

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE LEVIN BRIDGE CLUB HELD AT
THE CLUBROOMS 11 NOVEMBER 2019 COMMENCING 6.30PM**

WELCOME:

President Val Smith welcomed all members.

PRESENT:

V Smith, J Olliver, M Kuijton, D Small, T Tough, J Fryer, B Green, J Heald, R Calderwood, S Ball, D Mallon, B Kerse, S Dawkins, V Dobson, H Oosterwijk, L Bateman, M Cudby, J Hughes, J Jordan, D Mackay, D Bolitho, K Geertson, R Wilson, S Wright, C Cooper

APOLOGIES:

T Horner, A Horner, S Scrimshaw, E Wright, S Wanden, J Easterbrook, B Easterbrook, B Taylor, L Long, B Long, D Edwards, D Comber, D Rofe, L Easton, J Olifent, B Harrison, H Harrison, H Mallon, V Sewell, R Sewell, M Kerrison, S Staples, A Hogg, J Brown, S Davies, A Yates, B McKenzie, H Ankins, N Bagci, Y Bagci, C Bennet, D Bennet, A Black, A Hull, C Hull, V McCall, A Pain, T Bayley, Y Hewlett, M Forward, J Windle, M Clarke

2018 AGM MINUTES:

It was moved that these be accepted as a true and accurate record (B Green / D Mackay) - Carried.

Matters arising – Nil

PRESIDENT'S REPORT:

Attached herewith. Acceptance of the report (V Smith / V Dobson) – Carried.

TREASURER'S REPORT:

The 2019 Accounts and Budget have been circulated.

It was moved the Accounts be accepted (B Green / V Smith) – Carried.

Budget 2020:

- It was moved Table Money remain at \$4 and Subscriptions remain unchanged (B Green / V Smith) – Carried.
- It was moved that the 2020 Budget be adopted (B Green / J Olliver) – Carried.

APPOINTMENT OF AUDITOR:

It was moved that Barry Cross be re-appointed as our auditor for 2020 (B Green / M Kuijton) – Carried.

REMIT:

It was moved and carried that the Remit circulated be accepted. (B Green / V Smith).

Rule 29c of the Constitution to now read:

On winding up surplus or assets will be used to advance a charitable purpose or charitable purposes related to the continuation of the objects of New Zealand Bridge within the Manawatu/ Horowhenua region.

ELECTION OF OFFICERS:

Nominations received for the 2019-2020 Committee:

President	Janet Olliver
Vice-President	Mike Murray
Secretary:	Colleen Murray
Treasurer:	Bryan Green

Tournament Sec	Barbara Taylor
Committee	Mark Kuijton, Jan Fryer, Darryl Small, Trish Tough
Immediate Past Pres.	Val Smith

It was moved these members be elected (V Smith / V Dobson) – Carried

GENERAL BUSINESS:

1. Replacement of Bridge Scoring Pads with updated Scoring Tablets at an estimated cost of \$5000, and replacement computer of around \$1500 discussed. There was agreement that this is a necessary move that the Committee needs to implement. Discussion/ suggestions included:
 - Passing on old Bridge Pads to a small or new club
 - Preference by some for a front refresh button
 - Cost of licensing software for 24 tablets vs buying 15 and paying license fee for extra tablets borrowed at tournament time. Treasurer advised cost difference is negligible.
2. 2018 minutes noted that a tidy up of outside round the back should occur. This has not happened. New Committee to follow up cleaning and possible painting.
3. Question why has insurance in budget been raised to \$7,000. The Committee is taking a cautious approach given the building is to be revalued in 2020. It is hoped the new insurance will come in under the \$7,000 figure.
4. Discrepancy of advertised start time for AGM commented on (6.30pm in handbook, 6.45pm on Agenda). Committee to ensure message consistent in 2020.
5. Friday afternoon sessions discussed. Issue with poor numbers attending. While the Committee advised they were dropping the Friday sessions, to be replaced with occasional Play and Learn sessions, there was support from the floor that Fridays continue. Suggestions:
 - Reduce number of weeks
 - Have a book system in place, cancelling in advance if not enough tables
 - Allow people to come along without a partner
 Committee to follow up.
6. Noted that Val Smith will be Wednesday Night Convenor in 2020. Will take up suggestions re getting numbers ahead of Pairs/ Teams events.
7. J Olliver gave a vote of thanks to Val Smith for her work as President over the last 2 years.
8. Life Membership: It was moved and carried that Life Membership be bestowed on Mark Kuijton. Mark is a long-term member of the club, having served 4 times as President over the years. Mark has contributed significantly to the ongoing running, management, maintenance and upkeep of the club. As a member of the Committee Mark's commitment and input continues to be greatly valued. (B Green / S Ball).

