<u>QBC Minutes Tuesday 9th</u> November 2021

QEC 5pm

Present: Chris Wood (CW), Sue Wilson (SW), Jos Van Hees (JVH), Hamish McDonald (HM), Karen Wood (KW), Peter Henry (PH), Anna Elms (AE)

No apologies

Correspondence in:

NZ Bridge advisory - once we reach 90% vaccination and the traffic light system is introduced should we make the decision to only allow vaccinated players to play at the club? Still some grey areas and no clear guidelines from the government. The Tauranga Club has already decided to make double vaccination mandatory. We will wait to see what happens before deciding on a policy for the QBC.

The QEC has advised the rooms will be unavailable on 22nd February. The Kelvin Heights Golf Club may be an alternative venue. SW to investigate.

Correspondence out:

Sue has written to Crowe Howarth advising the QBC will no longer be requiring their audit services.

	Description	When	Who
1	Minutes of last committee meeting –		
2	Financial Statement		
	The committee will review and sign off the accounts when the bank statements for all accounts are available.	Next Meeting	SW
	A copy of the signed minutes will need to be included when CW goes to the bank to become a signatory.	ASAP	CW
3	Concession Cards –		
	An email will be sent to all club members advising the procedure and specifics surrounding the new concession cards	Done	GM
	They will be available from Wednesday 10 th Nov online only and distributed from next Tuesday. Sue will name the cards as payment is made and the issuer will sign and date the cards as they are handed over.		SW
	The and may be used for table fore and drinks from the bar		AE
	The cards may be used for table fees and drinks from the bar.		
	All drinks will be \$5 (including beer) or one 'heart'. Soft drinks to be free	16.11.21	

	Karen to purchase 5 x dozen wine glasses with a 150ml pour line.	ASAP	KW
	A tally will kept at the bar each evening to keep track of bar sales.	16.11.21	
4			
	Xmas Party		
	KW has agreed to act as XMAS Party coordinator		KW
	Ann Mann is booked and will offer the same menu as last year @ \$30 per person based on 70 people.	07/12	
	GM to approach Gaye about supplying cheese.		GM
	Members will be charged \$40 and the price will include dinner, a drink and the table fee. If final numbers fall below 70 the QBC will subsidise the difference.		
	GM will email an invitation and info to the members.	By 7/12	GM / CW
	SW will do table decorations appropriate for long tables		SW
5	Prize Giving		
	There are no trophies for either the Earnslaw or Snowfest series. The Earnslaw pairs was not played this year so no problem but Chris is going to buy a plate for the Snowfest pairs winners.		CW
	The raw score winners will receive a trophy and prize. The handicap winners will get a prize.		
	Not all results are in yet but Chris will start with the engraving for the ones already determined		CW
	Ross to be approached to see if he will determine the most improved player as he did last year.		GM
	JVH is organising the prizes. Predominantly plants, some wine and chocolates.		
	chocolates.	07.12.21	JVH

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	General Correspondence	
6	Sue raises the point that the club sends so many emails that it is difficult to differentiate between other clubs tournament news and our news. Going forward the subject line should reflect the the difference in an effort to highlight our more important correspondence.	GM
7	Other business	
.,	KW proposes an Operations Manual in an attempt to centralise all procedures and information on each of the functions of the club. Dealing, the running of the bar, duties of the club secretary to name a few. Much of this information has already been documented. This is a great idea and will help when handing over from one committee to the next or from one helper to the next. KW is happy to start the process.	KW

Meeting closed 6.45pm. Next meeting scheduled for 6.15pm 30th November to finalise Xmas Party details.

Signed_____

Date____