GRAND SLAM LIMITED
Incorporating
HOKOWHITU
BRIDGE CLUB

GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2017 – 03

Tuesday 7th March, at 7.00 p.m.

Present		
Name	***Role***	***Initials used***
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**
03.1	**WELCOME**	
03.1.(i)	JB welcomed the Board Members and Duane Griffin from Palmerston North Bridge Club who was in attendance from 7.00 p.m. to discuss Palmerston North Bridge Club's decision to purchase Pianola and their experience with it. This discussion was held as the first item of business.	
03.2	**DISCUSSION ON PIANOLA WITH DUANE GRIFFIN** Duane's assessment of Pianola was as follows: Good software – pleasure to use. Upgraded to cope with Scorer Lorraine main user as an administrator – suggested discuss with her to understand her experiences with it. Limitations – only supports normal play, not teams. OK with handicaps, but not with Swiss Pairs, Butler, etc. For monthly competitions it needs manual adjustments on the fly – query with Lorraine what she does. Positives include communication facilitation, administration, managing memberships, categorising learners. Straightforward management system for bridge club – not fancy. Different levels of administration. Duane left the meeting, with sincere thanks from the Board, at 7.35	

Reference	Item	Outcome/ Action, date
	Board decision was to discuss with Lorraine and, if positive, arrange for the free trial.	JB to discuss with LS
03.3	**APOLOGIES**	
	DK apologised for need to leave early at 9.00. JB noted that would move agenda items around to ensure present for items most relevant to him. Order of business subsequently became: 3.4; 3.13; 3.11; 3.14; 3.12; (DK departed); 3.10; 3.9; 3.8;3.15; 3.7; 3.6; 3.5. For better month-to-month continuity, the minutes are written up in numerical sequence	
03.4	**CONFIRMATION OF MINUTES**	
03.4.(i)	There were no points raised **Resolved:** that the minutes of the 2017-02 Board Meeting held Tuesday 7th February be confirmed. Moved from the Chair: JB	
03.5	**MATTERS ARISING**	
03.5.(i)	**Actions** a. Book list Not quite completed for Alan's donated books (currently at GD's house) that will supersede those currently in the ladies lounge. After correcting, to be loaded up onto website and notification in Newsletter. b. Portfolio actions – refer to 03.80 c. Tournament actions – refer to 03.11 d. Insurance (JB) Public liability insurance at $2m finalised. Self-insurance to be monitored through entry in the financial position statements e. NZBridge elections – refer to 03.14	GD to complete and load onto website JB to notify in newsletter JB to advise Club members through Newsletter
03.6	**CORRESPONDENCE**	
03.5.(i)	**Inwards mail** Westpac – February statement Various – Subscriptions NZ Bridge – NZB Board ballot papers & candidates' CVs **Email inwards** NZ Bridge – NZ Bridge – Allan Morris and Stephen Henry report NZ Bridge – re ballot papers and annual leave NZ Bridge – Youth Bridge Weekend 18-20 August NZ Bridge – Fwd Noel Woodhall response to Alan Turner's letter NZ Bridge – Fwd - Wgtn BC re Alan Turner's rejected nomination NZ Bridge – Winton BC – re used boards and cards NZ Bridge – Board meeting minutes - 9 Jan 2017 CDRC – Fwd Cromwell BC letter on Re-structuring CDRC – Fwd PNBC open letter of governance CDRC – Re 2018 tournament dates CDRC – Fwd – PNBC Letter re elections	

