

## **Minutes of the Committee of the Auckland Bridge Club**

Held in the Club Rooms, 273 Remuera Road, Auckland  
on 14<sup>th</sup> November 2017 at 5.30 pm

**Ann Barraclough as Immediate Past President opened the meeting.**

### **PRESENT**

A Barrowclough S Marryatt, M Robertson, M Weatherston, W Gyde, T Melhuish  
Apologies- S Reed

### **WELCOME**

Anne expressed a thank you to the returning members and a welcome to the new Committee members. She invited each member to give a brief outline of their skills and passions. She thanked members for their contribution to the smooth running of the SGM and AGM.

### **CHAIR**

Since the position of President was not filled at the AGM and remains vacant, there was a need for the Committee to elect a Chair. This matter was discussed

It was moved **T Melhuish, seconded by W Gyde**, THAT Murray Weatherston be elected Chair. CARRIED.

### **Chairman's Words**

Murray declared that his wife is the Club membership services manager.

Murray said he was willing to step into the vacuum, and said he was totally committed to the Committee operating as Governance Board.

He set out his philosophy of chairmanship including

- Agendas and supporting papers be issued in a timely manner
- That all members are expected to have read the papers before the meeting
- That the meeting takes a Governance stance and not get into the detail and job of management
- That to support this emphasis that we call ourselves a Board and not a Committee
- That Correspondence be dropped as an Agenda item; any matters addressed to the Board should have a specific Agenda item (he expected few); any other correspondence matters should be addressed in the Manager's report.
- That there is no need for creditors to be approved each meeting; if expenses are provided for in the Budget, they can be automatically paid; if there are unbudgeted expenditures, they can be approved in the Manager's authority unless they exceed the limit of her authority in which case they need specific Board approval
- There should be a specific delegation of the Board's authority, with any required limits, to the Manager to make it clear what the Manager was (and was not) authorised to decide without reference to the Board.

He said the Treasurer should be the Chair of the Board's Audit and Risk Committee.

### **MINUTES OF THE PREVIOUS MEETING**

It was resolved THAT The minutes of the previous meeting held on the 19<sup>th</sup> September 2017 having been circulated be taken as read and confirmed as a true and accurate account. : **A Barrowclough/ M Robertson**

**MATTERS ARISING** – No matters arising

### **SGM & AGM**

It was agreed that once the Board had agreed on the SGM and AGM minutes, they should be published on the website subject to any amendments that might be made at the next AGM

## **REGISTRATION CHANGES TO THE RULES**

Once the SGM minutes have been approved by the Board, the changes need to be registered with the Registrar of Incorporated Societies.

M Robertson's offer to insert the changes into the Rules was accepted

## **STAFF & STRUCTURE**

The Board was advised that it was the present manager's intention to resign effective say at the end of Queen's Birthday weekend 2017.

The Board recognised that it would need to set up a process to appoint a new Manager. There was an appreciation that with the Board's resolve to be a Governance Board, there was a need to review the Manager's duties in that light.

It was felt a Sub Committee should be formed, to look at processes/structure changes, the effect on all roles. It is timely to do another review as a lot of changes have been made in the past few years, to note the impact on all roles. It is a catalyst for future planning, where do we want the Club to be?

It was resolved THAT the Board establish Structure Review Committee comprised of Mark/Sharon/Anne and requested it to report back to the full Board in February 2018 **A Barrowclough/ W Gyde**

### **Principle**

The Board agreed that the working principle for the Committee is that the Board should have only one employee report (the Manager) and the Manager should be responsible for all the other operational staff.

## **BUILDING REVIEW**

Mark gave, for the benefit principally of the new Board members, a recap of where the Property Sub Committee are at. It has been in a passive mode for the last 6 months. It is time again to go forth and discuss and review some ideas, there are many aspects, Risk profile aspect, expertise required, all depends on the outcome chosen. The Board should set aside a special meeting with the Building review as the only item

## **INTERNAL PAINTING**

The previous Committee had obtained some quotes for repainting the Club Rooms. Some were for the whole interior and some for the parts that most needed attention.

This topic needed to be addressed at this meeting because it was recognised that we can only get the work done during the holiday period. There was only a narrow window remaining if any work was to be done this closedown

There was a wide-ranging discussion about whether a decision should be made before the property decision was made. There was recognition that the ambience of the surroundings was part of the vision to be recognised as the leading Bridge Club in Auckland.

It was generally agreed that the Club did have sufficient funds in hand to do some repainting.

At the conclusion of the discussion, it was resolved by a 5/1 majority THAT we accept the quote from JR Webb Painters for some \$33,000 + GST to paint the whole interior . **T Melhuish / M Weatherston**

A Barrowclough said she will look at making grant applications to fund some of the cost.

## **STRATEGIC PLAN**

Everyone was asked to please read and study the draft plan prepared by the previous Committee and it will be an Agenda Item in the near future

## **EDUCATION SUB COMMITTEE**

It was agreed that this should be a Committee of management and not a Board Committee. There was acceptance that coaching should be an integral part of the Club's offering. The Manager was requested to review the contracts and the program for the next and future years. The Manager was encouraged to utilise club members who have expressed an interest in this aspect of the Club's activities.

## **MEETING SCHEDULE**

It was agreed meetings would remain on a similar schedule to previously, with a Board meeting at 5.30 pm on the second Tuesday of the even numbered months'

## **HEALTH & SAFETY**

It was specifically noted from the Manager's Report that there were no H&S matters to report.

## **VOLUNTEER'S ROLES**

It was recognised there is an ongoing need to review volunteer roles such as Bar Manager and Maintenance to ensure they don't fall into a hole.

The meeting closed at 6.55 pm.

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Dated: .....

Next Committee meeting:

12<sup>th</sup> December 2017