

MINUTES OF THE ADMINISTRATIVE BOARD OF BRIDGE ON THE EDGE

For the Meeting held on September 20, 2018

Present: Heidi Janes (President), Janet Hannaford (Vice President), Rick Comerford (Treasurer), Alice Collins (Member), Mary Lou Martin (Member), Rahul Chandra (Club Manager), and, Brian Shortall (Secretary).

Regrets: Jacinta Wall

1. **Call to Order.** The meeting was called to order by the President at 5:00 pm.

2. **Minutes of The Previous Meeting.** The minutes of the 2018-06-28 meeting were reviewed. Upon motion by Alice Collins and Mary Lou Martin the minutes were approved.

3. **Decisions Taken Using E Mail Correspondence Since The Previous Meeting.** Heidi reported that since it was not feasible to convene face to face meetings of the Board between scheduled meetings, the following decisions were taken by the Board using e-mail communication since the previous meeting: The revision in the start time for Thursday morning Bridge to 9:30 am; Approval of Monday evening Beginner classes; the placement of an advertisement concerning BOTE programs in the Telegram. These decisions were ratified by the Board meeting upon motion from Alice Collins and Mary Lou Martin.

4. **Thursday Morning Bridge.** It was agreed that subject to registrations the games would continue for the present. If the Club Manager finds it necessary to postpone or cancel a session he has the discretion to do so on Wednesday evenings. These games will be reviewed at the next meeting.

5. **BOTE Communications and Promotion.** The President commended Janet for her efforts in preparing the BOTE promotional advertisement and securing the ACBL subsidy to assist with the cost. Also a very helpful BOTE Communications Strategy drafted by Josephine Cheeseman has been received and will be reviewed at the next meeting of the Board.

6. **Club Security.** Heidi reported that while a new door has been installed at the Club rooms, members should be reminded to exercise care over their personal belongings and in exiting the premises after evening games. The Director for each game will also remind players about the club emergency exit plan and to take reasonable care of their personal valuables.

7. **Newsletter.** Heidi expressed appreciation to Janet Parsons and Pat O'Brien for their efforts in getting the Fall Newsletter out and to our web page coordinator Judy Crewe for her efforts in posting it. Heidi has received very positive feedback about the Newsletter. Nevertheless a suggestion was made that at a future meeting the Administrative Board might give some consideration to both the role of the WEB page and that of the Newsletter. These are two

distinct modes of communication and certain types of information might better be addressed by one or the other medium.

8. **BOTE Birthday Celebration.** The feedback received from this event and the turn out were very positive. Heidi wished the organizers and volunteers sincere appreciation.

9. **Lighting at Club.** It was agreed that some lamps would be purchased to improve lighting in certain areas of the club rooms.

10. **New Club Computer.** A motion to the spend up to \$1,000.00 to enable the Club Manager to purchase a new computer and printer was accepted. It was moved by Alice Collins and seconded by Mary Lou Martin.

11. **Finance Report.** Rick Comerford reported that he has had a positive reaction to the publication of the last quarterly statement. He explained to the Board that some suggestions were made that BOTE seek status as an operating charity. However, after reviewing the appropriate sections of the Income Tax Act, BOTE would not qualify. The internal Financial Statements for the quarter ending September 30, 2018 will be prepared and posted by the end of October. It is likely that we operated at a loss of \$4,000-\$5,000 for the months of July and August. This was due to the lower than break even pricing (\$7.50/game), and the normal summer reduction in the numbers of plays and lessons. Rick also explained that the monthly cash flow and bank balance on the BOTE website is now based on the "reconciled" balance. This takes into account cheques that were outstanding at the end of the month. This is significant for BOTE as most expenses are paid at the end of the month while revenue is collected throughout the month. This "more-appropriate" approach resulted in the posted bank balance being reduced by approximately \$5,000.00. The club credit card is now in use and the signing officers for the club have been updated to include Heidi Janes, Janet Hannaford, Mary Lou Martin, and the Treasurer.

