

**Minutes of the Board meeting of Auckland Bridge Club Inc
held on 16th March 2021 at 5.30 pm in the club rooms at 273 Remuera Road**

Present: Anthony Hopkins, Anne Barrowclough, Sylvester Riddell, Mark Robertson, Sara Worth
Apology: Peter Hoskin, Wayne Gyde, Deb Tangney

1. Welcome

Anthony Hopkins welcomed all to the meeting.

Acknowledged that no documents had been distributed prior to the meeting.

Agenda items were discussed and agreed.

2. Minutes of the last meeting

Minutes of the last meeting dated 9th February 2021 will be circulated at the next meeting for approval.

3. Matters Arising-

No matters arising that are not dealt with as agenda items.

4. Managers' Report

Managers' report was not presented.

5. Correspondence

Nothing presented.

6. Health & Safety issues to report-

Work on updating Fire Evacuation procedures acknowledged. Update to be provided next meeting.

No other matters brought to the committee's attention.

7. Financial

Nothing presented.

ACTION: Anne to circulate as soon as possible.

8. Members Sub Committee Report

Project: Outstanding membership

Sara presented a full report on committees work around follow up of and information gathering. Following the work of the team to call all the 71 late renewals only around 23 subs still remain to be collected or withdrawn. Some contact details are either missing or incorrect.

ACTION: Office to follow up the checking information. Nothing I can do to update info is there?

ACTION: Office to follow up payment of outstanding subs.

Project: Development of a 'Social Session'

As a result of the feedback from the late renewals telephone calls Wendy M has suggested the development of a 'weekly social bridge session'. Sara to invite Wendy to clarify what these means/what it might look like, and Sara to ask office staff to also give it some thought. Key will be resourcing and supporting, and ensuring we enhance rather than undermine current sessions.

ACTION: Sara to invite Wendy to April board meeting

Action: Sara to ask Office Staff to prepare piece on what Social Bridge might look like in the club

Project: Mentoring/Buddy system

Sara to talk to office team about development of how it will work, expectations of a buddy, calling for interest, development of basic system card.

ACTION: Sara to brief office team on developing a proposal for a buddy system within the Club.

Project: Partnership Desk

On hold for moment while data base development continues.

9. **Other Matters**

Education update

Beginners' lessons started Monday 15th March 2021. 65 signed up, 48 attendees.

Looking to expand website for beginners to include more material. To be done in conjunction with Julie.

ACTION: Sylvester to explore what could be included.

Some feedback on the slide deck to ensure all slides presented are relevant

ACTION: Mark to talk to Mike.

Role Reviews

ClubHub is now firmly in place managing ticketing and membership, so timely to review office roles to see how they have changed and realign them with key tasks and accountabilities. This also to include Education contractor and housekeeping roles, eventually.

ACTION: Sara to lead this.

Procedure Manual

This is to be updated so that office deliverables can continue if staff absent or change.

ACTION: Anne to lead this.

Strategy Development

Wayne working on development of document for discussion, and key KPI's.

ACTION: All to read Wayne's draft doc. Wayne to continue work

MailChimp

Sylvester updated on how this operates and how it was progressing and advised monthly cost likely to be \$40 inc GST per month. Agreed to proceed with merging all data bases into the Mailchimp programme.

ACTION: Sylvester to continue this work

Rubber Bridge

Anthony liaising with Grant Jarvis, re format

ACTION: Anthony to continue to liaise

IP's in Auckland (November)

Anthony agreed that Auckland will include offer of transport to airport at end of tournament.

Anthony advised that NZB will only pay for one meal.

ACTION: Anthony to continue to monitor.

AV equipment update

Request for another quote. Some misunderstanding about location of drop down screen. Can this be agreed between all parties.

ACTION: Deb to get second quote

ACTION: Deb to get agreement on best place to put screen

10. **Next meeting:**

Meetings will be held at 5.30pm on the 3rd Wednesday of every month, except December. This and next years meeting invitations will be sent out through Outlook.

The next meeting will be 21st April 2021.

ACTION: Office to send out meeting invitations to all board members.

Meeting ended at 6.45 pm

Signed

