

Meeting Minutes



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| Meeting Name | Committee meeting |
| Location | Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge |
| Date | Wednesday 20 May 2026 |
| Time | 5:15pm |
| Chair | Clare Coles |
| Minutes | Raelene Taylor |
| Attendees | Clare Coles, Anna Singlewood, Karen Payne, Kevin Whyte, Michael Neels, Raelene Taylor, Robyn Pell, Rod Fox, Mikayla Lewis, David Johnston. |
| Apologies | Kim Ground, Anne Tankard |

| Item | Details | Owner |
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| 1 | <p>Welcome Clare welcomed everyone to the meeting, including David Johnston. David and Kevin are working together to transition David into the Treasurer role.</p> <p>Clare proposed David be seconded to the committee, seconded Kevin: Carried.</p> <p>Clare to clarify voting rights for seconded members.</p> | Clare |
| 2 | <p>Acceptance of Previous Minutes Moved: Rod Seconded : Robyn – carried.</p> | |
| 3 | <p>Matters Arising Nil</p> | |
| 4 | <p>Treasurer's Report Kevin spoke to his report. (See attached)</p> <p>Commented that the numbers in the club this year are excellent. Noted that Monday evening attendance has picked up.</p> <p>Financial Delegation Authority – still WIP. Terms of Reference required. Rod/Kevin to action; Clare to audit, then circulate.</p> <p>Insurance matters under consideration. Rod and Kevin spoke to this. They are happy to stay with the status quo, as all eventualities seem covered.</p> <p>Proposed Treasurers Report be accepted: Moved Kevin / Mike: Carried</p> | Rod/Clare |
| 5 | <p>Upcoming Events</p> <p>WAPs – Sunday 24 May. All on track. Nick Saunders Directing, Mike Scoring. Mikayla will welcome players on the day and prepare and run a small raffle.</p> <p>Fairlands Trophy – Sunday 14 June. Karen to liaise with Nick Saunders at TA regarding numbers, and entries. Clare Directing, Mike Scoring.</p> <p>Room set up Saturday afternoon 13 June</p> <p>Interclub Teams – Sunday 21 June. Clare and Karen to finalise teams and procedures</p> | <p>Mikayla</p> <p>Rod</p> <p>Karen</p> |

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| | <p>Golden Anniversary – Saturday 4 July Karen reported: Merchandise on track – shirts to be ordered this week. Invitations to go out this week. Cake to be ordered this week – Tommo Bakery Hillcrest.</p> <p>CB6s – Saturday 8 August Report and recommendation regarding catering from A Vince and M Casey for discussion / decision received. All catering recommendations discussed. Committee decided on Onyx. Mary Casey to be contacted to work with Onyx to finalise.</p> <p>Property Brokers asked last year whether it could be involved with the event – possible extra catering? Morning Coffee cart?</p> <p>More exposure for major sponsors on Club Facebook page. Anna Kalma to be approached.</p> | <p>Karen</p> <p>Raelene</p> <p>Mikayla</p> <p>Mikayla</p> |
| 6 | Outstanding Actions | |
| | <p>Electrical Panel Board.</p> <p>All resolved</p> | |
| 7 | <p>Broken water zip</p> <p>Mike reported new 7.5L Zip \$1650 + GST plus installation. Clare proposed Mike liaise with J Powell regarding quote and installation timing. Budget of \$2,500 in total approved to go ahead. Seconded Raelene: Carried. If quote greater than above approved amount, committee to review prior to acceptance of quote.</p> <p>Note: Inward correspondence from Alison Jenkins. Reply.</p> | <p>Raelene</p> |
| 8 | <p>Playing committee report</p> <p>Nil to report</p> | <p>Karen</p> |
| 9 | <p>New Members Applications</p> <p>Ross Provan Susan Provan Deirdre Freed</p> <p>All approved.</p> <p>Raelene to send welcome letters.</p> | <p>Raelene</p> |
| 10 | <p>Health and Safety</p> <p>Protocol form and checklist completed. Kim to file on DropBox and send copy to committee members. WIP – defer to June.</p> | <p>Kim</p> |
| 11 | <p>Correspondence</p> <p>Outwards:</p> <p>Almoner: Noted Cards sent to: Alison Jenkins – birthday card Sue Lake – birthday card Gail Ebbett – birthday card Ivy Cooper – get well card.</p> <p>Committee thanks Allison Vince for her work.</p> | |

