

Minutes of Meeting

Auckland Bridge Club- Governance Committee

Date- 15 November 2012 and 20 November 2012

Present – Russell Watt, Anthony Hopkins, Rineke Mansell, John Wilson,
Allan Morris

Role

Agreed the role of the Governance Committee is –

The Governance of the Club is the responsibility of the Governance Committee and the Committee should take whatever actions it believes are necessary to ensure the independence, continuity and integrity of the Club.

Agreed the Committee will be responsible for staff matters.

Agreed the committee will meet and/or communicate by conference call on a monthly basis.

Agreed the Committee will prepare a monthly report to the overall Committee of the Club

Policy Recommendations

Agreed that the manager will prepare a brief and general statement of any circumstance referred to the Bridge Conduct Sub-Committee.

Agreed any conduct complaint to be immediately referred to the sub-committee and that members be discouraged from bringing matters to the attention of the General Committee. The sub-committee will be instructed to consider any complaint and report to the General Committee within one month. Members of the sub-committee are Russell Watt, Graham Wakefield, Alan Dormer, Alan Taylor, John O’Gorman.

Agreed members of the sub committee to remain confidential to minimize lobbying. Management of any complaint to be conducted via the President

Agreed to add an item in the next newsletter covering conduct and complaint procedure.

Financial Management

As part of appropriate oversight it was agreed a review of existing internal controls be undertaken. The first of these relates to collection and receipt of table monies. The second applies to preparation of monthly accounts and how best to achieve segregation of duties.

Agreed to introduce new internal controls to cover receipt of table monies. Simple reconciliation form (as presently used by the office) to be completed and result sheet attached. The Director responsible for the session is to sign and date the return.

Agreed when preparing quarterly accounts attention is paid to the treatment journals. Jan Ashwell as part of her duties to prepare quarterly financial statements.

Agreed in 2013 to review whether additional controls are required.

Staff Management

Presently the Manager takes instruction from a variety of people imposing challenges and frustrations.

Agreed to assist the Manager we would appoint a single management point responsible for oversight, priority setting and control. As part of natural succession it is recommended this is the vice president (Anthony Hopkins). This change does not remove the interface or change the relationship between the President and or Treasurer with the Manager

Agreed we need to review the priorities of the Manager. These are presently set out as to facilitate the ongoing success of the Auckland Bridge Club and satisfaction of its members by appropriately and proactively managing the day-to-day business of the Club. Primary objectives are member needs, financial management, administration, staff management, facilities, and marketing. With greater emphasis on use of the website there needs to be a focus on the management and use of the website.

Agreed the Director of each session will post the results on the new website. Training and/or direction will be provided.

Agreed to enforce annual leave. Except for the provision under statute of commuting the first week all leave entitlement is to be enforced. It is important that staff take annual leave.

Other

Agreed to review the 5 year plan and lead a discussion at the February meeting of the General Committee. Russell and Allan to lead.

Agreed to investigate benefit and cost of introducing eftpos capability.

Agreed the minutes to be the basis of a report to the General Committee for acceptance and adoption of recommendations.

The meeting concluded.

Next meeting- February 2013 (Date to be confirmed) - Auckland Bridge Club