

# KAPI-MANA BRIDGE CLUB (Incorporated)

NOTICE OF THE ANNUAL GENERAL MEETING OF THE CLUB TO BE HELD AT THE CLUB ROOMS, 8 LINDEN AVENUE, LINDEN, ON TUESDAY 26 MAY 2015 at 7.30PM.

## AGENDA

1. Apologies
  2. Confirmation of the minutes of the previous Annual General Meeting held on 20 May 2014, copy attached
  3. Matters arising from the minutes
  4. Presentation of the Annual Report
  5. Presentation of the Financial Report
  6. Presentation of the Budget for 2015/2016
  7. Presentation of the Long Term Capital and Maintenance Plan
  8. Election of Officers and Committee and confirmation of Honorary Appointments  
President Vice President Secretary Treasurer  
Recorder Club Director Committee members (minimum of four)  
Note. Two positions must be filled from the Wednesday night players  
NOTE. Nominations for the committee can be made by means of the notice on the board in the Club Rooms or from the floor at the meeting
  9. Remit  

Two remits are being tabled for changes to the Table Money. Details are attached.  
Any other remits should be submitted to the Secretary prior to the AGM.
  10. Subscriptions  

The committee recommends that there will be no change to the Annual Subscriptions.  
This recommendation may be overruled dependent on the outcome of the two remits mentioned above.
  11. General Business
  12. Confirmation of the date of the next Annual General Meeting as Tuesday 17 May 2016
  13. Close
- L. McArthur  
Secretary 12 May 2015

## KAPI MANA BRIDGE CLUB INC

### MINUTES OF THE ANNUAL GENERAL MEETING OF THE KAPI MANA BRIDGE CLUB HELD AT CLUBROOMS 8 LINDEN AVENUE, TUESDAY 20 MAY, 2014 AT 7.30PM.

**PRESENT:** Chairman Nigel Horne, Secretary Lorraine McArthur, Treasurer Margaret Robertson

Club Members: Y Faatafa, M Faatafa, D Morel, I Fowler, E Morel, J Joseph, L Underhill, K McCredie, S Tharmatheva, R Sylvander, T Shields, B Daly, F Horne, I Haywood, A Dyer, M Cartner, E Sutton, J Conroy,

**APOLOGIES:** A Austing, H Todd, E Wimsett, L Gilhooly, M Francis, P Knight, E Gray, J Gray, Y Helps, G Lash, D Lash, L Richdale, L Mansfield, T Davidson

David Morel moved that the apologies be accepted, Lyn Underhill seconded.  
**Carried**

#### MINUTES OF THE LAST MEETING:

Margaret Robertson moved that the minutes of the last meeting be accepted, Kay McCredie seconded. **Carried.**

**MATTERS ARISING FROM PREVIOUS MINUTES:** None

#### ANNUAL REPORT:

Joan Conroy moved that Annual Report be accepted, seconded E Morel.  
**Carried.**

#### FINANCIAL REPORT:

Circulated before meeting, so taken as read. Margaret Robertson moved that the Financial Report be accepted, Barbara Daly seconded. **Carried.**

Barbara Daly asked whether the change in the way NZ Bridge were now invoicing Clubs quarterly for levies would mean a doubling of levies during the year. Margaret said this would not be the case, although it was difficult to budget accurately as Club membership could not be determined for any one year.

#### PRESENTATION OF THE BUDGET 2014/2015

D Morel noted that the surplus for 2014/15 was relatively small. Margaret explained that a variable in the actual cost of the carpet could increase that. The budget for insurance covered contents only and reflected the estimated

cost for 2014/15. The increase in the telephone budget reflected the cost of broadband.

Margaret Robertson moved that the 2014/1015 budget be accepted, seconded Allan Dyer. **Carried.**

**PRESENTATION OF LONG TERM CAPITAL AND MAINTENANCE PLAN:**

Replacement of the carpet was now seen as a priority. This would be purchased during 2014. Other than that, the Long Term Capital and Maintenance Plan remained as for 2013/2014.

