

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Wednesday 15 April 2026
Time	5:15pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Kim Grounds, Anna Singlewood, Karen Payne, Kevin Whyte, Michael Neels, Raelene Taylor, Robyn Pell, Rod Fox, Mikayla Lewis.
Apologies	Anne Tankard

Item	Details	Owner
1	Welcome Clare was delayed. Kim welcomed everyone.	
2	Acceptance of Previous Minutes Moved: Rod Seconded : Robyn - Carried	
3	Matters Arising Nil	
4.	<p>Treasurer's Report Kevin spoke to his report (See attached) Noted playing numbers were significantly increased. Good news for the club.</p> <p>Kevin advised David Johnston had offered to work with him, with a view to assuming the role of Treasurer. This offer has been accepted, and Kevin will initiate a process to facilitate this with David.</p> <p>Clare joined the meeting at this point, and assumed the Chair.</p> <p>Financial Delegation Authority. Much discussion around this matter.</p> <ul style="list-style-type: none"> - Suggestion 1: A maximum of \$500 for urgent immediate maintenance able to be signed off by any individual committee member. - Suggestion 2: Work requiring expenditure more than \$500. Two quotes required and three committee members to sign off. - Suggestion 3: Preferred supplier document as compiled by Bob McQueen to be referred to in the first instance. <p>Draft document now to be modified to reflect these.</p> <p>Proposed Treasurer Report be accepted: Moved Kevin / Michael: Carried</p>	Rod
5.	Outstanding Actions	
AQ	<p>50th Anniversary – Saturday 4 July</p> <p>Karen distributed a working document, which she then spoke to. Points to note:</p> <ul style="list-style-type: none"> - Committee agreed tickets to be priced at \$10 a head (foundation members do not pay) - Budget discussed and agreed as per working document - Timeline discussed and accepted - Decoration ideas submitted, discussed and agreed <p>Karen to update at next meeting.</p>	Karen

BC	Electrical Panel Board. Acknowledgement and necessary paperwork to Pub Charity for payment. Kevin to supply Karen with necessary documents	Kevin/Karen
B	Charities Commission completed	
C	All batteries for Bridgemates are checked Spare batteries are always available. Completed	
6	Broken water zip Email from Beth Kingsley re practicality of new procedure discussed. Committee agreed other options and pricing to be explored.	Mike
7	Playing committee report No report	Karen
8	New Members Applications No applications	
9	Health and Safety Protocol form and checklist completed. Kim to file on DropBox and send copy to committee members.	Kim
10	Correspondence Inwards Email Beth Kingsley – noted – see actions above Email from Waikato Bays requesting use of clubrooms – see below Any Other Business. Outwards: Almoner: Noted Cards sent to: Peter Miller Rae Willoughby Roger Hocking	
11	2026 Planner No discussion required CB6s subcommittee Allison V joined meeting at 5:45. Confirmed theme for 2026 – “Superstition”. Further details that are confirmed: - Nick and Nick are Directors - Jan scoring - Bill Robinson Floor Manager (Allison to confirm) - Anne Blewden Raffles Discussion regarding catering and budget: Allison to approach several suppliers for quotes and menus for further discussion. Allison noted distribution of Sponsors Goody Bags in 2025 must be improved upon. Suggestion was to have Bags handed out to each individual at end of day. Thank you to Allison for attending meeting to give update.	Allison V
12	General Business Alcohol served at bridge events was discussed. Agreed that alcohol not to be sold as no liquor license has been issued to the club. Committee agreed wine could be offered without charge, with the estimated cost to be included in the registration fee to the tournament. This could be in the region of \$5.00.	
13	Any Other Business	

	<p>Newsletter item: Dishwasher should not be overloaded. Items need to be packed to allow the dishwasher to access all surfaces. Anna has had instances of needing to rewash all dishes by hand.</p> <p>Waikato Bays request to use clubrooms on May 23 for a scorers forum granted. However declined request for CBC members providing morning tea. Offers of Koha to cover costs of room use accepted.</p> <p>Resonate presentation: No interest at this stage after newsletter response. Mikayla to advise “thank you but not at the moment”</p> <p>Karen suggested approaching Mercury Energy for funding once options for hot water have been discussed.</p>	Mikayla
14	<p>Close Meeting Clare closed the meeting at 6:45 pm. Next meeting Wednesday 20 May 5:15pm at clubrooms.</p>	

