

Meeting Minutes



Meeting Name	Committee meeting
Location	Bridge Club, 14 Fort Street, Cambridge
Date	24 March 2025
Time	5:45 pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Kevin Whyte, Kim Grounds, Raelene Taylor, Michael Neels, Anna Singlewood, Sue Keating, Mikayla Lewis, Ian Moore, Bill Bailey
Apologies	Paul Phillips, Nandy Costa

Item	Details	Owner
1	Welcome Resignation letter from Nandy tabled. Motion to accept Nandy's resignation. Moved Kevin, seconded Clare; Carried. All expressed their appreciation to Nandy for her contribution and offer of future assistance.	
2	Confirmation of previous meeting Minutes Moved: Kim Seconded: Clare; Carried	
3	Matters Arising Action Z: Stocktake library should be assigned to Kim, not Sue. (Note this change has been made in this Agenda).	Completed.
4	Outstanding Actions	
D	To investigate identification of new session sponsors Suggestions re: Resonate; Wholly Cow – both to be approached at some point Mikayla to speak to Resonate as soon as possible – potential advertising on Cambridge Junior Tournament flyer 29 March. Suggested \$250 - \$300. Mikayla will now approach Bupa, Align – positive indication at this point, Wolfe Hearing	Completed. Mikayla

Meeting Minutes



G	<p>Waikato Interclub competition.</p> <p>Kevin to confirm whether Cambridge can claim and retain the \$30 (or more?) per team to use for catering costs etc to host interclub</p> <p>Confirmed</p> <p>Discussion with St John – positive. Happy to work with us from 8:00am to 5:00pm on competition day.</p>	Completed.
I	<p>Arrange for suitably qualified cleaner to remove mould from bathrooms. Bill needs to arrange further cleaning on <u>both</u> toilet ceilings (Men's needs further cleaning).</p> <p>Bill updated the situation. Ongoing – will look at further cleaning only. More extensive work will be reviewed following decision regarding upgrades.</p>	<p>Completed.</p> <p>Bill</p>
K	<p>Next Newsletter. Advise membership details for over 90 year-olds.</p> <p>Clare to email Allison Vince and Vicki Jacobsen to clarify details of over 90's members.</p>	Clare
M	<p>Kevin to approach his daughter Anna to give a legal view re the clubrooms lease terms, particularly with respect to renewal and cancellation.</p> <p>Kevin gave an "off-the-record" assessment from his daughter Anna which opined "Waipa District Council unable to enforce eviction or actions, providing conditions of lease are met. Nothing obvious to be concerned about".</p>	Completed
N	<p>Promote Cambridge Junior and Novice Pairs – 29 March</p> <p>Entry fees accepted and competition promoted.</p> <p>Numbers for novice competition very low. Agreed to cancel novice competition and encourage to join in with juniors. Agreed a prize to be awarded to best novice playing in the junior competition.</p> <p>Junior numbers also low. Ian canvassing other bridge clubs to and liaising with NZB. Thought that numbers will improve to result in a good turnout.</p> <p>Michael will advise (via website) of the novice section cancellation, and participating in junior comp, and also novice prize.</p> <p>Hours 9:30am to 5:00pm to be posted</p> <p>Set up and directing: Pam and Ian</p> <p>Clarification of Direction payment happens regardless of numbers. Clare put motion to that effect. Sue seconded. Carried.</p>	<p>Michael</p> <p>Pam and Ian</p>

Meeting Minutes



	<p>Scoring: Vicki. All set.</p> <p>Prizes:</p> <p>Anna S to buy session prize wine with input from Allison Vince. In progress</p> <p>Kevin to organise prize money. First to third juniors plus best novice pair. In progress</p> <p>Ayako: Prepare envelopes. Not discussed</p> <p>Please note that Kevin has supplied financial information and summaries for Sixes, Intermediate and Junior tournaments for the period 2017 – 2024 to be used in considering costing and entry fees. These are attached at the very end of this agenda.</p>	<p>Anna</p> <p>Kevin</p> <p>Ayako</p>
S	<p>Confirm all sponsorship money received</p> <p>Ongoing – invoices yet to be sent</p> <p>Kevin following up – invoices may not have been received by sponsors who have not yet paid.</p> <p>David's Emporium advise sponsorship vouchers ready for collection – Mikayla to collect.</p>	<p>Kevin</p> <p>Mikayla</p>
T	<p>Decide date for Junior restricted fun afternoon</p> <p>Discussion re one Sunday afternoon per month – ideally winter. Soup, buns and casual bridge</p> <p>Work in progress – Ian will update next meeting</p> <p>Sue agreed to run such an afternoon.</p>	<p>Ian</p>
Z	<p>Stocktake library. Work in progress.</p>	<p>Kim</p>
AA	<p>9 August Cambridge Sixes Tournament: Checklist and appointment of sub-committee</p> <p>Subcommittee formed: Allison V, Bill Robinson, Anna Singlewood.</p> <p>Intermittent – as needed. Kevin and Clare.</p> <p>Please note that Kevin has supplied financial information and summaries for Sixes, Intermediate and Junior tournaments for the period 2017 – 2024 to be used in considering costing and entry fees.</p> <p>Discussion around entry fee resulted in Ian proposing \$50 entry fee; Kevin seconded. Carried.</p>	<p>Sub-committee</p>

