

# Meeting Minutes



<b>Meeting name:</b>	Committee Meeting		
<b>Location:</b>	Bridge Club, Fort Street, Cambridge		
<b>Date:</b>	29 August 2024	<b>Time:</b>	4:00pm – 6:00pm
<b>Chairperson:</b>	Paul Phillips	<b>Minutes by:</b>	Kim Grounds, Secretary
<b>Attendees:</b>	Paul Phillips, Kevin Whyte, Kim Grounds, Ian Moore, Bill Bailey, Michael Neels, Anna Singlewood, Sam Mclean, Nandy Costa (until 5.00pm)		
<b>Apologies:</b>	Mikayla Lewis, Sue Keating		

Item No.	Details	Speaker
1.	Welcome	Paul
2.	Confirmation of Minutes – Meeting held 1 August 2024  Moved Michael / Seconded Kevin	Paul
3.	Matters Arising – Change 9.1 to October (not November)  Constitution – Vicki & Paul independently looked to harmonise mandatory points of existing constitution. May end up with very little that separates us from other organisations apart from purpose and objectives. We have to put in points as descriptive requirements. Paul will send to Committee and then we will discuss at October meeting. Kevin commented that the Constitution will need to be under the umbrella of NZ Bridge.	All
4.	<b>Treasurer's Report:</b>  Kevin presented his report for the period ended 31 July, taken as read. Summarised points, table money up since 2019.  6's income good approx. \$2.2k profit, raffles brought in \$1.5k.  WAPs is struggling with numbers attending and Morrinsville have decided not to host next year. There has been a push to get more people playing and getting A pts but this isn't happening.  Moved – Kim / Seconded Paul	Kevin
5.	<b>Maintenance Report:</b>  Bill presented the proposed toilet upgrade with indicative costings received:  <ul style="list-style-type: none"> <li>- Quote received from Good Buggers \$11.4 k for just the toilets and handbasins that will also be upgraded to include hot water.</li> <li>- Quote received from PJM builders is \$29k, this is inclusive of everything</li> <li>- Also have a quote of \$6k for partitions and doors only in women's toilet</li> </ul>	Bill

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	<p>Waiting on another quote from Nandy's husband who is a builder.</p> <p>It was agreed to look over the constitution as a committee before going ahead with this upgrade.</p> <p>The committee discussed applying for grants to assist with the cost of the upgrade. To also look at Lion Foundation's requirements for applying for a grant.</p> <p>Bill advised the roof needs to have areas nailed down. This will take a roofer approximately 4-5 hours work @ \$90/hour. The Committee agreed for Bill to go ahead with this, with a maximum spend of \$1,000.</p> <p>Post Office have advised we can put a slot in the door – rear door to be used.</p>	
6.	<b>Health &amp; Safety Report</b> – no update	Paul
7.	<p><b>Club Captain's Report:</b></p> <p>Paul proposed to the Committee that Pam to be acknowledged for work done on rising stars Monday evening. Unanimously agreed and Paul to arrange this.</p> <p>Thursday mornings supervised play still going really well, proving a great morning to retain members. Pam &amp; Ian will continue to hold these sessions for the remainder of the year.</p> <p>Ian advised he will be stepping down from Club Captain and Clare has agreed to take over as Club Captain after the AGM.</p> <p>Programme Book for next year – Pam &amp; Vicki putting a survey to members to ask for any changes or additions to the programme for next year.</p>	Ian
8.	<p><b>Inwards Correspondence:</b></p> <ul style="list-style-type: none"> <li>• Loveblock NZ Wide Pairs – 15 November – AGREED</li> <li>• WAPs – 25 May 2025 – AGREED</li> <li>• NZ Bridge Newsletter from Chair – can offer to hold different tournaments, i.e open tournaments</li> <li>• Email from Hugh Morton – Vicki has written a formal letter of membership confirmation for new members. Michael suggested we have a welcome document to give to members with information such as Compass, Xclub etc. AGREED</li> <li>• NZB AGM Proxy at National Conference –agreed for Anna Kalma to represent Cambridge, Paul to confirm with Anna.</li> </ul>	Kim
9.	<p><b>Constitution:</b></p> <p>Paul has been approached by a club member re the constitution specifically stating that any club funds should only be distributed to club members, not external charities. Paul will address this following the changes in the new constitution.</p>	Paul

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Item No.	Details	Speaker
10.	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>Reinstatement of half yearly sub – Kevin applied \$30 half year sub after July. Agreed we will reinstate charge.</li> <li>Battle of Bridges – donation committed to Salvation Army</li> <li>Year-end social event – yes details to come ☺</li> <li>RealBridge Account – Mike to set up learning sessions for Realbridge</li> <li>Sponsorship 2025 –last year's sponsors will be contacted by email asking if they want to give in kind ie vouchers for their respective allocated competitions. Paul happy to take on this role as Mary doesn't want to continue.</li> <li>6's Review – good feedback, need to improve on some things during the day. i.e returning to home table; competition collection - Jan emailed ideas for a trivia; need to preprint questionnaire with team names; delegate person to collect; need to take additional supplies ie scoring sheets. Bring up for 2025 organisers. Folder to be created for all correspondence to go in.</li> <li>Next meeting – agreed to move meetings to second week of each month on a Thursday @ 4.30pm. Kim to email proposed date to Committee of next meeting 10 October.</li> <li>Friday nights – happy to continue to subsidise.</li> </ul>	Kevin All All Michael Paul Paul  Paul  Kim

## Actions from meeting:

Action	Details	Person
1.	<ul style="list-style-type: none"> <li>Bill to get builder to fix roof, with a maximum spend of \$1,000.</li> </ul>	Bill
2.	<ul style="list-style-type: none"> <li><b>Upgrade to Toilet Facilities:</b> To obtain quote from Nandy's husband.</li> </ul>	Bill
3.	<ul style="list-style-type: none"> <li>Mike to set up learning sessions for Realbridge</li> </ul>	Mike
4	<ul style="list-style-type: none"> <li><b>Year-end Social Event:</b> Committee to give thought to the idea of holding an end-of-year social event, possibly alongside the AGM, in November.</li> </ul>	

## Actions from previous meeting:

Action	Details	Person
1.	<ul style="list-style-type: none"> <li>Kevin to circulate Westpac forms to all members on Charities Commission return to sign, to enable Term Deposit account to be opened.</li> </ul>	Kevin
2.	<ul style="list-style-type: none"> <li><b>Upgrade to Toilet Facilities:</b> To contact a plumber to come and look at the sewage pipes and to purchase a hot water heater to install into toilets. Sliding door also needs to be fixed (Michael has contact and will send to Paul).</li> </ul>	Paul

**Next meeting: Thursday 10 October 2024**