CBC Financials

TREASURER REPORT

for period ended 31-Mar-26

<u>Summarised financials</u>	<u>2026</u>	<u>2025</u>	<u>Change</u>	<u>YoY</u>	
Net surplus/(deficit)	\$10,918	\$9,304	\$1,614	17%	(1)
Total Income	\$44,978	\$29,466	\$15,512	53%	(1)
Total Expenditure	(\$34,061)	(\$20,162)	(\$13,899)	(69%)	(1)
Annual subscriptions income (net)	\$10,770	\$9,270	\$1,500	16%	
Table money income	\$15,140	\$12,211	\$2,929	24%	(2)
Tournament income	\$4,380	\$3,910	\$470	12%	
Tournament expenses	(\$2,595)	(\$2,600)	\$5		
Tournament surplus/(deficit)	\$1,785	\$1,310	\$475	36%	
Sponsorship income	\$4,360	\$3,400	\$960	28%	(3)
Grants & Donations income	\$9,128	\$48	\$9,080	18,917%	(4)
NZB affiliation fees	(\$4,671)	(\$3,587)	(\$1,084)	(30%)	(5)
Session Catering	(\$1,990)	(\$1,146)	(\$844)	(74%)	(7)
Social Events expenses	(\$1,066)	(\$1,477)	\$411	28%	
Prize vouchers	(\$1,957)	(\$1,717)	(\$240)	(14%)	
Administration expenses	(\$2,910)	(\$1,986)	(\$924)	(47%)	
Energy	(\$1,136)	(\$831)	(\$305)	(37%)	(8)
Cleaning & related expenses	(\$1,629)	(\$1,425)	(\$204)	(14%)	
Building & equipment related expenses	(\$9,768)	(\$2,283)	(\$7,485)	(328%)	(6)
Fixed Assets (net)	\$92,162	\$51,897	\$40,265	78%	(9)
Debtors	\$1,732	\$1,080	\$652	60%	
Creditors	(\$6,219)	(\$2,370)	(\$3,849)	(162%)	
Table money In advance	(\$9,367)	(\$5,914)	(\$3,453)	(58%)	(11)
Income in Advance	(\$2,881)	(\$3,307)	\$426	13%	(12)
<u>Bank balances</u>					
Westpac current account	\$43,131	\$30,828	\$12,303	40%	
Westpac term deposit (on call)		\$35,594	(\$35,594)	(100%)	
Cash on hand	\$100	\$100			
Overall cash balance	\$43,231	\$66,522	(\$23,291)	(35%)	(10)

Points of interestd

- (1) YTD Surplus of \$10,770 (17% UP YoY) despite a significant increase in expenses
- (2) Table Money income UP \$2,929 (24% YoY) - playing numbers 760 UP on last year
- (3) Sponsorship income UP \$960 (28% YoY)
- (4) Grants & Donations income UP \$9,128 - \$8k Pub Charities, \$1k Mercurcy
- (5) Affiliation fees expense UP \$1,084 (30% YoY) - quarterly billing in arrears, numbers UP
- (6) Building & equipment expenses UP \$7,4853 (328% YoY)
- (7) Session catering UP \$844 (74% YoY) - increased playing numbers
- (8) Electricity expenses UP \$305 (37% YoY) - Feb/Mar in line with last year
- (9) Fixed Assets (net) UP \$40,265 (78% YoY) - \$10 offset by Grants
- (10) Overall Cash balance \$23,291 (35% DOWN YoY)
- (11) TM in Advance \$9,367 (58% UP YoY) - good response to latest top UP email
- (12) 2026 Learner receipts \$2,480 - \$3,120 in 2025
- (13) 16 full tables at 09-Apr Thurs session - highest turnout recorded by me

