

# Meeting Minutes



<b>Meeting Name</b>	Committee meeting
<b>Location</b>	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
<b>Date</b>	Monday 26 May 2025
<b>Time</b>	5:30 pm
<b>Chair</b>	Clare Coles
<b>Minutes</b>	Raelene Taylor
<b>Attendees</b>	Clare Coles, Kevin Whyte, Kim Grounds, Raelene Taylor, Anna Singlewood, Mikayla Lewis, Ian Moore, Bill Bailey, Paul Phillips, Sue Keating
<b>Apologies</b>	Michael Neels

Item	Details	Owner
1	<b>Welcome</b>  Clare thanked the committee for their ongoing support for her in her role as President.	Clare
2	<b>Confirmation of previous meeting Minutes</b>  Moved Sue / Kim: Carried	Clare
3	<b>Matters Arising</b>  <b>Strategy Meeting</b> Clare recommended that two subcommittee be formed: Building and "Operation Tidy Up".  <b>Building Subcommittee:</b> Committee agreed with Clare's recommendation that she contact Ian Taylor to liaise with Bill regarding future project management of building project.  Table refurbishment – Bill to contact The Mens Shed for quote and advice.	Clare           Bill  Bill

# Meeting Minutes



	<p>Replacement of wooden paper rubbish bins to be actioned as part of Operation Tidy Up. Bill had one bin already and this can be put to use. – The Mens Shed to be contacted by Bill</p> <p><b>Kitchen-and-Tidy-Up Subcommittee</b></p> <p>Paul to liaise with Allison Vince and also canvas support from members for a group to work under Allison as this subcommittee.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> <li>- Removal of unwanted items</li> <li>- Kitchen drawers</li> <li>- Kitchen equipment removal or replace</li> <li>- Inventory to be built of any items that need refurbishment or replacement</li> </ul>	Paul
<b>4</b>	<b>Outstanding Actions</b>	
K	<p>Advise membership details for over 90 year-olds. Ask in newsletter as to who would be happy to be on the list. This action to be discontinued.</p>	Completed
S	<p>Confirm all sponsorship money received:</p> <p>Work in progress - two still outstanding</p>	Kevin
T	<p>Junior restricted fun afternoon - an afternoon in July would work.</p> <p>Sue and Ian to organise for July. Ideas include a learners afternoon – perhaps Hamilton and Cambridge learners?</p> <p>To be updated in June</p>	Ian/Sue
Z	<p>Stocktake library. Committee decided that this was unnecessary work and that a more casual approach was appropriate.</p>	Completed

# Meeting Minutes



	An Item for next newsletter – library a resource centre – Books to be borrowed and returned at members leisure. No inventory to be kept	
AA	<p>9 August Cambridge Sixes Tournament:</p> <p>Clare to contact Liz Stolwyk regarding tables for the sixes. Still a WIP.</p> <p>Venue decoration – Discussion re decorations. Decided that one themed wall only was required. Ideas / recycle decorations we already have?</p> <p>This year the “T” shape Di Emme’s cards symbols etc to be used.</p> <p>Paul to contact Allison re the above; Nandy potentially to help Allison.</p> <p>Clare would like small fliers advertising the Sixes to be ready by June 5 for handing out at various tournaments. Kim to facilitate this action.</p> <p>Email to all clubs reminding of upcoming Sixers</p>	<p>Clare</p> <p>Paul / Allison</p> <p>Kim</p> <p>Clare</p>
AG	<p>Stationery and Bridge supplies.</p> <p>Sue advised inventory system underway. Several orders have already been placed – bridge pads</p> <p>Playing cards required – contact NZB</p> <p>General stationary supplies (office): Raelene and Sue to collaborate</p>	<p>Sue</p> <p>Raelene / Sue</p>
AJ	<p>Write a submission to Council by 31 March regarding Fort St parking council proposal.</p> <p>Update: Submission by Anna completed; response from council received (Inwards Correspondence).</p> <p>No further update or action required</p>	Completed

# Meeting Minutes



AK	Update on progress wrt Constitution process Progress to change club name.  All actions completed successfully	Closed
AL	Update club Signatories. Kim agreed to be added. Update: WIP	Completed

<b>5</b>	<b>2025 Planner</b>	Clare
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Activity	Responsible	Status
<b>May</b>		
15 June: Fairlands Trophy (at Te Awamutu).  Nine entries at this date – 15 is optimum. Ian to canvas support	Ian	
David's Emporium Club 6s pre-entry by 3 June for 9 June  Ian to put teams together. Need 8 – 3 confirmed at this time. Ian confident in gaining 8	Ian	
<b>25 May WAPs (3)</b> Event has occurred.  Event very successful. Raffle and organisation very successful.  Committee extended thanks to Irene Stewart and AFT for their ingoing support. It is much appreciated.		
AGM dinner reinstated. Suggest Property brokers and their BBQ setup to be used again.	Completed	

