



Meeting:	Minutes WR Bridge Committee Meeting
Date	13th May 2025
Time:	1.00pm
Meeting ended:	3.00pm
Next meeting scheduled:	To be advised

**Present:**

Alan Grant, Chair	Margaret Robertson
Claudia Duncan	Katherine Gough (via Microsoft Teams)
Jill Herman	

**Apologies:**

N/A	
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**Minutes of the previous meeting 8th April 2025:**

Moved (Margaret/Jill) that these Minutes are a true and correct record of the meeting with the addition that the "Terms of Reference Policy" item was to be added as carried forward and to go on this meeting's agenda.

**Matters Arising:**

**Action/Notes:**

Signatories – Alan does not have time to progress being a signatory at this stage.	<b>To be parked for now</b>
Director's training face to face. Alan is still to organise this with Allan Joseph.	<b>Alan</b>
Our branded pens were used by Karori at the Easter Pairs. Pens need to be stored at WBC for use only at regional events. Claudia to notify Bridget.	<b>Claudia</b>
Jill advised that WRC has previously subsidised Youth players with half the cost of tournament fees. The two invoices can be paid now.	<b>Margaret</b>
Jill has completed the NZBridge budget template for 2025 and sent it in.	<b>Completed</b>
Jill completed her action points by sending out invites to relevant Interclub captains promoting the Wellington Congress and the Regional Championship Trials.	<b>Completed</b>
Another extra round of play required for the Open Regional teams in Interclub still to be arranged.	<b>Jill</b>

**Correspondence:**

<p><b>IN:</b></p> <p>NZBridge: Info re AGM &amp; National Conference on 14th June (agenda items requested). IP return form. Congress Novice inclusion (Alan/Rona/Katherine). Session charge invoice (Swiss &amp; teams?) \$67.28.</p> <p>WBC: Request with quote for more cupboard space for WRC board storage. Info for WBC re outsourcing financial management (Alan/John Patterson). RealBridge invoice (March) \$185.16. Fundraising tournament 10th June (Alan/Rona Driscoll). 10A tournament</p> <p>ANRC newsletter.</p> <p>John Patterson - April Finance reports.</p>	<p><b>Claudia has sent in IP form &amp; will send any agenda items</b></p> <p><b>Claudia to query invoice description.</b></p> <p><b>See Finance</b> <b>See Finance</b> <b>See Finance</b></p> <p><b>See Finance</b></p>
<p><b>OUT:</b></p> <p>Karori – re using branded pens at their Easter Mixed Sex Pairs.</p> <p>WRC March minutes to Alister at NZB.</p> <p>Emails to clubs re lesson grants.</p> <p>Claudia/Bridget– obtaining email addresses for IP captains then emailing IP Trials team captains.</p>	<p><b>Actioned</b></p> <p><b>Ongoing</b></p>
<p><b>IN/OUT:</b></p> <p>Graeme Norman/Claudia/Alan re cost of IP Trials.</p> <p>Nebojsa/John/Claudia/Jill re over payment for directing Interclub.</p> <p>John P/Margaret/Graham Cheater – emails re signatories.</p> <p>Annette Henry/Alan/Caroline Wiggins - Congress teams' format.</p> <p>Jill/Alister/Bridget – support for a Hutt player.</p>	<p><b>See Finance</b></p> <p><b>See Finance</b></p> <p><b>Claudia to send letter to Clubs and Directors after a response from Murray Wiggins (National Director)</b></p>

**Finance:**

Moved (Jill/Margaret) that the financial report for April be received.	<b>Carried</b>
Wellington Bridge Club would look after WRC finances for \$800pa. Jill and Katherine agreed to this outsourcing; however the situation is still under discussion. Alan explained that he had talked to Sue Brown (NZBridge Board) and she had offered to help. Alan to organise a Teams meeting with himself, Sue, Jill and Margaret to find out more.	<b>Alan</b>
Margaret is happy to look after the payments and to load the invoices with Bridget/Alister to authorise. Jill and Margaret to work together on the financial management in the meantime and set up a system.	<b>Margaret/Jill</b>

Many thanks to Margaret for her cash flow report produced at short notice. As a result, Alan/Jill moved that Alister (NZBridge Secretary) be asked to amend the term deposit rolling over on 12 <sup>th</sup> May to \$5000 and pay the balance into the call account. The \$5000 is to mature at 6 months and to be paid into the call account then. Moved (Alan/Jill) payment of Invoices received:	<b>Margaret/Alister</b>
Moved (Alan/Jill) payment of following approved invoices: WBC for IP Trials rent \$207.00 WBC for Interclub RealBridge March \$185.16 NZBridge – Session charges \$67.28 (subject to confirmation with NZB) Victoria Club – youth player tournament subsidy \$15.00 Wellington Club – youth player tournament subsidy \$18.00 Nebojsa – IP Trials Director \$180.00	<b>Margaret/Claudia</b>
Claudia to write to Kairangi asking for \$50.96 overpayment for lessons promotion to be returned.	<b>Claudia</b>
Due to the overpayments made on 2nd May to Nebojsa and Kim for Interclub directing, Kim will have already been paid in advance for May and Nebojsa for May and June.	<b>Claudia to advise Nesa</b>
Claudia to contact Graeme Norman re payment of \$20 overdue for playing in Senior IP trials.	<b>Claudia</b>
\$20 cash received for another IP entry will cover the cost of the refreshments Claudia is out of pocket for. Jill to organise journal entry in Xero.	<b>Jill</b>
Wellington Congress balance sheet shows a surplus of \$222.82. WBC to be asked to reimburse WRC.	<b>Alan/Jill/Claudia</b>
It was agreed that WBC purchase the Pinnacle storage cabinet from Bunnings costing \$449 recommended by Stuart Badger plus 17 new storage boxes costing \$170 and invoice WRC.	<b>Claudia/Bridget</b>

### General Business

Bridget (WBC) to write to NZBridge asking for the three nights in October for the Wellington Pairs to be online.	<b>Bridget</b>
Dan Gifford Rubber Bridge – Alan took over organising this event from Anne- Marie at short notice. This included redoing and sending out the draw after mistakes and complications arose.  Alan asked that Committee to approve that he replace Brian Cleaver who is no longer available for the finals at Congress. He abstained from the discussion and the Committee agreed.	<b>Alan ongoing</b>  <b>Approved</b>
Terms of Reference Policy: Margaret presented her impact report and explained how committee members are to overlap for 3-year terms with the election called by NZB and occurring in August. This year's resignations are Anne-Marie (creating the current vacancy) and Katherine who will not be seeking re-election. The remaining 4 of us have to decide on our terms of office. This policy will be presented at the Clubs' meeting on the 24 <sup>th</sup> .	<b>Alan/Margaret/Claudia/Jill</b>
Regional meeting with Clubs on 24th May. Claudia to book a room at WBC. Alan to provide a report from the Chair. Jill to provide a finance report and an Interclub report. Water to be available. Clubs to be reminded to email Claudia the names of their reps. Agenda with 2024 minutes to be sent out to Clubs along with the Terms of Reference Policy report.	<b>Claudia/Alan/Jill</b>