

# 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>         | Wednesday 21 January 2026  |
| <b>Time</b>         | 5:15 pm  |
| <b>Chair</b>        | Clare Coles  |
| <b>Minutes</b>      | Raelene Taylor   |
| <b>Attendees</b>    | Clare Coles, Anna Singlewood, Anne Tankard, Ian Millward, Karen Payne, Kevin Whyte, Michael Neels, Mikayla Lewis, Raelene Taylor, Robyn Pell, Rod Fox. |
| <b>Apologies</b>    | Kim Grounds  |

| Item | Details   | Owner |
|------|---|-------|
| 1    | <p><b>Welcome</b></p> <p>Clare to welcome everyone and especially Rod to the first committee meeting of 2026.</p>   |       |
| 3    | <p><b>Matters Arising</b></p> <p>Nothing to be discussed</p>  |       |
| 3    | <p><b>Outstanding Actions</b></p>   |       |
| AQ   | <p>2026: 50<sup>th</sup> anniversary. Saturday 4 July 2026</p> <p>Subcommittee was formed: Karen, Mikayla, Robyn – Karen will approach Diane Emms to join – Kevin happy to have financial oversight.</p> <p>Initial discussions around format with the view to a lunch maybe. More discussion next meeting.</p>   | Karen |
| BC   | <p>Funding application</p> <p>Karen has expertise in the area. Karen noted Mercury Energy for minor funding is good. Format is to go into a ballot, and if not drawn one month may still be drawn at a later month.</p> <p>Paul suggested pursuing funding for new cards and / or new boards.</p> <p>Cards approx. \$200 per box; 3 sets of boards \$210 (32 boards).</p> |       |

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| BD       | <p>Newsletter. Clare is preparing this.</p> <p>Things to include:</p> <ul style="list-style-type: none"> <li>- prompts suggested by Mike for end of playing sessions</li> <li>- New World authorisation cards (historical ones to be returned)</li> <li>- Reminder of etiquette and good manners when playing.</li> </ul>   | Clare |
| BE       | <p>Winter 2026 possibly Soup n Buns and fun bridge</p> <p>Event deferred until 2027. Decisions to be made prior to Programme Book for 2027 being printed.</p>   |       |
| BF       | <p>Electricity usage investigation.</p> <p>Cost of electricity significantly more than in previous years.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> <li>- Significant work carried out on interior and exterior of building in 2025</li> <li>- General increase in all electricity charges</li> <li>- Addition of extra electrical appliances (new extractor fan – used daily in winter)</li> <li>- Mike felt heat pump / air conditioning unit needed more discretion with usage. (Windows open and aircond going at same time)</li> </ul> <p>Rod will check further with other suppliers for comparisons</p> | Rod   |
|          | <p>Dispute resolution.</p> <p>WIP – Clare to liaise with Kim</p>  | Clare |
| <b>4</b> | <b>2026 Planner</b>   |       |
|          | <b>January</b>  |       |
|          | <p>Report to Charities Commission</p> <p>March deadline</p>   | Kevin |
|          | <p>NZB Facebook Recruitment Promotion</p> <p>Underway. Anna has posted first video for 2026</p>   |       |
|          | <p>Promote 2026 Improver lessons – commencing 12 February</p> <p>Underway</p>   |       |
|          | <p>Promote Beginners lessons – commencing 3 and 5 March</p> <p>Underway. Beginner lesson Flyers printed and passed out with Programme Books – some discussion re cost of flyers, and Programme Books. Mike to check other options re these print jobs.</p>  | Mike  |

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|  | <p>Promotional sign boards are in place.</p>   |   |
|  | <p><b>Bridge in Garden</b> – 15 February – 1:30pm for 2:00pm</p> <p>Subcommittee: Kim, Mike, Clare will work with Linda Farr</p> <p>Responsibilities:</p> <p>Meat – Clare and Kim</p> <p>Drinks – Club Provides</p> <p>Salad / deserts – members via Clipboard</p> <p>BBQ and van – Anne</p> <p>Portaloo – Rod</p> <p>Promotional flyer – Karen</p> <p>Note: Advise all members to bring:</p> <ul style="list-style-type: none"> <li>Own chair</li> <li>Cutlery</li> <li>Crockery</li> </ul> <p>On the day, tables to be collected from club late morning and transported to Linda's house. – Clare / IanT</p> <p>Scoring: Mike</p> <p>Directing: Clare</p> <p><b>Linda Farr's address: 2/568 Maungatautari Road, Karapiro</b></p> | <p>Clare, Kim</p> <p>Anna</p> <p>Anne</p> <p>Rod</p> <p>Karen</p> <p>Clare / IanT</p> |
|  | <p>Davids Emporium B2F Teams Event – 25 March. Pre-entry by 18 February.</p> <p>Clipboard now in place.</p>  | <p>Karen/Paul</p>   |

