

**Auckland Bridge Club Inc**  
**Minutes of Meeting 28 May 2013.**

**Present:** Russell Watt (President)  
Anthony Hopkins (Vice President)  
Rineke Mansell (Acting Treasurer)  
Judith Chandler  
Pauline Mulligan  
Janet Barnard  
John Collins  
Rhondda Sweetman  
Allan Morris

**Apologies:** Angie Fitzgerald  
Tracey Lewis

**Purpose:** To review resourcing, systems and technology requirements.

**Objective:** 1. To secure greater efficiency through the use of technology  
2. To ensure sound operational processes  
and procedures  
3. To reduce operational costs

A situation analysis paper was presented prior to the meeting to assist the committee's understanding of the services presently provided and required of the manager.

The Committee, after much discussion decided to undertake a review of the technical, compliance, administrative and financial requirements of the office. It was considered some additional investment in technology could yield long-term savings for members.

An additional stream of work was considered- delivery of hosting and teaching roles. **Resolved** that these latter two roles could be considered in due course. The priority is to address the delivery of Finance and Administration Services.

**Carried**

**Resolved** to engage a contractor to review the processes, procedures, systems and technology subject to the Committee's final agreement of the terms of reference, timing of the project and, cost.

**Carried**

It was anticipated a review would take about a month to complete. The intention is for the review to be completed by mid to late July 2013.

**Resolved** to approach members of the Club for an expression of interest to undertake the review.

**Carried**

It was noted a couple of members maybe qualified to undertake this type of work.

Agreed to appoint a sub-committee to oversee the engagement of a consultant and the project. Anthony Hopkins to lead the sub-committee reporting to the Committee on a regular basis. **Carried**

Meeting closed 7pm

Approved

President  
June 2013