CBC Financials

Profit & Loss Statement

Month ending: 31-Mar-26

Income

	2026 YTD	2025 YTD	% Vary	Note
Subscriptions	\$11,250.00	\$9,630.00	16.8%	
Subscriptions Rebate	(\$480.00)	(\$360.00)	(33.3%)	
Joining Fees & Name Badges	\$135.00	\$90.00	50.0%	
Table Money - Cash	\$32.00	\$28.00	14.3%	
Table Money - Prepaid	\$15,140.00	\$12,211.00	24.0%	(2)
Sponsorship (Competitions)	\$2,880.00	\$1,980.00	45.5%	(3)
Sponsorship (Programme)	\$1,080.00	\$720.00	50.0%	(3)
Sponsorship (Tournament)	\$400.00	\$700.00	(42.9%)	(3)
Grants & Donations	\$9,128.00	\$48.00	18,916.7%	(4)
Tournament Entry Fees	\$4,380.00	\$3,910.00	12.0%	
Raffles	\$67.00		100.0%	
Bar Takings	\$246.00	\$105.00	134.3%	
Interest Received	\$5.46	\$216.52	(97.5%)	
Sundry Income	\$715.00	\$187.84	280.6%	
Total Income	\$44,978.46	\$29,466.36	52.6%	(1)
Administration	\$2,909.76	\$1,986.07	(46.5%)	
Advertising	\$536.60	\$451.98	(18.7%)	
Computer Expenses	\$263.92	\$249.94	(5.6%)	
Electricity	\$1,135.83	\$830.75	(36.7%)	(8)
Postage & Box Rental	\$58.00		(100.0%)	
Telephone & Broadband	\$313.20	\$288.51	(8.6%)	
Website & Online charges	\$436.26	\$393.07	(11.0%)	
Session Catering	\$1,990.40	\$1,146.39	(73.6%)	(7)
Social Events Expenses	\$1,066.01	\$1,477.03	27.8%	
Tournament Expenses	\$2,595.49	\$2,599.83	0.2%	
Affiliation Fee & Masterpoints	\$4,670.57	\$3,586.62	(30.2%)	(5)
Director & Tutor Payments	\$488.00	\$688.00	29.1%	
Bridge Supplies & Fees	\$2,098.39	\$668.05	(214.1%)	
Prizes incl. Vouchers	\$1,957.35	\$1,716.85	(14.0%)	
Gifts & Donations	\$798.94	\$290.97	(174.6%)	
Sponsorship & Grants		\$80.00	100.0%	
Equipment R&M	\$1,357.77	\$166.70	(714.5%)	(6)
Property R&M	\$8,047.08	\$734.92	(995.0%)	(6)
Lease on Land	\$362.75	\$362.75		
Rates (Water & Sewerage)	\$1,345.42	\$1,018.21	(32.1%)	
Wages	\$1,440.77	\$592.10	(143.3%)	
Cleaning & Supplies	\$188.16	\$833.33	77.4%	
Total Expenditure	\$34,060.67	\$20,162.07	(68.9%)	(1)
Net Surplus/(Deficit)	\$10,917.79	\$9,304.29	17.3%	(1)

CBC Financials

Balance Sheet

Month ending: 31-Mar-26

Current Assets

	2026 YTD	2025 YTD	% Vary	
Current Account (Westpac)	\$43,131.47	\$30,828.43	39.9%	(10)
Cash on Hand (Float)	\$100.00	\$100.00		
Term Deposit 1 (Westpac)		\$35,593.77	(100.0%)	(10)
Debtors	\$1,732.00	\$1,080.00	60.4%	
Prepaid Expenses	\$820.00	\$268.87	205.0%	
Total Current Assets	\$45,783.47	\$67,871.07	(32.5%)	

Fixed Assets

Buildings at Cost	\$112,733.00	\$81,200.00	38.8%	(9)
Buildings Accum Dep'n	(\$52,236.00)	(\$50,476.00)	(3.5%)	
Plant&Equipment at Cost	\$53,052.00	\$47,919.00	10.7%	(9)
Plant&Equipment Accum Dep'n	(\$34,614.00)	(\$32,805.00)	(5.5%)	
Furniture&Fittings at Cost	\$50,030.00	\$41,650.00	20.1%	(9)
Furniture&Fittings Accum Dep'n	(\$37,840.00)	(\$36,887.00)	(2.6%)	
Computer Equipment at Cost	\$4,320.00	\$4,320.00		
Computer Accum Dep'n	(\$3,283.00)	(\$3,024.00)	(8.6%)	
Total Fixed Assets	\$92,162.00	\$51,897.00	77.6%	(9)
Total Assets	\$137,945.47	\$119,768.07	15.2%	

Liabilities

Creditors	\$6,219.19	\$2,369.59	(162.5%)	
Table Money In Advance (Compa\$\$)	\$9,367.00	\$5,914.00	(58.4%)	(11)
Waikato-Bays WAPs Control	\$1,141.15	\$1,104.00	(3.4%)	
Income in Advance	\$2,881.00	\$3,307.00	12.9%	(12)
PAYE Tax Payable		\$62.44	100.0%	
Total Liabilities	\$19,608.34	\$12,757.03	(53.7%)	
Net Assets	\$118,337.13	\$107,011.04	10.6%	

Equity

Accumulated Funds	\$107,419.34	\$97,706.75	9.9%	
Retained Earnings				
Current Year Earnings	\$10,917.79	\$9,304.29	17.3%	
Total Equity	\$118,337.13	\$107,011.04	10.6%	