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| 5 | <p><b>Treasurer's Report</b></p> <p>Kevin tabled report and talked through various financial numbers, and membership and playing statistics.</p> <p>Kevin noted payments for recent renovations and electrical work were due to be paid on 27 January.</p> <p>See details as Appendix 1.</p> <p>General discussion around increased expenditure that has occurred at various times during 2025. For example stationery expenses (including increased numbers of Programme Books and new Flippers being printed. Some reimbursement will occur as members purchase the Flippers).</p> |  |
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|           | Proposed Treasurer Report be accepted: Kevin / Rod: Carried.  |         |
| <b>6</b>  | <b>Playing committee report</b><br><br>Processes for new members / affiliates being updated. Progress will be reported in February  |         |
| <b>7</b>  | <b>New Members Applications to be considered</b><br><br>Mick Saunders<br>Alan Lancaster – form to sign<br>Margaret Wilson<br>Michele Liddle<br>Deslee Howell – form to sign<br><br>All applications accepted. Letters of acceptance to be emailed   | Raelene |
| <b>8</b>  | <b>Health and Safety</b><br><br>No report or discussion - Kim is an apology for this meeting.   |         |
| <b>9</b>  | <b>Correspondence</b><br><br><b>Inwards:</b> Nil<br><br><b>Outwards:</b> Nil  |         |
| <b>10</b> | <b>General Business</b><br><br><b>Proposal for replacement of Electrical Fuse panel.</b><br><br>Discussion – all in agreement with Bob's proposal. Karen suggested applying to Pub Charity for a grant to cover these costs.<br><br>Motion: That an application for funding of \$1865.90 less GST be made to Pub Charity for the purpose of replacing the Cambridge Bridge Club's electrical fuse panel with an RCD protected breaker panel.<br><br>Moved: Clare; Seconded: Raelene; Motion carried unanimously.<br><br><b>Tuesday Bridge and Banter.</b><br><br>Discussion around encouraging novices to join regular Bridge sessions during the week.<br><br>Ian suggested<br>1) only using Junior players as buddies for the beginners<br>2) a separate playing session for just novices and juniors, to build up confidence and competence with BridgeMates.<br><br>In response Clare noted mostly only junior players were paired with beginners already. Consideration taken into account of compatibility. | Karen   |

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|    | <p>Clare and committee noted wrt Item 2 beginners have Tuesday social sessions and Thursday lesson sessions already available.</p> <p>General feeling was that current situation was enough, but perhaps more focus on encouragement to gain confidence.</p> <p><b>Switchboard refurbishment / Refurb / paint interior entrance hall. WIP</b></p> <p><b>Building – exterior triangle barge end to be painted red in line with the kitchen door and trim.</b></p> <p>Discussion. Agreed only trim (barge board) to be painted red</p> <p><b>New World – purchase authority cards</b></p> <p>Process is confused. Unsure how many authority cards are in circulation. Clare to ask via newsletter for those no longer needing these for club purposes to return them.</p> <p>Set up Register of authorized card holders. At present Anna, Ian, Raelene.</p> <p><b>Respond to Pub Charity</b></p> <p>Mike to liaise with Angela to ensure completion of our responsibilities to Pub Charity following receipt of \$8,000 grant for exterior building work and completion of that work.</p> <p>Kevin to send through payment advise once completed.</p> | Mike                       |
| 11 | <p><b>Any Other Business</b></p> <p><b>Michael raised the issue of dispute resolution.</b></p> <p>Clare advises WIP – Clare to liaise with Kim</p> <p><b>Monday night sessions</b></p> <p>After member feedback Mike reported the desire for more social time / supper to be included in this session. Some members felt playing the whole session without a break to socialise was a disadvantage.</p> <p>Discussion: Suggestion – accommodate on just certain sessions of play. Canvas members playing on Monday nights as to their preferences.</p>  | Clare                      |
| 12 | <p><b>Close Meeting</b></p> <p>Clare closed the meeting at 6:45pm.</p> <p>Next meeting Wednesday 18 February 5:15pm at clubrooms.</p>   | Committee - Monday players |