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| <p>12</p> | <p>General Business</p> <p>Compass – planned introduction of new version. Mike presented information. Committee discussed and cautiously keen to support early adoption</p> <p>Mike to comment on Whakatane and Morrinsville’s imminent implementation. Further discussion for June.</p> | <p>Mike</p> |
| <p>13</p> | <p>Any Other Business</p> <p>Playing tablecloths’ condition. All agreed update needed. Vicki J and Allison V to be consulted. Committee suggestion – possibly green rather than red this time.</p> <p>Mikayla reported 100 new teaspoons, plus a quantity of wine glasses purchased. All in use.</p> | <p>Karen</p> |
| <p>14</p> | <p>Close Meeting</p> <p>Clare closed the meeting at 6:40pm. Next meeting Wednesday 17 June, 5:15pm at clubrooms.</p> | |

TREASURER REPORT

for period ended 30-Apr-26

| <u>Summarised financials</u> | <u>2026</u> | <u>2025</u> | <u>Change</u> | <u>YoY</u> | |
|--------------------------------------------------|-----------------|-----------------|-------------------|----------------|-------------|
| Net surplus/(deficit) | \$12,970 | \$9,348 | \$3,622 | 39% | (1) |
| Total Income | \$50,420 | \$32,009 | \$18,411 | 58% | (1) |
| Total Expenditure | (\$37,450) | (\$22,661) | (\$14,789) | (65%) | (1) |
| Annual subscriptions income (net) | \$10,830 | \$9,390 | \$1,440 | 15% | |
| Table money income | \$18,524 | \$14,619 | \$3,905 | 27% | (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 | \$10,892 | \$48 | \$10,844 | 22,592% | (4) |
| NZB affiliation fees | (\$6,058) | (\$4,718) | (\$1,340) | (28%) | (5) |
| Session Catering | (\$2,424) | (\$1,500) | (\$924) | (62%) | (7) |
| Social Events expenses | (\$1,109) | (\$1,477) | \$368 | 25% | |
| Prize vouchers | (\$2,267) | (\$1,897) | (\$370) | (20%) | |
| Administration expenses | (\$2,895) | (\$2,060) | (\$835) | (41%) | |
| Energy | (\$1,319) | (\$976) | (\$343) | (35%) | (8) |
| Cleaning & related expenses | (\$2,103) | (\$1,662) | (\$441) | (27%) | |
| Building & equipment related expenses | (\$9,848) | (\$2,363) | (\$7,485) | (317%) | (6) |
| Fixed Assets (net) | \$92,162 | \$52,947 | \$39,215 | 74% | (9) |
| Debtors | \$992 | \$544 | \$448 | 82% | |
| Creditors | (\$3,355) | (\$2,907) | (\$448) | (15%) | |
| Table money In advance | (\$8,264) | (\$6,389) | (\$1,875) | (29%) | (11) |
| Income in Advance | (\$2,655) | (\$3,295) | \$640 | 19% | (12) |
| <u>Bank balances</u> | | | | | |
| Westpac current account | \$42,134 | \$31,451 | \$10,683 | 34% | |
| Westpac term deposit (on call) | | \$35,604 | (\$35,604) | (100%) | |
| Cash on hand | \$100 | \$100 | | | |
| Overall cash balance | \$42,234 | \$67,155 | (\$24,921) | (37%) | (10) |

Points of interestd

- (1) YTD Surplus of \$12,970 (39% UP YoY) due to big increase in playing numbers, especially daytime
- (2) Table Money income UP \$3,905 (27% YoY) - playing numbers 853 UP on last year (4,780 v 3,927)
- (3) Sponsorship income UP \$960 (28% YoY) - \$480 owing by 4 sponsors, follow up done
- (4) Grants & Donations income significantly UP \$10,892 - \$9.6k Pub Charities, \$1k Mercury
- (5) Affiliation fees expense UP \$1,340 (28% YoY) - playing numbers well UP (quarterly in arrears)
- (6) Building & equipment expense UP \$7,485 (317% YoY)
- (7) Session catering UP \$924 (62% YoY) - increased playing numbers
- (8) Energy cost UP \$343 (35% YoY) - week on week charges now very similar or explainable
- (9) Fixed Assets (net) UP \$39,215 (74% YoY) - \$10.5k offset by Grants
- (10) Overall Cash balance is \$42,234 (37% DOWN YoY) - STILL VERY HEALTHY
- (11) TM in Advance \$8,264 (UP 29% YoY) - pleasing responses to monthly "Top up" reminder emails
- (12) 2026 Learner receipts \$2,480 - \$3,120 in 2025
- (13) 16 full tables at 09-Apr Thurs session remains the highest turnout over the last 10 years

