

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Monday 16 June 2025
Time	5:30 pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Raelene Taylor, Anna Singlewood, Mikayla Lewis, Ian Moore, Bill Bailey, Paul Phillips, Michael Neels
Apologies	Kevin Whyte, Kim Grounds

Item	Details	Owner
1	Welcome Clare welcomed everyone including Ian Taylor	Clare
2	Confirmation of previous meeting Minutes Moved Paul / Raelene: Carried	Clare
3	Matters Arising Strategy Meeting Building Subcommittee: Ian Taylor presented Building report from Noel Jellyman, and offered his assessment of the recommendations: 1. Priority to be given to mould remediation in main room and bathrooms 2. Ventilation / dehumidifying of building a priority 3. Some of the exterior cladding requires more investigation to discover extent of work needed Information required: Pricing / funding / timing / potential disruption to club activities all to be considered	

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	<p>Actions Required:</p> <p>Quotes:</p> <ol style="list-style-type: none"> 1. replace all or part of weatherside 2. insulation – extent required 3. mould cleaning and painting – how long is club unavailable 4. contact Jellyman – oversee all or some of the work 5. MenShed cost and advice (cladding perhaps?) <p>Pam to advise all Directors re a new protocol of opening windows 20 minutes prior to the clubrooms being closed up at the end of each session</p> <p>WIP:</p> <p>Exterior lighting</p> <p>Modified Bathroom quote</p> <p>Ian Taylor left the meeting.</p> <p>Kitchen-and-Tidy-Up Subcommittee:</p> <p>Discussion re small extension of office to give more office space and tidy up front of room. Would require small realignment of office / main clubroom wall to afford recess shelving in office and better use of space in main room.</p> <p>Discussion re cabinets tidy up / removal.</p> <p>Storage cupboard / kitchen cupboards - tidy and discard</p> <p>Actions Required:</p> <p>Paul, Bill and Ian T to liaise re cabinets, office cubby building works</p> <p>Paul to continue liaising with Allison V re kitchen working bee, replacing tablecloths, purchasing new trays for glasses etc a priority.</p> <p>Bill to get quote from MenShed for table refurbishment.</p>	<p>Bill and Ian</p> <p>Ian to advise Pam</p> <p>Bill</p> <p>Bill</p> <p>Paul</p> <p>Paul</p> <p>Bill</p>
4	Outstanding Actions	
S	<p>Confirm all sponsorship money received:</p> <p>No discussion</p>	Kevin
T	<p>Junior restricted fun afternoon - an afternoon in July would work.</p> <p>No discussion</p>	Ian/Sue

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AA	9 August Cambridge Sixes Tournament: Clare to contact Liz Stolwyk regarding tables for the sixes. Still a WIP. Venue decoration – progress on track	Clare Paul
AG	Stationery and Bridge supplies. No discussion	
AP	Melva Johnstone Clare and Vicki attended meeting with Melva on 12 June. Follow up letter to be sent.	Raelene
AQ	2026: 50 th anniversary. Mid-year function to be decided upon. Discussion for July meeting	Clare
AR	Reformatting Member Application Form. Ongoing procedures upon new member acceptance being developed. (Letter / phone call / order name badge). Raelene to liaise with Vicki re these discussions	Raelene

5	2025 Planner	Clare
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Activity	Responsible	Status
July		
4 August Teams: pre-register by 30 July	Ian	
Collect raffle prizes for Sixes	Allison, Anne	
2026 Programme: Commence planning	Sub-committee	
August		
9 August: Cambridge Sixes	Committee	

6	Treasurer's Report (copy follows) All looks good. Treasurer's Report Accepted: Moved Clare / Paul: accepted.	Kevin
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	<u>2025</u>	<u>2024</u>	<u>Change</u>	<u>YoY</u>
Net surplus/(deficit) as at 31-May-25	\$11,472	\$7,204	\$4,268	59%
Total Income	\$39,331	\$32,752	\$6,579	20%
Total Expenditure	(\$27,860)	(\$25,548)	(\$2,312)	(9%)
Annual subscriptions income (net)	\$11,850	\$10,440	\$1,410	14%
Table money income	\$17,295	\$13,600	\$3,695	27%
Tournament income	\$4,985	\$3,250	\$1,735	53%
Tournament expenses	(\$2,774)	(\$1,996)	(\$778)	(39%)
Tournament surplus/(deficit)	\$2,211	\$1,254	\$957	76%
Sponsorship income	\$3,500	\$3,080	\$420	14%
NZB affiliation fees	(\$5,010)	(\$3,369)	(\$1,641)	(49%)
Session cCatering	(\$2,023)	(\$1,772)	(\$251)	(14%)
Social Events expenses	(\$1,532)	(\$594)	(\$938)	(158%)
Prize vouchers	(\$2,107)	(\$2,743)	\$636	23%
Building related expenses	(\$4,585)	(\$4,163)	(\$422)	(10%)
Administration expenses	(\$2,702)	(\$2,676)	(\$26)	(1%)
Debtors	\$240	\$198	\$42	21%
Fixed Assets (net)	\$52,947	\$56,715	(\$3,768)	(7%)
Creditors	(\$1,190)	(\$1,123)	(\$67)	(6%)
Table money In advance	(\$7,245)	(\$5,543)	(\$1,702)	(31%)
<u>Bank balances</u>				
Westpac current account	\$28,333	\$13,937	\$14,396	103%
Westpac term deposit (on call)	\$35,612	\$35,353	\$259	1%
Cash on hand	\$100	\$100		
Overall cash balance	\$64,045	\$49,390	\$14,655	30%

Points of interest for the period

- 1 YTD surplus well ahead of last year - \$11,472 , up 59%
- 2 \$3,200 received for learner lessons (40), \$2,400 as Subs, \$800 as Joining fees/badges
- 3 2 sponsor payments still outstanding (\$240) - chased up and expected by 30-Jun
- 4 Westpac updates troublesome - form confusion, but will now complete by 30-Jun
- 5 WAPs3 a financial success, aided by the raffle winner donating \$50 back to club
- 6 Vacuum cleaner replaced on 02-June - old one returned for Dyson V7 (extra \$130)

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7	New Members Applications to be considered	
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39 new member applications were tabled.

Clare moved one application to be declined: seconded by Mikayla. Committee carried the motion with two abstentions Anna and Paul.

All other applications were accepted.

Discussion regarding reformatting Member Application Form.

8	Health and Safety	
9	Correspondence Inwards: NZB Minutes from AGM Outwards: Allison V advised card sent to Inge Marston, Hennie van Empel; Peter Colebourne; Philippa Baker; Paul Phillips; Marie Wilson.	
10	Playing committee report Interclub competition / Sixes – Ian to update. No discussion	Ian
11	General Business Maximum number of boards per session. - Optimum is 24 boards when new players are in a session. - Experienced players request 27 boards. Two solutions offered: 1 – Directors to shut off play at end of session time – that is 1:00pm; 4:00pm;10:00pm. 2 – Directors to use “did not play” option to facilitate ending on time.	
12	Any Other Business Mikayla reported sponsorship for Monday morning play 2026: 50% achieved. Will make further progress over next few weeks.	

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	Mikayla suggested refresher tips short snippets before each playing session to reinforce either playing etiquette or playing expertise. Committee agreed with Mikayla: Clare will consider.	
13	Close Meeting Clare closed the meeting at 6:45pm Next meeting Monday 21 July 5:30pm at clubrooms.	Clare