MEETING CLOSED at 7.20pm

Signed President

Dated

**MNUTES OF THE MEETING OF THE LEVIN BRIDGE CLUB HELD THURSDAY
7TH NOVEMBER AT 5PM AT THE CLUBROOMS**

PRESENT: Val Smith (Chair) Trish Tough, Jan Fryer, Janet Olliver, Daryl Small, Bryan Green and Barbara Taylor

APOLOGIES: M.Kuijten, S.Wanden, M.Murray.

Minutes of last meeting read and approved as a true and correct record.

Janet/ Barbara

Matters Arising:

- **Website:** Lynda Bateman offered her services in keeping this up to date. Many thanks.
- **Bridge booklet:** amendments have been made. BG to confirm sponsors by sending invoices.
- **AGM:** number of apologies. Timing in two minds , will go with 6.30pm.

Correspondence:

- **Money to NZWide pairs**
- **Inter-club dates 20/9/2020 suits.**
- **Resignation of R. McLeave**

Tournaments:

NZ Wide pairs successful evening with 9 tables.

Property:

Ann Hogg going to spray weeds.

Almoner:

Card sent to Bob Averages

General Business:

- **Club prizegiving discussion, JO to contact Roger.**
- **Appellant time to challenge discussion. Agreed it was 15 min and thereafter not confined to exact time limit.**
- **DS reported bar 'in hand'.**
- **Money card extra play discussed.**
- **TT advised Maree Cudby no longer wished to organise catering. TT offered to lead organisation. Discussion on 'buy in' for next year.**
- **Friday 6th Dec set aside for decorations and cleaning cups.**

Meeting closed 6.05 pm

Next meeting Thursday Dec 5th

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 5 DECEMBER 2019 AT 5pm IN THE
CLUBROOMS**

PRESENT: Janet Olliver (Chair), Val Smith, Bryan Green, Barbara Taylor, Mark Kuijten, Jan Fryer & Darryl Small.

APOLOGIES: Mike Murray, Colleen Murray & Trish Tough.

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Barbara Taylor/Val Smith)

MATTERS ARISING:

- Booklets available, stickers to be used to identify issue, if not picked up within a week will be posted out.
- Roger McCleave has been rung re resignation.
- Waikanae have confirmed Interclub

CORRESPONDENCE IN /OUT:

B Green has picked up anything financial, other correspondence “run of the mill”

FINANCE: (October 2019 Report circulated)

- Levin Bins has monthly bill (20th month)
- Babich and rates payments approved (B Green/M Kuijten)
- New CV \$405,000 (Previously \$270,000)

CHANGE OF SIGNATORIES: The named signatories are Janet Oliver, Bryan Green & Colleen Murray who will replace Sharon Wanden. Rules for these signatories on the Bank Accounts held at Kiwibank Levin 38-9018-0622458-Now Account -00, Online Call- 01, Notice Saver 90 day -02, Term Deposit -04, Term Deposit -05 & Term Deposit -06 are as follows – any two to sign jointly. Approved (Bryan Green/Mark Kuijten)

(Sharon Wanden to sign)

TOURNAMENTS:

- Barbara Taylor has tournament dates and last year’s folders. Nothing to do before next meeting.
- Open Tournament on 30 November \$25, others to be left same. Probably cater through Subway.

PROPERTY REPORT:

- Mark Kuijten has fixed alarm battery.

- Most weeding done, grass mowed twice, hedge contracted to be trimmed, consensus to leave deck as is.
- Suggestion to treat moss and get wood chips for garden. White board hole to be fixed and weed spraying done.

