

# Meeting Minutes



<b>Meeting Name</b>	Committee meeting
<b>Location</b>	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
<b>Date</b>	Monday 21 July 2025
<b>Time</b>	5:30 pm
<b>Chair</b>	Clare Coles
<b>Minutes</b>	Raelene Taylor
<b>Attendees</b>	Clare Coles, Raelene Taylor, Anna Singlewood, Ian Moore, Bill Bailey, Paul Phillips, Michael Neels, Kevin Whyte, Sue Keating
<b>Apologies</b>	Kim Grounds, Mikayla Lewis

Item	Details	Owner
1	<p><b>Welcome</b></p> <p>Clare welcomed everyone</p> <p>Clare raised the matter of Rod Fox being seconded to join the committee. After discussion:</p> <p>Clare proposed we invite Rod to join the committee. Seconded by Paul and carried. Clare will speak to Rod.</p>	Clare
2	<p><b>Confirmation of previous meeting Minutes</b></p> <p>Moved Ian / Paul : Carried</p>	
3	<p><b>Matters Arising</b></p> <p>Clare extended huge thanks to all involved in progressing the following projects, particularly Paul, Bill and Ian T.</p> <p><b>Strategy Meeting</b></p> <p>Clare prioritised the mould removal, ceiling painting and ventilation - to be actioned by committee approval.</p> <p><b>Building Subcommittee:</b></p> <p>A – Mould removal. Quote from Restate for \$622.75. Clare proposed acceptance of this quote. Seconded Sue – carried.</p> <p>Ian T to advise of date work to be carried out.</p>	

<p>B – Ceiling painting. Quote from D Cattle for \$6,785. Clare proposed acceptance of this quote. Seconded Raelene – carried.</p> <p>Ian T to advise of date work to be carried out.</p> <p>C - Ventilation. WIP: inspection and quote expected soon.</p>	<p>Raelene to update IanT</p>
<p>Clare will include in Newsletter the new protocol of opening windows 20 minutes prior to the clubrooms being closed up at the end of each session until ventilation is resolved.</p>	<p>Clare</p>
<p>WIP:</p> <p>Exterior lighting. Bill Clare and IanT liaising on this 23 July.</p>	<p>Bill</p>
<p>Exterior ongoing maintenance. Agreed weed-eating should be carried out every time lawns are mowed. Bill to arrange.</p>	<p>Bill</p>
<p>Auto-closer on front door to be re-addressed – still not closing satisfactorily</p>	<p>Bill</p>
<p>Exterior repair and maintenance. Quotes to be sourced – underway. Bill Paul and IanT will advise.</p>	<p>Bill Paul IanT</p>
<p><b>Kitchen-and-Tidy-Up Subcommittee:</b></p> <p><b>Paul and Bill to speak to their progress.</b></p>	
<p>Quotes pending regarding new interior cabinetry and joinery. Estimates between \$6k - \$8k. Paul in discussion with Keith Paton Joinery.</p>	<p>Bill Paul</p>
<p>Paul and Allison concurred spring Saturday morning working Bee to spring-clean kitchen</p>	<p>Paul</p>
<p>Bill supplied two refurbished card tables for committee to view. MenzShed has done an excellent job. 8 tables completed – 14 remain to be assessed. \$50 per table excluding felt and ply tops if needed. Estimate of \$850 to complete table refurbishments. Bill moved to accept this estimate and continue refurbishment, seconded Clare – carried.</p>	<p>Bill</p>

