

Meeting Minutes



Meeting name:	Committee Meeting		
Location:	Bridge Club, Fort Street, Cambridge		
Date:	10 October 2024	Time:	4:30pm – 6:00pm
Chairperson:	Paul Phillips	Minutes by:	Kim Grounds, Secretary
Attendees:	Paul Phillips, Kevin Whyte, Kim Grounds, Bill Bailey, Michael Neels, Anna Singlewood, Sue Keating, Vicki Jacobsen (invited)		
Apologies:	Mikayla Lewis, Ian Moore, Sam Mclean, Nandy Costa		

Item No.	Details	Speaker
1.	Welcome	Paul
2.	Confirmation of Minutes – Meeting held 29 August 2024	Paul
3.	Matters Arising	All
4.	<p>Constitution</p> <p>Vicki gave overview of changes made to existing constitution in line with the Charities new requirements. The changes were discussed and Vicki went through these changes with the Committee, these are to be adopted and changed by Vicki. Paul thanked Vicki for the amazing work she has done in making these changes to the existing Constitution – it was a huge task and took some time. The Committee agreed and also thanked Vicki for the work she has done. Once Vicki has made these changes, Paul will give to Diane Brown to ensure the changes align with the Charities Commission requirements with go through and ensure headings / numbering etc are correct. Kim to then amend with any changes required.</p>	Paul & Vicki
5.	<p>Treasurer's Report – taken as read 30.9.24</p> <p>Report tabled at meeting.</p> <p>Mike proposed using a professional person to act on behalf for sponsorship and funding. Angela Montgomery has had significant experience and assisted with Taupo Bridge Club obtaining funding - Angela Montgomery of Nightowlsportsadmin.co.nz. Payment of fees is \$350 / provider – there is a detailed schedule of costs on website to refer to for more information.</p> <p>Motion: carried</p> <p>Proposed by Michael, seconded by Bill</p> <p>Agreed by committee</p> <p>Kevin advised there needs to be a separate meeting scheduled to adopt financial accounts before sending to auditor.</p>	Kevin

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	Moved Paul / Seconded Kim	
6.	<p>Maintenance Report</p> <p>Bill has completed built-in post box in rear door, Committee agreed to donate \$25 to the Menz Shed for materials and labour/use of equipment.</p> <p>Bill has secured wooden rail alongside clubrooms to stop top from coming off.</p> <p>Toilet Upgrade – quote from Anton Costa builder not received. Quote received for wet wall gibbing and painting from PJM Builders. JVO plumbers to also provide a quote.</p> <p>After discussion on building quotes, it was recommended to use PJM Builders.</p> <p>Total cost for toilet upgrade now approximately \$40k.</p>	Bill
7.	Health & Safety Report – no report	Paul
8.	<p>Inwards Correspondence</p> <ul style="list-style-type: none"> - NZ Bridge Board Meeting Minutes - Mel Auld – Lessons Advertising 2025 – Committee agreed to use Facebook advertising again. 	Kim
9.	<p>Any Other Business:</p> <ul style="list-style-type: none"> • AGM – to be held at 7.00pm followed by cheese/crackers + glass of wine • Intermediate Tournament – Michael asked to direct and score. Currently have 17 tables; will close entries @ 20 tables. • Life Member – Vicki – all agreed – Ayako nominated and to present to Vicki 	Paul

Actions from meeting:

Action	Details	Person
1.	<ul style="list-style-type: none"> • Mike to set up learning sessions for Realbridge 	Mike
2.	<ul style="list-style-type: none"> • Year-end Social Event: Committee to give thought to the idea of holding an end-of-year social event, possibly alongside the AGM. 	All

Actions from previous meeting:

Action	Details	Person
1.	<ul style="list-style-type: none"> • Kevin to circulate Westpac forms to all members on Charities Commission return to sign, to enable Term Deposit account to be opened. 	Kevin
2.	<ul style="list-style-type: none"> • Upgrade to Toilet Facilities: To contact a plumber to come and look at the sewage pipes and to purchase a 	Paul

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	hot water heater to install into toilets. Sliding door also needs to be fixed (Michael has contact and will send to Paul).	
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Next meeting: Thursday 14 November 2024 @ 4:15pm