

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Wednesday 17 June 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, Kim Ground, Anne Tankard
Apologies	

Item	Details	Owner
1	Welcome Clare welcomed everyone to the meeting	
2	Acceptance of Previous Minutes Moved: Robyn Seconded David: – carried.	
3	Matters Arising Nil	
4	<p>Treasurer’s Report - See attached documents</p> <p>Kevin presented his extensively researched report and spoke to it. Very pleasing to see playing numbers are well up. The club is enjoying a time of good growth and real member enjoyment. Finances are healthy.</p> <p>Charities Commission update – we are adhering to requirements. Kevin reported all aspects covered but requested Kim to oversee compliance on one matter.</p> <p>Electricity. Further discussion re usage – may look at the viability of Solar in future, but all agreed extra playing sessions / rising costs etc. contribute to extra usage.</p> <p>Proposed Treasurers Report be accepted: Moved Karen / Anne: Carried</p> <p>Financial Delegation Authority. Still WIP</p> <p>Finance Risk and Audit Subcommittee (FRA) Charter. This was discussed. Two minor changes to be made. Committee accepted the Charter subject to these changes being made.</p> <p>Rod requested that the subcommittee as per the FRA Charter be formed and enacted.</p> <p>Clare proposed Rod, David and Kevin form the subcommittee; seconded Anne: Carried.</p> <p>It was noted that the President and Vice-President may be invited to attend subcommittee meetings.</p>	<p>Kim</p> <p>Rod</p> <p>Rod</p>

5	<p>Upcoming Events</p> <p>Interclub Teams – Sunday 21 June. Clare proposed that up to \$250 for morning Tea catering be approved. Seconded David: Carried. Anne to action.</p> <p>All else organised.</p> <p>Golden Anniversary – Saturday 4 July. All on track. 50-60 attendees confirmed. Clipboards to be arranged for helpers for lunch duty. Robyn/Karen to arrange.</p> <p>CB6s – Saturday 8 August – All progressing well.</p> <p>Property Brokers asked last year whether it could be involved with the event – possible extra catering? Morning Coffee cart? Ongoing.</p> <p>More exposure for major sponsors on Club Facebook page. Anna Kalma to be approached. Ongoing.</p> <p>Catering: Thank You letter to be sent to Carly’s in appreciation for past support; also to be mentioned in next newsletter.</p>	<p>Robyn/Karen</p> <p>Karen</p> <p>Mikayla</p> <p>Mikayla</p> <p>Raelene/Clare</p>
6	<p>Outstanding Actions</p>	
	<p>Compass – Mike reported that implementation of new version progressing at Whakatane. Some minor hitched being rectified. Advised to give more time before Cambridge implements.</p> <p>David reported the use of tablets at Omokoroa when attending a competition. Discussed and further discussion in September along with Bridgemate refurbishments/purchase</p> <p>Playing tablecloths’ condition. Fabric sample displayed. Will trial blue - agreed as a good choice. Clare moved to purchase fabric, seconded Rod: Carried. Karen and Robyn facilitate</p>	<p>Karen/Robyn</p>
7	<p>Playing committee report – nothing to report</p>	
8	<p>New Members Applications</p> <p>New Member applications: Grant James – Proposed Clare / Seconded Kevin: Approved.</p> <p>Review of membership Pathways</p> <p>Much discussion on this matter. Noted that payment and receipt of money does not guarantee membership of the club.</p> <p>Membership application form and process requires review. FRA subcommittee asked to carry out this review</p>	<p>Rod</p>
9	<p>Health and Safety</p> <p>Risk Matrix and Event Procedure forms tabled and accepted.</p> <p>A Risk Register is to be compiled by the FRA subcommittee</p>	<p>Rod</p>
10	<p>Correspondence</p> <p>Inwards: Nil</p> <p>Outwards: Nil</p> <p>Almoner: The committee recognises the passing of a valued and respected member of our club, Peter Miller RIP.</p>	

11	<p>General Business</p> <p>Air Conditioning. Requirements as per circulated email from Bob McQueen discussed. Kim to liaise with Bob re all options.</p> <p>Sun Blinds. Requirement for two east facing windows? Anne to assess and report back</p> <p>Member Emergency Contacts: Need for easily accessed list? FRA subcommittee to check privacy implications of easy access.</p> <p>The Size of the Prize: email sent to committee by Mike. Discussed and acknowledged Mike's suggestions. Referred to the Playing Committee</p> <p>Dealing machine maintenance. Paul's email discussed and agreed. Paul to action.</p>	<p>Kim</p> <p>Anne</p> <p>Rod</p> <p>Karen</p> <p>Paul</p>
12	<p>Any Other Business</p> <p>"Welcome to our newbies": Wednesday 24 June – wine and cheese prior to play.</p> <p>PIPs date – September 20 at Cambridge. Clare to advise organisers</p>	<p>Anna</p> <p>Clare</p>
13	<p>Close Meeting</p> <p>Clare closed the meeting at 6:45pm. Next meeting Wednesday 15 July; 5:15pm at clubrooms.</p>	

CBC Financials

TREASURER REPORT

for period ended 31-May-26

<u>Summarised financials</u>	<u>2026</u>	<u>2025</u>	<u>Change</u>	<u>YoY</u>	
Net surplus/(deficit)	\$14,427	\$11,472	\$2,955	26%	(1)
Total Income	\$57,799	\$39,331	\$18,468	47%	(1)
Total Expenditure	(\$43,372)	(\$27,860)	(\$15,512)	(56%)	(1)
Annual subscriptions income (net)	\$13,065	\$11,850	\$1,215	10%	
Table money income	\$21,836	\$17,295	\$4,541	26%	(2)
Tournament income	\$5,280	\$4,870	\$410	8%	
Tournament expenses	(\$3,141)	(\$3,329)	\$188	6%	
Tournament surplus/(deficit)	\$2,139	\$1,541	\$598	39%	
Sponsorship income	\$4,460	\$3,500	\$960	27%	(3)
Grants & Donations income	\$10,892	\$98	\$10,794	11,014%	(4)
NZB affiliation fees	(\$6,238)	(\$4,718)	(\$1,520)	(32%)	(5)
Session Catering	(\$2,880)	(\$1,787)	(\$1,093)	(61%)	(7)
Social Events expenses	(\$2,170)	(\$1,532)	(\$638)	(42%)	
Prize vouchers	(\$2,687)	(\$2,107)	(\$580)	(28%)	
Administration expenses	(\$2,998)	(\$2,676)	(\$322)	(12%)	
Energy	(\$1,559)	(\$1,168)	(\$391)	(33%)	(8)
Cleaning & related expenses	(\$2,306)	(\$2,018)	(\$288)	(14%)	
Building & equipment related expenses	(\$10,027)	(\$2,735)	(\$7,292)	(267%)	(6)
Fixed Assets (net)	\$92,162	\$52,947	\$39,215	74%	(9)
Debtors	\$480	\$240	\$240	100%	
Creditors	(\$1,367)	(\$1,190)	(\$177)	(15%)	
Table money In advance	(\$6,643)	(\$7,245)	\$602	8%	(11)
Income in Advance	(\$385)	(\$275)	(\$110)	(40%)	(12)
Bank balances					
Westpac current account	\$38,442	\$28,333	\$10,109	36%	
Westpac term deposit (on call)		\$35,612	(\$35,612)	(100%)	
Cash on hand	\$100	\$100			
Overall cash balance	\$38,542	\$64,045	(\$25,503)	(40%)	(10)

Points of interestd

- (1) YTD Surplus of \$14,427 (26% UP YoY) due to increase in daytime playing numbers
- (2) Table Money UP \$4,541 (26% YoY) - playing numbers 1,017 UP on last year (5,770 v 4,653)
- (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 \$1,5240 (32% YoY) - playing numbers well UP (quarterly in arrears)
- (6) Building & equipment expense UP \$7,292 (267% YoY)
- (7) Session catering UP \$1,093 (61% YoY) - increased playing numbers
- (8) Energy cost UP \$391 (33% 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 \$38,442 (36% DOWN YoY) - STILL HEALTHY
- (11) TM in Advance \$6,643 (DOWN 8% YoY) - "Top up" email reminders always have a +ve response
- (12) 2026 Learner receipts \$2,480 taken up as income on 31-May (\$3,120 in 2025)
- (13) 16 full tables at 09-Apr Thurs session remains the highest turnout over the last 10 years

CBC Financials

Profit & Loss Statement

Month ending: 31-May-26

	2026 YTD	2025 YTD	% Vary	Note
<u>Income</u>				
Subscriptions	\$13,545.00	\$12,210.00	10.9%	
Subscriptions Rebate	(\$480.00)	(\$360.00)	(33.3%)	
Joining Fees & Name Badges	\$675.00	\$905.00	(25.4%)	
Table Money - Cash	\$84.00	\$36.00	133.3%	
Table Money - Prepaid	\$21,836.00	\$17,295.00	26.3%	(2)
Sponsorship (Competitions)	\$2,880.00	\$1,980.00	45.5%	(3)
Sponsorship (Programme)	\$1,080.00	\$720.00	50.0%	(3)
Sponsorship (Tournament)	\$500.00	\$800.00	(37.5%)	(3)
Grants & Donations	\$10,891.52	\$98.00	11,013.8%	(4)
Tournament Entry Fees	\$5,280.00	\$4,870.00	8.4%	
Raffles	\$232.00	\$195.00	19.0%	
Bar Takings	\$246.00	\$145.00	69.7%	
Interest Received	\$5.46	\$239.50	(97.7%)	
Sundry Income	\$1,024.00	\$197.84	417.6%	
Total Income	\$57,798.98	\$39,331.34	47.0%	(1)
Administration	\$2,998.41	\$2,675.53	(12.1%)	
Advertising	\$536.60	\$451.98	(18.7%)	
Computer Expenses	\$373.85	\$355.90	(5.0%)	
Electricity	\$1,558.74	\$1,167.91	(33.5%)	(8)
Postage & Box Rental	\$87.00	\$23.00	(278.3%)	
Telephone & Broadband	\$425.32	\$395.47	(7.6%)	
Website & Online charges	\$436.26	\$393.07	(11.0%)	
Session Catering	\$2,880.05	\$1,787.16	(61.2%)	(7)
Social Events Expenses	\$2,169.82	\$1,532.48	(41.6%)	
Tournament Expenses	\$3,141.19	\$3,328.53	5.6%	
Affiliation Fee & Masterpoints	\$6,238.20	\$4,718.22	(32.2%)	(5)
Director & Tutor Payments	\$1,468.00	\$836.00	(75.6%)	
Bridge Supplies & Fees	\$2,925.40	\$1,236.79	(136.5%)	
Prizes incl. Vouchers	\$2,687.35	\$2,106.85	(27.6%)	
Gifts & Donations	\$198.94	\$392.97	49.4%	
Sponsorship & Grants		\$80.00	100.0%	
Bank Fees	\$0.38		(100.0%)	
Equipment R&M	\$1,456.77	\$166.70	(773.9%)	(6)
Property R&M	\$8,207.08	\$1,186.96	(591.4%)	(6)
Insurance	\$1,568.47	\$1,625.69	3.5%	
Lease on Land	\$362.75	\$362.75		
Rates (Water & Sewerage)	\$1,345.42	\$1,018.21	(32.1%)	
Wages	\$2,072.33	\$1,184.20	(75.0%)	
Cleaning & Supplies	\$234.08	\$833.33	71.9%	
Total Expenditure	\$43,372.41	\$27,859.70	(55.7%)	(1)
Net Surplus/(Deficit)	\$14,426.57	\$11,471.64	25.8%	(1)

CBC Financials

Balance Sheet

Month ending: 31-May-26

	2026 YTD	2025 YTD	% Vary	
<u>Current Assets</u>				
Current Account (Westpac)	\$38,442.08	\$28,333.24	35.7%	(10)
Cash on Hand (Float)	\$100.00	\$100.00		
Term Deposit 1 (Westpac)		\$35,611.81	(100.0%)	(10)
Debtors	\$480.00	\$240.00	100.0%	
Prepaid Expenses	\$330.00	\$2,049.99	(83.9%)	
Total Current Assets	\$39,352.08	\$66,335.04	(40.7%)	
<u>Fixed Assets</u>				
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	\$131,514.08	\$119,282.04	10.3%	
<u>Liabilities</u>				
Creditors	\$1,367.02	\$1,189.99	(14.9%)	
Table Money In Advance (Compa\$\$)	\$6,643.00	\$7,245.00	8.3%	(11)
Waikato-Bays WAPs Control	\$1,273.15	\$1,300.00	2.1%	
Income in Advance	\$385.00	\$275.00	(40.0%)	(12)
PAYE Tax Payable		\$93.66	100.0%	
Total Liabilities	\$9,668.17	\$10,103.65	4.3%	
Net Assets	\$121,845.91	\$109,178.39	11.6%	
<u>Equity</u>				
Accumulated Funds	\$107,419.34	\$97,706.75	9.9%	
Retained Earnings				
Current Year Earnings	\$14,426.57	\$11,471.64	25.8%	
Total Equity	\$121,845.91	\$109,178.39	11.6%	