Meeting Minutes



	<p>Also Kevin has provided additional information regarding catering costings.</p> <p>A discussion around catering ensued. Carly's Kitchen has submitted further proposal. Pertinent to this year only. \$18 per head, 5 items per person.</p> <p>Discussion whether GST inclusive or not. Agreed to go ahead regardless.</p> <p>Suggestion from Clare that club could supply additions to platters if required on the day.</p> <p>Clare proposed future discussion regarding a new format for 2026.</p> <p>Kevin proposed to accept the new Carly's Kitchen proposal; seconded Raelene, Carried.</p> <p>Decision made to change wording on promotion poster to highlight LIGHT lunch.</p> <p>Raelene to contact Karen to change wording on Sixes tournament poster to highlight the lunch is LIGHT.</p> <p>Clare to contact Liz Stolwyk regarding tables for the sixes.</p> <p>Ian to contact Nigel at Hamilton Bridge regarding tables and equipment.</p> <p>Kevin to accept Carly's Kitchen latest quote (\$18 per head).</p> <p>Themes for 2026; Clare is tabling the following suggested future themes for discussion:</p> <p><i>Famous people in history</i></p> <p><i>Names of card games</i></p> <p><i>Names of board games</i></p> <p><i>Movie titles</i></p> <p><i>Nursery rhymes</i></p> <p><i>Food</i></p> <p><i>Poems</i></p> <p><i>Songs</i></p> <p><i>Environmental</i></p> <p><i>Nature</i></p> <p><i>Literary.</i></p>	<p>Raelene</p> <p>Clare</p> <p>Ian</p> <p>Kevin</p>
--	---	---

Meeting Minutes



	<p>Discussed. Decision needed to be made so could be announced at 2025 Sixes.</p> <p>As it is year 13 in 2026 Michael proposed - Superstition</p> <p>Agreed by all enthusiastically.</p>	
AB	<p>Membership numbers report</p> <p>Kevin reported 176 members at 28 February 2025.</p> <p>146 full time members</p> <p>18 affiliated</p> <p>12 non-paying elderly/youth etc.</p> <p>→ 164 paying members</p>	Completed
AC	<p>Waikato Bays Interclub Teams - 22 June 2025. While this was a great success last year our rooms are too small to hold this comfortably. Vicki, Pam and Allison will check whether we can use the St John's facilities to give us more useable space. If we are able to use their facilities we will discuss offering a donation to St Johns for that usage.</p>	Completed.
AD	<p>Canvas club members with respect to a Tuesday evening session of 2 hours (7 – 9pm) as some members find 3 hours too long</p> <p>Underway. Pam will organise – hopefully in place at the end of this years beginners lessons.</p>	Ian / Pam
AE	<p>All senior members to promote Monday evening sessions as numbers are dwindling</p>	Completed
AF	<p>Ian will present a more comprehensive Playing Committee report next meeting</p> <p>Work in progress – meeting pending.</p>	Ian

5	2025 Planner	Clare
----------	---------------------	-------

Activity	Responsible	Status
April		
16 April B2F Teams Event: Clipboard; pre-entry 9 April	Ian	
May		
21 May: Welcome to new players; Evening lessons		

Meeting Minutes



15 June: Fairlands Trophy (at Te Awamutu). Clipboard for entries	Ian	
David's Emporium Club 6s pre-entry by 3 June for 9 June	Ian	
Sixes: Progress report	Sub-committee	
25 May WAPs (3) (?Hosting?)		
Decide on mid-year social – or re-instate AGM dinner		

6	Treasurer's Report Subs update given by Kevin. Only five people to follow up. Kevin proposed report be accepted. Bill seconded. Carried.	
7	Health and Safety Nothing to report	
8	Correspondence Inwards: Menu from Carley's Kitchen Nandy's resignation Improvers report from Pam. Recommendations and report noted and accepted. Outwards: Acknowledgement of Nandy's resignation	
9	Playing committee report Ongoing	
10	General Business A - Whose role is it to maintain stationery and Bridge supplies? Much discussion. Action: Sue to organise in collaboration with Vicki J and Allison V. Stock sheet to be developed, and utilised. B – Tossing for seats and use of screen timer during certain sessions C – Request new whiteboard for lessons. Discussed. Clare proposed purchase of whiteboard at \$1,234.78. Seconded Kevin. Carried. Clare to arrange	Sue Completed Clare

Meeting Minutes



	<p>D – Who clears the mailbox, and what are protocols around advising committee members of mail that affects them</p> <p>Kim to clear physical mailbox, and distribute as appropriate.</p> <p>E – PO Box invoice. Need to cancel PO Box.</p> <p>To action this there needs to be a formal motion.</p> <p>Clare moved to close PO Box; seconded Bill. Carried.</p> <p>Kevin to close PO Box.</p> <p>F – Fort Street parking changes proposal (information previously supplied)</p> <p>Meeting attended by Anna S and Ian.</p> <p>Anna to write a submission to Council by 31 March regarding existing carpark at rear of bridge club and childcare centre is always full during the day. Angle parking preferred on Fort Street to maximise space. Any green space at back of bridge club building potential parking. Needs to be sealed.</p>	<p>Kim</p> <p>Kevin</p> <p>Anna</p>
11	<p>Any Other Business</p> <p>Name change of club.</p> <p>Process to be followed. Kevin to liaise with Vicki</p> <p>Signatories needs to be updated. Kim agreed to be added.</p> <p>Kevin to facilitate</p> <p>Bill advised that the front door needs a self-closer update. Will report next meeting.</p>	<p>Kevin / Vicki</p> <p>Kevin</p> <p>Bill</p>
12	<p>Close Meeting</p> <p>Clare closed meeting at 6:45pm.</p> <p>Action: Clare to advise date of next meeting soon.</p>	<p>Clare</p>