

MINUTES OF THE ADMINISTRATIVE BOARD OF BRIDGE ON THE EDGE

For the Meeting held on November 16, 2017

Present – Brian Collins, Heidi Janes, Tim Summers, Roy Perry, Janet Hannaford, Mary Lou Martin, Pramila Paddock, Rahul Chandra (ex officio)

MINUTES

The minutes of the previous meeting on September 14, 2017, were approved.

TREASURER'S REPORT

Roy presented ledgers he has prepared for receipts and disbursements from June 1, 2017 up to the end of October. He reported that Joan FitzGerald has offered to enter this information into a computerized accounting system so that financial statements can be more easily published on a regular basis. When these are available, they will be published in the Members' section of the BOTE website. In the meantime, brief cashflow statements will be placed there in the very near future, showing total deposits, disbursements and the bank balance for the end of each month. (Note - the October statement is now posted)

Roy also reported that he has set up a cash receipts journal for directors and the club manager to use to record cash collected at games and lessons.

FISCAL YEAR

It was re-confirmed by all that the fiscal year of the club will be set to go from April 1 to March 31 so that it will be possible to provide a year-end report by May or June for future Annual General Meetings. The first report will be reviewed by a professional accountant and will cover the period from June 1, 2017, when the current board was elected, to March 31, 2018.

TAXES

Brian reported that the club is now registered to collect HST, as required by HST regulations, and that the first payment will be due to the Canada Revenue Agency on January 31, 2018 to cover HST collected from October

1, 2017 to December 31, 2017. He offered to perform this duty and to file the club's income tax returns when they are due. His offer was accepted gratefully by the rest of the board.

TUESDAY EVENING GAME

A variety of strategies were discussed to improve attendance at the Tuesday evening games so that it would become more worthwhile to continue holding them. It was agreed that we should survey members to determine which of the suggested changes were most preferred. Roy Perry offered to prepare, distribute and compile the results of the survey with assistance from Heidi Janes and Tim Summers.

EDUCATION

The Education Committee (Heidi Janes, Janet Hannaford and Roy Perry) presented their report on activities since the last meeting:

- Education policies have been articulated and promulgated on the club website
- Lessons were offered throughout the fall on Monday and Thursday mornings; they were well attended and informal feedback has been positive
- Teachers included Tom Dale, Deirdre Davis, Anne Hughes, and Marilyn/Randy Bennett
- A Call for Teachers has been issued for Winter 2018; fewer responses than last semester have been received so far, probably due to winter travel
- Tom Dale enlisted to provide Monday/Tuesday lessons for January 2018 (January 8-9, 15-16, 22-23 & 29-30, 2018); he will likely resume teaching in March after a February holiday (Note - this has since (Nov 21) been changed to Mondays only for the months of January and March)
- Other winter teaching arrangements are under discussion
- The Education Committee are meeting on Friday, Nov. 17, with the AC Hunter Library to discuss potential joint programming
- There are some modest resource requirements for continued education including a white board or alternate teaching aid

There was also some discussion concerning suggestions for new player recognition in order to support club growth but no resolution was reached.

Janet Hannaford reported that the M2M mentoring program has been very well accepted by both mentors and mentees, and will be continued. It was suggested and approved by the board that mentees for the program should be limited to those members with less than 200 masterpoints, as per the ACBL M2M program policies. Janet also reported that due to low participation by members in the Newcomer games, dedicated mentors will no longer be provided at games after November 28 unless specific directors communicate in advance that they are not prepared to provide mentoring assistance to Newcomers at the games they direct.

Club Recorder's Report

Roy Perry reported on complaints he has recently received. It was agreed that no further action on any of these is currently required.

Christmas

Pramila Paddock reported that the catering costs for the Christmas dinner would be \$20 per person. This includes all setup and cleanup. It was agreed that a tip of \$3 per person would be added to this. It was also agreed that the price to be charged for attendance at the Christmas Dinner on December 14 would be \$15, while the cost of attending that afternoon's game would be the usual price for December games, \$5.

Pramila agreed to provide the website team with a draft announcement to be placed on the BOTE site.

Membership

The introduction of nominal membership fees for membership in the club was discussed, along with some of the benefits that might be offered in return. It was agreed that this discussion would be deferred until the next board meeting.

Club Manager Compensation

It was agreed that the Club Manager should no longer be required to pay game fees for any games in which he participates. It was also agreed that he should be given a Christmas bonus of \$200. Pramila Paddock and Brian

Collins have offered to prepare an official job description for the Club Manager position with Rahul's assistance.

Director Training

It was agreed that Directors continue to need training, particularly in the area of computer use. Rahul and Brian will organize a tutorial in the near future.

Recycling

The availability of recycling bins for the club will be discussed with Swilers staff.