

MINUTES of the Taradale Bridge Club Committee Meeting held in the Napier RSA  
Boardroom 11<sup>th</sup> February at 4.30pm

**Present:** Jo Hayes, Trish Patterson, Carolyn Yeomans, Margaret Hall  
Chris Hagen, Ruth Spittle, Margaret O'Leary, Doreen Nunn'  
Margaret Williams, Sue Lambourn, Jan Davis

**Apologies:** Ash Fitchett

The minutes of the last meeting have been circulated. Moved: Jo Hayes they be taken as true and correct. Seconded: Jan Davis

**Matters Arising**

Health and Safety Draft

Building Updates

Taradale Club Debts

All three items resolved as below

## **HEALTH AND SAFETY POLICY (DRAFT) 11 OCTOBER 2019**

### **Purpose**

The Taradale Bridge Club is committee is committed to providing a healthy and safe environment for club members and all those involved in the club/using club premises.

### **Procedures**

In meeting this commitment, the Club will provide processes for identifying and managing known and perceived hazards and risks

- The committee will appoint one of its members to be Health and Safety Officer
- The committee has a checklist for use for regular checks and reviews
- These procedures outline the ways in which health and safety issues are identified and dealt with.

### **Identification of Health and Safety Issues**

- Any member or person using the premises and who identifies a possible health and safety issue is asked to raise that promptly
- This is to be brought to the attention of the Health and Safety Officer in the first instance, or if that Officer is not immediately available then to a committee member.
- Forms for doing so are available on the noticeboard

- Urgent matters will be dealt with promptly by the Health and Safety Officer but otherwise at the next committee meeting.

### **Emergency Evacuation Procedures**

- In the event of an emergency members shall leave the premises by the nearest exit and gather in the carpark.
- This procedure must be notified at tournaments.
- Committee members will be responsible for checking that the building has been completely evacuated.

### **Health and Safety Policy Checklist**

This checklist is the responsibility of the Health and Safety Officer, but the tasks may be delegated.

### **Accident and Hazard Reporting**

- Ensure the Accident/Health and Safety Book is available for recording issues
- Ensure members are aware of the process for identifying and raising issues
- Record issues raised and the action taken
- Ensure the club data base contains an emergency contact number for every member

### **Hazard Management**

- Regular checks for possible hazards (3 monthly): building, flooring, furniture placement, storage of cleaning substances, bathroom and kitchen facilities are at an acceptable level
- Maintain a hazard register

### **Emergency Evacuation**

- Check the exits are clearly marked and unobstructed
- Ensure any new committee members are aware of their responsibilities in evacuation.

### **First Aid**

- Check 3 monthly, replenish/update and confirm this action within the Accident Book
- **Reporting**

- Confirm every 3 months to the committee that the checklist has been completed.

Moved the Health & Safety Policy be adopted Jo Hayes Seconded Jan Davis

Building updates.

**Progress towards new building, Report to Committee, 11 February 2020** On 15 January the sub Committee met with representatives from the Napier City Country Music Club to discuss our new building providing their group with a permanent base. The club meets on 2 Sunday afternoons per month. They are currently based at the Taradale Club which is proving to be less than satisfactory. They have some funds in a building account but nowhere near enough to go it alone. The representatives reported back to their meeting on 26 January and have been given the authority to continue discussions with us on 17 January committee and Sub Committee members met with Sandy from the Lotteries Commission who explained their requirements and processes. Our case to them would be aided by having a feasibility study completed. We can apply for a grant of up to \$25000 for this. It was decided we would obtain quotes and put in an application in their next funding round which closes early March. Two quotes have been received and Neil will complete the application. A letter has been sent to HB Rugby Union Board re our inclusion in their current building or their proposed new build. Acknowledgement of our request has been received and we have been advised it will be discussed at their February or March meeting, most likely March. Accompanied by a large number of our members, we made our presentation to the Napier City Council at their Public Forum on 30 January. This was well received. We are now waiting to hear back from the Council. If we do not hear anything by 13 February (2 weeks after Public Forum) then we will be following up with both the Mayor and our contact in Parks and Reserves.

Taradale Club Debt

Paid and the assets were written off

### **Financial**

Margaret Williams moved the Treasurers Report be accepted and payments of \$4408 For December and \$4112 for January be paid. Seconded: Chris Hagen

NBC Committee – charge of \$1220 + GST remains unchanged for January – March

All Signatories and beneficial owners (Westpac Bank) are now officially set as per the December minutes.

This is an issue which must be addressed following any committee changes at future AGMs.

For discussion – Subs refunds – No refund is the Policy.