# Meeting Minutes



<b>4</b>	<b>Outstanding Actions</b>	
S	Confirm all sponsorship money received:  Still one sponsor to follow up	Kevin
T	Junior restricted fun afternoon – progress report.  Ian and Sue have met. Decided September would be a good time – after the Sixes. See newsletter for exact date.	Ian/Sue
AA	<p>9 August Cambridge Sixes Tournament:</p> <p>Clare in Discussion with Don Rowlands Centre and Liz Stolwyk regarding permanent tables to remain at the DR Centre for when needed. Costs and supply to be considered.</p> <p>Overall progress:</p> <ul style="list-style-type: none"> <li>- Catering</li> <li>- Kitchen helpers</li> <li>- Raffle contributions</li> </ul> <p>These three are on track.</p> <p>Team numbers need to be boosted – and finalised. Clare and Ian to follow up.</p> <p>Liaise with Hamilton club regarding borrowing tables</p> <p>Liaise with Anne Tankard regarding use of van for moving tables etc. for August 9</p> <p>Newsletter item: Remind members of raffle and food donations, and helpers</p> <p>Anna S offered to be at clubrooms at 9am on Saturday 9<sup>th</sup> for any items / food to be dropped off.</p>	<p>Clare</p> <p>Clare Ian</p> <p>Paul</p> <p>Paul</p> <p>Clare</p> <p>Anna S</p>
AP	Melva Johnstone Updated and resolved	Clare
AQ	2026: 50 <sup>th</sup> anniversary. Mid-year function to be decided upon.  For next meeting	Clare

# Meeting Minutes



AR	Reformatting Member Application Form	
	Clare reported Application form has been updated and available for use	Clare

<b>5</b>	<b>2025 Planner</b>	Clare
----------	---------------------	-------

Activity	Responsible	Status
<b>July</b>		
4 August Teams: pre-register by 30 July – no discussion	Ian	
2026 Programme: Commence planning – next meeting	Sub-committee	
<b>September</b>		
19 October: Prepare for Cambridge Intermediate Pairs <ul style="list-style-type: none"> <li>- Decide on entry fee</li> <li>- Clipboard for entries</li> <li>- Poster prepared and distributed</li> <li>- Promote Website and WhatsApp</li> </ul> Deferred		
AGM 2025: Confirm format Deferred	Clare & Committee	
Finalise accounts FYE 2025 Deferred	Kevin	
Recall cups and trophies Deferred	Sue?	
2026 Handbook: Preparation <ul style="list-style-type: none"> <li>- Playing committee to finalise programme</li> <li>- Sponsorship list to be finalised</li> <li>- Contact Printer for pricing</li> </ul> Deferred	Vicky, Nandy	

# Meeting Minutes



17 October Loveblock NZ wide Pairs: Clipboard for entries Deferred	Ian	
19 October Cambridge Intermediate Tournament: Prepare Deferred		

<b>6</b>	<b>Treasurer's Report</b>  Kevin reported funds and membership are healthy. Report tabled  Treasurer's Report accepted.      Moved Kevin / Michael : Carried	Kevin
----------	--	-------

## TREASURER REPORT

	<u>2025</u>	<u>2024</u>	<u>Change</u>	<u>YoY</u>
Net surplus/(deficit) as at 30-Jun-25	\$11,487	\$6,906	\$4,581	66%
Total Income	\$42,656	\$35,887	\$6,769	19%
Total Expenditure	(\$31,169)	(\$28,981)	(\$2,188)	(8%)
Annual subscriptions income (net)	\$11,910	\$10,475	\$1,435	14%
Table money income	\$19,928	\$15,772	\$4,156	26%
Tournament income	\$5,485	\$3,930	\$1,555	40%
Tournament expenses	(\$3,014)	(\$2,379)	(\$635)	(27%)
Tournament surplus/(deficit)	\$2,471	\$1,551	\$920	59%
Sponsorship income	\$3,500	\$3,080	\$420	14%
NZB affiliation fees	(\$6,119)	(\$4,358)	(\$1,761)	(40%)
Session Catering	(\$2,355)	(\$2,025)	(\$330)	(16%)
Social Events expenses	(\$1,562)	(\$640)	(\$922)	(144%)
Prize vouchers	(\$2,487)	(\$2,923)	\$436	15%
Building related expenses	(\$5,220)	(\$4,680)	(\$540)	(12%)
Administration expenses	(\$2,843)	(\$3,026)	\$183	6%
Debtors	\$240	\$330	(\$90)	(27%)
Fixed Assets (net)	\$53,306	\$56,715	(\$3,409)	(6%)
Creditors	(\$2,268)	(\$2,510)	\$242	10%
Table money In advance	(\$7,701)	(\$5,927)	(\$1,774)	(30%)
<b>Bank balances</b>				
Westpac current account	\$29,639	\$15,548	\$14,091	91%
Westpac term deposit (on call)	\$35,615	\$35,382	\$233	1%
Cash on hand	\$100	\$100		
<b>Overall cash balance</b>	<b>\$65,354</b>	<b>\$51,030</b>	<b>\$14,324</b>	<b>28%</b>

