

Meeting Minutes



Meeting name:	Committee Meeting		
Location:	Cambridge Bridge Club		
Date:	4 December 2024	Time:	6pm
Chairperson:	Clare Coles	Minutes by:	Raelene Taylor, Secretary
Attendees:	Kim Grounds, Kevin Whyte, Sue Keating, Michael Neels, Anna Singlewood, Ian Moore, Nandy Costa, Mikayla Lewis, Bill Bailey		
Apologies:	Paul Phillips		

Item:	Details:	Speaker
Welcome	<p>Clare welcomed all to the meeting:</p> <ul style="list-style-type: none"> • outline themes for 2025 • roles and responsibilities • reiterate friendly and warm approach to all paramount 	Clare
Confirmation of Minutes	Minutes of previous Committee Meeting need to be confirmed as a true and correct record of that meeting at first meeting in 2025	Clare
Matters Arising	n/a	
2025 Roles and Responsibilities	<p>Clare distributed the Committee Member role description, saying that she had added a section on spending of club funds. She also reiterated the need for club members to be friendly towards each other and visitors as our club has always had a great reputation for being friendly.</p> <p>Roles and responsibilities were agreed as follows:</p> <ul style="list-style-type: none"> • Bill - maintenance • Anna –Catering and overseeing the cleaner • Kim – Vice President and library • Kevin - treasurer • Vicky – has kindly offered to continue Program book – Nandy to assist and possibly take over. Mikayla, Ian and Pam offered to assist with distribution 	

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	<ul style="list-style-type: none"> Paul, (needs to be asked), Mikayla, Sue, Kevin – joint approach for ongoing/new sponsorship. {New World, Mitre10 etc – prizes, vouchers - Sue} Sue – Prizes – Sue to document a role description for this role. Sue is also Club Captain designate and will assist Ian with tournament organising Ian – Club Captain and Tournament organiser – Mikayla available to assist <p>Michael – website Manager – to develop a role description</p> <p>Cleaner is relocating so we will need a new cleaner.</p> <p>New gardener needed – Bill to ask his grandchildren who mow the grass around club rooms.</p> <p>Everyone needs to write or review their role description and amend as needed by returning any edits to Clare to make.</p>	
Meeting dates in 2025	<p>Discussed. Decided 3rd Monday of each month-5.45pm – 6.45pm.</p> <p>20 Jan 17 Feb 17 March 14 April (2nd Monday as 3rd is Easter) 19 May 16 June 21 July 18 Aug 15 Sep 20 Oct 17 Nov 15 Dec (if needed)</p> <p>It was agreed that we would only meet if there were agenda items that needed discussion.</p>	
Calendar year Checklist	<ul style="list-style-type: none"> ✓ AGM and Prizegiving – 2 December ✓ Schedule Meeting of new committee with tentative responsibilities – 4 Dec Honours Boards to be updated - Kim Advise CAB,NZ Bridge and Information Centre of change of officers – Kim and Kevin Reports to Government offices as required 	
Treasurer's Report	As per AGM report	Kevin
Playing Committee Report	Nil	

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Maintenance Report	Nil	
Health & Safety Report	Nil	
General Business	<p>Discussion re separate prize giving from AGM.</p> <p>A discussion was had regarding what constituted a quorum for a Committee meeting. Kim's advice was for meeting numbers to be no fewer than 7</p> <p>Motion: A quorum for a Committee meeting would be 70% of its members.</p> <p>Proposed Clare; Second Bill. – carried.</p> <ul style="list-style-type: none">•	Clare

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Current Actions

Action	Details	Person
1.	Canvas possibilities for gardener responsibilities	Ian (sorted after meeting by Bill)
2.	Source new cleaner – 1.5 hours @ \$35 per hour	Clare
3.	When getting prizes, investigate sponsorship support – liaise with Kevin re invoicing	Sue
4.	Write / review and edit as required role responsibilities	All
5.	New Committee details: <ul style="list-style-type: none">• Kim to advise NZB• Kevin to advise Charities Commission• Raelene to advise CAB and Information Centre – refer to Website• NOTE any reference to PO Box to be removed- not relevant	
6.	Michael to check website has no reference to PO Box	

Any Other Business

1.	Kim offered a welcome/farewell get together for all new and retiring committee members. Kim will reach out and organise.	
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Next meeting: Monday 20 January 2025. 5.45pm

Clare closed the meeting at 6:45pm.