

Bridge On The Edge
Record of Administration Board Meeting
Swiler's Club, Crosbie Road, St John's NL
2018-06-28

Heidi Janes, President

Janet Hannaford, Vice President

Mary Lou Martin, Member At Large

Jacinta Wall, Member At Large

Rick Comerford, Treasurer

Brian Shortall, Secretary

Regrets: Alice Collins, Member At Large

1. Call To Order..... The President convened the meeting at 4:45 pm. Heidi thanked retiring Administrative Board members Brian Collins, Roy Perry, Tim Summers and Pramila Paddock for their service to the club. She also expressed appreciation to Janet Hannaford and Mary Lou Martin for their re-election for a second term on the Administrative Board and welcomed newly elected Board members: Brian Shortall, Alice Collins, Rick Comerford, and Jacinta Wall.

2. Record of Previous Meeting..... The record of the May 28, 2018 meeting of the Administrative Board of Bridge On the Edge was reviewed and accepted as accurate.

3. President's Report.....

- **Swiler's Lease**..... With an increase in fee from \$2100.00 to \$2250.00 per month and the addition of a Monday evening slot for BOTE activities, the revised lease was accepted by the meeting. The necessary BOTE signatures were appended and Club Manager Rahul was requested to deliver the signed lease as appropriate .
- **Facility Issues**..... The meeting agreed that only the Club Manager or the Director for the particular session ongoing will be responsible for adjusting the Thermostat at the club during the games. All other BOTE members will be asked to respect this as the playing area for our sessions often nears capacity making air circulation and temperature challenging variables to maintain at levels suitable for every person. Therefore members will be reminded to be cognizant of these practical realities and consider their attire with respect to their own comfort.

- **Club Venue**..... The Swilers Club is replacing the front door to the club. Lighting for the playing sessions remains problematic as the facility has some limitations in this regard. There is no feasible plan to improve the lighting at this venue, unfortunately.
- **Personal Seating Requests**..... Member requests for N/S seating due to medical reasons will be considered by the Director to the degree possible. Due to the high number of these requests, N/S sit outs will be the first option for Directors, if such are required for a particular session. Otherwise seating for sessions will be on a first come/first served basis. There will be no reserved tables.
- **Special Games**..... Any special games will be announced and made known by the Club Manager via the BOTE web site in a timely fashion.
- **Remuneration for Club Manager**..... In light of the provincial policy for minimum wage payment, workload and the technical skills required to continue the efficient and complete administration to BOTE operations, it was agreed to increase the Club Manager's compensation to \$900.00 monthly, commencing July 1, 2018.
- **Directors' Issues**..... The Club Manager will convene a meeting of the Directors prior to early fall. He will follow up about concerns raised with the Administrative Board following this meeting.
- **Club Recorder**..... Roy Perry has fulfilled this position for the past year. He has done outstanding service in this regard for BOTE. Sincere appreciation is noted for Roy's professional work in this highly sensitive matter. The ACBL policies are used to outline and guide this position. Roy has consented to continue this work for the upcoming year. The President is available if required to meet with Roy when necessary on this important confidential file.
- **Additional Sessions or Games**..... The Board is considering the best use of the newly available Monday evening time slot.
- **Database Update**..... Judy Crewe will continue to oversee and update the member data base.

4. Treasurer's Report.....The Treasurer presented a comprehensive Financial Management and Accounting Protocol for BOTE. This represented a documented basis for the club's financial operations. In conjunction with annual budget planning and regular financial reporting, it steers the security of BOTE into an appropriate position.

- **Financial Protocol and Management Protocol**..... As attached to these minutes and as presented by Mr. Comerford, the Administrative Board accepted the BOTE Financial and Management Protocol. This protocol may be amended as required by the BOTE Administrative Board.
- **Petty Cash**..... It was agreed by the Administrative Board that such an account is not required.
- **Financial Reports**..... It was agreed by the Administrative Board that quarterly financial reports will be provided by the Treasurer to the Administrative Board

and that these will be posted for the information of members on the BOTE web site .