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## Appendix 1

### Cambridge Bridge Club Financials

#### TREASURER REPORT

|  |                        | 2026              | 2025              | Change           | YoY           |
|--|------------------------|-------------------|-------------------|------------------|---------------|
| <b>Net surplus/(deficit)</b>                     | <b>as at 31-Dec-25</b> | <b>\$2,504</b>    | <b>(\$720)</b>    | <b>\$3,224</b>   | <b>448%</b>   |
| <b>Total Income</b>                              |                        | <b>\$18,803</b>   | <b>\$9,470</b>    | <b>\$9,333</b>   | <b>99%</b>    |
| <b>Total Expenditure</b>                         |                        | <b>(\$16,299)</b> | <b>(\$10,190)</b> | <b>(\$6,109)</b> | <b>(60%)</b>  |
| <b>Annual subscriptions income (net)</b>         |                        | <b>\$20</b>       |                   | <b>\$20</b>      | <b>100%</b>   |
| <b>Table money income</b>                        |                        | <b>\$32</b>       | <b>\$8</b>        | <b>\$24</b>      | <b>300%</b>   |
| <b>Tournament income</b>                         |                        | <b>\$7,124</b>    | <b>\$5,839</b>    | <b>\$1,285</b>   | <b>22%</b>    |
| Tournament expenses                              |                        | (\$2,760)         | (\$2,560)         | \$200            | 8%            |
| <b>Tournament surplus/(deficit)</b>              |                        | <b>(\$1,738)</b>  | <b>(\$1,779)</b>  | <b>\$41</b>      | <b>2%</b>     |
| <b>Sponsorship income</b>                        |                        | <b>\$1,022</b>    | <b>\$781</b>      | <b>\$241</b>     | <b>31%</b>    |
| <b>NZB affiliation fees</b>                      |                        | <b>\$680</b>      | <b>(\$680)</b>    | <b>(100%)</b>    |               |
| <b>Session Catering</b>                          |                        | <b>(\$2,366)</b>  | <b>(\$1,828)</b>  | <b>(\$538)</b>   | <b>(29%)</b>  |
| <b>Social Events expenses</b>                    |                        | <b>(\$985)</b>    | <b>(\$264)</b>    | <b>(\$721)</b>   | <b>(273%)</b> |
| <b>Prize vouchers</b>                            |                        | <b>(\$399)</b>    | <b>(\$908)</b>    | <b>\$509</b>     | <b>56%</b>    |
| <b>Administration expenses</b>                   |                        | <b>(\$1,117)</b>  | <b>(\$647)</b>    | <b>(\$470)</b>   | <b>(73%)</b>  |
| <b>Electricity</b>                               |                        | <b>(\$2,213)</b>  | <b>(\$1,350)</b>  | <b>(\$863)</b>   | <b>(64%)</b>  |
| <b>Cleaning &amp; related expenses</b>           |                        | <b>(\$546)</b>    | <b>(\$329)</b>    | <b>(\$217)</b>   | <b>(66%)</b>  |
| <b>Building &amp; equipment related expenses</b> |                        | <b>(\$743)</b>    | <b>(\$686)</b>    | <b>(\$57)</b>    | <b>(8%)</b>   |
| <b>Debtors</b>                                   |                        | <b>(\$3,413)</b>  | <b>(\$913)</b>    | <b>(\$2,500)</b> | <b>(274%)</b> |
| <b>Fixed Assets (net)</b>                        |                        | <b>\$65,549</b>   | <b>\$51,897</b>   | <b>\$13,652</b>  | <b>26%</b>    |
| <b>Creditors</b>                                 |                        | <b>(\$2,923)</b>  | <b>(\$1,437)</b>  | <b>(\$1,486)</b> | <b>(103%)</b> |
| <b>Table money In advance</b>                    |                        | <b>(\$7,142)</b>  | <b>(\$6,036)</b>  | <b>(\$1,106)</b> | <b>(18%)</b>  |
| <b>Bank balances</b>                             |                        |                   |                   |                  |               |
| Westpac current account                          |                        | \$19,168          | \$17,445          | \$1,723          | 10%           |
| Westpac term deposit (on call)                   |                        | \$35,625          | \$35,545          | \$80             |               |
| Cash on hand                                     |                        | \$100             | \$100             |                  |               |
| <b>Overall cash balance</b>                      |                        | <b>\$54,893</b>   | <b>\$53,090</b>   | <b>\$1,803</b>   | <b>3%</b>     |

#### Points of interest for the period

- 1 Surplus of \$2,504 largely due to receipt of \$8,000 from Pub Charities in November
- 2 Table Money income up \$1,285 (22%)
- 3 Affiliation fees expense up 29% (Nov up 39%)
- 4 Admin expense up \$863 (64%) - programme books \$1,457 v \$857 last year
- 5 Electricity expenses up 66% - combination of increased usage and price
- 6 Building & equipment related expenses up 274% - tables & back windows repairs
- 7 Fixed Assets (net) up \$13,652 - \$8,380 for Cabinetry (transformational!!!)
- 8 \$24,748 for Wall cladding will be booked in January
- 9 Bank balance in line with last year but \$29,129 going out in January