

Bridge on the Edge, Board of Administration Meeting 20-June-2019

Attendees:

- Brian Shortall, Chair,
- Roy Perry, Vice-Chair
- Rick Comerford, Treasurer
- Judith McIntyre, Secretary
- Fran Cook, Susan Follett, Anne Hughes - members at large
- Rahul Chandra, Club Manager

1. **The minutes of the Board meeting of 30-May-2019** were agreed to be accurate.
2. **Business arising from 30-May-2019 meeting**

i. Action Items:

Club Manager

- Publicity for the Longest Day Silent Auction: The event finished up during the afternoon game prior to the Board meeting. Thanks to Dan Regan and his committee for a very successful event.
- Noise during games: The Directors continue to try to control the noise.
- Two hospitality breaks are needed to allow slower players to catch up.

Education Committee

- Report on activities given below.

Housekeeping Team and Club Manager

- Ventilation in ladies washroom and lighting at the bar end of the room: These ongoing issues are in the Swilers' court. Hopefully more information will be forthcoming soon and once received will be passed on to the membership.
- Available refreshments during games (tea/coffee): Purchase of an urn was rejected due to the physical restrictions of the bar area. It would be too awkward to fill.
- Secure storage cabinet: No decision to date. Ongoing issue.

Constitution Committee

- Report on activities given below.

Evacuation Plan

- The evacuation plan for the building is in place and signs are mounted on the walls. Players should familiarize themselves with the four exits from the playing area and the location of the muster point, at the southwest corner of the rugby field at the back of the building.

- In the event of an emergency, requiring evacuation of the building, the Director and/or Club Manager will make the announcement and all persons will exit the building as calmly and quickly as possible through the nearest, safest exit. All players **must** then proceed to the muster point where a “roll call” will be conducted to ensure all persons have exited the building.

Emergency Defibrillator (AED)

- The device for the building is located in a cabinet on the wall next to the outer door at the right hand end of the Swilers' office hallway, i.e. through the kitchen. If needed:
 - a. Call 911 and start CPR
 - b. Remove the device and take to the patient. Instructions are clearly given, both visually and verbally.
 - c. The device can be used with NO training.

The Heart and Stroke Foundation will give free training in the use of the AED. Anne will arrange this for directors and Board members early in July.

ii. Creating a Vision - BOTE and our future

On the 8th of July, the Board will convene, in a casual location, to discuss what lies ahead for the club. Member input/ideas can be passed on to any Board member.

iii. BOTE Third Anniversary

Our third anniversary is fast approaching. The Board wants to mark this occasion with food, celebration and bridge. More details will be forthcoming. Susan Follett is the lead.

iv. AGM Provisional Minutes

The minutes for the 28-May-2019 AGM have been prepared. These will remain provisional until ratified at the 2020 AGM.

3. Committee/Team Reports

- i. Education, submitted by Chair Roy Perry: The 2019/2020 committee is in place. Anne Hughes, Marilyn Walbourne, Gloria Stone, and Joan FitzGerald will organize and put in place the educational opportunities to be offered in the coming year.
- ii. Finance, submitted by Rick Comerford: The Club continues to be in sound financial health. The next quarterly report will be presented in July. Rick is preparing a monthly budget for review and approval by the Board.

- iii. Constitution, submitted by Chair Anne Hughes: A committee has been formed with members: Marguerite Noonan, Gerry Thompson, Anne Hughes, and Brian Shortall as "special advisor". The committee will review the current constitution over the summer and meet in early fall. Target date for proposed revisions is December 2019. Issues dealt with by the previous Board of Administration that arose, or were not covered by the current constitution, will be identified and considered for changes.

Two issues already identified are:

- Terms of office of Board members (no continuity mandated at the moment)
- Role and term of the Recorder

- iv. Social, submitted by Team Lead Susan Follett: There are plans to celebrate Canada Day with cake.

4. Club Manager Report

No issues or concerns.

5. New Business

- i. A new one year lease will be soon signed with the Swilers
- ii. IMP Games. The advantages and disadvantages of IMP games were debated. Board members will poll players to determine whether they like the IMP games. Rahul will discuss with the Directors.
- iii. A member of the Board was asked to raise the possibility of a name change for the club. The Board alone cannot decide an issue of this magnitude and it was noted that this issue had not been raised at the AGM or with the previous Board. Such a change would require a motion at an AGM and a constitutional change, therefore the Board decided not to pursue this topic further at this time. Should there be consensus among the members to pursue a name change and a motion supporting this passed at an AGM, the Board in place at that time will obviously deal with the matter.
- iv. BOTE will be closed 3-Aug-2019 to 11-Aug-2019. Rahul will notify Judy Crewe of the dates in August for which there should be no bookings.
- v. Newsletter. Janet Parsons and Pat O'Brien are the newsletter editors. We look forward to the next edition in the fall. Anyone with contributions can contact them directly. No anonymous articles will be accepted.
- vi. Any requests to post material on the website should be passed through the secretary.

- vii. There is scented hand soap in the washrooms. This causes a problem for some members. The Swilers will be asked to provide unscented only.
- viii. A request was received to use some of BOTE's equipment for personal reasons. It was decided that this would not be appropriate and BOTE equipment should only be used for club activities.
- ix. A request was made to "piggy back" orders for personal supplies on orders of bridge supplies made by the club in order to save on shipping etc. It was decided that this was not appropriate.

6. Action Items Ongoing or New

Housekeeping

- Ladies washroom
- Lighting at bar end of room
- Storage cabinet

Club Manager

- Pass on dates of the unavailability of the Swilers' facility to Judy Crewe.
- Check with Directors about their opinions on IMP games.
- Ask Swilers to only use unscented soap in the washrooms.

Finance

- Prepare monthly budget for review by the Board.

Social Team

- Organize Canada Day cake
- Plan 3rd Anniversary event.

All Board Members

- Poll players to determine feelings about the IMP games.
- Come up with items for discussion at the "Creating a Vision" session.

Next meeting will be July 8th at 7:00 pm.

Judith McIntyre
23-June-2019