

Bridge on the Edge, Board of Administration Meeting 30-May-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, was present at the start of the meeting but left, with the approval of the committee, as he had another commitment.

1. Brian welcomed the new members to the Board. The committee agreed that the objectives of the Board are to build on the success of their predecessors in running the club in an efficient, welcoming and nurturing manner; also to continue to foster the play and development of duplicate bridge in St. John's.

2. The minutes of the Board meeting of 29-Apr-2019 were agreed to be accurate by Brian and Rick. Following a review of the minutes, Anne suggested the Directors be asked to mention the Longest Day Committee, chaired by Dan Regan, and the need for Silent Auction items at the start of each game until the Longest Day event..

3. A number of working groups reporting to the Board were formed with leadership and responsibilities as follows:

- a) **Education Committee:** Chair: Roy Perry, Assistant Anne Hughes. Continuing education for new and long-time members builds a stronger club over time. Several suggestions were made and the committee will meet to formulate plans for the year to come, building on the experiences of previous committees.
- b) **Financial:** Rick Comerford. Rick will continue to keep the good ship BOTE on a steady course in financial waters. A provisional budget for the year has been drawn up and will be reviewed and considered for approval by the Board. Some of our \$20k security fund will be invested in fixed income investments. New signing officers (Brian Shortall, Roy Perry and Susan Follett) were appointed. The club credit card should be used for purchases whenever possible.
- c) **Social Team:** Team Lead: Susan Follett. Susan will coordinate the Christmas dinner, cakes and name-tags and other things that increase club spirit and (hopefully) make members feel good.
- d) **Housekeeping Team:** Team Lead: Fran Cook. Fran, coordinating with Rahul, will deal with ongoing issues such as the women's bathroom, inadequate lighting, tea and coffee making, (should we buy an urn, what about cleanup?). Anyone that has any complaints/suggestions about the building or its contents should first talk to Fran.
- e) **Constitution Committee:** Chair: Anne Hughes. The BOTE constitution is three years old and needs adjustment to make provision for continuity on the Board of Administration and the responsibilities and tenure of the Club Recorder. Input from the members will be welcome and the proposed revisions will be forwarded, in a timely manner, for review before being proposed for ratification at the next AGM.

Team members are needed to help with these initiatives. If any club member has a particular interest in joining a group, please contact the Team Lead/Chair either in person or through the club website.

4. Items arising from the open forum at the AGM

- a) **Number of hospitality breaks and noise level:** These items are referred to the Directors via the Club Manager. The Directors are asked to better control the noise during games as it adversely affects a number of players; also to consider if one or two hospitality breaks are appropriate.
- b) **Ventilation ladies' washroom:** This ongoing issue was passed to the newly formed Housekeeping Team.
- c) **Clubroom lighting:** Passed to the Housekeeping Team.
- d) **Coffee/tea refreshments during games:** Passed to the Housekeeping Team.
- e) **Secure storage cabinet:** To store members' personal information, passed to the Housekeeping Team.
- f) **Emergency defibrillation:** All the directors should be aware of the location of the building's defibrillator and be prepared to use it should the need arise. Passed to Club Manager.
- g) **Emergency Evacuation Plan:** An emergency evacuation plan will be drawn up, a muster point identified, and the information passed on to the membership. Secretary and Club Manager to coordinate.
- h) **Board of Administration, Length of terms of office:** Passed to the Constitution Committee.
- i) **Social Fun game:** *Possible* 16 board social game that *may* appeal to new players, to be discussed by the Board.

5. Board members were advised that they now can be contacted using the address link for their position on the website. Thanks to Judy C. and her communications team for arranging this.

6. Future meetings: The Board is constitutionally obliged to meet every three months. It was agreed however, given the newness of the Board and the action items assigned, that we would meet again after the game on Thursday, June 20th. The Board plans to get together for a brainstorming session to come up with long-term goals and objectives for the Club. Any ideas from club members would be welcome.

7. New Business:

- a) The third anniversary of BOTE is approaching in August/September. The Board intends to celebrate this milestone with some kind of bridge event with lots of publicity to spread awareness about the high level of duplicate bridge competition available in St. John's.
- b) Roy, the present Club Recorder, raised the issue of the Recorder's length of tenure. This will be considered by the Board and reported on to the membership.
- c) The Swilers' venue will be unavailable to BOTE from August 5th to 11th. The Board decided to close the club for that week.

The meeting adjourned at 6:05pm.

Responsible person(s) linked to Action Items arising from this meeting:

All club members

1. Consider volunteering to be part of the newly formed Teams/Committees.
2. Consider long-term objectives for the club. Share thoughts with any Board member.

Club Manager

Ask Directors to:

- Publicize the Longest Day/Silent Auction. Dan Regan is chairing the event.
- Continue to keep noise to a minimum while a game is in progress. Many members find the noise physically intolerable.
- Discuss whether one or two hospitality breaks are appropriate.

Education Committee

- Make plans for the next year's education opportunities that will be offered to members.

Housekeeping Team and Club Manager

- Ventilation in ladies washroom.
- Lighting at bar end of the room.
- Available refreshments during games (tea/coffee).
- Secure storage cabinet.

Constitution Committee

- Form committee and begin deliberations.

Anne Hughes

- Come up with an evacuation plan for the bridge area, with Rahul.
- Locate the emergency defibrillator and coordinate with Rahul to ensure that the Directors know its location and how to use it if necessary.

Judith McIntyre

04-Jun-2019