- **Roles of Accountant and Treasurer**..... These could be separate and distinct roles. Joan Fitzgerald has provided extensive and significant accounting assistance and service to BOTE during the tenure of the previous Board. The current Board unanimously wished to acknowledge Joan's volunteer service to the membership in this regard since the club's inception in 2016.
- **Signing Authorities**..... These have been updated with respect to the recent Annual Meeting.
- **Bank Balance**..... The current bank balance is \$40,500.00. This includes a \$7,000.00 investment security for the BOTE's only credit card.
- **Table Fees**.... It was agreed at the meeting that commencing July 2,2018, the table fees for members will be \$15.00 for each partnership. (\$7.50 per player) for the three afternoon sessions and the evening Tuesday game. Each pair is responsible for providing the Directors with the correct change. Also, the Directors will not be prepared to make change and coins will not be accepted. This will be reviewed by the Board of Administration at its Fall meeting

5. Education Committee Report..... Janet referenced the report from the Education Committee provided at the AGM. She expressed sincere appreciation to the committee membership (Roy and Heidi) for their contributions. It was agreed at the meeting that the current committee (Janet and Alice) will continue to monitor club and individual member needs in this regard and issue timely and open calls for proposals if a program is required to be developed and provided in response. A request was sent out to all teachers at BOTE on June 4th for their thoughts on teacher compensation with regard to classes during this past year. The Education Committee is presently studying the results of this request and a report to the Board will be forthcoming. Based on the feedback received, the committee will also write a DRAFT policy proposal with respect to the calls for teachers and the provision of new courses and the approvals for same. The committee hopes to have this in place for the Fall offerings.

- **Convention Card**..... The committee is considering the development of a club convention card to assist members in this regard. This will be reported upon at a future meeting.
- **Registration and No shows**..... This issue has created some difficulty for the presenters and the session participants. It will be considered further by the Education Committee. The committee believes that a member should sign up for courses which he or she fully plans to attend; however, should that change due to health or other reasons, the member should delete his or her name from the class list for the date in question.

6. Membership Committee Report.....

- **Christmas Dinner**..... Heidi reported that the current membership is 170. This number exceeds the capacity of the club premise which is 130 persons. Given the practicalities of moving to another venue, it was agreed by the meeting that the event would be on a

first come-first-served basis with respect to ticket purchase. An announcement will be made as to the date when tickets will become available.

- **September BBQ**..... It was decided by the meeting not to go forward with this suggestion. However, other socials for the membership will be considered in the context of the Bridge Playing Sessions for the club
- **Membership Fee and Deadline**..... The deadline for membership renewal is May 1 of each year. The fee is \$15.00. The President reminded the Board that certain points to improve the management of membership registration as a process need consideration:
 - (1) We need a new registration form that has a way of recording whether the person is registering just for access to the website or whether they are also paying up as a member of the club.
 - (2) In future years, we should send out a reminder email to all paid members ahead of the May 1 deadline. This message should contain the current contact information we have on file and we should ask them to verify it as well as reminding them of the deadline. Our email system can include this information easily.
 - (3) The Club Manager should notify Judy Crewe of all newly paid memberships received and, if possible, of all new ACBL numbers entered into the ACBL score program so that the website database can be updated.
 - (4) All new registrations after May 1 should expire on the subsequent May 1 deadline. Further information is available on the club web site under registration.
- **Membership Renewal Protocol Acknowledgement**..... This topic is under consideration by the committee. The membership data base enables individual reminders and acknowledgements of renewal to be provided to members. This will be carried out as recommended by Tim Summers.

7. Longest Day Report..... Information on the amount of funds raised has been posted on the website. Janet reported that she has been informed by the Alzheimer's Society of NL that financial contributions go to support its programs and services. These include: 15 week courses offered three times a year; Family Support groups; Monthly meetings; Advocacy; Education sessions; A telephone toll free line 8:30am-4:30pm daily; 400 information kits; and, the purchase of awareness posters.

8. Communications.....

- **Newsletter**.....The President reported that the BOTE Newsletter would continue twice per year under the leadership of Patricia O'Brien and Janet Parsons. Publication months are September and January. Thanks were extended to Pat and Janet for taking on this task; and appreciation to Shirley Ryan for her past service working on the BOTE Newsletter.
- **Getting To Know You Campaign**..... This was agreed to in principle by the Board and will be considered further at the next BOTE Administrative Board meeting.
- **Club Website**..... The President reported that Judy Crewe will be responsible for posting and other web site based communications. This was agreed by the Board and sincere appreciation was provided to Judy for this valuable and essential volunteer service on her behalf and by her predecessor Tim Summers.

- **BOTE Constitution**..... Brian reported that the constitutional revision adopted by the 2018 AGM will be posted on the BOTE website as soon as possible.

9. Date of the next Meeting..... After input from the meeting, the President set the date of September 20, 2018 for the next meeting of the BOTE Administrative Board. It will follow the afternoon Bridge session on that date and take place at the club premises.

10. Adjournment..... The agenda having been completed, the meeting adjourned at 7:15 pm.

Respectfully submitted:

_____ President _____ Date

_____ Secretary _____ Date