Ian Fowler moved that the Long Term Capital and Maintenance Plan be accepted, seconded Y Faatafa. **Carried.**

**Approval for Expenditure:** That the committee on behalf of the Club purchases carpet for the Clubrooms at an estimated cost of \$11,000-\$13,000.00. Moved: Nigel Horne Seconded: Eleanor Morel **Carried**

**ELECTION OF OFFICERS:** The following persons were nominated:

President:	Nigel Horne
Vice President:	Not Elected
Secretary:	Lorraine McArthur
Treasurer:	Margaret Robertson
Masterpoints Secretary:	David Morel
Club Director:	Barbara Daly

Committee Members: John Joseph, Monica Cartner, M Fa'atafa, Barbara McDonald, Tracey Shields, Christine de Roo

Hon. Auditor: Richard Boodee

Hon. Tournament Secretary: Kay McCredie

Hon. Almoner: Nigel Horne

Nigel Horne moved nominations, seconded Kay McCredie **Carried.**

**SUBSCRIPTIONS:**

Because of the \$5.00 increase in NZ Bridge levies, it was recommended by the committee that annual subscriptions be set as follows:

Full Playing Member: \$70.00

Monday Daytime only: \$50.00

Both subscriptions to be reduced by \$5.00 if paid by 30 June 2014.

If Kapi Mana is not the member's home club, then a further reduction of also \$23.00 applies.

Nigel Horne moved, Margaret Robertson seconded. **Carried.**

**CONSTITUTION:**

A remit from David Morel formally proposed that Clause 15(b) of the Constitution be amended by replacing the title 'Club Administrator' with 'Masterpoints Secretary' which more correctly describes the function of this position.

David Morel moved, seconded Nigel Horne. **Carried.**

**GENERAL BUSINESS:**

No items of General Business.

Before the meeting closed, Nigel Horne offered a heartfelt vote of thanks to those committee members who were retiring from their positions, and to the many members of the Club who gave unstintingly of their time in so many ways to ensure the smooth running of the Club and its activities.

**NEXT MEETING:**

The next Annual General Meeting will be held in the Clubrooms on Tuesday 19 May 2015, at 7.30pm.

The meeting closed at 7.55pm.

Signed:..... Date.....

# **KAPI-MANA BRIDGE CLUB (Incorporated)**

## **ANNUAL REPORT 2015-2016**

### **Acknowledgements**

I would like to acknowledge the contribution made by the committee to the running of the club, and also our director Barbara Daly.

There are many functions undertaken by club members outside the committee who make a vital, but unsung contribution to our club. Partnership Stewards, Masterpoint Secretary, Card Dealers, Supplies Purchasers, Tournament Secretary & Helpers, Session Directors and Programme Book organiser. Thanks to all.

John Joseph has resigned from the committee and I wish to acknowledge, with grateful thanks, his committee work including responsibility for the Building maintenance. I hope that John will continue with his duty of Bridge Board set up.

### **Membership**

The membership has dropped to 126 at 30 April 2015. Every effort was made following the graduation of the lesson attendees to retain their interest by introducing a "Buddy" System amongst the Wednesday night players. This system will be retained and refined for the next batch of graduates. This will ensure that the graduates have competent and experienced members to assist with information and advice on Bridge and Etiquette.

From last years lessons six graduates have continued their involvement with the club. Unfortunately there have been many resignations for a variety of reasons which have resulted in a net loss of members.

### **Lessons**

David and Eleanor Morel gratefully offered their time and experience to conduct lessons for prospective members for which I am most appreciative. David also happily offers advanced lessons to existing members. There are 9 individuals attending the current lessons.

### **Financial**

We club recorded a loss of \$3363.40. This is as a result of the purchase of the Carpet.

The unaudited financial accounts are attached.

## **Major Project**

A grant of \$5000.00 was obtained for assistance in replacing the worn carpet. The clubrooms now look crisper and the club can be proud of the environment.

The committee acknowledges the assistance offered by Ian Fowler to collate all the information required and submission of the grant application.

## **Obituary**

The passing of club member Monica Cartner occurred during April. Monica was a respected member of the club. She was voted to the committee at the 2014/2015 AGM but had to withdraw because of failing health.

## **Budget**

The budget for 2015/2016 is attached.

## **Long Term Capital and Maintenance Plan**

The next item of major cost is likely to be the replacement of the men's urinal. Costs have been requested and will be presented to the incoming committee for consideration.

## **Bridge Playing Matters**

### **Interclub**

The interclub teams achieved good results during the year. The Open Restricted team lead by Margaret Francis was third, the Intermediate team led by Yvonne Helps was second and Jann Dyer's junior team was third. Congratulations to all participants.

### **Competitions**

Our club representatives brought home the Jackways Shield from Paraparaumu and the Kerr Cup from Kairangi. A top effort.

### **Individual Status**

It is pleasing to note that many of our members received Certificates of Achievement or elevation of their status. One in particular was Eleanor Morel who graduated to MASTER status for achieving 100 A Points in the NZ Bridge ranking. Congratulations to all achievers.

## **Tournaments**

All tournaments at our club were well attended. Many of our members participated At other club events and performed with distinction.

