

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Monday 20 October 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, Kim Grounds
Apologies	Sue Keating, Mikayla Lewis, Rod Fox.

Item	Details	Owner
1	Welcome – Clare welcomed everyone to the meeting	
2	Confirmation of previous meeting Minutes Moved: Clare / Kim : Carried	
3	Matters Arising None	
4	Outstanding Actions	
S	Sponsorship 2026: Vicki advised several still outstanding - WIP	Mikayla
AA	Cambridge Sixes Tournament - 2026 Allison V confirmed to coordinate again	
AQ	2026: 50 th anniversary. Discussed. May/June 2026 – actual date to be discussed and agreed between Clare and Vicki. Confirmed date (however will be a Friday) to be added to 2026 Programme Calendar	Clare
AS	Set up maintenance schedule for club building and associated systems (e.g. heat pumps). Bill advised completed, however Clare asked water cooler to be physically turned off at end of year - action to be added.	Bill

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	Bill to check on service of water cooler – when last done, and frequency	Bill
BA	Working Bee / cleaning schedule Paul reported Sunday 30 November at 1:00pm was set. Clare will add advisory to next newsletter. White board to list tasks for working bee. Members will be asked to add their names to tasks they can assist with.	Clare Paul
BB	Table money and subs to be reviewed for 2026. Lengthy discussion. Will await result of building funding application before making decision.	
BC	Funding application Progress Signaled for end of October	Michael
BE	Paton Joinery. Installation of cabinets Tuesday 21 October.	Paul
BG	Jo McHarg 90 th birthday 22 October. Cake and best wishes planned for Thursday 24 October at Bridge afternoon.	Ian

5	Treasurer's Report 2026 Subs and table money review Report tabled. (see Appendix 1 attached) Kevin advised accounts had been discussed with Auditor. Year-end accounts to be confirmed in November. Report proposed to be accepted: Kevin / Raelene : Carried.	
6	AGM preparation Email to all members advising of AGM to go out 1 November. 3 vacancies for committee, plus club captain required to be filled. Nomination forms available in the office. Clare to approach various members re committee participation. Ian to source and confirm partnership stewards. Mary Casey to be approached re desserts at AGM function	Clare/ Raelene Clare Ian Clare

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	Prizegiving Kim advised trophy and cup collection well advanced and due to go to engraver soon.	Kim
7	Playing committee report Director training scheduled for early 2026 as per request from Pam. Next committee report - November	Ian
8	New Members Applications to be considered Member applications considered: Bev Morris; Allan Morris; Kathy King Applications accepted.	
9	Health and Safety Nothing to report	
10	Correspondence Inwards: Building Project report from Ian Taylor. Message of thanks to be sent. Outwards:	Clare
11	General Business Name badges – number in white for ease of reading Discussed – approved. Joy to be advised – white numbers going forward.	Clare
12	Any Other Business	

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	Name Badge Board to be reconfigured. Bill to action. Clare proposed a budget of \$150; Paul seconded : carried.	Bill
	2 toilet seats unstable; 1 cistern slow to refill. Investigate and remediate	Bill
	Some reporting of ants in various places. Investigate and remediate	Paul
	Discussion regarding increased hours (from 1.5 to 2.0 hours) and duties for cleaner for 2026. Liaise and discuss with cleaner.	Anna
	Newsletter item. Protocols regarding Bridgemate use to be reminded and/or updated.	Clare
13	Close Meeting Clare closed the meeting at 6:45pm Next meeting Monday 17 November 5:30pm at clubrooms.	

For reference: 2025 planner

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
November	
1 December: AGM and Prizegiving Preparations - Finalise Agenda - Call for any Special Motions - Finalise and publish Nominations for Office Holders - Confirm Partnership Stewards - Confirm Computer Manager - Confirm coordinators for Directing / Scoring / Dealing - Prepare Reports (Paul, Kevin) Finalise list of Trophy winners	Clare, Kevin, Ian
Christmas Series: Confirm Organiser and MC	Ian, Clare
December	
1 December: AGM and Prizegiving	
Schedule meeting with new committee assigning tentative responsibilities	
Honours Board to be updates	Raelene
Reports to Government Offices as required	Kevin