

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Monday 22 September 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, Mikayla Lewis.
Apologies	Sue Keating, Kim Grounds, Rod Fox

Item	Details	Owner
1	Welcome	
2	Confirmation of previous meeting Minutes Moved Bill / Paul : Carried	
3	Matters Arising Fan installation – Clare to advise directors of Ian T's usage instructions Gifts to Hamilton Bridge Club and individuals for Sixes help were delivered.	Clare
4	Outstanding Actions	
S	Sponsorship 2026: Mikayla reported Monday morning sponsors for 2026 all confirmed / secured. Mikayla to confirm Sample Room sponsorship for 2026	Mikayla
T	Bill mentioned that WhatsApp messages were unavailable after 7 days. Advice to be sought from Nandy.	Michael
AA	Cambridge Sixes Tournament - 2026 Booking of Don Rowlands centre 8 August 2026 to be secured. Date pencilled in – not able to be confirmed until early in 2026. Not suitable for CBC – Paul and Clare to confer with Bill Robinson and Liz Stolwyk.	Paul / Clare
AQ	2026: 50 th anniversary. Mid-year function to be decided upon. Not discussed – on Hold	Clare
AS	Set up maintenance schedule for club building and associated systems (e.g. heat pumps). WIP.	Bill

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AT	Respond to letter regarding M Johnstone. No response sent at time of this meeting.	Clare
AU	Approach Josie to join the Playing Committee for 2026. Josie approached and accepted.	Completed
BA	Set up cleaning schedule – doors, windows, skirting, windowsills, etc WIP. Will coincide with Working Bee	Paul

5	<p>Treasurer's Report</p> <p>Report tabled. See appendix 1. Kevin spoke to report.</p> <p>To note:</p> <ol style="list-style-type: none"> 1. Playing numbers comparable to 2017 2. Kim now added as signatory at bank 3. Table money and subs to be reviewed for 2026. CBC subs comparatively lower than other clubs. Kevin will research and report. To be discussed and decision made – October meeting <p>Treasurer's Report accepted. Moved Kevin / Michael : accepted</p>	Kevin
6	<p>Building Subcommittee:</p> <p>Exterior repair and maintenance.</p> <p>Special committee meeting held 15 Sep 2025. Discussion held regarding three submitted quotes, as well as funding options.</p> <p>Much discussion regarding which walls should take priority for immediate attention. Options include:</p> <ol style="list-style-type: none"> 1. As per Grant application – St Johns and Forts St replace + remediation of Carpark wall 2. Carpark and St Johns wall only replacement – Michael advocated that Fort St and Daycare walls to be left at this time. 3. All 4 walls to be done immediately. <p>Clare proposed application for grant of \$24,000 for cladding replacement should be submitted now. Bill seconded. Carried.</p> <p>Michael will liaise Angela Montgomery to have this application submitted forthwith.</p> <p>Further discussion / decision regarding which walls are remedied once outcome of grant application is known.</p>	Michael

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	<p>Kitchen-and-Tidy-Up Subcommittee:</p> <p>Progress re date for working bee for kitchen and storage cabinet tidy-up. WIP – target end of October to have this completed.</p> <p>Cabinets. Mitre10 quote received for \$5,600 incl GST. Exclusive of assembly and installation.</p> <p>Paul advised that he has had ongoing discussions with Paton Joinery and slight modifications to design made resulting in lowering of quote by \$300 incl GST</p> <p>Paul moved and committee accepted Paton quote covering supply and total installation of \$8,300 incl GST. Seconded Kevin. Carried.</p> <p>Paton to be advised – start date late Oct or November if possible.</p> <p>Paul and Kim to visit Paton to confirm colours etc.</p>	<p>Paul</p> <p>Paul</p> <p>Paul/Kim</p>
7	<p>Playing committee report</p> <p>Ian spoke to the report. See Appendix 2.</p>	
8	New Members Applications	
	<p>Member applications approved:</p> <p>Johanna Dunn Anton Ivanow Kathy King (approved in advance).</p>	
9	Health and Safety – nil concerns	
10	<p>Correspondence</p> <p>Inwards: Outwards:</p>	
11	<p>General Business</p> <p>New protocol for visitors and new members accepted.</p> <p>All invoices to the CBC should be addressed to the correct mailing address. Noted.</p>	

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12	Any Other Business	
	Bill sought approval for refurbishment of Melanie's table legs. Agreed. \$50 donation to the Men's Shed for this work.	Bill
	Agreed that two new sets of Boards and cards to be purchased	Paul
	Noted: Jo McHarg 90 th birthday 22 October. Acknowledgement one week before by club.	Clare to contact Allison V
13	Close Meeting	
	Clare closed the meeting at 6:45 pm Next meeting Monday 20 October 5:30pm at clubrooms.	