TBC Budget – pretty much break even, income will be down due to the effects of GST

TBC Intermediate Budget – approved

### **Social Almoner**

January – 2 Azalea plants to Mark Stack  
Card to Carol Fraser illness  
Card to Jim Denton on resignation  
February  
Flowers and Card to Margaret Atkins illness

### **Membership**

Tom Hughes	Resigned as associate member, too far from Hastings
Bill McKee	Resigned as full member
Brigitte Spiekerman	Joining, ex Napier, especially for Monday nights
Simone Stranaghan	Re-joined
Barbara Twyford	Resigned
Jim Denton	Resigned - Health and mobility make it impractical
Judith Duley	Resigned, but lovely comments about Monday nights.
Jenny Peters	Upgrading to full member, home club still Napier.
Graham Budd	Full member for 3months. From Vancouver Island.
Marg Budd	Full member for 3months. From Vancouver Island.
Allison Armstrong	New associate member, home club Napier
Diane Mitchel	Resignation
Yvonne Mason	Resignation
Christine Moffett	Resignation
Norma Shirley	Resignation
Ewan Simonson	Resignation

### **Correspondence Inwards**

Response from NBC re Monday night Bridge – which is to be run as normal  
Email from Mairie Bristow re Christmas Lunch  
Email from Karen Cowley updating members on the details of arrangement with TBC  
Email from Karen Cowley re proposal to found a new bridge club  
NZ Bridge Central Districts Intermediate and Junior Championships 2020  
NZ Bridge Top 100 All time Masterpoint Earners as at 31 Dec 2019  
East Coast CD Bridge Clubs AGM 3<sup>rd</sup> February 2019 Minutes  
Contact details for Bridge Mates and Recorders page link  
NZB Minutes 26 November  
NZB Regional Committee Minutes  
Email from Napier City Country Music Club with intent to collaborate over building project  
NZB Top 200 All Time Masterpoint Earners

### **Correspondence Outwards**

Response to Carol Fraser re. Cooling system  
Email to the Bristow's re. Christmas Lunch

Letter to Brendan Mahoney HB Rugby Union Board

Trish moved that the Inward and Outward Correspondence be accepted. Seconded:  
Carolyn Yeomans

### **Other Business;**

Dates for 2021

Meeting to set dates for 2021 16<sup>th</sup> February Carolyn and Jo to attend the meeting.  
Carolyn will organise second pair to play bridge after the meeting.

Intermediate Tournament 22<sup>nd</sup> February – Catering Bristow's @ \$12pp and Sue is arranging before and after food, Confirmation required around Bar - Sue to follow up. Sponsor Craig Smith Harcourts – he is sending his partner Pat Tomlinson to do a presentation. Trish will open the Tournament and collect the money. Director Francey Rolls. Trish to do raffles and get session prizes. Tuesday Pakn Save voucher \$110 needs to be used. \$50 for a prize and \$60 to go towards raffle costs.

Lawson Jugs 21<sup>st</sup> March – Sue is away – someone required to look after entries, sponsor, food and help. Jo will do this.

Taradale Tierney Teams 16 May Sue back 14 April – preparation work from Beth Shan for flier etc. Ash to do the flyer, Sue to send him last year's one.

Email from Karen Cowley re proposal to form a new bridge club – In committee  
Jo moved the following be our response to NBC. At this point we want to focus on getting our land from Council and our building started and we don't rule out negotiations with the Napier Club in the future. Seconded Doreen Trish to send response.

Air conditioning to be left on if there are more than two sessions in a day.

Murray Newbold Email re Monday and Thursday morning Bridge.

It was felt there should be no change to the format for both these sessions, we do offer the Shires, Monday Junior Senior night and, the Wednesday teams multi-level event which cater for mixed partnerships. Trish to respond to Murray

Improvers lessons – debrief The Improvers sessions held over the Monday nights in January have been completed. Over the 4 nights 80 mostly junior players from the 4 HB clubs attended

55 were Taradale members, 18 from Napier, 6 from Hastings, 1 from Havelock North  
Support from senior players with dealing cards, room set up, collecting money, handing out notes, filling the spare spots at tables and tidying up afterwards was most appreciated.

Marjorie Op. 9/3 – Ken is going to take her sessions.

HB Congress free entry for Intermediate, Junior & Novice Tournament winners this includes winners from any of these events that have occurred since the last Congress.

Tournament venue – if Napier says that we can't hold one of our tournaments at their venue, Havelock North are happy for us to use their rooms.

One of the Real Estate sponsors in Rotorua – if they sell a member's house the Club gets \$500 (Carolyn)

Neil Macdonald has asked that we pass a resolution to apply to the Lottery Community Affairs fund for a grant to carry out a Feasibility Study and also to authorize him to act on behalf of the Club with the lottery Commission  
Moved Jo Seconded Sue

Lessons – Ruth has at least 12 – Advertising in Courier – Trish to organise  
Jo ask Ash re. flyers.

### **Flyers**

Taradale Intermediate 22<sup>nd</sup> February

Feilding Open 5A 23 February

Taupo Bridge Club Intermediate 5B 29<sup>th</sup> February

Taranaki Bridge Congress New Plymouth 7 – 9 March

North Island Teams 2020 20A 14 & 15 March

Hastings BC 5A Open Teams 28<sup>th</sup> March

Wellington Bridge Congress 24 – 27 April 2020

Wellington Int 5B Pairs & 5B Teams 25-26 April

Wellington Junior & Novice 25-26 April

NZB Inter Provincial Trials 9-10 May

The meeting closed at 6.05pm the next meeting is to be held Tuesday 10<sup>th</sup> March

