

**Minutes of the Board meeting of Auckland Bridge Club Inc
held on 3 December 2019 at 5.45pm in the club rooms at 273 Remuera Road**

Present: Anthony Hopkins, Peter Hoskin, Mark Robertson, Anne Barrowclough, Terry Melhuish, Wayne Gyde, Sylvester Riddell

1. Welcome

Julie Atkinson presented a report for the 2020 year on all aspects of Education

Contracts to be formalised, KPI, Email lists for specific sessions (privacy rights to be addressed)

Resources needed – Screens, helpers, Promotion of events into the wider Bridge community

MINUTED – That Julie Atkinson oversees all aspects of administration, contracts, people, and the implementation of the 2020 Education Programme **Carried W. Gyde/M. Robertson**

Thanks to Julie for attending the meeting.

2. MINUTED- The Club will contribute \$4000 towards the flexiscreen Carried A. Barrowclough/ M. Robertson

MINUTED – That Julie Mitchell is duly authorised by the Board act on behalf of The Auckland Bridge Club to apply and commit our Organisation to any Grant application agreements.

Carried A. Barrowclough / P. Hoskin

MINUTED – That the bank signatories be updated to include the new Treasurer Anne Barrowclough, new staff member Deborah Tangney, and to remove Sharon Marryatt and Julie Atkinson **Carried W. Gyde/M. Robertson**

3. Minutes of the last meeting

Resolution: *That the minutes of the meeting dated 8 October and 12 November 2019 be accepted as a true and accurate record. These minutes are to be added to the website along with previous minutes of meetings*

Moved:	Terry Melhuish
Seconded:	Anne Barrowclough
Motion passed:	Yes
Abstentions:	No

4. Managers' Report

Barbara Mitchell is retiring (Kitchen) her last day is 20th December, Barbara has been an asset and her farewell will be on her last day. The existing role will be disestablished meaning an end to ordering lunches on the Monday, Wednesday & Friday sessions, revenue has been dropping off and patronage was falling. Cleaning costs have increased over the years so the

new role created will incorporate a tea person/cleaner/housekeeper. The benefit that the staff member will be invested in keeping the Club Rooms clean. Details of Barbara's farewell and thanks to be in the Newsletter. The farewell gift was discussed and decided upon

5. **No Health & Safety issues to report.**

6. **General**

The staff will have xmas lunch as per last year.

ClubHub The uptake is slowly happening

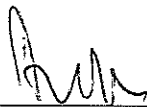
7. **Financial**

The Treasurer will present a report next meeting, as access to xero has been given

8. **Next meeting:**

The next meeting of the Auckland Bridge club will be held on 11 February 2020, at 5.30pm at the Club rooms

Signed



Board member

