

Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Monday 18 August 2025
Time	5:30 pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Raelene Taylor, Anna Singlewood, Ian Moore, Bill Bailey, Paul Phillips, Michael Neels, Kevin Whyte, Sue Keating, Kim Grounds, Mikayla Lewis, Rod Fox
Apologies	

Item	Details	Owner
1	Welcome Clare welcomed everyone	Clare
2	Confirmation of previous meeting Minutes	
	Moved Paul / Anna : Carried	
3	Matters Arising	Clare
	Building Subcommittee:	Claro
	Clare referred to report from Ian T.	
	A – Mould treatment completed	
	<b>B – Ceiling painting.</b> Main Hall completed. Entry and bathrooms to be completed soon.	
	lanT has asked for approval to pay partial cost for ceiling (85% of quote, which he believes is reasonable (see report).	
	Approval sought for payment of invoice to DC Decorators for \$5,767.25.	Decision
	Moved Bill, seconded Kevin: Carried	
	C- Venting. Two quotes received.	



Discussion and referral to report. Clarity from Ian T sought regarding the fan design. Then approval sought for acceptance of guote from BTG Electrical of \$1,767.32 Incl GST, plus a contingency of \$600 that could be accessed with approval by Clare and Kevin. Decision Motion: To accept estimate from BTG electrical as above, as well as a contingency of \$600. Moved Clare, seconded Raelene. : Carried WIP: **Auto-closer on front door** – completed. Possible resistance to shutting occasionally. Some concern expressed regarding the placement of the striker plate. Monitor over next month. **Exterior repair and maintenance.** Quotes to be sourced. Bill reported. Phil from PJM present at meeting to talk to quote received for external cladding remedial work. Points to notes: Cladding quoted like-for-like as other options would impact on window framing, therefore more work involved. • Once commenced – two to three weeks to complete. Work carried out in stages – i.e. one section completed before next commenced. Bill / lant Clubrooms still available for use during work. Ideally two more quotes to be sourced, given substantial cost. Discussion regarding partial recladding – i.e. Driveway / Fort Street facing only. Michael / Kim Phil left meeting Bill Discussion regarding Grants for work. Investigate further. Maintenance schedule to be set up. Kitchen-and-Tidy-Up Subcommittee: Paul reported Bill:

2) Clean out of storage cabinet.

1) progress regarding refurbishing of tables. Not discussed

Paul



	Paul /Allison V to do a schedule of tidy/keep or throw-out ready for spring- clean mid-September. Paul will call for volunteers for this event.	Paul
	Paul to set up cleaning schedule to cover skirtings / windows / doors etc.  Look at cleaner contract – could this be included	
	Paul:  1) Cabinets. Paul spoke to his report covering the design concepts and the quote from Paton Joinery. After a good discussion Clare moved that a second quote from Mitre10 be obtained. Kim seconded – carried. Paul to action.	Paul
4	Outstanding Actions	
S	Confirm all sponsorship money received:	Kevin
	Still one sponsor to follow up – WIP	
	Sponsorship 2026: Mikayla reported 12 sponsors required for Monday mornings; six secured and six still to sourced.	Mikayla
Т	Junior restricted fun afternoon. Tournament to be held at Cambridge 21 September 1:00pm to 4:00pm	lan/Sue
AA	9 August Cambridge Sixes Tournament:	
	Very successful. Excellent feedback from attendees.	
	Vote of thanks to Hamilton Bridge Club for their help and support re tables etc. Small gift and card to the club to be organised.	Clare / Raelene
	Special thanks to Richard Wagstaff and Nigel Grierson for their help. Card and small gift to each.	Clare / Raelene
	Booking of Don Rowlands centre 8 August 2026 to be secured.	Paul
AQ	2026: 50 <sup>th</sup> anniversary. Mid-year function to be decided upon.	Clare
AR	Investigate process / facilitators for Grant application for capital works project	Michael / Kim
AS	Set up maintenance schedule for club building and associated systems (e.g. heat pumps)	Bill
AT	Respond to letter regarding M Johnstone	Clare
AU	Approach Josie to join the Playing Committee for 2026	lan



AV	Approach St Johns regarding donation for use of their rooms - \$250	Clare / Kevin
AW	Reconfirm that sponsors should be acknowledged at the beginning of every session they sponsor.	Clare
AX	Investigate displaying sponsor details on TV during play in a split screen along with playing clock	Mikayla / Vicki
	Michael suggested an additional laptop to facilitate this. To be investigated – perhaps Urban Miners	Michael

5	2025 Planner	Clare	
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Activity	Responsible	Status
July		
2026 Programme: Commence planning. Carried forward from July.	Sub- committee	
September		
19 October: Prepare for Cambridge Intermediate Pairs - Decide on entry fee - Clipboard for entries - Poster prepared and distributed		
AGM 2025: Confirm format	Clare & Committee	
Finalise accounts FYE 2025	Kevin	
Recall cups and trophies	Sue?	
2026 Handbook: Preparation - Playing committee to finalise programme - Sponsorship list to be finalised - Contact Printer for pricing	Vicky, Nandy	
17 October Loveblock NZ wide Pairs: Clipboard for entries	lan	



