donations for the AGM were very low, especially given some people had donated</p>	

Reference	Item	Outcome/ Action, date
01.16	<u>GENERAL BUSINESS</u>	
	<ul style="list-style-type: none"> a. Playing programme for 2017 Printing initiated at Freedom. Ready at end of week beginning 9th January. b. Sponsorship of 2017 programme Sponsorship from Flowershop and Village Wine Trader to go into the programme booklet c. Distribution of 2017 programme GD to arrange – working bee for putting into envelopes with invoices. d. Call for nominations by NZ Bridge for Chair and Other Members Suggested enquire of other clubs who could be interested in standing 	JB to update next meeting
01.17	<u>NEXT MEETING</u>	
01.17.(i)	Date: Tuesday 7 th February Time: 7.00 Venue: 10 Woodfield Avenue	

There being no further business the Meeting concluded at: 9:45 pm

CONFIRMED AS A CORRECT RECORD:

_____ Day

_____ Date

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CHAIRPERSON
Ms Julie Bunnell

Financial Report as at 30/11/2016

Current a/c bal	30/11/2016	\$2440.53
Savings a/c bal	30/11/2016	\$10,132.74
less unrepresented chq		
plus Cash on Hand		\$200.00
Total Balance	30/11/2017	\$12,773.27

Monthly Income	\$1,511.52	Playing Year to Date Inc	\$20,624.89
Monthly Expenditure	\$2,908.65	Playing Year to Date Exp	\$15,669.42
Monthly Surplus (deficit)	-\$1,397.13	Year to Date Surplus (def)	\$4,955.47
O/Bal Bank	\$14,170.40		
C/Bal Bank			\$12,773.27

Payments To Be Ratified

				<u>Date Paid</u>
L. Stachurski	Monthly directing	\$356.89	online	7/11/2016
IRD	Monthly PAYE	\$83.11	online	18/11/2016
Leo Richards	Aug/Sept/Oct	\$235.00	online	14/11/2016
Anne Richards	Refreshments x 2	\$72.45	online	7&25/11/2016
Julie Bunnell	Gift cards reimburse	\$100.00	online	14/11/2016
Hokowhitu Bowling Club	Aug-Nov rent	\$1,472.00	online	25/11/2016
NZ Bridge	Masterpoints Q3	\$469.20	online	14/11/2016
BridgeNZ	Web hosting	\$120.00	online	25/11/2016
	Total	\$2,908.65		