The winners of the Kapi-Mana Intermediate tournament were Pauline Robb and Annette Austing.

The club enjoyed great success at the Kapi-Mana Multigrade tournament with Don Mather & Phil Clark winning the Intermediate Pairs, Eleanor Morel & Lorraine McArthur 3<sup>rd</sup> overall in the Open/Intermediate pairs and Kim Prescott & Mark Janor were the overall winners of the Open/Open pairs. Congratulations to these members and to all the other Kapi-Mana members who participated.

## **Social Events**

### **Opening Night**

Our club's director, Barbara Daly, organised a successful Opening Night function which was well supported by members.

### **Christmas Party**

Another successful event was held that was well supported by our members.

## **Sponsorship and Advertising**

Every effort was made after the 2014 AGM to increase revenue for the year. We were successful obtaining an increase in advertisements in the Programme Book and gained major sponsors for our Open and Multigrade Tournaments for the 2014/2015 season.

## **Directing**

Our Club Director used her powers of persuasion to ensure that our Thursday evening sessions and Tournaments had the competent Directors.

The issue of directing club play is being addressed via Remits the AGM.

The committee's thanks go to our club members who assist with directing.

## **Table Talk**

The production of the monthly Table Talk newsletter has been handled expertly by Tracey Shields. The results, statistics, bridge laws & rules plus other useful information is much appreciated and commented on by many members.

Thanks Tracey.

## **Conclusion**

The Club is in a sound financial position. Maintaining our membership remains the major challenge along with maximising attendance at all sessions.

Thanks to all members who have contributed to the running of the club. Without your assistance we would not have achieved the compliments given by members and visitors alike.

I wish the incoming president and team every success. I am certain the membership will be fully supportive of the new committee and offer assistance when asked or even volunteered.

**Nigel Horne**  
**President**



**KAPIMANA BRIDGE CLUB INC**

**Statement of Operations for year ended 31 March 2015**

<b>2014</b>	<b>Income</b>	<b>2015</b>
<b>\$</b>		<b>\$</b>
1,924.37	Bank interest	1,669.31
3.80	Donations	-
700.00	Grants	5,000.00
7,653.01	Subscriptions	7,819.00
22,657.10	Table Money	23,409.00
-2,823.50	Less Supper Tickets	-2,579.50
850.00	Miscellaneous	1,100.00
4,113.20	Tournament, Interclub & Functions Income	2,996.20
-3,022.27	Less: Costs	-2,159.44
<b>32,055.71</b>		<b>37,254.57</b>
	<b>Expenses</b>	
1,849.71	Administration	1,717.63
-	Affiliation Fees	2,696.75
1,500.00	Cleaning	1,470.00
264.00	Depreciation	658.27
3,595.00	Directing	3,178.50
2,728.61	Electricity	2,595.00
240.00	Engraving	565.75
1,820.00	House Help	1,780.00
1,704.89	House Supplies	1,746.40
1,547.67	Insurance	1,547.67
122.21	Learner Classes	1,092.05
2,192.13	Masterpoints	2,208.69
740.99	Minor Asset Purchases	386.30
1,935.72	Rates and water	2,025.62
247.25	Rent	247.25
2,269.73	Repairs and Maintenance	2,727.68
1,085.93	Stationery and Playing Expenses	1,075.05
823.44	Telephone & Broadband	1,071.36
<b>24,667.28</b>		<b>28,789.97</b>
7,388.43	Excess of Income over Expenditure	8,464.60
52,869.66	Accumulated Fund 31st March 2014	60,258.09
<b>60,258.09</b>	Accumulated Fund 31st March 2015	<b>68,722.69</b>
	<b>Represented by:</b>	
725.99	Fixed Assets	11,895.72
51,294.69	Term Deposits	40,361.29
	Bank Savings Account	10,230.54
8,237.41	Cash Book Balance	6,235.14
<b>60,258.09</b>		<b>68,722.69</b>

Note: The expenditure of \$11,828.00 on carpet in February 2015 has been transferred to the assest register.

**Auditors Report**

I have inspected the books and records of Kapi-Mana Bridge Club Inc. For the year ended 31 March 2015 and in my opinion the above Statement gives a true and fair view of its financial position, and shows the results of its activities for the year ended 31 March 2015.