ALMONER: Nothing to report

GENERAL BUSINESS:

- Anne Hogg away to 16 December
- Friday Bridge will carry on, need Friday book and at least three tables
- Scoring tablets - one supplier, details for next meeting
- Decided to scrap extra game from card use as not promoting Mondays and Fridays
- Xmas function 9 December
- Draft Appeals Process tabled, Clauses 1 – 7 from NZB and Clauses 8 – 10 from Club, need feedback from other Directors and discussion on directors and scorers within the Club. Val and Jan expressed interest as scorers. When accepted form will be available on the notice board
- Director training – looking at Saturday (in house) in first term of bridge over four weeks
- Booklet error Wednesday for Easter Multi-grade should be 11 April
- Lessons – Barbara to ask Trish if she will do Thursday Play & Learn Lessons
- Honours Board has been updated by Roger Calderwood
- Life Member badge needed for Mark Kuijten and flowers for Sharon Wanden at Prize-giving night.

Meeting closed at 6:25pm

NEXT MEETING – THURSDAY 16 JANUARY 2020 AT 5:00pm

Signed President

Dated

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 16 JANUARY 2020 AT 5pm IN THE
CLUBROOMS**

PRESENT: Janet Olliver (Chair), Val Smith, Bryan Green, Barbara Taylor, Mark Kuijten, Jan Fryer, Colleen Murray, Mike Murray, Trish Tough & Darryl Small.

APOLOGIES: Nil

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Mark Kuijten/Bryan Green)

MATTERS ARISING:

- Scoring Tablets – Bridge NZ estimate of \$5,000 has been updated to \$6,626.15 and is valid until 13 March 2020. It was moved we apply to Eastern & Central for a grant of up to \$6,600 towards the cost of the new scoring tablets. When Term Deposit 38-9018-0622458-06 matures on 10 February \$5,000 would be withdrawn and the balance re-invested.
(Bryan Green/Mike Murray)
- Change of Signatories – Colleen to make an appointment for next week to finalise.
- Director Training – Currently 6 people registered. Approval given for Bryan to order five Rule Books at \$20 each which will be available for resale to participants (Val Smith/Mark Kuijten)

CORRESPONDENCE IN /OUT: List attached to Agenda plus

- Contact invoice, Spark Invoice, Levin Bins invoice, Firewise invoice & building warrant and letter from Basia Arnold re possible Premier Grade Interclub Team, Janet to respond we would struggle to get two teams
(Janet Olliver/Jan Fryer)
- Any genuine request from Thursday players who have become eligible to play on Wednesday night but would like to stay in Thursday room would be approved. Phillipa Henderson, Bob Harrison & Gerald Harper have made this request and Sue Sturt will be asked to submit her request. Janet will advise Phillipa that her request would be granted (Janet Olliver/Jan Fryer)

FINANCE: (December 2019 Report circulated)

It was moved the payments in the financial report for December 2019 are ratified and the report accepted (Bryan Green/Mark Kuijten)

TOURNAMENTS: Barbara Taylor to liaise with Sharon Wanden re directors and duties.

PROPERTY REPORT:

- Bryan will arrange to post notice re tent.
- Weeds sprayed, hedge trimming still to be completed
- Kitchen door to be modified in order for it to be an approved fire escape door
- Insurance – a property valuation would be needed by the end of March

- Polystyrene cups almost all used, will look into purchasing environmentally friendly cups through Ann Hogg

ALMONER: Card has been sent to Noeline Sissons

GENERAL BUSINESS:

- 2020 Work plan discussed – Mike Murray to be responsible for Liquor Licences, describe as tournaments not functions. There was discussion as to whether the Prize-giving and Christmas lunch be combined on the same day. This was approved by consensus and it was agreed Sunday would be an appropriate day with a start time of 11:00am for Prize-giving followed by lunch and then Bridge.
- Lessons – Approval was given for two adverts to be placed with the Chronicle, one in January and the other in February at a cost of \$182 plus GST each.
- Appeals Process (Amended) – Bryan will post on Website & email out to members if no further changes needed. It will be made accessible in the Club.
- The Friends of the Library would not be holding their fundraising Bridge day this year and it was suggested we might hold a mid-winter fundraiser ourselves.
- A reminder that a significant Jubilee was coming up, Sandie Wright and Kerry Geertson were compiling a history record. (Club was incorporated on 2 July 1980 under the Incorporated Societies Act)
- 10 year work plan - We should look at decorating the last three rooms – Office, Storeroom & Men’s bathroom
- Trish Tough has requested approval to hire Bridge Club rooms on Saturday 7 March (incl Friday for setup). This was approved at a cost of \$50.
- Sandy Davies has been assisting with recording members’ tournament achievements with the help of Mark Kuijten’s Book so that appropriate mention can be made on Club nights
- There was discussion on gradings and whether NZ Bridge could be asked how they were getting on with their revised grading system
- Colleen Murray would tidy up the documents filing system on the computer, the brown folders would be replaced with a spare set of small drawers and it was suggested we look into using just one computer instead of two. The second computer has the dealing system on it.

