

# AGENDA



<b>Date:</b>	April 14 2025 4.30 pm	<b>Location:</b>	OBC Clubroom
<b>Present:</b>	Caroline Goodall (Chairperson. Paul Duffy. Mary McQuoid. Cath Boughtwood. Judith Hollyer. Peter Furness Janice Gillam. Nicola Timms. Bridget Gorinski. Bronwyn Walker		
<b>Apologies:</b>	Amanda Richards:		
<b>Call to order:</b>	4.45 pm	<b>Meeting Closed:</b>	6.40 pm

Agenda	Presenter	Time (minutes)
<b>1. Matters arising:</b>  <b>Previous actions completed/ ongoing</b>		
<b>2. Strategic planning:</b> a) Our new regulatory obligations b) Way forward for Orewa Bridge Club c) Email communications	Janice	
<b>3. Financial: Treasurer's Report</b>	Bridget	
<b>4) Correspondence: (circulated)</b> a) Room hire: Auckland body corporate Oceanside Econowaste	Cath	
<b>5) Updates:</b> a) Membership b) Learning and Development c) Constitution d) Building and grounds maintenance e) Compass f) Sponsorship	a) Nicola b) Paul c) Nicola / Bridget / Mary d) Bridget e) Cath f) Mary	
<b>6) GENERAL BUSINESS:</b> a) Social activities b) Club security, closing of rooms after session c) Phantom positioning d) Mary Mennie competition e) Joanne McGowan flyer	a) Paul/Jan b) Cath  c) Cath d) Caroline e) Caroline	

# MINUTES

## Standing Items

APOLOGIES: Moved That the apology from Amanda Richards be accepted.

[CONFLICTS OF INTEREST DECLARED..... (relating to ...), and ..... (relating to .....)]

MINUTES OF LAST MEETING: accepted as a true and accurate record. Moved Cath, seconded Mary

## 1. MATTERS ARISING

Bridget noted that she is still chasing invoices.

Paul Duffy has emailed a budget schedule to all committee to assist with more accurate forecasting in the future. We should fill this out as best we can individually and then allocations will be made to the most appropriate person.

## 2. STRATEGIC PLANNING

- a) Janice gave a presentation of the Incorporated Societies Act 2022, and what the committee must achieve in the next 4 months to complete the requirements to meet our obligations of a "not for profit society" (NFP). This is much more than just changes to our constitution and affects our membership, management and financial documentation / processes / reporting requirements. She also showed the 2022 NZ Bridge presentation on their suggested process that we were recommended to follow at that time.

The Act introduces new specific offences and more detailed interpretation. The Committee, and in some cases members, can now be held liable for failures relating to these offences with risks of substantial fines / prison terms / Club liquidation. We also need to ensure that our processes are compliant with other Acts such Health and Safety at Work Act 2015,, Privacy Act 2020, Resource Management Act 1991), Local Government Act 2002), Sale and Supply of Alcohol Act 2012, Copyright Act 1994, Gambling Act 2003, and, potentially, some of the revenue statutes. The Registrar also now has powers of inspection relating to compliance. There was heated discussion regarding what needs to be done but as Janice pointed out in respect of several area, we have no choice but to comply with Act. As officers of the committee we are required to sign letters of consent acknowledging liability for anything that goes amiss with the management of the club. The committee cannot be asked to do that without having oversight. Transparency also acts as protection for those individual members and our club members.

- b) It was recommended, and agreed, that we need understudies for key officer roles and that no one individual should have sole responsibility for anything relating to Membership, Finance, and systems as this presents the club with single points of failure should they be absent for any reason.

Treasurer. Amanda is to be Bridget's understudy. Amanda has bookkeeping qualifications and is proficient with Xero

Membership: Paul is to be Nicola's understudy. Responsibilities can be documented while the jobs are learned. Paul asked for time to consider this.

Secretary. Mary is to be Cath's understudy. This role has already been documented as Mary is covering while Cath is on holiday.

Paul proposed that he and Mary chair the strategic sub-committee rather than Janice due to her health concerns and the impact of the personal response she has been getting in respect of

the changes. Janice thanked him and Mary. This change was agreed. Janice will continue to offer support as necessary.

c) Mary will be covering for Cath while she is on holiday. Currently there are a number of people with access to the Club's email account. This is not appropriate as members and others would expect that only the Secretary should have access to incoming emails or be able to send official emails from the club's address. Mary and Cath to change the password on the email account.

## **FINANCIAL**

The Treasurer tabled the financial report.

This consisted of the printed 'movements in the Cheque account' as both the inward and outward transactions include GST. These transactions must match those on the bank statement.

There was no further discussion on the Financials as the president stated the meeting should move on to cover other business.

## **CORRESPONDENCE**

- a) Room Hire - Auckland Body Corp wishes to hire the clubrooms 7 May, 5-7pm. Cost would be \$345+GST. Committee approved.
- Oceanside Body Corp wishes to hire the clubrooms 17 May 1-4pm. Cost would be \$345+gst. committee approved.

## **UPDATES**

- a) Membership - not discussed as Nicola chose to leave the meeting
- b) Learning and development - it was suggested that the club do a session for improvers lessons when the beginners' lessons are finished as Judith's morning lessons had been so popular. The committee agreed that this would be a very good idea
- c) Constitution - this still needs a lot of work. Bridget feels an indemnity clause to be included in the constitution. This will be checked when we seek legal approval following member feedback.
- d) Building and grounds maintenance - nothing happening at present
- e) Compass - Cath, Sandra and Leslie are working on this. They hope to have a presentation ready sometime next month before changing over all the tablets. Any changes require committee approval.
- f) Sponsorship - there is to be a raffle which will be drawn at the midwinter dinner. Harrison's are giving the prize which is having a garage re-carpeted. The tickets will be \$5 each and will be available to buy two weeks before the dinner and at the dinner. It will also be drawn at dinner.

## **GENERAL BUSINESS**

- a) Social Activities - Friday night drinks – Paul will progress. Bridget has requested a copy of the lease
- b) Club Security - Duty Managers are to be appointed to ensure the correct procedures are adhered to at the end of each bridge session. ie. air conditioning, fans, and lights turned off. All windows shut. Office door shut. Front door shut and locked. Cath to organize a spreadsheet for people to fill in, so that we have coverage at all sessions. For optimum security we should have 2 people available.
- c) Phantom Positioning - for the final session of each series phantom must sit E/W as the players in contention always sit N/S. The committee agreed to do this.
- d) Mary Mennie Competition. - Caroline to liaise with Hibiscus. It is our turn to host.
- e) Joanne McGowan flyer - Jo asked if this flyer could be put on the notice board. There was no objection from the committee.

There being no further business, the meeting closed at 6.40pm

NEXT MEETING. Monday 19 May

Caroline Goodall,  
President