Profit & Loss Statement

Month ending: 30-Apr-26

Income

| | 2026 YTD | 2025 YTD | % Vary | Note |
|--------------------------------|--------------------|--------------------|----------------|------------|
| Subscriptions | \$11,310.00 | \$9,750.00 | 16.0% | |
| Subscriptions Rebate | (\$480.00) | (\$360.00) | (33.3%) | |
| Joining Fees & Name Badges | \$150.00 | \$90.00 | 66.7% | |
| Table Money - Cash | \$56.00 | \$28.00 | 100.0% | |
| Table Money - Prepaid | \$18,524.00 | \$14,619.00 | 26.7% | (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 | \$10,891.52 | \$48.00 | 22,590.7% | (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 | \$230.68 | (97.6%) | |
| Sundry Income | \$910.00 | \$187.84 | 384.5% | |
| Total Income | \$50,419.98 | \$32,008.52 | 57.5% | (1) |
| Administration | \$2,894.91 | \$2,060.38 | (40.5%) | |
| Advertising | \$536.60 | \$451.98 | (18.7%) | |
| Computer Expenses | \$358.86 | \$327.91 | (9.4%) | |
| Electricity | \$1,319.17 | \$976.40 | (35.1%) | (8) |
| Postage & Box Rental | \$87.00 | | (100.0%) | |
| Telephone & Broadband | \$373.36 | \$345.47 | (8.1%) | |
| Website & Online charges | \$436.26 | \$393.07 | (11.0%) | |
| Session Catering | \$2,423.73 | \$1,499.97 | (61.6%) | (7) |
| Social Events Expenses | \$1,108.51 | \$1,477.03 | 25.0% | |
| Tournament Expenses | \$2,595.49 | \$2,599.83 | 0.2% | |
| Affiliation Fee & Masterpoints | \$6,058.20 | \$4,718.22 | (28.4%) | (5) |
| Director & Tutor Payments | \$1,184.00 | \$748.00 | (58.3%) | |
| Bridge Supplies & Fees | \$2,311.89 | \$668.05 | (246.1%) | |
| Prizes incl. Vouchers | \$2,267.35 | \$1,896.85 | (19.5%) | |
| Gifts & Donations | \$198.94 | \$392.97 | 49.4% | |
| Sponsorship & Grants | | \$80.00 | 100.0% | |
| Bank Fees | \$0.38 | | (100.0%) | |
| Equipment R&M | \$1,357.77 | \$166.70 | (714.5%) | (6) |
| Property R&M | \$8,127.08 | \$814.92 | (897.3%) | (6) |
| Lease on Land | \$362.75 | \$362.75 | | |
| Rates (Water & Sewerage) | \$1,345.42 | \$1,018.21 | (32.1%) | |
| Wages | \$1,914.44 | \$828.94 | (131.0%) | |
| Cleaning & Supplies | \$188.16 | \$833.33 | 77.4% | |
| Total Expenditure | \$37,450.27 | \$22,660.98 | (65.3%) | (1) |
| Net Surplus/(Deficit) | \$12,969.71 | \$9,347.54 | 38.8% | (1) |

Balance Sheet

Month ending: 30-Apr-26

Current Assets

| | 2026 YTD | 2025 YTD | % Vary | |
|-----------------------------|--------------------|--------------------|----------------|------|
| Current Account (Westpac) | \$42,134.13 | \$31,451.36 | 34.0% | (10) |
| Cash on Hand (Float) | \$100.00 | \$100.00 | | |
| Term Deposit 1 (Westpac) | | \$35,604.25 | (100.0%) | (10) |
| Debtors | \$992.00 | \$544.00 | 82.4% | |
| Prepaid Expenses | \$510.00 | \$268.87 | 89.7% | |
| Total Current Assets | \$43,736.13 | \$67,968.48 | (35.7%) | |

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 | \$48,969.00 | 8.3% | (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 | \$52,947.00 | 74.1% | (9) |
| Total Assets | \$135,898.13 | \$120,915.48 | 12.4% | |

Liabilities

| | | | | |
|------------------------------------|---------------------|---------------------|----------------|------|
| Creditors | \$3,355.31 | \$2,906.75 | (15.4%) | |
| Table Money In Advance (Compa\$\$) | \$8,264.00 | \$6,389.00 | (29.4%) | (11) |
| Waikato-Bays WAPs Control | \$1,193.15 | \$1,208.00 | 1.2% | |
| Income in Advance | \$2,655.00 | \$3,295.00 | 19.4% | (12) |
| PAYE Tax Payable | \$41.62 | \$62.44 | 33.3% | |
| Total Liabilities | \$15,509.08 | \$13,861.19 | (11.9%) | |
| Net Assets | \$120,389.05 | \$107,054.29 | 12.5% | |

Equity

| | | | | |
|-----------------------|---------------------|---------------------|--------------|--|
| Accumulated Funds | \$107,419.34 | \$97,706.75 | 9.9% | |
| Retained Earnings | | | | |
| Current Year Earnings | \$12,969.71 | \$9,347.54 | 38.8% | |
| Total Equity | \$120,389.05 | \$107,054.29 | 12.5% | |