

Meeting Minutes



Meeting name:	Committee Meeting		
Location:	Bridge Club, Fort Street, Cambridge		
Date:	20 January 2025	Time:	5:45pm
Chairperson:	Clare Coles	Minutes by:	Raelene Taylor, Secretary
Attendees:	Clare Coles, Kevin Whyte, Kim Grounds, Paul Phillips, Raelene Taylor, Bill Bailey, Michael Neels, Anna Singlewood, Mikayla Lewis, Ian Moore		
Apologies:	Sue Keating, Nandy Costa		

Item No.	Details	Speaker
1.	Welcome Clare asked for confirmation of November 2024 Minutes. Moved Clare / Ian. Carried.	Clare
2.	Confirmation of Minutes – Meeting held 4 December 2024 Moved. Clare Seconded. Raelene Carried	Clare
3.	Matters Arising None	All
4.	Outstanding Actions. (See below)	All
5.	2025 Planner	Clare
	January <ul style="list-style-type: none"> All rosters for Directors, Scorers and Dealers completed and published Report to Charities Commission – Not completed Delegate committee responsibilities Opening Night 15 January NZB Facebook Recruitment Promotion commences 22 January <p>Anna Kalma has: 1 – Updated Facebook page to stand alone (i.e. not linked to an individual) 2 – Made promotional video to support recruitment – to be widely shared</p> <p>Ian proposed and Clare seconded that we send card and a small gift as a thanks to Anna. Carried.</p> <p>Promote 2025 Improver Lessons – commencing 13 February</p> <p>Promote Beginners' Lessons – commencing 25 February</p>	Progress Completed Kevin Completed Completed Pam / Josie Clare Pam/ Josie

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Item No.	Details	Speaker
6.	<p>Treasurer's Report</p> <p>Kevin tabled P&L for period October – December 2024, and the Balance Sheet as at September.</p> <p>Kevin stated:</p> <p>Revenue is up and Table Money is up. We are in a better position than as of last year at this time.</p> <p>Motion: To accept the Treasurers Report. Moved Kevin Seconded Paul. Carried</p>	Kevin
7.	<p>Inwards Correspondence</p> <ul style="list-style-type: none"> - Ian Taylor: Email regarding Privacy/Presidents Proposal <p>President thanks Ian Taylor for his email.</p> <p>The President made 5 proposals related to this email:</p> <ol style="list-style-type: none"> 1 – Accepted 2 – Accepted - add to 2026 Programme book 3 – Accepted – add to the Rules Page 2026 Programme Book 4 – Accepted. 5 – Membership form adjusted to state “By joining the Cambridge Bridge Club, I agree to abide by its rules”. <p>- Waikato Bays confirmation of 2026 tournaments Committee accepted. There was some discussion regarding the Waikato Interclub competition. Cambridge to organise, but maybe host at Morrinsville because of size requirements.</p> <p>- Membership Resignations: George Caddie / Lisa Tregenza. Noted.</p> <p>Outwards Correspondence:</p> <ul style="list-style-type: none"> - Vicki Jacobsen response to resignations. Noted. 	Raelene
8.	General Business:	

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Item No.	Details	Speaker
	<p>Bathroom renovations</p> <p>Clare asked for discussion to be deferred to February meeting.</p> <p>Where possible, everyone to canvas other members opinions of existing bathroom facilities</p> <p>Clare to arrange strategy meeting to discuss options – March/April.</p> <p>Other Business</p> <p>Bill advised:</p> <p>1 – Water filter serviced in November 2024</p> <p>2 – Heat pump filters recently cleaned</p> <p>3 – Letterbox repaired</p> <p>4 – Authority given to Bill to repair two table legs on Melanie's table. Budget up to \$100.</p> <p>Ian advised all card turners are organised for Melanie for 2025.</p> <p>Health and Safety to be put back on the Agenda. Paul is responsible for H&S in the club. Bill will organise the cleaning of the mould in the bathrooms.</p> <p>It was agreed Michael to show Paul how to upload Thursday night X-Club session for the 16 boards needed at the Thursday morning improver session.</p> <p>Clare noted that the Club's website is the first port of call for people considering using the club and asked for everyone to consider adding blogs when appropriate to reflect the club's great activity.</p>	Bill

Outstanding Actions

Action	Details	Person
1.	<p>Canvas possibilities for gardener responsibilities</p> <p>Action closed</p>	
2.	<p>Source new cleaner – 1.5 hours @ \$35 per hour</p> <p>Clare thanked Anna for her work on this. Nikki Davis employed. Note that hourly rate will be \$39.20 to include Holiday Pay provision.</p>	

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	Action Closed	
3.	<p>When getting prizes, investigate sponsorship support – liaise with Kevin re invoicing</p> <p>Sue asked to confirm that we were not giving prizes for 2 week series during the year . Discussed. Clare proposed we should give prizes for all existing series for the year, excluding Mondays at this stage. Agreed.</p> <p>Clare to investigate potential for prizes for Monday sessions.</p> <p>Action Closed</p>	
4.	<p>Write / review and edit as required role responsibilities</p> <p>Update: Paul to write details of dealing processes</p>	Paul
5.	<p>New Committee details:</p> <ul style="list-style-type: none"> • Kim to advise NZB - completed • Kevin to advise Charities Commission - ongoing • Raelene to advise CAB and Information Centre – refer to Website - Completed • NOTE any reference to PO Box to be removed- not relevant - Action completed 	Kevin
6.	<p>Michael to check website has no reference to PO Box</p> <p>Action Completed</p>	

New Actions from this Meeting

Action	Details	Person
1.	To confirm whether a \$20 per week or a flat rate is more appropriate for session sponsorship prizes.	Kevin
2.	To investigate identification of new session sponsors	Mikayla

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3.	To investigate whether or not prizes are appropriate for Monday sessions	Clare
4.	Note and action the requirement to make changes with respect to Privacy as agreed by the committee. Refer to Inwards Correspondence in these minutes	Vicki
5.	Waikato Interclub competition. Clare to make contact with Waikato Bays for advice re which club should be on the NZB website Clare to follow up with Morrinsville Club as to whether it can host the 2025 event with Cambridge organising it.	Clare
6.	Put health and Safety onto the Agenda	Raelene
7.	Arrange for suitably qualified cleaner to remove mould from bathrooms	Bill/Paul
8.	Purchase cordless, upright vacuum cleaner. Budget \$250	Anna/Kevin
9.	Next Newsletter. Advise membership details for over 90 year-olds.	Clare
10.	Raelene to send card and a small gift as a thanks to Anna Kalma for her work on Facebook and promotional work.	Raelene

Meeting closed by the President at 6:45pm.

Next meeting: Monday 17 February 2025 at 1745. Committee welcome to eat and meet given the meeting timing!