Meeting closed at 6:20pm

NEXT MEETING – THURSDAY 13 FEBRUARY 2020 AT 5:00pm

Signed President

Dated

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 13 FEBRUARY 2020 AT 5pm IN
THE CLUBROOMS**

PRESENT: Mike Murray (Chair), Val Smith, Bryan Green, Barbara Taylor, Colleen Murray, & Darryl Small.

APOLOGIES: Janet Olliver, Mark Kuijten, Trish Tough & Jan Fryer

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Darryl Small/Bryan Green)

MATTERS ARISING:

- Scoring Tablets – Grant application for \$6,600 has been submitted. Would like them at least two weeks before Easter Tournament to settle in.
- BridgeNZ will pass old ones on to deserving countries.
- Insurance Valuation - Ongoing
- Director Training – Going extremely well
- Liquor licence application completed
- Lessons – 6 currently registered (3 new & 3 returning)

CORRESPONDENCE IN /OUT: List attached to Agenda plus

- NZ Bridge – Appointment Sue Brown, 2020 Membership Data
- Treasurer – Chronicle Advert invoice & Term Deposit Statement (Bryan Green/Barbara Taylor)

FINANCE: January 2020 Report has been circulated. \$5,000 withdrawn from Term Deposit and the balance reinvested at 2.7%. There are 32 subscriptions outstanding and it was suggested we might like to look for a few more advertisers for the Program book. It was moved the payments in the financial report for January 2020 are ratified and the report accepted (Bryan Green/Val Smith)

TOURNAMENTS: Directors for all four tournaments have been confirmed, Flyers to go out in due course. Entries will be emailed to the Bridge Club with Barbara having remote access from home. We will be accepting payments online but they will need to be made at least two days prior or proof of payment to be brought on the day, otherwise in cash (no cheques). Cash will need to be withdrawn on Friday for prizes.

PROPERTY REPORT:

- Zip water heater has been fixed
- Hedge trimming still to be completed
- Modification of kitchen door - ongoing

ALMONER: Card to be sent to Eunice Wright for her 99th birthday

GENERAL BUSINESS:

- Newsletter – Seek more Thursday night scorers

Meeting closed at 5:30pm

NEXT MEETING - THURSDAY 12 MARCH 2020 AT 5:00pm

MIKE MURRAY, Vice President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 19 MARCH 2020 AT 5pm IN THE
CLUBROOMS**

PRESENT: Mike Murray (Chair), Bryan Green, Barbara Taylor, Colleen Murray, Jan Fryer, Trish Tough, Mark Kuijten & Darryl Small.

APOLOGIES: Janet Olliver, Val Smith

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Bryan Green/Darryl Small)

MATTERS ARISING:

- Scoring Tablets – Training scheduled for Monday 23rd March at 1:30pm preference is for small groups made up of scorers and dealers

CORRESPONDENCE IN /OUT: List attached to Agenda plus

- NZ Bridge – Advisory No 4 & Wellington Bridge Club (circulated) (Colleen Murray/Bryan Green)

FINANCE: February 2020 Report has been circulated. There are two outstanding Subs. If we needed to close for an extended period we can meet all our obligations. It was moved the payments in the financial report for February 2020 are ratified and the report accepted (Bryan Green/Jan Fryer)

TOURNAMENTS: Easter Tournament has been cancelled on Website and an email would be sent to local Clubs. Contact New World to see if they would be happy to transfer their sponsorship to a later tournament.

PROPERTY REPORT:

- Hedge trimming still to be completed – possibly next week
- Modification of kitchen door - ongoing

ALMONER: Cards were sent to Trish Tough, Roy Sewell and Ian Hayward. Jan would visit Eunice Wright.