R Boodee

**2015-16 BUDGET**

<b>14-15 Budget</b>	<b>14-15 Actual</b>		<b>15-16 Budget</b>
		<b>Income</b>	
8332	7,819.00	Subscriptions	7300
22800	23,409.00	Table money	24804
-2750	2,579.50	less Supper tickets	-2750
800	836.76	Net Tournament & interclub income	800
	5,000.00	Grants	
2000	1,669.31	Interest	1720
0		Donations	0
750	1,100.00	Other Income	750
<b>31932</b>	<b>37,254.57</b>	<b>Total Income</b>	<b>32624</b>
		<b>Expenses</b>	
2000	1,717.63	Administration	1800
3000	2,696.75	Affiliation fees	2760
1500	1,470.00	Cleaning	1500
1264	658.27	Depreciation	2630
3712	3,178.50	Directing	3710
2950	2,595.00	Electricity	2730
1000	386.30	Fixed assets - minor purchases	3500
1820	1,780.00	House help	1820
2000	1,746.40	House supplies	2000
250	247.25	Rent	250
1750	1,547.67	Insurance	1750
250	1,092.05	Learner classes (net)	750
2350	2,208.69	Masterpoints	2350
300	565.75	Engraving & Honours Boards	570
2050	2,025.62	Rates inc water	2120
2500	2,727.68	Repairs & maintenance	2900
2000	1,075.05	Stationery & playing expenses	1200
1080	1,071.36	Telephone	1080
	11,828.00	Carpet Replacement	
<b>31776</b>	<b>40,617.97</b>	<b>Total Expenses</b>	<b>35420</b>
<b>156.00</b>	<b>3,363.40</b>	<b>Excess of Income over Expenditure</b>	<b>- 2,796.00</b>

**KAPI-MANA BRIDGE CLUB(INC)**  
**LONGTERM CAPITAL AND MAINTENANCE PLAN** May-15

ITEM	TOTAL	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>KITCHEN</b>										
Fridge/Freezer	1500									1500
Dishwasher	3500							3500		
Instant hot water	2500			2500						
Stove	1200					1200				
<b>TOILETS</b>										
Instant hot water(2)	1500		1500							
Gents Upgrade	10000	10000								
<b>MAIN HALL</b>										
Curtains	2500						2500			
Heaters(heatpump)	4500					4500				
<b>PLAYING EQUIPMENT</b>										
Dealing Machine	8000			8000						
Timer	1000				1000					
Computer	1200						1200			
Data projector	1000	1000								
Laptop	1200					1200				
<b>OTHER</b>										
	39600	11000	1500	10500	1000	6900	3700	3500	0	1500
	39600									

Remits for 2015 AGM

**I propose that table money for each session be increased by \$0.50 as from 1<sup>st</sup> July 2015.**

Rationale:

There is a shortfall in the 2015/16 budget. Increasing the table money by 50cents per player per session, will increase annual income by \$2,800 per annum based on the number of tables at all sessions in 2014/15. As it is proposed to raise the table money from 1<sup>st</sup> July, we will gain an extra \$2,100, bringing total income from table money to \$24,800 in 2015/16.

If we do not increase table money then subs will have to be increased to help cover the budgeted loss. As we currently have 126 financial members (including 4 life members who do not pay subs), subs would have to be increased by \$20 per member to give a similar revenue as that gained from increasing table money by 50cents per player per session.

**I propose that Tuesday evening sessions be directed by a non-playing director, that a tea lady should prepare supper for Tuesday evenings and that the table money for Tuesday evenings should be increased by a \$1.00 from 1<sup>st</sup> July 2015 to recoup the costs involved.**

The table money for Tuesday night will be \$5.00 per player if Remits 1& 2 are passed. If Remit 1 is not passed and remit 2 is, then the table money would be \$4.50 per player.

Rationale:

Tuesday nights have the most tables of all the sessions we hold over the week. For the past couple of years we have had a small number of playing directors who have borne the load of being a playing director on Tuesday nights. With the increase in tables to over ten, and the increasing number of times the director is called it is not fair to the director, his partner or the other pair at the table to be interrupted so often. It will cost the club an extra \$1,600 annually in directing fees to have a paid director on a Tuesday night.

As Tuesday night is the session with the most tables it seems sensible to have a paid tea lady. Currently people help themselves to tea, coffee and biscuits, but most players do not help tidy the kitchen or put the dishwasher on. Neither of these tasks is onerous unless you have to do it every week, often when you have not had any supper yourself.

The number of tables on a Wednesday night is currently averaging 5 tables per night. I propose that we ask the tea ladies if they would be prepared to make supper on Tuesday instead of Wednesday nights. The Committee has agreed to trial the director making supper on Wednesday nights. If this does not work out, or the number of tables increases, then the cost of a tea lady for an extra night is \$1,000 per annum.

Margaret Robertson  
Treasurer