

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

Held in the club Rooms, 273 Remuera Road, Auckland

On 15<sup>th</sup> March 2016 at 5.30pm

### **PRESENT**

A Barrowclough (Chair), A Hopkins, D Tangney, A Young, B van Rangelrooy, S Marryatt, M Robertson, A Morris

Apologies: P Hensman

The chairman confirmed a quorum and declared the meeting open

Welcome:

The Committee wished to acknowledge Anthony Hopkins and all the work he had done with NZ Bridge, and that we were disappointed he was not re-elected to its Board, as we all appreciate how much he had contributed.

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

The minutes of the previous meeting held on the 16<sup>th</sup> February 2016 having been circulated were taken as read and a true and accurate account. Moved/Accepted: **A Barrowclough / A Young**

### **MATTERS ARISING**

Social Media Policy from NZ Bridge is on the website, though NZ Bridge says it still needs work. – **Anne to write a letter in regards to this**

**Life Membership** – Samples of tiers, it is still in the information gathering stage. Bianca had sent information which was forwarded – **Mark/Bianca**

**Audit Review** – Sharon will make inquiries with another Audit Firm – **Sharon**

Insurance review – **Deborah to send to the Committee**

Development of Strategic Plan – – **Anne see general Business**

Electronic Pads – **Peter/Deborah to do**

Heart Defrib – **a list to go on the wall – Deborah**

Health and Safety – Allan explained about the changes 1/4/16 coming in about the need to maintain a risk register, to always have it as an item on the agenda. Deborah to email Kim van Hoof re the report. All Health and safety documentation to be put in the appropriate staffs file, re keeping off the roof goes into the caretakers file. Bianca referred to RAMS **Allan/Deborah/Bianca**

### **CORRESPONDENCE**

**Member-** about heating suggestions – **Deborah to respond**

### **MANAGER'S REPORT**

Managers' Report was presented and taken as read.

Staffing Issues – Janet Barnard will be away for 5 weeks. Douglas Russell to organise this.

Deborah to organise the 5 week Review.

### **TREASURERS REPORT**

The financials were presented, and taken as read. The accounts were accepted. The Report was tabled and discussed- **S Marryatt/ A Young**

The payables as listed were accepted. **S Marryatt/ A Barrowclough**  
An exception note to show the one off expenses that may be incurred.

#### **GENERAL BUSINESS**

**Regional Committee** –A Brief history was given of this committee. 2 vacancies are becoming available.

**Queen’s Birthday Congress** – Alice and Allan to start thinking how to make it a great event.

**Vice President** – Mark Robertson will act in this capacity when Anne Barrowclough is unavailable.

**Committee membership** -Mike Dunn has expressed an interest in joining the committee. Anne B. provided the committee with his credentials and experience. It was moved that Mike be co-opted onto the committee, from the next meeting.

**A Barrowclough / M. Robertson**

**Question** – The President set homework – “What do you think it means to be the premier bridge club in Auckland”

**The Premises Sub Committee** – Mark Robertson gave an update to the Committee. A Resolution was put forward by **Sharon Marryatt**- “That the committee confirms a budget in relation to the Premises project of \$20,000 including the costs already incurred. And that membership permission be required if any further funds are needed.” – Seconded **by A.Barrowclough**. A show of hands carried this.

#### **CLOSURE**

The meeting closed at 7.00 pm. The next meeting is 19<sup>th</sup> April 2016

Signed: .....

Dated: .....