

# Meeting Minutes



<b>Meeting name:</b>	Committee Meeting		
<b>Location:</b>	Bridge Club, Fort Street, Cambridge		
<b>Date:</b>	30 May 2024	<b>Time:</b>	7:00pm
<b>Chairperson:</b>	Paul Phillips	<b>Minutes by:</b>	Kim Grounds, Secretary
<b>Attendees:</b>	Paul Phillips, Kim Grounds, Kevin Whyte, Bill Bailey, Mikayla Vink, Michael Neels, Anna Singlewood, Sam Mclean		
<b>Apologies:</b>	Ian Moore, Sue Keating, Nandy Costa		

	Details	Speaker
1.	Welcome	Paul
2.	<p>Confirmation of Minutes – Meeting held 25 April 2024</p> <p>Action - Vicki to change Mikayla's surname to Vink with NZB</p> <p>Moved: Bill / Seconded: Michael</p>	Paul / Kim
3.	<p><b>Matters Arising:</b></p> <p>PO Box – Kevin confirmed we will be closing the box due to increased prices and very little mail being received. Bill to confirm with NZ Post if they will deliver to a slot made in the Club's entrance door for mail to be inserted or if we need a letterbox on the street?</p> <p>Westpac Status – Kevin advised we are still waiting on one person to be authorised with signatory.</p> <p>Waikato Bays additional 5A tournament in October – we were informed that this would be staying with the original hosting club.</p>	
4.	<p><b>Treasurer's Report:</b></p> <p>Kevin presented his financial report the period ended 30 April 2024. The numbers have remained the same as the previous month. Learners fees are now included in the April accounts (these were originally held in the suspense account). The key points are:</p> <ul style="list-style-type: none"> <li>• Current balance 30 May \$15,494</li> <li>• Net surplus \$8,102 V \$7,128 (learner income \$3,400)</li> <li>• YTD subs \$10,405, up 58%</li> <li>• Session catering costs significantly increased \$1,563 (\$51.86/week)</li> <li>• Insurance renewal completed 20 May</li> </ul> <p>Kevin proposed the financial report for 30 April 2024 be received.</p> <p>Moved: Kevin / Seconded: Paul (CARRIED)</p>	Kevin
5.	<p><b>Playing Committee Report:</b> (tabled with discussion held on each topic)</p> <p>It was agreed the Friday morning session will not be continued due to the lack of attendees. Those who were attending will be encouraged to attend the Thursday</p>	Ian

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	<p>supervised sessions with Pam. If the supervised sessions are to continue after 6 weeks, the Committee agreed to \$4 table money to be charged.</p> <p>Etiquette – Ian to address this at the beginning of each session explaining the responsibilities of each player and the protocol expected at the table; also to refer members to look at the back page of the programme book for how to reduce slow play.</p> <p>Interclub Teams – Paul advised we need to have a reserve pair for each team, Michael also commented that we need another open pair – to confirm with Ian if he is aware of this.</p> <p>Fairlands Trophy – TA only has 5 pairs. Suggested social afternoon as TA keen to play, Michael suggested we open the invite to Matamata/ Hamilton &amp; Waikato. Kevin suggested we open up to all other Waikato clubs. Paul to ring Alison and advise her of our thoughts. We will hold a social afternoon on 16<sup>th</sup> June.</p>	
6.	<p><b>Maintenance Report:</b></p> <p>Security lights / lighting required – Bill has received comments from members that they are uncomfortable coming out at night with the bad lighting around the bridge club and paths not being lit up well. Bill suggested we talk to St Johns about putting up security lights on their side. Bill to look into cost of security lights / solar lights. Michael advised the Committee the Council has recently put LED lighting up on Duke Street and we should enquire as to them doing the same for us. Michael to contact Council to ask if they will do this.</p>	Bill
7.	<p><b>Health &amp; Safety Report:</b></p> <p>No issues to report this month</p>	Paul
8.	<p><b>Club Captain's Report:</b> (tabled)</p> <p>Monday night – committee agreed that a series could be used for an open/intermediate player to ask a junior (or intermediate) player from Wednesday night to come and play. It was also suggested we do another survey and the committee agreed to this. Kim to look at previous survey questions and circulate to committee to discuss.</p> <p>Bidding boxes – Michael reported that most players saw the potential of these and by the end of the session people seemed to understand and got used to using them. Michael would like to offer to all sessions as the 2 Monday nights were not enough for people to get used to using them. It is about allowing the membership to experience the boards and make a decision from there. The Committee agreed these can be trialled at the Friday night session and possibly Monday mornings in a month's time when learners are confident and then to introduce to Wednesday night. This suggestion to be taken to the Playing Committee for their consideration.</p>	Ian
9.	<p><b>Inwards Correspondence:</b></p> <ul style="list-style-type: none"> <li>Congress 2025 – the Venue is changing to be held in Palmerston North this year.</li> <li>Insurance renewal</li> </ul>	
10.	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>Clubrooms &amp; Toilet Upgrade – the Committee agreed to contact a plumber to come and look at the sewage pipes and to purchase a hot water heater to install into</li> </ul>	Paul

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	Details	Speaker
	<p>toilets. Sliding door also needs to be fixed (Michael has contact and will send to Paul).</p> <ul style="list-style-type: none"> <li>Clubrooms lease – the lease is overdue from Council for nearly 2 years without any response. Paul to write a letter / email to Council in relation to this to keep a paper trail.</li> <li>Intermediate Tournament – Paul &amp; Ian met with Ryman last week They will give cash sponsorship of \$500 to have naming rights on a tournament and there will also be \$\$ left over that can be put towards the Xmas series. They would also like to put signage on external clubroom walls, but this needs to be checked with Council in terms of the lease conditions. Subject to no conditions on lease the Committee is in agreement for this to happen.</li> <li>Member-sponsored pairs competitions (ref Math's email) – the Committee agreed to receiving sponsorships from members. These funds can be put towards a suitable series, that will be agreed by the Committee. It was also agreed they sponsored competition will have a 5-year tenure and be on a Thursday session competition. Kevin to discuss with Math and confirm the amount he intends on donating to the Club.</li> <li>Cambridge 6's Update – Clare distributed the information poster to all clubs and we have received a couple of entries already. Vicki to resend the poster a month prior to event to remind Clubs to send their entries in. It was confirmed lunch will be \$20 per person. Kevin to create and send the Committee a pro forma budget for the next meeting. International flags are still required – Paul to put a msg on WhatsApp asking members for flags.</li> </ul> <p>Meeting closed at 9.25pm</p>	Paul

## Actions from previous meeting:

Action	Details	Person
1.	<p><b>Maintenance:</b></p> <p>Michael to contact Council to ask if they will put up street lights outside bridge club</p>	Michael
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
3.	<ul style="list-style-type: none"> <li>Clubrooms lease – Paul to write a letter / email to Council regarding overdue lease to this to keep a paper trail.</li> </ul>	Paul
4.	<ul style="list-style-type: none"> <li>Check lease document re any conditions about signage on external walls of clubrooms</li> </ul>	Paul
5.	<ul style="list-style-type: none"> <li>Kevin to contact Math regarding the amount of his sponsorship / donation</li> </ul>	Kevin
6.	<ul style="list-style-type: none"> <li>Paul to put a msg on WhatsApp asking members for flags for Cambridge 6s</li> </ul>	Paul

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## Previous Actions:

Action	Details	Person
1.	<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.	
2.	<b>Upgrade to Toilet Facilities:</b> Paul and Bill to pull together some preliminary ideas / cost indications as a basis for the Committee to give the matter further consideration.	Paul

**Next meeting: Thursday 27 June 2024**