GENERAL BUSINESS:

- Newsletter – Ask members to keep checking emails and also a general note regarding members' welfare as it could be a difficult time for some of them particularly if they are on their own without family close by. Jan Fryer and Barbara Taylor are happy to help with this and will offer support if required.
- Lessons – Tricia has spoken to the learners and all are happy to continue. She will maintain dialogue with Janet on this.
- Clean out of Office – Colleen, Mike & Bryan could do this on a weekend. Ann Hogg to be asked to give all surfaces in Office a good clean
- Insurance – The significant increase in value was discussed and the amount of \$66,000 for fencing to be queried. Contents to be increased from \$96,000 to \$110,000. Bryan to contact Insurance Company for revised quote.

Meeting closed at 5:40pm

**NEXT MEETING - THURSDAY 9 APRIL 2020 AT 5:00pm unless
advised otherwise.**

MIKE MURRAY, Vice-President

No Meeting was held in April 2020 Due to Covid Lockdown

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 14 May 2020 AT 5pm IN THE
CLUBROOMS**

PRESENT: Janet Oliver (Chair), Mike Murray, Bryan Green, Barbara Taylor, Colleen Murray, Jan Fryer, Trish Tough & Mark Kuijten

APOLOGIES: Darryl Small, Val Smith

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Bryan Green/Mike Murray)

MATTERS ARISING:

- Scoring Tablets have arrived – Training will be scheduled when appropriate
- Revised quote for insurance to come
- Trish Bailey has kept in touch and supported her Learners as much as possible; they will be added to Pianola so that they receive emails.
- New computer has been installed, office tidy will be done Sunday morning at 10am

CORRESPONDENCE IN /OUT: List attached to Agenda (Janet Oliver/Mark Kuijten)

FINANCE: March & April 2020 reports have been circulated. As the last two power accounts were estimates Bryan will take a reading and phone it in which should result in a refund. An estimate of expenses for the next few months was circulated and Bryan advised we would need to transfer \$10,000 to the Online Call Account when Deposit 04 matures on 15 June. There is one outstanding Sub. The payments to Ann Hogg have been suspended temporarily and the automatic transfer between accounts has also been stopped. It was moved the payments in the financial reports for March & April 2020 are ratified and the reports accepted. (Bryan Green/Janet Oliver)

TOURNAMENTS: The next two tournaments on 14 June and 19 July would be cancelled.

PROPERTY REPORT:

- Hedge trimming still to be completed – A different Contractor will be sourced
- It was agreed that while the Club was in recess we would look at removing the office window and use left-over wallpaper in the office and bathrooms. Mark would follow up on this and contact the paperhanger.

ALMONER: Cards were sent to Stafford Ball's wife, Roy Sewell and Barry Cross.

GENERAL BUSINESS:

- The Presidents' Board would be put Online, Bryan will organise this.

- Hand Sanitiser was discussed, to be effective it needed to contain 60% Alcohol. Bryan had obtained a quote from Office Max for 1Ltr bottles @ \$24.77 and 5Ltr bottles at \$91.30. Mark would check where his Company sourced theirs and at what cost.

Meeting closed at 5:40pm

NEXT MEETING - Thursday 11 June 2020 AT 5:00pm unless advised otherwise.

JANET OLIVER, President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 11 June 2020 AT 5pm IN THE
CLUBROOMS**

PRESENT: Janet Olliver (Chair), Mike Murray, Bryan Green, Barbara Taylor, Colleen Murray, Jan Fryer, Val Smith & Mark Kuijten

APOLOGIES: Darryl Small, Trish Tough

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Barbara Taylor/Mark Kuijten))

MATTERS ARISING:

- Revised quote for insurance received \$6,348
- Janet will contact Tricia re continuing Lessons
- Hand Sanitiser has been purchased

CORRESPONDENCE IN /OUT: List attached to Agenda (Janet Olliver/Jan Fryer)

FINANCE: May 2020 report has been circulated. Bryan phoned in a power meter reading which resulted in a refund. Mike Murray will contact Armourguard Security for more detailed information regarding Callout costs. A transfer of \$6,000 will be made to the Online Call Account when Deposit 04 matures on 15 June.

It was moved the payments in the financial report for May 2020 be ratified and the report accepted.

