

Bridge on The Edge Administrative Board

Record of 2018-12-17 Meeting

Present:

Heidi Janes, President; Janet Hannaford, Vice President; Rick Comerford, Treasurer; Alice Collins, Mary Lou Martin, Jacinta Wall, Members At Large; Rahul Chandra, Manager; and Brian Shortall, Secretary.

1. **Call To Order.** Heidi convened the meeting at 4:45 pm. She thanked everyone for participating and explained that an early start was required due to the Bridge Lessons scheduled for later in the evening.
2. **Record of the September 20 Meeting.** The Board accepted the record as accurate upon motion by Heidi and Janet.
3. **Record of the November 8 Meeting.** The Board accepted this record as accurate upon motion from Heidi and Janet.
4. **Decisions made by E -Mail.** The following decisions were ratified and approved by the Board upon motion by Heidi and Janet: the decision to provide an appreciation luncheon to the Dealers; the decision to provide a 2018 Christmas Bonus of \$200.00 to the Club Manager; and the decision to host a free game for the Fall 2018 Beginners Lesson Cohort.
5. **Finance Report.** Rick reported that the practice of posting the monthly bank balance on the website does not provide valuable information. Furthermore, when taken in isolation of other accounts, it actually provides a misleading representation of the Club's financial performance. For that reason, Rick recommended that the practice be discontinued in favor of the Quarterly Financial Statements which are prepared and posted on the website. This change in procedure was acceptable to the Board of Administration. He also reported that we have resolved our longstanding concerns with the Canadian Bridge Federation for fees charged during Special Games. The Finance Review Committee will meet in early January to review the interim financial statements and become familiar with the accounting system to facilitate the Annual Financial Review. He also reported that collecting payments for multi lesson courses has several financial implications that impact HST and other accounts. He recommended that we revert to the previous method of collective fees for each lesson at the time of delivery. A decision on that was deferred until Item 7 of the agenda.
6. **Report of Club Manager.** Rahul reported that he was monitoring the life expectancy of the playing cards. Presently he is ordering them from a Canadian supplier and the purchase price compares favorably with that of the former American supplier. The feedback from the Directors was that the ACBL OPEN Chart would be more practical for our purposes. There are four Charts under ACBL. The other Chart applicable for BOTE would be the BASIC Plus chart. For various reasons the OPEN Chart is deemed more appropriate by the Directors. Rahul was asked to seek a vote on this from the Directors before a final selection would be made. Currently the Club has been utilizing the services of nine directors. Rahul is of the view the Director Roster Protocol is operating satisfactorily. The Administrative Board fully supported his decisions in this regard. The Dealing Machine requires certain routine maintenance on an ongoing basis. Rahul has been in contact with a Halifax based person who can attend to this on a very reasonable time frame via courier with a 24 hour turn around period. Should the Dealing Machine suffer a break down hand records will be substituted. Even though the Common Game would not be used in those instances Match Points

would continue to be awarded as was done prior to our subscription to the Common Game. This of course would only continue for a short emergency period. Rahul will report further on the pros and cons of investing in a back-up machine or another substitute arrangement at the next meeting. Rahul's final point concerned IMP Games. The Board of Administration expressed the viewpoint that it was helpful for all members to be exposed to both the IMP game scoring and the Match Point scoring. However, the IMP games will be held once a month and the timing will occur in the different sessions each month. Efforts are continuing to arrange a suitable seminar or discussion session to provide more detailed information and enable a broader discussion with the membership about the IMP games.

7. **Report of the Education Committee.** Janet and Alice reported that the fall classes have been completed and that the winter program has been posted. It appears that the mentorship model or protocol required further discussion and analysis. It is the goal of the committee to have a revised model in place for the coming fall. In view of the difficulties involved with the payment in advance system, it was decided by the Board of Administration that classes would be offered on a "pay as you go" model. This will be \$10.00 per class paid at the class. It will be a joint venture between the instructor and the club with a 60%-40% split between the instructor and BOTE. The instructor will take \$6.00 dollars and BOTE will take \$4.00.
8. **Christmas Dinner.** The response to the 2018 Dinner has been very positive. The caterer (Fred Richards) will be booked for 2019 and next year's date will be the second Thursday in December.
9. **Facility.** The Board decided against the purchase of a coffee service. Vicki O'Dea has offered to provide a proposal for some re cycling from the club. The Club Manager will finalize any details with Vicki. All members are reminded to avoid any resetting of the heating and air circulation systems. Also, after evening sessions it is important to ensure that no windows or doors are left open. The Club Manager will report at the next meeting concerning shelving needs at the club.
10. **Bridge Hall of Fame.** It was decided that no further action will be taken by BOTE on this suggestion.
11. **Sale of Items during the Bridge Sessions.** The Board of Administration asks all members to refrain from selling items during Bridge Sessions.
12. **Operational Decision and Policies.** It was agreed that the Board would gather existing BOTE policies, practices, and club management decisions into a compendium for the advice of members and club management. It is expected that this will be completed before the AGM.
13. **AGM and NOMINATIONS.** The AGM will take place at the Swiler's Club on May 28, 2019 beginning at 10:00 am. A Nomination Committee will be established for this purpose as per our constitution. Wanda Lundrigan will take on the role of Chair on this committee for the upcoming AGM.
14. **Date of Next Meeting and Adjournment.** The next meeting of the Board of Administration has been tentatively set for January 24, 2019. The meeting adjourned at 6:05 pm.

Respectfully Submitted

President _____

Secretary _____

Date _____