



49th ANNUAL GENERAL MEETING

27 February 2023

AGENDA

1. APOLOGIES

2. OBITUARIES

Val Andrews, Robin Dundas, Lorraine Harkness, Val Lankshear, Ken Mills, Robin Rogerson, Narita Breingan.

3. CONFIRMATION OF MINUTES

Confirmation of the minutes of the 48th Annual General Meeting held on 28th February 2022 (as circulated).

Motion: That the minutes of the 48th Annual General Meeting be accepted. Moved: R Lutman
Seconded:

4. MATTERS ARISING

5. REPORTS

- President's Report (as circulated).

Motion: That the Presidents report be accepted. **Moved:** A Dale; **Seconded:**

- Treasurer's Report (as circulated).

Motion: That the Treasurers report be accepted. **Moved:** M Gordon; **Seconded:**

6. NOTICES OF MOTION

Motion One:

Moved: M Gordon **Seconded:** A Dale

That the annual Waikanae Bridge Club subscriptions for the year starting 1 January 2024 be increased across the board by \$5.00 per member.

(Supporting notes in Appendix)

Motion Two:

Moved: R Palmer **Seconded:** R Patrick

That the Committee and Officers of the Club more effectively communicate Club and other relevant bridge matters with members.

(Supporting notes in Appendix)

Motion Three:

Moved: R Palmer **Seconded:** R Patrick

That the Committee reviews the “Ventilation and Temperature Control of the playing room” document to establish practical procedures, applicable to every playing session, that ensure the temperature and air quality of the playing room is as healthy as possible with minimal risks such as the spread of disease. When the review is complete, the Committee will inform club members, especially advising them of the procedures.

(Supporting notes in Appendix)

7. APPOINTMENT OF FINANCIAL REVIEWER

Moved: M Gordon **Seconded:**

That J McCormick be appointed as our Financial Reviewer for the financial year ended 31 December 2023.

8. APPOINTMENT OF HONORARY SOLICITOR

Moved: A Dale **Seconded:**

That Hugh Wolfensohn be appointed as our Honorary Solicitor for 2023.

9. ELECTION OF OFFICERS AND COMMITTEE FOR 2023

President: Chris Farrow; **Vice-President:** Graham Cheater; **Secretary:** Rae Lutman; **Treasurer:** Margaret Gordon.

Committee (6 required): Stephanie Cheeseman, Adrienne Dale; Viv Gray; Eileen Queree; Derek Snelling; Pat Stuart.

As the number of applicants does not exceed the number of vacancies no ballot will be required.

Moved: **Seconded:**

That the nominated members be appointed.

10. GENERAL BUSINESS

Appendices

Notes to the Motions

From the Committee:

Motion One: Increase in Subscriptions

Moved: That the annual Waikanae Bridge Club subscriptions for the year starting 1 January 2024 be increased across the board by \$5.00 per member.

Brief Explanation:

This will see the new rates becoming:

- For primary members, \$70 for the year if paid by the nominated date in February 2024.
- For primary members, \$75 if not paid by the said date.
- For secondary members, \$47 for the year if paid by the nominated date in February 2024.
- For secondary members, \$52 if not paid by the said date.

From R Palmer:

Motion Two: Communication

Moved: That the Committee and Officers of the Club more effectively communicate Club and other relevant bridge matters with members.

Brief Explanation:

1. Members should be informed of policies and procedures (and the like) when the committee has agreed them.
2. Members should be informed about matters arising from the AGM when the Committee has addressed or arrived at decision about them.
3. Information about bridge activities, events and resources (for example online bridge playing sessions) brought to the Committee or Officers' attention should be provided to members.
4. When members are asked to complete a survey they should be provided with (a) report of results, and (b) information about how those results are used.
5. Members should be provided with sufficient information about lessons (e.g. "Improvers' Lessons") to enable them to determine if the lessons are appropriate for them. That information should include a general description of what will be taught, the Grade and Rank or other indicator of the ability expected of members attending and how the lessons will be presented (lecture, demonstration, practice- supported or not, written material, quizzes etc.).

6. The Committee should reply to members' correspondence with an explanation of how the matter has been addressed or, if not, the reasons for this decision.

The Committee or Officers determine how members are informed. Newsletters, email, noticeboards and announcements are some of the ways they can do it.

From R Palmer:

Motion Two: Ventilation and Temperature

Moved: That the Committee reviews the "Ventilation and Temperature Control of the playing room" document to establish practical procedures, applicable to every playing session, that ensure the temperature and air quality of the playing room is as healthy as possible with minimal risks such as the spread of disease. When the review is complete, the Committee will inform club members, especially advising them of the procedures.

Brief Explanation:

The purpose of the review is to make sure we have an effective procedure to maintain adequate fresh air and suitable temperature, and that members know the procedure.

Point "1 Duty Officer in consultation with the Director to make all decisions" has been rarely and inconsistently implemented.

The document would be more effective if it identified who will attend to ventilation and temperature either taking control (turning heaters on and off, and opening windows or doors for example) or requesting decision as specified in point 1 if it is unchanged. The review could determine that that person would then put the decisions of the Duty Officer and the Director into effect.

When everyone is informed of the review and amended document we will know who is responsible, how we can request changes (e.g. close windows or turn heaters off etc) and we have well informed expectations of the playing environment.

Notes:

- The risk of spreading Covid infection is now less than a year ago, *but not negligible*
- Other diseases, especially viruses (including colds and flu), are circulated similarly by airborne aerosols, and frequent changes to ensure the air is fresh reduces the spread of those diseases.
- Risk of spreading infection is highest in crowded, closed spaces where people are close to each other.
- The air in occupied, closed rooms becomes stale in a short time. Stale air (which has raised levels of carbon dioxide) caused fatigue, loss of focus and concentration, and impede decision making. These are conclusions of a number of scientific studies and one readily readable report is in The Guardian (Nicola Davis "Indoor carbon dioxide levels could be a health hazard, scientists warn" 8 Jul 2019).

- A revision of the policy could include specification of acceptable carbon dioxide levels and temperature. For example the Club could aim to keep the playing room CO2 below 1,000ppm and temperature between 18 and 24 deg C (MBIE recommendation for sedentary work environments). Guidelines should also be included so that duty officer, director or other person knows how to manage windows and doors effectively.