(Bryan Green/Mike Murray)

TOURNAMENTS: The next tournament will be on 29 August.

PROPERTY REPORT:

- Mark has the hedge trimming underway and will clean heat pump filters.
- Mark has received a quote of \$2,840 to remove window in office and for fire exit door from kitchen.

Wallpapering office will be done once window is removed. Approved
(Mark Kuijten/Jan Fryer)

ALMONER: Jan Fryer has checked in with those members who have been in hospital recently.

GENERAL BUSINESS:

- A program for returning to Bridge was discussed and approved, members would be advised.
- Hand Sanitiser would be made available in the room and a Covid 19 poster has been downloaded and will be available for members to check-in.
- Martin and Pat Oyston will be available on the morning of 21 June for training on new Bridge Pads.

Training will be by invitation only, Bryan will arrange for two people from each session. Martin and Pat will remain for the Social afternoon to sort out any problems that may arise.

- Mike will contact the Dutch group to advise they can now meet in the Bridge rooms again.

Meeting closed at 5:55pm

NEXT MEETING - Thursday 9 July 2020 AT 3:00pm (Note change to start time from now on).

JANET OLLIVER, President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD
THURSDAY 9 JULY 2020 AT 3pm IN THE
CLUBROOMS**

PRESENT: Janet Olliver (Chair), Mike Murray, Bryan Green, Jan Fryer, Val Smith, Mark Kuijten

APOLOGIES: Darryl Small, Trish Tough, Colleen Murray, Barbara Taylor

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record.
(Janet Olliver/Mark Kuijten))

MATTERS ARISING:

- Armourguard Security call out fee \$80 + GST. They have confirmed their fees are \$80 + GST for the first half hour of an alarm callout and \$80 + GST for every half hour thereafter. Appears excessive. Their key holder records include Dorothy Mackay, Bryan Green and Mike Murray as afterhours contacts. These will require update. Mike Murray has been requested to contact local security firm Fast Phones for a quote and this matter can be discussed further at the next meeting.
- Recommencement of lessons. Margaret Clarke and Val Smith are now conducting the lessons and have undertaken 2 to date with 10 and 6 participants respectively.

CORRESPONDENCE IN /OUT: List attached to Agenda (Mike Murray/Jan Fryer)

Bridge Manual now to hand and in Office.

Scrabble Booking Saturday 26 July confirmed and Yvette Hewlett will be provided with a key.

FINANCE: June 2020 report has been circulated.

It was moved the payments in the financial report for June 2020 be ratified and the report accepted.

(Bryan Green/Val Smith)

TOURNAMENTS: The next tournament will be on 29 August. Flyer on Notice Board and circulated to clubs. Lorraine (Palm Nth Bridge Club) has been approached to direct. Barbara Taylor and Trish Tough to arrange catering.

PROPERTY REPORT:

- Faulty Office light, plug and wiring replaced.
- Fire Drill to be undertaken shortly.
- Mark to finish hedge maintenance this weekend.
- Moss along fence line and driveway to be sprayed.
- Air conditioner filters to be cleaned.

ALMONER: Jan Fryer has forwarded cards to Eunice Wright, The Luhrs family on the passing of Bill and Colleen Murray.

GENERAL BUSINESS:

- Cleaning Contract. Gwyneth Mdwara has been interviewed and trialled with Ann Hogg and has proved satisfactory. Consensus was she be employed as our cleaner. A Service Contract has been completed and will be signed this evening. Key Register will need updating as Ann Hogg will pass on her key to Gwyneth. Barbara Taylor will take over the purchases of cleaning materials, tea and coffee from Ann Hogg. A thank you letter to be forwarded to Ann Hogg.
- Bridge Tabs. All minor issues appear to be resolved. A few Scorers are yet to be trained and the relative training will be undertaken shortly.
- Friday Afternoon. First Session 3 Tables. We need at least this to make it viable, preferably more.
- A review of the Club Recorder's responsibilities to be discussed at the next meeting.
- Surplus computer equipment. Bryan has undertaken to dispose of this.
- Kerry Geertson has historical club minutes in his possession.

Meeting closed at 3.50pm

NEXT MEETING – Thursday 13 August 2020 AT 4:00pm (Note change to start time from now on).