Reference	Item	Outcome/ Action, date
	CDRC – Fwd – Letter from John Skipper Alan Turner – re Interference in election process Phil Rutherford – letter to all clubs & CV Paraparaumu BC – Open Tournament flyer Waipupurau BC– Open Tournament flyer Napier BC – Intermediate Tournament flyer Dannevirke BC – Open Tournament flyer Wanganui DC - Intermediate Tournament flyer Alan Dormer – re NZB Elections Alan Dormer – RE policy if elected Phil Rutherford – re PNBC Letter Jane Stearns & Claire Coles – re PNBC Letter	
03.5.(ii)	**Outwards mail** None **Email outwards** All Members – February Newsletter All members – Advising temporary Hostess Change for Wednesdays All members – Fwd – Various - NZB Election information	
03.5.(iii)	**Resolved:** That the inwards correspondence be received and the outwards confirmed. Moved: GD Seconded: TC	
03.7	**<u>FINANCIAL</u>**	
03.7.(i)	**<u>Reports</u>** CM presented financial reports as at 28 February 2017 (see <u>attached</u> summary – note this is the updated and correct version provided after additional payments were presented at the meeting to be ratified). Monthly income and expenses 28 February 2017 Opening balance (combined accounts): $12,228.72 Closing balance (combined accounts): $15,544.08 Cash-on-hand: $0.00 **Resolved**: That the financial report 28 February 2017 be accepted. Moved: CM Seconded: GD	<u>Carried</u>

Reference	Item	Outcome/ Action, date
03.7.(ii)	**Payments to be ratified and/or approved** Payments to be ratified for February 2017 (i) Lorraine (February directing) $246.71 (ii) Chalitha (February set up) $110.00 (iii) IRD (PAYE Lorraine, February) $33.29 (iv) CAD Services (summer directing) $120.00 (v) CAD Services (February directing) $240.00 (vi) Caroline McMartin (stationery) $14.50 (vii) Derek Knighton (Lesson adverts) $30.00 (viii) Julie Bunnell (refreshments) $32.38 (ix) Joy Pearce (refreshments) $67.20 (x) NZ Post (mail box annual) $190.00 **Resolved**: That the payments detailed above totalling $1084.08 be approved Moved: CM Seconded: TC	Carried
03.8	**PORTFOLIOS 2017** a. Strategic planning TC noted that he had shared the strategic plan with JF and received very useful feedback both adding to and improving on content, as well as positive comments. Next step was to incorporate JF's critique, work with her to try to find a more readable presentation, and work out how to present to Club Members for input leading to finalisation. b. Operating Manual TC noted he had sent JB a role description for the Chair that he had prepared last year which seemed to fit requirements. He would send the Secretary, Treasurer and Deputy Chair role descriptions he also has to all for comment. Together with information received from JB on tasks, etc., he noted he should be able to construct a draft Operating Manual by Easter. c. 25th anniversary celebrations JB noted that she had met with Chris Abbey, Pauline Wood and Mary Scott re 25th and the key points were: CA had prepared a brief history – 4th November was the first playing session. This will be the Day after the Babich Pairs. 10th anniversary was celebrated with a mini-tournament, rotating partners during the proceedings, with catered tea/dinner. Need venue (Bowling Club would possibly not available that weekend – GD to check; Cacia Birch suggested but access issues and catering problems), need to confirm date. Board agreed in principle to progress d. Website (JB) No further points to earlier Pianola discussion.	TC to update next meeting TC to update next meeting GD to check Bowling Club availability
03.9	**MEMBERSHIP**	

