

Meeting Minutes



Meeting Name	Committee meeting
Location	Cambridge Bridge Club Clubrooms, 14 Fort Street, Cambridge
Date	Wednesday 19 August 2026
Time	5:15pm
Chair	Clare Coles
Minutes	Raelene Taylor
Attendees	Clare Coles, Anna Singlewood, Michael Neels, Raelene Taylor, Robyn Pell, Mikayla Lewis, Kim Ground, Anne Tankard, Karen Payne
Apologies	Rod Fox, Kevin Whyte

Item	Details	Owner
1	Welcome Clare welcomed all.	
2	Acceptance of Previous Minutes Moved: Kim Seconded: Robyn. Carried	
3	Matters Arising New tablecloths. Karen asked whether we were all happy with them. Committee agreed all good. Karen to source backup fabric and continue to replace tablecloths as required due to wear and tear. New cupboards and drawers. These require tidying and labeling to prevent clutter and unnecessary retention of un-needed articles.	Kim
4	Treasurer's Report Clare discussed highlights of Kevin's report in his absence. Special note to the large increase in playing numbers highlighted. Proposed Treasurers Report be accepted: Moved Mike / Seconded Kim. Carried Clare advised owing to David's resignation a successor for Kevin's role is still required. Clare will call for expressions of interest in her next newsletter. New auditor required. Kim has a possible candidate and will approach them. Committee offered many thanks to Kevin for his expertise and commitment.	
5	Upcoming Events Review in September.	
6	Outstanding Actions Dropbox folders need to reorganised and updated. Robyn reported progress is being made. Asked for clarification regarding backup. Mike confirmed Dropbox is backed up to the cloud for preceding 30 days only, also Compass also automatically backed up to the cloud.	Robyn / Vicki

	Robyn asked should we re-instate the backup to the hard drive of the club website. Agreed this should be done given files can be deleted by anyone with access. Work continues with the folder tidy up on Dropbox. Property Brokers. Now confirmed that a major sponsor for 2027 required. Many thanks to our retiring sponsor AFT, for their generous and ongoing support through to 2026. Mikayla will now approach Property Brokers to discuss sponsorship opportunities. Thank you card to be sent to Irene and AFT Club Facebook page. Anna Kalma to be approached. WIP Dealing. • Mike to liaise with Paul to ensure alignment of dealing requirements. • Mike has a meeting with potential new dealers. • Mike running impromptu dealing lessons before some playing sessions to encourage interest. • Dealing instruction to be reviewed for clarity – i.e. number of boards (to cover: ordinary sessions/competitions/teams) • Trouble-shooting while dealing also needs to be trained. Tournament requirements as per NZ Bridge requirements Clare advised talks with NZB. Checklist put together by Clare and Pam M and offered to NZB to help simplify. NZB thankful and receptive. Membership application form and process require review. Still fine details to be applied to a new Application form. Review September Sun Blinds. Quote received from Venluree. Discussed. Was agreed a third window needed a sunfilter blind to be added. Anne was asked to requote including third blind, and any alternative materials that could impact pricing. As per previous committee decisions, an second supplier quote will be required. Kim to action.	Mikayla Raelene Mikayla Mike Clare Rod Kim
7	Playing committee report Karen reported: • Peter Hensman's Thursday morning playing trial started with 3.5 tables on average. Good feedback from players. • Bolivia Group: Christine Mead requested use of clubrooms Friday afternoon for this group. Agreed with proposal. Raelene to send terms of agreement to Christine, and request agreement from Christine. CB6s – Saturday 8 August. • Report from Mary presented. Overall very satisfied. Some review of menu for 2027 required to ensure food can be served hot to tables. • Sound system was problematic. Will need to better for 2027. • Don Rowlands centre booked for 2027 • Dressup poll: ○ 50:50 split of those who participated in the poll. Mention made of several teams who did not come to the Sixers because of the requirement to dressup. ○ Compromise sought – 1) two sections of the room – one non-dressup; one dressup; 2) Suggest easy theme for those unwilling for full dressup [perhaps a certain colour]	Raelene Clare