### Points of interest for the period

- 1 YTD surplus continues to be well ahead of last year - \$11,487, up 66% (\$15 for June)
- 2 Playing numbers to 13-Jul are 5,553, - comparable to 2017-19 (5,412, 5,684, 5,806)
- 3 Host of visitors over last 5 weeks (20+) has impacted my Compa\$\$ reconciliations
- 4 2 Sponsor payments remain outstanding (\$240) - chased up in June, but still waiting
- 5 NZB Levies = \$1,761 increase on last year (40% higher) and CB6s will further impact
- 6 Westpac updates remain as WIP with Kim's return necessary to complete

<b>7</b>	<b>New Members Applications to be considered</b>	
	<p>A - New Membership Process</p> <p>Committee agreed visitor first attendance free. Visitors can visit up to three times.</p> <p>Processes and protocols for New Membership will be explained in the next newsletter.</p> <p>B - Member applications considered:</p> <p>Six new member applications considered: 5 approved and one on hold.</p>	Clare
<b>8</b>	<b>Health and Safety</b>	
	No discussion	
<b>9</b>	<b>Correspondence</b>	
	<p><b>Inwards:</b></p> <p>Waikato Bays re Regional Championships. Letter from Melva Johnstone. - Noted.</p> <p><b>Outwards:</b></p> <p>Letter to Melva Johnstone. Allison V advised card sent to: Lindsay Grant. - Noted.</p>	
<b>10</b>	<b>Playing committee report</b>	
	<p>Playing club report was circulated to the committee with emphasis on beginner lessons 2025 and recommendations for 2026.</p> <p>Key points in the report were:</p> <p>- New player retention 40% - 50%. Consistent with other clubs.</p>	

# Meeting Minutes



	<ul style="list-style-type: none"> <li>- Communication and Buddy system working well, but buddies may need ongoing support and upskilling.</li> <li>- 2026 lessons will be a series of 12. Flip charts to be refined. New players more gradual integration into club play.</li> <li>- Promotion – check efficacy of current marketing. Which platforms work most effectively.</li> </ul> <p>Clare acknowledged the commitment, expertise and hard work of all the teachers for the duration of the lessons, and their ongoing support.</p> <p>Bridge and Banter: Tuesday morning new session. Important all names are collected each day, and all money collected each day where required. Details to be forwarded to Kevin Whyte.</p> <p>Janine MacLeod to be advised of the above</p>	Raelene
<b>11</b>	<p><b>General Business</b></p> <p>Michael suggested purchasing urn from Hamilton Bridge Club. Committee agreed on \$95 budget for purchase of urn.</p> <p>Following the Sixes, Paul will coordinate the return of tables etc from DR Centre to appropriate locations on Sunday 10 August. Paul to acknowledge helpers from other clubs with token gift.</p> <p>CBC Playing statistics as per Kevin’s circulated information was noted (see below).</p>	<p>Michael</p> <p>Paul</p>



## Cambridge Membership numbers ex NZB 2016+

Year	Period											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016			161									
2017			170									
2018			177	174	185	186	188	189	188	189	189	194
2019	195	200	200	188	197	196	195	194	194	193	187	185
2020	186	178	171		171	171		170	170	184	180	179
2021	177	171	168	169	180	181	180	180	180	180	179	176
2022	172	166	156	155	153	151	161	162	159	159	155	156
2023	154	145	145	147	147	147	147	150	150	149	144	143
2024	137	130	130	171	171	174	174	175	169	169	166	165
2025	167	165	166	159	189	190						
2026												
2027												

Highest count 200 Feb, Mar-19

Lowest count 130 Feb, Mar-24

Average 171

### 12 Any Other Business

None

### 13 Close Meeting

Clare closed the meeting at 5:45pm

Next meeting Monday 18 August 5:30pm at clubrooms.

Clare