19 October Cambridge Intermediate Tournament: Prepare	
October	
Start confirming committee members availability for 2026	Clare
Accounts to Auditor	Kevin
Continue recall of cups/trophies; prepare certificates	Ian, Sue
Start checking member list ready for publication	Vicki
Confirm intended subs for 2026	Kevin
Catering for Intermediate tournament	Anna
Delegate someone to organise Christmas Pairs	Clare, Ian
Notice of AGM and Agenda – 4 weeks in advance	Raelene

6	Treasurer's Report	
	Report tabled. (see attached)	Kevin
	Kevin spoke to report – salient points at bottom of his report.	
	Stated approx. \$2,000 profit from Sixes.	
	Treasurer's Report accepted. Moved Kevin / Michael : accepted	

,	7	New Members Applications to be considered	
		Member applications considered:	

R	Health and Safety	
U		



9	Correspondence	
	Inwards: Waikato Bays Regional Committee. New approach to championships to be considered. Feedback sought. – Not discussed	
	Update re M Johnstone.	
	Further correspondence received – Clare to respond after consultation with Vicki	Clare
	Outwards: Condolence cards sent by Allison Vince to: Philippa Baker's family Colleen White.	
10	Playing committee report	
	<ul> <li>Ian spoke to the report. Points to note:</li> <li>Approach Josie van Weerd regarding joining the committee for 2026</li> <li>Pam Moore no longer available for teaching in 2026</li> <li>Discussion regarding improver lessons being added to the programme.</li> </ul>	
11	General Business	
	Donation to St John for use of their rooms – painting, and competition day. Discussion St Johns declined to invoice for use of rooms. Clare moved donation of \$250; seconded Raelene - carried	Clare / Kevin
	Sponsor recognition.	
	Reconfirmed that Sponsors should be introduced at the start of every playing session.	
	Rod suggested TV in clubrooms could display the session Sponsor details. Perhaps PowerPoint, and split screen with playing clock.	Mikayla / Vicki
	Michael suggested need for second laptop to aid technology for this. Possibly urban miners – check availability and costs	Michael
12	Any Other Business	



]	13	Close Meeting	Clare
		Clare closed the meeting at 6:45pm	
		Next meeting Monday 15 September 5:30pm at clubrooms.	



TREASURER REPORT				
	2025	<u>2024</u>	Change	YoY
Net surplus/(deficit) as at 31-Jul-25	\$10,107	\$7,137	\$2,970	42%
Total Income	\$46,635	\$39,171	\$7,464	19%
Total Expenditure	(\$36,528)	(\$32,034)	(\$4,494)	(14%)
	\$12,555	\$10,835	\$1,720	16%
	(\$360)	(\$300)	(\$60)	(20%)
Annual subscriptions income (net)	\$12,195	\$10,535	\$1,660	16%
	\$995	\$962	\$33	3%
Table money income	\$23,456	\$18,360	\$5,096	28%
Tournament income	\$5,485	\$4,410	\$1,075	24%
Tournament expenses	(\$3,014)	(\$2,891)	(\$123)	(4%)
Tournament surplus/(deficit)	\$2,471	\$1,519	\$952	63%
	\$1,980	\$2,000	(\$20)	(1%)
	\$720	\$1,080	(\$360)	(33%)
	\$800		\$800	100%
Sponsorship income	\$3,500	\$3,080	\$420	14%
NZB affiliation fees	(\$7,416)	(\$5,353)	(\$2,063)	(39%)
Session Catering	(\$2,858)	(\$2,312)	(\$546)	
Social Events expenses	(\$1,562)	(\$740)	(\$822)	(111%)
Prize vouchers	(\$2,727)	(\$3,103)	\$376	12%
Building related expenses	(\$7,103)	(\$5,059)	(\$2,044)	(40%)
Administration expenses	(\$3,076)	(\$3,300)	\$224	7%
Debtors	\$116	\$150		(23%)
Fixed Assets (net)	\$53,306	\$56,715	(\$3,409)	(6%)
Creditors	(\$4,998)	(\$3,059)	(\$1,939)	(63%)
Table money In advance	(\$12,608)	(\$5,548)	(\$7,060)	(127%)
Bank balances	<b></b>	Acc	440	<b>FO</b> 5.1
Westpac current account	\$35,985	\$23,535	\$12,450	53%
Westpac term deposit (on call)	\$35,618	\$35,412	\$206	1%
Cash on hand	\$100	\$100	Ć12 CEC	340/
Overall cash balance	\$71,703	\$59,047	\$12,656	21%

#### Points of interest for the period

- 1 YTD surplus remains well ahead of last year \$10,107 (+ 42%), \$,1,381 deficit in July
- 2 YTD Playing numbers as at 15-Aug are 6,509 in line with 2017-19 (6,244, 6,558, 6674)
- 3 1 Sponsor payment remains outstanding (\$60) another reminder sent
- 4 NZB Levies = \$2,063 up on last year (39% higher), CB6s charge of approx \$1,150 to come
- 5 Cash balance higher due to \$6,600 of CB6s entry fees paid in advance will clear in August
- 6 Westpac updates a priority prior to 31-Aug