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	○ More ideas to be sought • Thank you cards to be sent as appropriate • Need early separate planning meeting for 2027, especially for scorer	Raelene Clare
8	New Members Applications Peter Hammington – accepted. Notification to Peter and Vicki J	Raelene
9	Health and Safety A Risk Register is to be compiled by the FRA subcommittee. WIP - September H&S Policy and procedures to be discussed – September Note for next newsletter: • Ask all members to take extra care over winter months when outside wet or uneven surfaces • Leave entry and exit area clear. No gathering for discussion in this area please. Waipa DC – H&S obligations – in light recent fall event. Letter received from Waipa DC clarifying obligations surrounding the area outside of the clubrooms. Mike met with representatives from Waipa DC at the clubrooms to discuss the gravel area between the grass and the driveway immediately adjacent to the clubrooms main entrance. No resolution as to where the responsibility and liability lay for this area. More investigation needed.	Rod Kim Clare Mike
10	Correspondence Inwards: David Johnston - resignation from Committee Christine Mead – Bolivia Club Email from Waipa DC re H&S. Member incident. (See H&S above). Email from NZ Bridge – WAPS / Confirm 23 May 2027 PLUS Cambridge Tournament dates for 2027: • 21 April: Junior and Novice pairs • 7 August: Cambridge Sixes • 19 October: Intermediate pairs. Matamata BC email re their club issues. Discussed. Clare advised that she had asked for email to be sent to regular tournament players – without consulting anyone. Outwards: Response to David Johnston Almoner: Get well card to Marie Wilson	Clare
11	General Business Nominations for Service awards. A service award can be awarded to any member who has given an extended period of outstanding service to the Society in a particular field(s). Any member of the Society can recommend to the Committee any other member of the Society, who meets the criteria for a service award, and upon the unanimous vote by the Committee the service award will be announced at the Annual General Meeting.	

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	Briefly discussed. Nominations to be presented at September meeting Cleaner Clare updated situation. Clare will continue to talk with Nicky. Update in September Member Emergency Contacts: - review in September Side Tables – refurbishment. Mike presented tables in process of refurbishment. Committee agreed two coats of varnish was best. Thank you to Mike for his work. Replacement club room board for Henry Davys winners All boards will be updated at end of year, and a new Henry Davys Board will be hung. Two new boards are in cupboard ready for use. Emails sent from CBC mailbox – not always signed (sender not therefore known). Noted. All emails to now be signed.	Clare Clare Rod Kim
12	Any Other Business	
13	Close Meeting Clare closed the meeting at 6:50 pm. Next meeting Wednesday 16 September; 5:15pm at clubrooms.	

TREASURER REPORT

for period ended 31-Jul-26

<u>Summarised financials</u>	<u>2026</u>	<u>2025</u>	<u>Change</u>	<u>YoY</u>	
Net surplus/(deficit)	\$12,058	\$10,107	\$1,951	19%	(1)
Total Income	\$67,058	\$46,635	\$20,423	44%	(1)
Total Expenditure	(\$55,000)	(\$36,528)	(\$18,472)	(51%)	(1)
Annual subscriptions income (net)	\$13,225	\$12,195	\$1,030	8%	
Table money income	\$28,560	\$23,456	\$5,104	22%	(2)
Tournament income	\$6,120	\$5,370	\$750	14%	
Tournament expenses	(\$3,939)	(\$3,719)	(\$220)	(6%)	
Tournament surplus/(deficit)	\$2,181	\$1,651	\$530	32%	
Sponsorship income	\$4,460	\$3,500	\$960	27%	(3)
Grants & Donations income	\$11,038	\$150	\$10,888	7,259%	(4)
NZB affiliation fees	(\$9,214)	(\$7,124)	(\$2,090)	(29%)	(5)
Session Catering	(\$3,739)	(\$2,622)	(\$1,117)	(43%)	(7)
Social Events expenses	(\$4,016)	(\$1,532)	(\$2,484)	(162%)	(7)
Prize vouchers	(\$3,554)	(\$2,727)	(\$827)	(30%)	
Administration expenses	(\$3,252)	(\$3,050)	(\$202)	(7%)	
Energy	(\$2,087)	(\$1,611)	(\$476)	(30%)	(8)
Cleaning & related expenses	(\$2,979)	(\$2,691)	(\$288)	(11%)	
Property & equipment R&M	(\$10,817)	(\$4,871)	(\$5,946)	(122%)	(6)
Fixed Assets (net)	\$94,462	\$53,306	\$41,156	77%	(12)
Debtors	\$60	\$116	(\$56)	(48%)	
Creditors	(\$3,557)	(\$4,935)	\$1,378	28%	(10)
Table money In advance	(\$9,955)	(\$12,608)	\$2,653	21%	(11)
Income in Advance	(\$6,865)	(\$150)	(\$6,715)	(4,477%)	
<u>Bank balances</u>					
Westpac current account	\$46,465	\$35,985	\$10,480	29%	
Westpac term deposit (on call)		\$35,618	(\$35,618)	(100%)	
Cash on hand	\$100	\$100			
Overall cash balance	\$46,565	\$71,703	(\$25,138)	(35%)	(9)

Points of interest

- (1) YTD Surplus UP \$1,951 (19% YoY) but \$1,248 down on prior month
- (2) Table Money UP \$5,104 (22% YoY) - playing numbers 1,125 UP on last year (7,350 v 6,125)
- (3) Sponsorship income UP \$960 (28% YoY) - \$60 still owing but Mikayla has chased up (20-Aug??)
- (4) Grants & Donations income significantly UP (\$10,888 YoY)
- (5) NZB Affiliation fees UP \$2,090 (29% YoY) - playing numbers well UP
- (6) Property & equipment R&M UP \$5,946 (122% YoY)
- (7) Session catering/Social Events expense U3,5812,678 (86% YoY) - 50th Jubilee cost \$1.437 (net)
- (8) Energy cost UP \$476 (30% YoY) -winter continues!!
- (9) Overall Cash balance is \$46,565 (35% DOWN YoY) - \$6,600 CB6s entry fees in advance
- (10) Creditors balance is \$3,557 but \$4,000 payable in August for Air Conditioning
- (11) TM in Advance DOWN \$2,653 (21% YoY) – early CB6s entry fees higher in 2025
- (12) Fixed Assets (net) UP \$41,156 (77% YoY) - offset by \$10.5k in Grants (NO CHANGE)
- (13) Annual Depreciation charge expected to be at least \$7,000 v \$4,781 last year - UP \$2,219

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Month ending: 31-Jul-26

Profit & Loss Statement

Income

	May	Jun	Jul	2026 YTD	2025 YTD	% Vary
Subscriptions	\$2,270.00		\$125.00	\$13,705.00	\$12,555.00	9.2%
Subscriptions Rebate				(\$480.00)	(\$360.00)	(33.3%)
Joining Fees & Name Badges	\$540.00	\$45.00	\$45.00	\$780.00	\$995.00	(21.6%)
Table Money - Cash	\$28.00	\$44.00	\$36.00	\$164.00	\$68.00	141.2%
Table Money - Prepaid	\$3,312.00	\$2,680.00	\$4,044.00	\$28,560.00	\$23,456.00	21.8%
Sponsorship (Competitions)				\$2,880.00	\$1,980.00	45.5%
Sponsorship (Programme)				\$1,080.00	\$720.00	50.0%
Sponsorship (Tournament)	\$100.00			\$500.00	\$800.00	(37.5%)
Grants & Donations		\$146.00		\$11,037.52	\$150.00	7,258.4%
Tournament Entry Fees	\$900.00	\$840.00		\$6,120.00	\$5,370.00	14.0%
Raffles	\$165.00			\$232.00	\$245.00	(5.3%)
Bar Takings				\$246.00	\$200.00	23.0%
Social Events Receipts		\$620.00	\$500.00	\$1,120.00		100.0%
Interest Received				\$5.46	\$246.88	(97.8%)
Sundry Income	\$114.00	\$74.00	\$10.00	\$1,108.00	\$208.84	430.6%
Total Income	\$7,429.00	\$4,449.00	\$4,760.00	\$67,057.98	\$46,634.72	43.8%

Expenditure

Administration	\$103.50	\$103.50	\$150.42	\$3,252.33	\$3,049.53	(6.7%)
Advertising				\$536.60	\$451.98	(18.7%)
Computer Expenses	\$14.99	\$31.99	\$31.99	\$437.83	\$419.88	(4.3%)
Electricity	\$239.57	\$261.79	\$266.94	\$2,087.47	\$1,610.89	(29.6%)
Postage & Box Rental			\$87.00	\$174.00	\$23.00	(656.5%)
Telephone & Broadband	\$51.96	\$50.00	\$50.00	\$525.32	\$497.04	(5.7%)
Website & Online charges				\$436.26	\$393.07	(11.0%)
Session Catering	\$456.32	\$297.32	\$561.28	\$3,738.65	\$2,621.52	(42.6%)
Social Events Expenses	\$1,061.31	\$980.41	\$866.22	\$4,016.45	\$1,532.48	(162.1%)
Tournament Expenses	\$545.70	\$667.15	\$130.69	\$3,939.03	\$3,718.53	(5.9%)
Affiliation Fee & Masterpoints	\$180.00	\$1,269.43	\$1,706.60	\$9,214.23	\$7,124.48	(29.3%)
Director & Tutor Payments	\$224.00	\$260.00	\$340.00	\$2,068.00	\$1,028.00	(101.2%)
Bridge Supplies & Fees	\$613.51	\$438.00	\$681.85	\$4,045.25	\$1,670.50	(142.2%)
Prizes incl. Vouchers	\$460.00	\$150.00	\$676.85	\$3,554.20	\$2,726.85	(30.3%)
Gifts & Donations				\$198.94	\$392.97	49.4%
Sponsorship & Grants					\$80.00	100.0%
Bank Fees				\$0.38		(100.0%)
R&M - Equipment	\$99.00		\$274.83	\$1,731.60	\$459.08	(277.2%)
R&M - Property	\$80.00	\$475.60	\$40.00	\$8,722.68	\$2,981.19	(192.6%)
Insurance	\$1,568.47			\$1,568.47	\$1,625.69	3.5%
Lease on Land				\$362.75	\$362.75	
Rates (Water & Sewerage)		\$64.43		\$1,409.85	\$1,067.50	(32.1%)
Wages	\$157.89	\$315.78	\$315.78	\$2,703.89	\$1,657.88	(63.1%)
Cleaning & Supplies	\$45.92	\$23.45	\$17.96	\$275.49	\$1,033.38	73.3%
Total Expenditure	\$5,902.14	\$5,388.85	\$6,198.41	\$54,999.67	\$36,528.19	(50.6%)
Net Surplus/(Deficit)	\$1,526.86	(\$939.85)	(\$1,438.41)	\$12,058.31	\$10,106.53	19.3%

