

Venue: Upstairs Auckland Bridge Club 273 Remuera Road, Remuera

Date: Tuesday 7 August 2018, start 1745

| ITEM | ACTION |
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| <p>Attendees: Mark Robertson, Murray Weatherston, Sue Reed, Terry Melhuish, Wayne Gyde (did not attend).</p> | |
| <p>Apologies: Anne Barrowclough, Sharon Marryatt</p> | |
| <p>Previous Minutes: Draft minutes for meeting on 13 February 2018 (attached) Meeting for 10 April 2018 was cancelled. Minutes were approved in the April meeting.</p> | |
| <p>Matters arising: We did advertise the role of Manager, interviewed two candidates and appointed Julie</p> | |
| <p>Finance Report: Account for year end 30 June 2018 – Profit and Loss and Balance Sheet Painting the club rooms if added back we made a healthy profit – painting \$26K. Subscriptions number?? Should be \$50K Subscriptions in advance?? How are the accounted for?? Subs number is not correct – another \$25K to add to the profit - subs should be earned immediately on receipt. Note treatment of subs – Sharon to advise. A good year despite loss of \$18K due to above. Agreed that Treasurer to assistance to Manager for preparing Accounts for audit. Accounts provided by Julie are DRAFT accounts.</p> <p>Discussion around Trusts – for projects – people may be more inclined to provide money from their wills. To be explored.</p> <p>Amount of money in cheque account. To be placed into interest bearing accounts and have a prudent amount in the cheque account.</p> <p>Query about discounted tickets. Balancing easier if all pay \$9 and discount</p> | |
| <p>Verbal report from Murray Weatherstone from the time of Clare Wade’s resignation to Julie Mitchell’s commencement in the Bridge Club Manager on 25 June 2018.</p> <p>Spot of bother since just before Debbie left. Services were maintained. Early resignation of Claire – another bump. Currently things are ticking along nicely.</p> | |
| <p>Club Manager’s report (Julie) including report on Tournaments and Repairs and Maintenance</p> <p>Training for First aid – Julie look to find quote for providing staff with first aid training and advise Board.</p> | |

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| <p>Ann's report – expert public address system all going well. Some dead spots. Audio Consultants – upgrade the connector to projector to a HDMI fitting. Mark Robinson to follow up.</p> <p>Over the last few months two congresses and lots of tournaments which were successful. We haven't lost money on tournaments.</p> <p>Approval was given to purchase for new pie warmer for the kitchen - \$800.</p> <p>Budget for the year- last year's actuals. Budget based on last year. \$26K for painting not day to day maintenance.</p> <p>Budget for staff salary increase – to be connected to Performance Appraisal. Budget for wage increase –</p> <p>AGM to be set for 2nd Sunday in 11 November</p> <p>Next meeting 9 October.</p> <p>Ventilation expert – to be invited to offer suggestions on a way forward to improve ventilation in the club.</p> | |
| Budget 2018/2019 | |

Meeting Closed: 6.15pm

Next meeting: 9 October 2018

Following meeting Julie advised AGM date 4 November as 11 November is not available.