

Bridge on the Edge Administrative Board

Record of 2019-01-28 Meeting

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

Regrets: Jacinta Wall, Member at Large.

1. **Call To Order.** The President called the meeting to order at 4:45 pm. She thanked everyone for coming to the meeting and explained that Jacinta was absent due to illness.
2. **Record of the Previous Meeting.** The record of the 2018-12-17 meeting was reviewed and accepted as accurate upon a motion from Janet Hannaford and Alice Collins.
3. **Board Decisions taken by E- Mail.** Heidi reported that since the December meeting the Board decided by mail to provide a Pizza Party on Dec 27 and the special Newcomers Game in January. These were ratified by the Board following a motion from Janet and Alice.
4. **A Fundamental Value of BOTE.** Heidi reminded the meeting that when BOTE Inc. was founded and became a members owned club, the assumptions were that members would step forward to assist in the operations of BOTE and that systems would be established to ensure that the operation of the club became self sustaining. Examples of these were the provision of a Club Manager position, the organization and scheduling of Directors, and Bridge lessons. She noted that in the upcoming Financial Report another large step in this regard would be introduced by Rick Comerford with respect to a regular protocol for the management and reporting of BOTE's financial affairs.
5. **Financial Report.** Rick reviewed the financial results for the Quarter ended December 31, 2018 as posted on the website in mid January 2019. BOTE had revenue (net of HST) of \$20,526.00 and a small surplus of \$770.00. The club spent \$1,100.00 on new Bridge Mates and paid off all its current and longer standing payables. He added that the practice of holding special month game fees of \$5.00 is an effective means of regulating the cash flow. The Review Committee for Financial Operations, comprised of Susan Follett and Marguerite Noonan, has commenced a review of the present year's accounts. On the basis of their questions with respect to the club finances, he reported that their approach has been quite thorough and appropriate. This is an interim exercise, so no formal report will be prepared until the Year End Review. As recommended at the 2018 AGM, Rick has been working on a means of separating the Treasurer and Accounting functions. He has contacted a number of CPA-led accounting services to determine the practicality and the cost of having the bookkeeping done by an independent third party. The Board approved the engagement of an accounting firm to do our bookkeeping on a trial basis until March 31, 2019. During that period Rick will also maintain the Financial

Records. Following an evaluation of the trial period, the firm would be contracted to maintain the accounting records of BOTE on a fee for service basis, if the Board deems the trial period satisfactory. Following a motion from Mary Lou and Alice, the Board accepted Rick's report.

6. **Club Manager's Report.** Rahul reported that the club supplies were adequate and that replacement cards would be ordered as required. After consultation with the Directors, he reported that the ACBL Open Chart had been adopted for the club. With respect to the dealing machine, Rahul noted that he has been in contact with a service provider. Several updates have been completed and at this time he does not see the need to ship the machine out of province for service. He will closely monitor the machine for necessary updates and maintenance. A memo has been circulated with respect to consultation or contact with the Swilers Club relative to facility issues. While individual members should feel free to report any concerns to the Director of the Bridge Session or the Club Manager, it is only the Club Manager who is responsible for this type of liaison with the Swilers Club. IMP games will continue at one game per month. The location of the 99er games within the area of the Open Pair Game playing tables is ongoing. Rahul will continue to monitor this table placement. After a motion from Alice and Janet, the report from the Club Manager was accepted.
7. **Education Report.** Janet and Alice reported that the winter schedule is proceeding in a sequential and planned manner. Information has been circulated via the Club website. With respect to mentoring, the Board affirmed its position that ACBL membership is not a requirement for participation in this or any other of the education program offerings. While there are benefits to ACBL membership, it is not a pre-requirement for participation.
8. **Membership Dues 2019 -2020 year.** Membership dues for the coming year are due on May 1, 2019. This is a reminder to all members. New members are welcome. The fee for membership renewal is \$10.00 and new membership fees are \$15.00. A further report from the Membership committee will be forthcoming from Mary Lou at the next meeting; she reminded the meeting that the BOTE Christmas dinner will be held at the Swilers Club on December 12, 2019.
9. **Clubhouse Cleanliness.** Members are reminded to care for their personal drinking containers and snack materials individually. It is a shared responsibility to keep the bar service area as clean and neat as possible to ensure the enjoyment of all members.
10. **Recycling Project.** A further report on this topic will be available over the coming weeks. Appreciation is extended to Vicki O'Dea for her leadership on this matter.
11. **Club Newsletter.** The Board acknowledged the leadership and coordination by Janet Parsons and Pat O'Brien in the preparation of the recent club Newsletter. While the actual content of the Newsletter is independent of the BOTE Administration Board, it was decided that a liaison with the office of Club Secretary would be established with the Newsletter committee. This is intended to support the Newsletter that runs under the BOTE name plate.

12. **Nominations Committee 2019 for BOTE Board.** Wanda Lundrigan has once again agreed to chair this committee. Any members wishing to put his or her name forward for election to a position on the Administrative Board is asked to advise Wanda.
13. **BOTE Constitution Amendments.** A sixty-day written notification must be provided to members prior to the AGM of any amendments that will be raised at the AGM. The AGM date has been set for **May 28, 2019**. The Board will advise the membership of any amendments for debate at the AGM following its next regular meeting
14. **February Special: \$5.00 Valentines Game.** The February 14, 2019 games will be five dollars per game. A Valentine's cake will be available for refreshments.
15. **BOTE Operations and Policies Manual.** Brian will report further on this at the next meeting.
16. **Weather Closures.** With regard to Club Closures due to inclement weather, BOTE will close if schools are closed. If however there are delayed openings for schools, BOTE will proceed with the scheduled games and lessons.
17. **ACBL Unit 194.** It was agreed that the Secretary would clarify certain matters around the participation and representation of BOTE within the ACBL UNIT 194.
18. **Date of Next Meeting and Adjournment.** The agenda having been completed, the meeting adjourned at 6:10 pm. The next regular meeting of the Board will take place at the Clubhouse on March 25, 2019.

Respectfully Submitted:

President: _____

Secretary: _____

Date: _____