

# Meeting Minutes



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| <b>Meeting Name</b> | Committee meeting                                                                                                                                                  |
| <b>Location</b>     | Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge                                                                                                         |
| <b>Date</b>         | Monday 17 November 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, Kim Grounds, Sue Keating, Mikayla Lewis, Rod Fox. |
| <b>Apologies</b>    |                                                                                                                                                                    |

| Item | Details                                                                                                                                                                                                      | Owner   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1    | <b>Welcome</b> – Clare welcomed and warmly thanked the committee for their hard and supportive work throughout the year.<br><br>Clare noted that much had been achieved.                                     |         |
| 2    | <b>Confirmation of previous meeting Minutes</b><br><br>Moved: Kim / Paul : Carried                                                                                                                           |         |
| 3    | <b>Matters Arising</b><br><br>None                                                                                                                                                                           |         |
| 4    | <b>Outstanding Actions</b>                                                                                                                                                                                   |         |
| S    | Sponsorship 2026:<br><br>One outstanding sponsor - Loulous                                                                                                                                                   | Mikayla |
| AQ   | 2026: 50 <sup>th</sup> anniversary.<br><br>Confirmed date available in 2026 Programme book                                                                                                                   |         |
| AS   | Clare asked water cooler to be physically turned off at end of year - action to be added to maintenance schedule.<br><br>Bill to check on service of water cooler – when last done, and frequency<br><br>WIP | Bill    |

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| BA | <p>Working Bee</p> <p>Sunday 30 November at 1:00pm. Sue and Kim to decorate and set up room for AGM and Christmas events.</p> <p>Mikayla to provide Xmas tree</p> <p>Committee to be aware of Christmas tree specials in January, and purchase.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Sue, Kim</p> <p>All</p> |
| BB | <p>Table money and subs</p> <p>To remain unchanged – revisit during 2026 to consider possible changes for 2027.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| BC | <p>Funding application</p> <p>Awaiting results of Pub Charity and Grassroots applications.</p> <p>Karen Payne offered to be responsible for future applications as required. Offer accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| 5  | <p><b>Treasurer's Report</b></p> <p>Kevin advised accounts had been discussed with Auditor. Minor changes made and accepted as end of year final accounts.</p> <p>Kevin noted electricity usage and charges had increased quite significantly over the last year. Suggested we review electricity supplier. Rod to investigate.</p> <p>Proposed that the 2025 Annual Accounts and Treasurer Report be accepted: Kevin / Michael : Carried.</p>                                                                                                                                                                                                                                                                                            | Rod                        |
| 6  | <p><b>AGM preparation</b></p> <p>3 vacancies for committee, plus club captain required to be filled. Leaving committee: Paul, Bill and Sue. Club Captain Ian also leaving position.</p> <p>Clare warmly thanks each of these members for their generous help and support during their tenure.</p> <p>New committee nominations: Ian Millward, Robyn Pell, Anne Tankard, Karen Payne.</p> <p>It has been proposed a joint partnership between Paul Phillips and Karen Payne for the Club Captain role. Paul will be ex-officio.</p> <p>Partnership stewards: Inge Marston, Sue Aitken, Paul Phillips, Beth Kingsley, Ian Moore. All confirmed and will be listed in the 2026 Programme book.</p> <p>Mary / Clare – dessert preparation</p> | <p>Clare</p> <p>Clare</p>  |

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|    | <b>Prizegiving</b><br>Cups, Boards and trophies underway.                                                                                                                                                                                                                                                                           | Kim                             |
| 7  | <b>Playing committee report</b><br><p>Ian advised new Flippers are at the printers. 100 ordered. \$15 members purchase price. 25 pre-sold.</p> <p>Clare offered thanks to Pam, Robyn, Josie, Vicki and Anne Blewden for their superb work on this.</p>                                                                              |                                 |
| 8  | <b>New Members Applications to be considered</b><br><p>Member applications considered: None</p>                                                                                                                                                                                                                                     |                                 |
| 9  | <b>Health and Safety</b><br><p>Nothing to report</p>                                                                                                                                                                                                                                                                                |                                 |
| 10 | <b>Correspondence</b><br><p><b>Inwards:</b><br/>Confirmation of Pub Charity funding application</p> <p><b>Outwards:</b><br/>None</p>                                                                                                                                                                                                |                                 |
| 11 | <b>General Business</b><br><p>NZ Bridge - Board elections</p> <p>Ballot paper returned to NZB. Committee selected the following: Anne Barrowclough, Douglas Russell, Kate Terry.</p>                                                                                                                                                | Clare                           |
| 12 | <b>Any Other Business</b><br><p>Name Badge Board. Surface has been scrubbed and name badge magnets checked for strength. Observe for results</p> <p>Joy to be advised to use stronger magnets from now on</p> <p>2 toilet seats unstable; 1 cistern slow to refill. WIP.</p> <p>Some reporting of ants in various places. Fixed</p> | Raelene<br><br><br><br><br>Paul |

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|    | <p>Discussion regarding increased hours (from 1.5 to 2.0 hours) and duties for cleaner for 2026. Agreed with cleaner for 2026</p> <p>Michael raised the issue of dispute resolution - are our protocols robust? Good discussion resulting in positive agreement that we were well prepared, and NZB have professional advisors if required.</p> <p>Anna asked was the club happy to provide morning tea on Monday 24 November as a Christmas treat.</p> <p>Agreed that the last Monday morning sessions for the year: 8/12 and 15/12.</p> <p>Ian extended a big thank you to Clare, Paul and Allison for their support over the last three years in his role as Club Captain. Very much appreciated.</p> <p>Ian Taylor to be asked to check efficiency of fan timer. Some concern about it not turning off.</p> | Raelene |
| 13 | <p><b>Close Meeting</b></p> <p>Clare closed the meeting at 6:45pm</p> <p>Next meeting Monday 3 December 5:30pm at clubrooms for the new committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |