

Bridge On The Edge, Inc.
Record of April 29, 2019 Meeting

Present: Heidi Janes, President; Janet Hannaford, Vice President; Richard Comerford, Treasurer; Alice Collins, Mary Lou Martin and Jacinta Wall, Members at Large; Rahul Chandra, Club Manager; and Brian Shortall, Secretary.

1. **Call To Order.** Heidi called the meeting to order at 4:40 pm. She expressed her personal appreciation for the cooperation and support from the Board members over the past year. This meeting will likely be the final meeting of the Board of Administration prior to the AGM, unless unfinished business determines otherwise. Heidi also noted that there had been no decisions taken by email since the last meeting.
2. **Record of March 25, 2019 Meeting.** The record of the March 25, 2019 meeting was accepted upon motion from Janet and Jacinta.
3. **Record of the April 8, 2019 Meeting.** The record of this meeting was accepted upon motion from Alice and Janet. Brian asked if the meeting could move into an in-camera session to review the minutes of the in-camera meeting from that date. This was accepted upon motion from Alice and Jacinta at 4:45 pm.
4. **Report from April 29th In Camera Meeting.** Heidi reported that the meeting had arisen from the in-camera session at 4:50 pm. She advised that the minutes of the April 8 in-camera meeting had been accepted and that the matter under discussion was in progress. It was agreed that the Club Manager would maintain a permanent confidential file of in-camera session minutes, as it was inappropriate to place those with the record of Board meetings on the BOTE Web page. Brian will follow up with Rahul on this matter following the meeting.
5. **Finance Report.** Rick reported that the transition to the external professional accounting firm keeping BOTE financial records had been completed and that he is working with the accountant to streamline the system to accommodate nuances in BOTE operations. This is normal in the implementation of new systems. Rick advised the Board that the accounting firm had provided draft financial statements for the year ending March 31, 2019 to him. He has to discuss certain items and treatments with the accountant prior to their finalization for the AGM. Rick presented some of these to the Board, which concurred with the proposed accounting treatment. On the basis of the draft statements, the financial objectives of the Board were met during the year. Since the accounting firm was engaged in January, 2019 and had not been asked to review the records prior to that date, Rick advised that the BOTE Review Committee had completed a review of the records for the period from April 1- December 31, 2018. They will be reporting on the findings of that review at the AGM. He noted as well that it was his intention to have a complete report ready for the AGM and that it would be available in a print format.
6. **Club Manager's Report.** Heidi advised that Rahul would return from his annual leave on August 5th, one week earlier than planned. She advised that she had notified his replacement about this and that no additional costs would be incurred. The remainder of Rahul's annual

leave will be scheduled at his convenience however it was the stated preference of the Board that it not be accumulated into a subsequent work year. Rahul advised that it was not his intention to deliver a report to the AGM. He will, however, be available throughout the AGM to assist Board members in responding to any questions related to his duties that might arise during the meeting. Request for member seating continues to be a challenge during sessions of bridge play due to the physical limitations of the club and the number of suitable seats/chairs available. The Club Manager will continue to assist in fulfilling such requests from members in as reasonable a manner as possible. Member requests for particular seating may be considered when and if future BOTE furniture acquisitions are planned. Rahul also reported that he has ordered extra Boards to respond to the increased numbers at certain sessions.

7. **Communications Coordination.** Heidi noted that Judy Crewe, our Communications Coordinator, has been attending to heavy demands with respect to managing the BOTE web site. Two BOTE members have volunteered their assistance, Regina Clarke and June Hynes. Judy has oriented both and their assistance is very much appreciated by the Board. It should be noted that the coordination of the web site is a volunteer position and Judy's leadership in this regard is invaluable.
8. **Education Report.** Janet and Alice reported that the Education Committee recommended the following:
 - 1) When education sessions are advertised on our web site, BOTE paid up members have three days to register prior to access being opened for other registrations.
 - 2) Due to practical administrative reasons, the practice of keeping wait lists for classes will be discontinued.
 - 3) Multiple teacher classes will not exceed 40 participants and three teachers. One of those teachers will be the lead teacher.
 - 4) For classes with fewer than 8 participants, the teachers may cancel a class or take the money collected at the class with no top up.
 - 5) For the purpose of compensation, the \$75.00 minimum will be guaranteed to one teacher only in any class of 8 or more participants and all monies will be evenly distributed on a 60% for the teacher and 40% for the club split.

These were agreed upon. Janet will provide a report to the AGM from the Education Committee.

9. **Club Recorder Report.** Heidi reported that no report from the Club Recorder has been received.
10. **AGM 2019 May 28 Items.** It is important for administrative reasons that a count of persons planning to attend the AGM is made. BOTE members are asked to pre register by May 27th for this purpose. Light refreshments will be available for BOTE members one hour prior to the AGM start up on May 28th.
11. **BOTE Loyalty Card.** This has been suggested as a way of easing up the collection of table fees prior to each session. After a detailed discussion, however, it was determined that this would not be feasible for BOTE given the administration requirements of such a concept for

a club of the size of BOTE.

12. **Swilers Lease Renewal.** Heidi reported that discussions about the lease renewal with the Swilers Club are ongoing.
13. **Chairs Tables - Cleanliness/Repair.** Appreciation is noted for Raye Lundrigan and Shog Stone for their efforts in this regard throughout the past year.
14. **Calendar Adjustments.** Due to prior commitments on behalf of the Swilers Club, the club rooms will not be available for bridge due to the Provincial and Federal Election polling day requirements and during a special Rugby tournament from August the 5th to the 11th. The BOTE membership will be advised if alternate plans are possible to compensate for the loss of the game dates involved.
15. **May Game Pricing.** To celebrate a successful year of operations, all games will be \$5.00 throughout the month of May.
16. **Longest Day Observance.** Heidi reported that Dan Regan has volunteered to chair the 2019 Planning Committee for the BOTE /ACBL Longest Day Observance. Plans and details will be announced.
17. **Adjournment.** The meeting agenda having been completed, the meeting adjourned at 7:20 pm. If a further meeting prior to the AGM is required it shall be at the call of the President.

Respectfully submitted:

President: _____

Secretary: _____

Date: _____