For reference: 2025 planner

September	
19 October: Prepare for Cambridge Intermediate Pairs	
<ul style="list-style-type: none"> - 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	Kim
2026 Handbook: Preparation	Vicky
<ul style="list-style-type: none"> - Playing committee to finalise programme - Sponsorship list to be finalised - Contact Printer for pricing 	
17 October Loveblock NZ wide Pairs: Clipboard for entries	Ian
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

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Appendix 1

TREASURER REPORT

	<u>2025</u>	<u>2024</u>	<u>Change</u>	<u>YoY</u>
Net surplus/(deficit) as at 31-Aug-25	\$12,834	\$13,485	(\$651)	(5%)
Total Income	\$62,895	\$57,420	\$5,475	10%
Total Expenditure	(\$50,061)	(\$43,935)	(\$6,126)	(14%)
	\$12,555	\$10,895	\$1,660	15%
	(\$360)	(\$300)	(\$60)	(20%)
Annual subscriptions income (net)	\$12,195	\$10,595	\$1,600	15%
	\$995	\$1,022	(\$27)	(3%)
Table money income	\$26,496	\$21,612	\$4,884	23%
Tournament income	\$15,085	\$15,610	(\$525)	(3%)
Tournament expenses	(\$12,440)	(\$12,873)	\$433	3%
Tournament surplus/(deficit)	\$2,645	\$2,737	(\$92)	(3%)
	\$1,980	\$2,000	(\$20)	(1%)
	\$720	\$1,080	(\$360)	(33%)
	\$2,103	\$1,300	\$803	62%
Sponsorship income	\$4,803	\$4,380	\$423	10%
NZB affiliation fees	(\$9,366)	(\$5,353)	(\$4,013)	(75%)
Session Catering	(\$3,061)	(\$2,469)	(\$592)	(24%)
Social Events expenses	(\$1,532)	(\$780)	(\$752)	(96%)
Prize vouchers	(\$2,727)	(\$3,463)	\$736	21%
Building related expenses	(\$8,173)	(\$5,433)	(\$2,740)	(50%)
Administration expenses	(\$3,190)	(\$3,447)	\$257	7%
Debtors	\$2,428	\$2,175	\$253	12%
Fixed Assets (net)	\$60,091	\$56,715	\$3,376	6%
Creditors	(\$4,348)	(\$2,308)	(\$2,040)	(88%)
Table money In advance	(\$7,219)	(\$5,702)	(\$1,517)	(27%)
<u>Bank balances</u>				
Westpac current account	\$26,059	\$20,221	\$5,838	29%
Westpac term deposit (on call)	\$35,621	\$35,443	\$178	1%
Cash on hand	\$100	\$100		
Overall cash balance	\$61,780	\$55,764	\$6,016	11%

Points of interest for the period

- 1 YTD surplus well ahead of last year - \$12,195 (+ 15%), \$2,727 surplus in August
- 2 YTD Playing numbers as at 19-Sep are 7489 - in line with 2017-19 (7234, 7560, 7690)
- 3 NZB Levies = \$4,013 up on last year (75% higher), \$1,150 CB6s charge accrued
- 4 Overall Cash \$6,016 higher than 2024 but partially offset by Creditors increase (up \$2,040)
- 5 Westpac updates finally completed on 18-Sep after a roundabout process
- 6 Significant capex in the pipeline that will significantly reduce our Cash Reserves post Sep-25

Appendix 2






Meeting Cambridge Bridge Club Playing Committee

Date: Tuesday, 16th September

Chair: Ian Moore

Attendees: Vicki Jacoben, Clare Coles, Ian Moore, Allison Vince, Josie van Weerd (5.30pm)

Focus: 2026 Programme Planning, Education, Tournament Organisation

1.  Henry Davys Club Championships
 - **Discussion:** Whether to retain the current 2025 format spread throughout the year. or shift to a block of 6 consecutive nights.
 - **Action:** on the next Henry Davys night Clare will ask for a show of hands to gauge preference
2.  Intermediate Championships
 - **Current Format:** Held during the first 3 weeks of May when Open players are at Quilty Tray.
 - **Discussion Points:**
 - Retain current schedule or explore alternative sessions.
 - Consider changing from individual format to pairs.
 - **Action:** Clare to distribute a **survey** to Intermediate players for feedback.
3.  Education Programme- helpful if this becomes part of Playing Committee to ensure continuity
 - **Beginner Lessons:**
 - Timetable needs to be finalised before we can complete 2026 overall programme.
 - Proposed start: **Early March.**
 - **Director Training:**
 - Refresher course planned for current directors.
 - Format: Hands-on, interactive session. (Drinks and Pizza). \$100 budget approved.
 - **Improvers & Intermediate Lessons:**
 - Clare has lots of options but will survey players for preferences and suggestions.
4.  Intermediate Tournament – Sunday 19th October
 - **Capacity:** Maximum of 20 tables to ensure comfort for players, director, and caterers.
 - **Roles Assigned: Director:** Pam Moore, **Scorer:** Michael Neels, **Scorer Assistant:** Clare Coles, **Gopher:** Ian Moore
5.  WAPS Intermediate Ladder
 - **Note:** Final day of WAPS coincides with Intermediate Tournament.
 - **Action:** Ladder results to be finalised and incorporated into event planning with Nick Sanders from WBC to present the prizes.
6. Committee Representation
 - Allison Vince has indicated her intention to retire from the Playing Committee next year.
 - Josie van Weerd willing to represent the Learner's group.

Meeting ended at 6.00pm