# Meeting Minutes



Ian reported Property Brokers generously have agreed to provide all the food, set up, people power, and run the complete BBQ at the AGM.  Committee expressed great appreciation and agreed a gift should be purchased and presented to the Property Brokers representative on the day of the AGM.		
2026: 50 <sup>th</sup> anniversary. Mid-year function to be decided upon. Discussion for June meeting	Clare	
<b>June</b>		
<b>15 June: Fairlands Trophy.</b> Versus TA at TA. Confirm team selections.  Under control	Completed	
<b>July</b>		
4 August Teams: pre-register by 30 July	Ian	
Collect raffle prizes for Sixes	Allison, Anne	
2026 Programme: Commence planning	Sub-committee	

<b>6</b>	<b>Treasurer's Report</b>  Kevin spoke to the treasurer's report.  Kevin's report is copied below  Treasurer's Report Accepted: Moved Kevin / Bill. Carried.	Kevin
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# Meeting Minutes



	<u>2025</u>	<u>2024</u>	<u>Change</u>	<u>YoY</u>
Net surplus/(deficit) as at 30-Apr-25	\$9,573	\$8,158	\$1,415	17%
Total Income	\$32,009	\$30,497	\$1,512	5%
Total Expenditure	(\$22,435)	(\$22,339)	(\$96)	
Annual subscriptions income (net)	\$9,390	\$10,440	(\$1,050)	(10%)
Table money income	\$14,619	\$11,480	\$3,139	27%
Tournament income	\$4,025	\$3,250	\$775	24%
Tournament expenses	(\$2,364)	(\$1,996)	(\$368)	(18%)
Tournament surplus/(deficit)	\$1,661	\$1,254	\$407	32%
Sponsorship income	\$3,400	\$3,080	\$320	10%
NZB affiliation fees	(\$4,718)	(\$3,369)	(\$1,349)	(40%)
Session cCatering	(\$1,736)	(\$1,563)	(\$173)	(11%)
Social Events expenses	(\$1,477)	(\$367)	(\$1,110)	(302%)
Prize vouchers	(\$1,897)	(\$2,443)	\$546	22%
Building related expenses	(\$3,778)	(\$3,747)	(\$31)	(1%)
Administration expenses	(\$2,060)	(\$2,504)	\$444	18%
Debtors	\$440	\$300	\$140	47%
Fixed Assets (net)	\$53,197	\$56,715	(\$3,518)	(6%)
Creditors	(\$2,681)	(\$2,013)	(\$668)	(33%)
Table money In advance	(\$6,389)	(\$5,870)	(\$519)	(9%)
<b><u>Bank balances</u></b>				
Westpac current account	\$31,451	\$15,897	\$15,554	98%
Westpac term deposit (on call)	\$35,604	\$35,323	\$281	1%
Cash on hand	\$100	\$100		
Overall cash balance	\$67,155	\$51,320	\$15,835	31%

## Points of interest for the period

- 1 \$3,120 received for learner lessons (39) - currently in Prepayments , processed 03-May
- 2 \$1,050 payment for new Whiteboard went through on 23-Apr
- 3 2 sponsor payments outstanding - expecting by 30-May
- 4 Carley's Kitchen paid \$1800 deposit for CB6s on 12-May
- 5 Name change finalised with Incorporated Societies and Charity Services on 21-May
- 6 Westpac signatories to be completed by 30-May
- 7 MYOB charge rose to \$93.15 from \$74.75 on 01-May (+24.6%)

<b>7</b>	<b>Health and Safety</b>  Newsletter: Note regarding Disabled Parking and AED location Discussion re location of first aid kit. (In kitchen under bench). Clare to note this in next newsletter.  AED instructions: Mikayla to provide to Clare for Newsletter	Clare     Mikayla
<b>8</b>	<b>Correspondence</b> <b>Inwards:</b>  Letter from Waipa DC re carparking on Fort Street  NZ Bridge – Notification of changes to structure / personnel (See Appendix 1) Michael to be approached to attend the AGM online  <b>Outwards:</b>	Closed
<b>9</b>	<b>Playing committee report</b>  Discussion re number of boards to be played. Verification needed: 24 or 27. 24 strongly supported, and Ian to check. Update: Outcome of this action to be in 2026 Programme Book.  Interclub competition June 22 at Cambridge: Six clubs to provide three teams (O, I, J).  Ian suggested he could be available in an overseeing capacity on the day for Cambridge teams as last year showed the need for such a function.	Ian        Ian
<b>10</b>	<b>General Business</b>	
<b>11</b>	<b>Any Other Business</b>  Excess equipment – removed or relocated? Not yet happened – refer Strategy Meeting – Kitchen subcommittee	

# Meeting Minutes



	<p>Cleaner and some committee noted new vacuum cleaner not functioning well. Anna / Kevin to source receipt, and Anna to return vacuum. Anna to explore a Shark or Dyson replacement.</p> <p>Melva Johnstone: Meeting with Melva to be arranged with Clare and Vicki. Raelene to write a letter to Melva to confirm a date and time.</p> <p>Discussion re process for accepting new members into the club. Decided that applications should go to committee for approval of each member. Documentation for 2026 beginner lessons and member application to be reworded and reformatted.</p>	<p>Kevin / Anna</p> <p>Raelene</p>
12	<p><b>Close Meeting</b></p> <p>Clare closed the meeting at 6:40 pm</p> <p>Next meeting Monday 16 June 5:30pm at clubrooms.</p>	Clare