

## **MINUTES OF THE ADMINISTRATIVE BOARD OF BRIDGE ON THE EDGE For the Meeting held on January 22, 2018**

Present – Brian Collins (President), Heidi Janes (Vice President), Tim Summers (Secretary), Roy Perry (Treasurer), Janet Hannaford (Member), Mary Lou Martin (Member), Pramila Paddock (Member), Rahul Chandra (Club Manager, ex officio)

### **MINUTES**

The minutes of the previous meeting on November 16, 2017, were approved.

### **WASHROOM CLEANING**

Mary Lou agreed to investigate ways of ameliorating the problems occasionally being experienced with keeping the washrooms in good condition.

### **DIRECTOR TRAINING**

It was agreed that Directors should be advised to approach Rahul to set up individual training sessions for any computer-related areas in which they felt they required additional training. The Board committed to providing compensation for the Club Manager if these sessions required extra time.

### **WEBSITE CASHFLOW REPORTS**

Tim reported that these reports based on the monthly bank statements are now being uploaded regularly to a members-only section of the website shortly after the end of each month.

### **CASH RECEIPTS**

Directors were asked to sort the cash receipts from games by denomination before handing them over to the Treasurer or Manager.

## **MANAGER'S ROLE**

A job description for the Club Manager has been prepared by Pramila and Brian with assistance from Rahul. This description was approved with minor amendments and Tim was asked to ensure that it is posted on the website.

## **MEMBERSHIP FEES**

It was agreed that a nominal membership fee of \$15 per year should be introduced. This will make it possible to keep the membership list up-to-date in terms of currently active members. Non-members would still have access to the booking page on the website. This is not intended to restrict non-members from playing at any game, with the possible exception of occasional members-only ones, nor does the board intend to introduce different game pricing for non-members. It is anticipated, however, that some perks such as name tags, free games on specified dates or subsidization of Christmas dinners will be offered to members as encouragement to join. In addition, only members in good standing will be permitted to vote at Annual General Meetings or Special Meetings of the Club.

A deadline of May 1, 2018 has been set for registration for all those who wish to be able to vote at the next AGM. A firmer list of benefits and a procedure for registering as a member and paying your \$15 will be announced in early February. It is not necessary to fill out a new registration form for anyone who has already done so. New arrivals at the club for classes or games will continue to need to complete and pass in registration forms for access to the booking functions of the website, whether or not they wish to become members.

## **ANNUAL SANCTION RENEWAL**

The Club is required to notify the ACBL annually in January of the game times that they wish to offer in the coming year. The Board agreed that these should remain unchanged for now, except that the currently unused sanction for Wednesday afternoon games should be dropped.

## **TUESDAY NIGHT GAMES**

It was agreed that the fee for the Tuesday night games should remain for now at \$5 and that the number of boards should continue to be kept a bit shorter than for the daytime games.

## **FINANCIAL STATEMENTS**

Roy presented financial statements for the club which were well prepared with accompanying notes, in accordance to Generally Accepted Accounting Principles(GAAP) by Joan FitzGerald. Joan's statements cover the financial periods from Sept 1, 2016 to May 31, 2017 and from June 1, 2017 to Dec 31, 2017 & her valuable work in this regard is much appreciated by BOTE & the Board. These records will be posted to the members-only Financial Information tab on the website shortly. One query was raised concerning the number and value of the chairs owned by the club. Roy will investigate.

## **ANNUAL FINANCIAL REVIEW**

Janet has obtained a list of qualified accountants from the Community Sector Council NL. Brian will contact these names and some others to determine options and costs for the Club's annual financial review.

## **EDUCATION**

Heidi tabled the following Education Report:

- \* Policies continue to be articulated and promulgated on club website
- \* Lessons scheduled for winter term; so far they are well attended and informal feedback has been positive
- \* Teachers include Tom Dale, Gloria Stone and Janet Hannaford
- \* Call for Teachers elicited a proposal from Richard Lash to teach intermediate/advanced lessons in April/May
- \* Other winter/spring teaching arrangements under discussion, including LBIAD
- \* Mentoring: Janet to report on our M2M program which she manages
- \* Outreach: Presentation by the Education Committee scheduled for Wed., January 24, at AC Hunter Library
- \* Teacher Meeting hosted by the Education Committee scheduled for Tuesday, January 23, at the Swilers Club
- \* Janet, Roy and I have been kept busy in this inaugural year. We are pleased with progress to date. Questions welcome at the Monday Board meeting.

The Education sub-committee (Roy, Janet and Heidi) reported that they are holding a meeting January 23 with a number of members who have taught

bridge at BOTE. Topics to be discussed include: program issues and ideas, Learn Bridge In A Day classes, Newcomers classes, schedules, sequencing and administrative matters.

The committee is also making a widely publicized presentation on the joys of bridge on January 24 at the Community Room of the A.C. Hunter Library. This presentation is hosted by the Arts and Culture Centre, who have distributed posters and placed PSAs on community radio stations.

## **AGM**

A tentative time and date have been set for the 2018 Annual General Meeting. It will be held at 10 AM on May 31. Once a Nominations Committee has been established, the request will go out for nominations for election to the Board.

## **NEWSLETTER**

A draft of the next club newsletter, prepared by Editor, Shirley Ryan, was distributed to the Board. It will be sent to all members as soon as these minutes are approved and items from these minutes can be included in the newsletter.

## **NATIONAL VOLUNTEER WEEK**

It was agreed that this week (April 15-21) should be observed at the Club with recognition and thanks to our volunteers.

## **OPERA**

MUN's School of Music is putting on an opera entitled "A Hand of Bridge". They requested our assistance in making their cast familiar with the game and Brian volunteered to meet with them and to give a workshop on how bridge is played. They were very appreciative of this. He also invited the cast to drop in during any of our games to see it actually played.

## **THE LONGEST DAY**

Janet will again this year be putting together a committee to help plan for this Alzheimer funding initiative held annually on June 21.

## **DEALING MACHINE**

Arrangements need to be made for maintenance of the Club's dealing machine, which has to be done in Halifax. Heidi has volunteered to investigate and organize this.