Reference	Item	Outcome/ Action, date
03.9(i)	**Applications for Membership** *Name* / *Proposed by* / *Seconded by* Don MacDonald / Graeme Donaldson / Tim Coolbear Barbara MacDonald / Graeme Donaldson / Tim Coolbear **Resolved**: That the applications be accepted Moved: GD Seconded: TC	Carried
03.9.(ii)	**Resignations** Resignation has been received from Bruce Allen **Resolved**: That the resignation be accepted with regret Moved: TC Seconded: GD	Carried
03.10	**LEGAL REQUIREMENTS** Nil	
03.11	**TOURNAMENTS**	
	a. Hokowhitu Intermediate Pairs Property Brokers will contribute $200 to Intermediate Tournament. Tim Mordaunt has been e-mailed a Thank You. Shirley Barnett (SB) has agreed to be the tournament Convenor, but needs someone else to be the Registration Secretary – will approach potential volunteers, confirm, and then the registration form can be completed and sent out. Catering – JB will send copy of report from 2016 event so SB can understand budget. 2016 was done too cheaply and it showed – need to raise the standard. SB will confirm who will do the catering after discussing with potential volunteers. Room availability and licencing has been confirmed by Nora Bacon, Hokowhitu Bowling Club. b. Daffodil Day tournament No discussion required.	JB to send 2016 tournament report to SB
03.12	**LIAISON WITH BOWLING CLUB**	
	a. Contribution towards external lighting costs. Action remains with Bowling Club b. Social membership for the Club – no update, action remains with Bowling Club	
03.13	**LESSONS & LEARNERS GROUP**	
03.15.(i)	a. Improvers 2017 JB reported that Monday 20th February saw 13 people to the Improvers' lesson on Opening Leads. Went well, range of abilities, good discussion. Next Improvers' lesson will be Monday 20th March – Signals and Discards. Will be noted in the Newsletter.	JB to include in next Newsletter

Reference	Item	Outcome/ Action, date
	b. Lessons 2017 DK noted 11 people came for the first lesson, may have 12 for the following week. Queried membership applications forms – agreed would be given to learners much later in the lessons. JB agreed to set up group e-mail for learners	 JB to set up group e-mail
03.14	**GENERAL BUSINESS**	
	a. NZ Bridge Board elections It was noted that feedback had been received from one Club member only. After due deliberation, the Board unanimously agreed that the Club's voting should be: Chair – Alan Dormer Board – Jane Stearns and Claire Coles. **Resolved**: That the voting papers be completed according to the above decisions and sent to NZ Bridge. Moved: JB Seconded: TC It was noted that this decision should be announced in the Newsletter and the Club Member providing feedback should be personally informed of the Board's decision. b. Acting Chair for May JB noted that when both she and TC are away during the same period in May, will need a Board member to cover the Chair's role: Wednesday night welcome: CM Thursday afternoons – GD Hostess contact: TBC May newsletter: TC can complete Chair Chat on JB's behalf and to prompt for Director's corner completion; TC can also cover Intermediate Tournament with Shirley's input.	 Carried JB to arrange Newsletter content and inform Club member. TC to work with JF to organise
03.16	**NEXT MEETINGS**	
03.16.(i)	Dates: Tuesday 11th April Tuesday 9th May (e-mail – discuss any points 10th May after Bridge) Tuesday 13th June Time: 7.00 p.m. (April, June) Venue: 10 Woodfield Avenue (April, June)	

There being no further business the Meeting concluded at: 10:05 pm

CONFIRMED AS A CORRECT RECORD: _____ _____
Day Date

……..

CHAIRPERSON
Ms Julie Bunnell

Financial Report as at 28/02/2017

Current a/c bal	28/02/2017	$3,894.17
Savings a/c bal	28/02/2017	$11,649.88
less unpresented chq		
plus Cash on Hand		
Total Balance	28/02/2017	$15,544.05

Monthly Income	$3,389.70		Playing Year to Date Inc	$5,985.34
Monthly Expenditure	$74.37		Playing Year to Date Exp	$903.12
Monthly Surplus (deficit)	$3,315.33		Year to Date Surplus (def)	$5,082.22
O/Bal Bank	$12,228.72			
C/Bal Bank		$15,544.05		

Payments To Be Approved

Lorraine (February directing)	$246.71
Chalitha (February set up)	$110.00
IRD (PAYE Lorraine, February)	$33.29
CAD Services (summer directing)	$120.00
CAD Services (February directing)	$240.00
Caroline McMartin (stationary)	$14.50
Derek Knighton (Lesson adverts)	$30.00
Julie Bunnell (refreshments)	$32.38
Joy Pearce (refreshments)	$67.20
NZ Post (mail box annual)	$190.00
Total	$1084.08