

Meeting Minutes



Meeting Name	Committee Meeting – Initial Meeting of 2026 Committee
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Wednesday 3 December 2025
Time	5:30 pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Raelene Taylor, Kim Grounds, Anna Singlewood, Michael Neels, Ian Millward, Anne Tankard, Robyn Pell, Karen Payne
Apologies	Kevin Whyte, Mikayla Lewis

Item	Details	Owner
1	<p>Welcome</p> <p>Clare warmly welcomed the 2026 committee members – those returning and those who are new and thanked them for their commitment.</p>	
2	<p>New Members</p> <p>The following have applied for membership of the Club:</p> <p>Helen Rinaldi Stan Rinaldi.</p> <p>The above members have been accepted into the club. Letter of confirmation to be emailed to them.</p>	Raelene
3	<p>Outward Correspondence</p> <p>Almoner cards to: Pam Moore Alison Smith Vicki Jacobsen.</p> <p>Noted and thanks to Allison Vince.</p>	
4	<p>General Business</p> <p>Committee member responsibilities</p> <p>Clare distributed a document that detailed each role's responsibilities and spoke to the detail of these.</p> <p>Roles were then discussed.</p>	

	<p>Role allocations</p> <p>Kitchen/Cleaner liaison: Anna and Ian</p> <p>Programme Book: (Assistant to Vicki J) Robyn</p> <p>Sponsorship: Mikayla</p> <p>Building maintenance: Mike in liaison with Bob McQueen</p> <p>Competition prizes and certificates: Anne</p> <p>Newsletter refinement: Robyn</p> <p>Website:</p> <ul style="list-style-type: none"> - more activity required – Robyn initially - further instruction required to some committee members so they can post items to the website. <p>Agree 2026 Meeting time and dates</p> <p>Discussion resulted in third Wednesday of each month at 5:15pm in clubrooms being agreed.</p>	
5	<p>Any Other Business</p> <p>Inclusion of extra member at committee meetings to comply with Club Constitution</p> <p>Rod Fox was initially nominated and seconded and as a valued member for the latter part of 2025 Kim proposed that he be seconded to attend committee meetings. Raelene seconded; Motion carried with enthusiasm. Clare to approach Rod to confirm his interest and availability.</p> <p>Newsletter items</p> <p>Mike suggested at the end of each playing session:</p> <ul style="list-style-type: none"> - Turn off microphone - Turn off aircond (all 3 units) - Turn off TV - Turn on extractor fan. <p>Session Information</p> <p>Winter 2026 possibly Soup n Buns and fun bridge – discuss next meeting It was proposed any such sessions (i.e. holiday/social/fun) be included in the 2027 and subsequent Programme Book. To be discussed.</p> <p>Include in 2027 Programme Book any sessions continuing throughout December.</p>	<p>Clare</p> <p>Clare</p> <p>Clare</p> <p>Clare</p>

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	Agenda Items for next Meeting 50 th celebrations – subcommittee to be formed. Kevin and Karen good candidates based on their experience. Public Holiday social bridge. Could these be used as fundraisers? Playing committee: Karen to report once first meeting has been held.	Clare Clare Karen
6	Close Meeting Clare closed the meeting at 6:30 pm Next meeting Wednesday 21 January 2026, 5:15pm at clubrooms.	