Balance Sheet

Current Assets

	Op.Bal	May	Jun	Jul	YTD	YTD	% Vary
Current Account (Westpac)	\$27,239.07	(\$3,692.05)	\$3,035.58	\$4,986.89	\$46,464.55	\$35,984.80	29.1%
Cash on Hand (Float)	\$100.00				\$100.00	\$100.00	
Term Deposit 1 (Westpac)	\$35,622.19					\$35,618.05	(100.0%)
Debtors		(\$512.00)	\$240.00	(\$660.00)	\$60.00	\$116.00	(48.3%)
Prepaid Expenses		(\$160.00)	(\$150.00)	(\$10.00)	\$130.00	\$1,800.00	(92.8%)
Total Current Assets	\$62,961.26	(\$4,364.05)	\$3,125.58	\$4,316.89	\$46,754.55	\$73,618.85	(36.5%)

Fixed Assets

Buildings at Cost	\$87,985.00				\$112,733.00	\$81,200.00	38.8%
Buildings Accum Dep'n	(\$52,236.00)				(\$52,236.00)	(\$50,476.00)	(3.5%)
Plant&Equipment at Cost	\$50,904.00		\$2,300.00		\$55,352.00	\$49,328.00	12.2%
Plant&Equipment Accum Dep'n	(\$34,614.00)				(\$34,614.00)	(\$32,805.00)	(5.5%)
Furniture&Fittings at Cost	\$41,650.00				\$50,030.00	\$41,650.00	20.1%
Furniture&Fittings Accum Dep'n	(\$37,840.00)				(\$37,840.00)	(\$36,887.00)	(2.6%)
Computer Equipment at Cost	\$4,320.00				\$4,320.00	\$4,320.00	
Computer Accum Dep'n	(\$3,283.00)				(\$3,283.00)	(\$3,024.00)	(8.6%)
Total Fixed Assets	\$56,886.00		\$2,300.00		\$94,462.00	\$53,306.00	77.2%
Total Assets	\$119,847.26	(\$4,364.05)	\$5,425.58	\$4,316.89	\$141,216.55	\$126,924.85	11.3%

Liabilities

Creditors	\$4,751.33	(\$1,988.29)	\$3,577.43	(\$1,387.70)	\$3,556.75	\$4,935.13	27.9%
Accrued Expenses			\$69.00		\$69.00		(100.0%)
Table Money In Advance (Compa\$)	\$7,065.00	(\$1,671.00)	\$2,839.00	\$523.00	\$9,955.00	\$12,608.00	21.0%
Waikato-Bays WAPs Control	\$549.15	\$80.00		\$20.00	\$1,293.15	\$1,356.00	4.6%
Income in Advance		(\$2,270.00)	(\$120.00)	\$6,600.00	\$6,865.00	\$150.00	(4,476.7%)
PAYE Tax Payable	\$62.44	(\$41.62)				\$62.44	100.0%
Total Liabilities	\$12,427.92	(\$5,890.91)	\$6,365.43	\$5,755.30	\$21,738.90	\$19,111.57	(13.8%)
Net Assets	\$107,419.34	\$1,526.86	(\$939.85)	(\$1,438.41)	\$119,477.65	\$107,813.28	10.8%

Equity

Accumulated Funds	\$97,706.75				\$107,419.34	\$97,706.75	9.9%
Retained Earnings	\$9,712.59						
Current Year Earnings		\$1,526.86	(\$939.85)	(\$1,438.41)	\$12,058.31	\$10,106.53	19.3%
Total Equity	\$107,419.34	\$1,526.86	(\$939.85)	(\$1,438.41)	\$119,477.65	\$107,813.28	10.8%