

MINUTES OF THE ADMINISTRATIVE BOARD OF BRIDGE ON THE EDGE For the Meetings held on September 12 and 14, 2017

Present September 12 – Brian Collins, Heidi Janes, Tim Summers, Janet Hannaford, Mary Lou Martin, Pramila Paddock, Rahul Chandra (ex officio)

Present September 14 - Brian Collins, Heidi Janes, Janet Hannaford, Mary Lou Martin, Pramila Paddock, Rahul Chandra (ex officio)

MINUTES

The minutes of the previous meeting on June 6, 2017, were approved.

TREASURER DUTIES

Roy will be asked to follow up on the accounting system of the club. He may avail of the previous software used for this purpose. Volunteers may be requested to assist him in this and in day-to-day Treasurer duties.

FISCAL YEAR

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 June for future Annual General Meetings.

ANNUAL ACCOUNTING REVIEW

Once the accounts have been brought up to date, hopefully within one month, and recorded in a computerized system, the club will hire an accountant to review the finances of the club from September 1, 2016, up to March 31, 2017. Future annual reviews will be done following each March 31st year-end.

TABLE FEES

Table fees will be reduced to \$5 per person until the end of September and during the month of December. This is being done on a trial basis to determine the impact of such a change on the club's finances and viability.

EDUCATION

The Education Committee reported a number of projects. This fall they launched a new M2M mentoring program. As an appreciative gesture, the board approved that mentors participating in the M2M program will get 3 free games in return for the 3 games they arrange with their mentees

The Education Committee, as a new committee, addressed programming (lessons) with a view to serving member needs as well as to growing membership. They also tried to be respectful of educators who responded to the Call For Teachers, gave feedback, and showed a willingness to share their skill and knowledge with others.

The board approved the following:

1. That any teacher hired by BOTE must have demonstrable subject matter knowledge, as evidenced by at least 400 MPs. This is a quality assurance mechanism.
2. To manage educational programming on a semester basis; as such, there will be another Call For Teachers later this fall in order to decide upon winter offerings. This will allow adaption and response to changing member needs and teacher preferences.
3. That, with respect to teacher compensation, effective Monday, Sept. 18:
 - a. Teachers will earn 60% of the student registration fees for each of their workshops/40% goes to BOTE.
 - b. If there are fewer than five (5) students registered in a session, the teacher will keep the fees and BOTE will top up to ensure a total compensation of \$50 per session. That means if a teacher has only four students, s/he still gets \$50. By contrast, if there are ten students then the instructor gets 60% of the student registration fees, i.e. \$60. As such, the compensation is \$50 or 60% of the student registration fees, whichever is greater.
 - c. Instructional assistants will be organized, as required, by the instructors. Any compensation they receive will be from the teacher's remuneration and at the teacher's discretion; BOTE will not be involved in this aspect.

SEATING

As a result of complaints having been received that too many of the same people are being allowed to sit N/S at many games, the board decided to ask members not to request this unless there is a real necessity due to

physical limitations. In addition, to provide a small discouragement to the practice, it was decided that any time sitouts are required due to an uneven number of pairs, directors will be asked to arrange the movement so that it is N/S that sits out.

TEMPERATURES

Also as a result of complaints that have been received, the board is asking members who often find the club a bit chilly to bring an extra sweater or other warm clothing with them to games since we have to balance the wishes of the "cold" people with those of the "warm" people.

ANNUAL UPDATE FOR THE REGISTRAR OF COMPANIES

The provincial government has been given its required annual update of the names of the corporation's company directors, that being the members of the Administrative Board.

99ER GAMES

Since the popularity of the 99er games has tailed off, there was some discussion of whether these should be changed to 499er games or perhaps held less often or at a different time. It was decided that this discussion should be continued at a later date.

BEVERAGES AND BISCUITS

Coffee and tea will continue to be provided as long as players ensure they either wash the club's cups when they are finished or bring their own mugs and take them home afterwards. The Board is not henceforth responsible for any washing/cleaning of the mugs and continuation of the current situation may require re-evaluation of access to the break facilities.

ALZHEIMERS FUNDRAISER

It was noted that we had heard nothing from the Alzheimers Association re the success of our fundraising. Janet Hannaford volunteered to check with them.

VISITORS

In some circumstances, such as when it's necessary to find partners for visitors, it would be useful for someone other than the web administrators to have access to members' basic contact information. The Secretary will discuss this with the President and arrange for limited access by the President and whoever else he designates.

CHRISTMAS

A Christmas celebration is in the works. Plans will be announced when they are finalized.

CHRISTMAS RECESS

The last game at the club before the holiday season will be held on December 21, 2017. The club will reopen for the new year on January 2, 2018.

MANAGER HONORARIUM

The Board approved an increase in the honorarium for the Club Manager from \$500 per month to \$600 per month. He will be asked to record his hours spent on club management so that they will be available for future reviews of the adequacy of compensation for the position.

MINIMUM BALANCE

The Board decided that the minimum bank balance for the club should be kept at \$18,000. This will allow a cushion for any unanticipated expenses.