JANET OLLIVER, President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD THURSDAY
13 August 2020 AT 4pm IN THE CLUBROOMS**

PRESENT: Janet Olliver (Chair), Mike Murray, Bryan Green, Barbara Taylor, Colleen Murray, Jan Fryer, Trish Tough, Val Smith & Mark Kuijten

APOLOGIES: Darryl Small

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record. (Bryan Green/Mark Kuijten))

MATTERS ARISING:

- Key Register Audit - Mike and Janet to ask for keys that are no longer required to be handed back. It was suggested that the lock be changed at some stage and new keys issued as a number of old keys were at large!
- Fastphones monitor alarm at \$30 plus GST per mth and advise Armourguard who have a key of any security issues at \$80 plus GST per callout.

CORRESPONDENCE IN /OUT: List attached to Agenda plus further items mentioned and/or circulated. (Janet Olliver/Trish Tough)

FINANCE: July 2020 report has been circulated. Builder's account still to come, Bryan will ask Kiwibank to transfer the 90 day Notice Saver Account to the Online Call Account. It was moved the payments in the financial report for July 2020 be ratified and the report accepted. (Bryan Green/Barbara Taylor)

TOURNAMENTS: All arrangements are in place for the tournament on 29 August and a decision will be made regarding running this after the Government's advice on Friday evening.

PROPERTY REPORT:

- Paper cups have arrived (1,000) at a cost of \$58.41, copy of invoice to be supplied to Bryan for reimbursement.
- Kitchen door still to be completed, builder has materials now.
- There is a ceiling panel that needs replacing and the office just needs painting and wallpapering.

ALMONER: Nothing reported.

GENERAL BUSINESS:

- There will no longer be any Bridge on Friday afternoons due to lack of support.

- Wednesday Championships – It was agreed Open players sit at tables together and toss for position to ensure fairness to Intermediate players.
Any nights missed will be slotted in where appropriate.
- Social nights at end of year may be used for Thursday night catch-up.
- Tuesday night lessons had their 10th lesson last week and some may need a few more nights of play and discuss hands before joining Thursday room.
- Barbara Taylor agreed to become a second Recorder to help with Thursday player's concerns.
- There was discussion regarding next year's programme and number of boards played during Wednesday Championships.
- Reminders for announcements or Newsletter needed re always tossing to determine sitting positions, checking that floor heat pump is turned off at end of night (table 2) and Zero Tolerance Policy as standards slipping.
- Sitting rights need to be approved by Committee and renewed each year.

Meeting closed at 5:10pm

NEXT MEETING – Thursday 10 September 2020 AT 4:00pm

JANET OLLIVER, President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD THURSDAY
17 September 2020 AT 4pm IN THE CLUBROOMS**

PRESENT: Mike Murray (Chair), Bryan Green, Colleen Murray, Trish Tough, Val Smith & Mark Kuijten

APOLOGIES: Janet Olliver, Barbara Taylor & Jan Fryer

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record. (Bryan Green/Mike Murray)

MATTERS ARISING:

- Key Register – No keys returned at this stage however all keys will be recalled and the locks re-keyed at Xmas.
- Members without email recorded

CORRESPONDENCE IN /OUT: List attached to Agenda plus further items mentioned and/or circulated. (Mark Kuijten/Trish Tough)

FINANCE: August 2020 report has been circulated. Builder's account still to come and as the Term Deposit (05) is maturing on 9 October it was agreed \$5,000 would be transferred from this to the Online account rather than from the 90 day Notice Saver Account. It was moved the payments in the financial report for August 2020 be ratified and the report accepted. (Bryan Green/Trish Tough)

BUDGET: A draft budget had been circulated and after discussion it was agreed an increase in either Subs or table money was not justified and there should be no increase for next year. The draft budget would be updated to include September for the October committee meeting. Items in the depreciation schedule that had a closing WDV of less than \$100 would be written off and the kitchen & toilet improvements would also be written off. (Bryan Green/Val Smith)

TOURNAMENTS: Nil

PROPERTY REPORT:

- Rheem water heater is leaking again, may need to replace tap
- Kitchen door & Office (which has been sealed & sanded) still to be completed
- Ant spraying, Trish will get price for follow-up spray

ALMONER: A card has been sent to Darryl Small's family

GENERAL BUSINESS:

- NZ Wide Pairs – Bryan has agreed to organise

- Championships – There was discussion regarding substitutes on Wednesday and Intermediates playing together on Thursday
- Social nights at end of year on Thursdays would allow beginners from lessons to get more practice in
- Book advertisers and tournament sponsors – Mike and Trish will contact existing and new advertisers and sponsors. Suggestions were Mitre 10, Pryor & Palmer, BJ Contractors, Levin Mini Bins, Tall Poppy Real Estate, Kia Motors & See & Hear
- It was suggested the Prize Giving, Dave Herries Tournament & Xmas function may be held together on Sunday December 6th. A licence would be needed; this would be discussed further at the next Committee meeting.
- AGM November 9th 6:30pm

Meeting closed at 5:20pm

NEXT MEETING – Thursday 8 October 2020 AT 4:00pm

MIKE MURRAY, Vice President

**MINUTES OF THE LEVIN BRIDGE CLUB MEETING HELD THURSDAY
8 October 2020 AT 4pm IN THE CLUBROOMS**

PRESENT: Janet Olliver (Chair), Mike Murray, Bryan Green, Colleen Murray, Barbara Taylor, Jan Fryer & Trish Tough

APOLOGIES: Mark Kuijten & Val Smith

MINUTES OF THE PREVIOUS MEETING: Confirmed that these are a true and correct record. (Trish Tough/Bryan Green)

MATTERS ARISING:

- Programme book – personal visits by Trish resulted in eight advertisers at \$50 each, she will approach Benniks/Garden Depot & Salt & Pepper. Bryan may have a real estate agent for the back page. Production of book in progress, Convenors will be same as last year and as Fridays have not been supported it was agreed they would not be included in the Book next year. (Janet Olliver/Barbara Taylor)
A full list of members will be placed on the wall and everyone will be asked to check their details prior to printing.
- Tournament sponsors (except Cobb & Co who have been sent a written request) have all agreed to their Sponsorships for next year.

CORRESPONDENCE IN /OUT: List attached to Agenda plus further items mentioned.
(Janet Olliver/Barbara Taylor)

FINANCE: September 2020 report has been circulated. Builder's account still to come, the Term Deposit (05) has matured and \$5,000 has been transferred to the Online account with the balance being reinvested. It was moved the payments in the financial report for September 2020 be ratified and the report accepted. (Bryan Green/Mike Murray)

BUDGET: A final budget had been circulated and after discussion it was agreed an increase in either Subs or table money would be reviewed next year and notice of this would be included in the Treasurer's report.

TOURNAMENTS: Next year's dates have been recorded.

PROPERTY REPORT:

- Rheem water heater still leaking, need to replace tap
- Chase up builder now re ceiling panel, kitchen door & Office

ALMONER: A card will be sent to Diane Edwards

GENERAL BUSINESS:

- NZ Wide Pairs & Donnelly Jugs – to be promoted
- Teams event will run for three weeks with the fourth night being a social night. Members to bring a plate.
- Xmas function on Sunday 6 December starting at 11:30am would be Pot Luck and would include Prize Giving & Social Bridge. Margaret Clarke would be asked if she could make a Xmas cake. A liquor licence would be required. Trish & Barbara would arrange to purchase three raffle baskets (fruit, chocolate etc.) from New World at approximately \$40 each.
- Dave Herries Tournament would be held on Monday 7 December as per Programme Book.
- Cleaning tablets and tea room – Microfibre clothes would be purchased so that tablets could be cleaned as they are handed out. Convenors to ask players to be responsible for their own cups, spoons & teabags etc. and Janet would email convenors regarding this.
- AGM November 9th 6:30pm – The accounts are currently under review by Barry Cross. The Agenda, Financial reports and Remits need to be sent out to members by 26 October. Committee nomination forms were handed to those who are standing again next year, these should be in the hands of the Secretary by 31 October.
- Remit at AGM – Bryan to research the possibility of splitting the Intermediate players between Wednesday and Thursday nights with Thursday night Intermediate's eligibility being less than 30 rating points or less than 10,000 "C" points. However, anyone could play of a Wednesday night as it was an Open night. He would get back to the Committee prior to 26 October.

Meeting closed at 5:25pm

NEXT MEETING – Thursday 12 November 2020 AT 4:00pm

JANET OLLIVER, President