

# Meeting Minutes



<b>Meeting name:</b>	Committee Meeting		
<b>Location:</b>	Clubrooms, Fort Street, Cambridge		
<b>Date:</b>	24 January 2024	<b>Time:</b>	5:30 – 6:45pm
<b>Chairperson:</b>	Paul Phillips	<b>Minutes by:</b>	Kim Grounds, Secretary
<b>Attendees:</b>	Paul Phillips, Nandy Costa, Kim Grounds, Kevin Whyte, Ian Moore, Bill Bailey, Sue Keating, Mikayla Lewis, Sam Mclean, Michael Neels, Anna Singlewood		
<b>Apologies:</b>			

Item:	Details:	Speaker
Welcome	Paul welcomed everyone to the first meeting of 2024. Pam Moore was also welcomed to the meeting to discuss promotion of the 2024 lessons	Paul
Lessons Promotion	<p>Pam discussed the proposed promotion of lessons and budget of approximately \$1,000, with a question of local paper advertising as this didn't work last year. A detailed document outlining the promotion and budget was sent to the Committee with the Committee meeting papers.</p> <p>Discussion was held around putting flyer in letter boxes with no circulars sign. The Committee agreed that flyers are not to be put in these letter boxes.</p> <p>Pam acknowledged the work Anna Kalma has put into organising the Bridge Crawl on Saturday 3 February, she only requires club members to come and participate and play bridge at designated tables. Pam has also assisted with the organisation including getting club members to participate and play at designated tables around Cambridge.</p> <p>Paul asked if part of the lesson fee is given to NZB when learners join the Club. Kevin advised yes but only when they join the Club in May at the end of lessons and start playing.</p> <p>Committee agreed to supporting this, excluding the local paper advertising, and Paul thanked Pam and Kim for the work they have put into the promotion of the 2024 lessons.</p>	Pam
Confirmation of Minutes	<p>Minutes of previous Committee Meeting held on 13 December 2023 were taken as read and confirmed as a true and correct record of that meeting.</p> <p>Proposed: Paul / Accepted: Kim</p>	Paul
Matters Arising	<b>Club Bank Account</b> – Kevin has the forms to complete, with support to change current authorities and withdraw authorities for Allison Vince and Anne Blewden. Kevin to have authorities to operate account updated and to get new bank signatories from Paul, Michael and Kim.	Kevin
Treasurer's Report	<p>Kevin tabled the December financial report at meeting.</p> <p>Key to note is that year-on-year, income is ahead of last year like for like, subs are not included. The club is running at a deficit larger than last year,</p>	Kevin

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	<p>table money is similar @ \$11k, just waiting for subs to come in 1<sup>st</sup> February onwards. The tournament income was ahead and we are sitting in a good position with cash balance of \$39k. This takes us marginally ahead of last year for playing numbers.</p> <p>We have had 10 resignations with \$98 of resigned members table money awaiting confirmation for decision to either donate to the club or return.</p> <p>Paul asked if we should record application for memberships as the Constitution states the Committee should accept new member applications. The current membership application form requires 2 signatories from the committee approving membership. Transferring of members from other clubs should also complete the application form as this is a formal process to notify NZB of new member and they in turn will advise previous club of member status.</p> <p>It was agreed to formalise the process of new membership with an application form being completed for both new and transferring members.</p>	
Playing Committee Report	<p>Ian advised it has come to their attention that there are a number of players whom do not like % showing on the Bridgemates during play. This has mainly come from players at the Monday morning &amp; Thursday sessions. Ian asked the Committee for approval remove the percentages for a trial period of 3 months.</p> <p>Motion carried – 3 months trial will start 1<sup>st</sup> February</p>	Ian
Review of Club Session/Series Prize Policy	<p>Paul would like to see the acknowledgement of series winners and runner-up players at the end of each series throughout the year, rather than at the AGM.</p> <p>Discussion was held and various options were discussed including a voucher from the sponsor; session prizes to be dropped, i.e table money; series prize with raw and handicap result; nice pens; voucher with the sponsor's name on it.</p> <p>Paul put to the Committee that a certificate together with a voucher be given at end of series. Committee agreed in principle to this, Ian to order certificates with sponsor name and voucher with name of sponsor.</p> <p>Committee agreed to drop current session prizes for all playing sessions, Monday, Wednesday &amp; Thursday. It was noted there wouldn't be a prize for the two-week series. The Committee also agreed to the amount \$60 total divided by \$20 for 1<sup>st</sup> prize winners &amp; \$10 for runner ups. This is to start for all series from February onwards for Monday evenings, Wednesday &amp; Thursday session.</p> <p>Paul asked Ian to put this information into his Club Captains newsletter to ensure all Club Members are notified. Paul to give information to Ian to include in his newsletter.</p>	Paul / Kevin
Future Committee Meetings	Options were discussed for future meetings, noting there are a number of Committee members that work and Thursday afternoon is not suitable many	Paul

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Schedule	<p>of the Committee.</p> <p>Committee agreed to future meetings to be held Thursday @ 7.00pm the 3<sup>rd</sup> week of month for future face-2-face meetings. Agreed the next meeting will be held Thursday 15<sup>th</sup> February @ 7.00pm.</p> <p>Nandy to find out if MS Teams meetings can be sent by person with MS Teams subscription, for use when unable to attend meeting in person.</p>	
Maintenance Report	Not discussed – postponed until next meeting	Bill
Health & Safety Report	Not discussed – postponed until next meeting	Paul
Incorporated Societies Legislation	Appointment of Sub-Committee to review and draft required updates to Club Constitution. Paul to put together working party with 3-4 members. Diane Brown has offered to assist. Sam agreed to be on working party.	Paul
Any Other Business	<p><b>Clubroom Honours Board to be updated:</b> Ilan to ask Ailsa to assist with this and engraving.</p> <p><b>Friday Morning Sessions:</b> Ilan asked if we are going to continue on with these? Anna said the group that attends love it and felt it beneficial to continue. It was agreed to continue with Friday morning sessions, Ilan will put a roster together and promote starting on 16<sup>th</sup> February.</p> <p><b>New World Cards:</b> Anna going overseas April/May and has New World card. Sue offered to assist, Sam to be 2<sup>nd</sup> person as backup with a card. Anna to obtain cards for Sue &amp; Sam.</p>	

## Actions from previous meetings

Action	Details	Person
1.	<p><b>Club Bank Account:</b> Kevin to arrange signing authority to operate on Club account for Paul, Michael and Kim, and that existing signing authorities, held respectively by Allison Vince and Anne Blewden be removed.</p>	Kevin
4.	<p><b>2024 Calendar / Planning Checklist:</b> Paul presented updated version and to circulate updated version to committee</p>	Paul

**Next meeting: Thursday 15 February 2024**