12. **Financial Oversight Committee.** In order to address the "control" issues of having both the Treasurer and Accountant functions being carried out by one individual, it was moved by Rick and seconded by Janet that a committee be established to oversee finance and accounting on an ongoing and quarterly basis. The motion carried and Rick will approach Marguerite Noonan and Susan Follett to determine their interest in forming this committee.

13. **Budget Planning Protocol.**
In order to assist with Budget planning, BOTE needs an identification of operating costs and revenue analysis. The Treasurer suggested that a protocol should be established to start this process. The Board agreed and this will be raised during the next Administration Board meeting with a view to preparing a budget for the next fiscal year.

14. **Table Fees.** After a review of the revenues and expenses, it was agreed by the Board upon motion by Rick Comerford and Alice Collins, that effective October 1, 2018 the table fees will be \$10.00 per game per player with the exception of December and March when the fees will be \$5.00 per game per player. Brian was asked to follow up with Judy Crewe on this matter. It was also agreed by the Board that we may have occasional games at a reduced rate of \$5.00.

15. **Report from the Club Manager.** Rahul reported that it is becoming increasingly difficult to balance the individual needs of members with respect to sitting, lighting and heat with the responsibility to adequately stratify the tables and players for each session. Member special accommodation needs and requirements require equitable treatment. However, the ability to respond is sometimes challenging. It was agreed that the Board would attempt to propose a Guideline to assist in this matter.

16. **Meeting of Club Directors.** Rahul reported that he had met with the Directors. A variety of issues were noted such as slow play, the frequency of Director calls during games, the discretion necessary in some rule matters concerning novice players, and the Directors' compensation. After some discussion the Board, upon motion from Mary Lou Martin and Alice Collins, decided that the Director's fee would be \$60.00 per game up to twelve tables; and, an extra five dollars per table would be added up to eighteen tables; and, If more than eighteen tables were in operation, a second Director would be assigned.

17. **Dealing Machine.** It was agreed that the Club Manager would assess whether the Dealing Machine needs to be re- calibrated. Since this may require out of province shipping, Rahul reported that Randy and Marilyn Bennett had graciously offered their machine for club usage during the interim on a no charge basis. Rahul will ensure that the timing of this is complete before Randy and Marilyn begin their vacation period out of province.

18. **Membership Application Form.** Heidi extended sincere appreciation to Judy Crewe in her effort to revise the BOTE Membership Application Form. The new format was accepted upon motion of Janet Hannaford and Mary Lou Martin.

19. **Christmas Dinner.** Mary Lou reported that December 13 has been determined as the date for the BOTE Christmas Luncheon. The Thursday Bridge morning session on that date has been cancelled. In view of the capacity of the clubrooms the tickets will be on sale on a first come first purchase basis. The date of the ticket sales will be announced via the BOTE WEB page in advance.

20. **Halloween Special Game.** Due to a request from the Swilers Club for an activity on Labour Day, during one of the BOTE contracted times, an extra day of club usage has been made available to BOTE. The Board agreed that this would be used to facilitate a Halloween social. There is a special ACBL event scheduled for October 31. An announcement will be forthcoming about this special Bridge game.

21. **Member Comments on Web Page**. During the summer some questions arose with respect to the Member Comments section. A notice was posted on the section to assist members in directing questions and concerns to the appropriate parties. Judy Crewe, our WEB page coordinator, has been monitoring the Comments section on a regular basis. In the event of any extraordinary issues being raised, she will consult with the Secretary.

22. **ACBL Code of Conduct and Zero Tolerance**. This matter will be an item for discussion at the next Board of Administration meeting.

23. **Bridge Hall of Fame**. This topic was reserved for a future discussion. At present, the Board of Administration has taken it under advisement.

24. **Date of Next Board Administration Meeting**. December 10, 2018 is the date of the next regular meeting of the Administration Board.

25. **Adjournment**. The meeting adjourned at 7:10 pm upon motion by Janet Hannaford, seconded by Mary Lou Martin.

Minutes respectfully submitted by: Brian Shortall

President

Secretary