

Bridge on the Edge Inc

AGM Minutes – May 28, 2019

1. **Call To Order:** President, Heidi Janes, called the meeting to order at 10:10 am. She welcomed those present and reported that 52 persons were in attendance. Given that the BOTE Constitution required 15% of the membership present for an AGM quorum, she declared the meeting was properly constituted. The BOTE membership stands at 162 members.
2. **Meeting Agenda:** Heidi advised the meeting that the AGM was convened as per the requirements of the BOTE constitution. She drew the attention of the members to a meeting protocol which was designed to assist with the administration of the agenda and with enabling members to speak at the AGM. The BOTE Constitution outlines the agenda for the AGM.
3. **Minutes of the 2018 AGM:** Upon motion from June Hynes, seconded by Anne Hughes, the minutes of the 2018 AGM were adopted.
4. **Business Arising from the 2018 Minutes:** The President noted that no business arising items were listed on the agenda. Anne Hughes raised a question with respect to a request made at the 2018 AGM that copies of meeting reports be circulated in advance of the meeting. The President reported that in the interest of encouraging members to attend the AGM, the Board of Administration had decided not to circulate advance copies of the reports. However, copies of the finance reports were available at the meeting and other committee reports will be posted on the BOTE web site following the meeting.
5. **President's Report:** Heidi reported that 2019 had been a solid year of growth and activity for the club as measured by the activities provided, the number of games played, the work of the various club committees, and the positive financial stewardship. She expressed her appreciation for the unfailing support of the BOTE Board of Administration. She thanked the many club members who volunteered to assist with the entire operation and acknowledged the outstanding services provided by Club Manager, Rahul Chandra. Heidi reported that the Board of Administration had met on seven occasions. These meetings were reported to the membership via the Club web page.

Heidi outlined several highlights that she wished to acknowledge:

- a) Streamlining of BOTE administration and liaison with the Swilers Club.
- b) Responsible improvements in the remuneration for Club Manager, Game Directors and Teachers.
- c) A confidential Report from the Club Recorder had been received.
- d) The outstanding contributions of Web Master Judy Crewe assisted by Tim Summers and recently by June Hynes and Regina Clarke.
- e) The faithful contributions of our Club Dealers headed up by Barbara Slattery.

- f) The internal Finance Review Committee of Marguerite Noonan and Susan Follett.
- g) The Longest Day Planning Committee under the chairing of Josephine Cheeseman.
- h) The contributions of Raye Lundrigan and Shog Stone for the care of our furnishings.
- i) The stellar work of the Social Committee led by chairperson Mary Lou Martin.
- j) The Newsletter editors Janet Parsons and Pat O'Brien.
- k) Food Bank raisers Barb Baldwin and Susan Follett.

In summary, Heidi commented that the operations of BOTE reflected a commitment to transparency and accountability with respect to its decisions and club expenditures, as well as a desire to build a positive community within the club. She concluded with a wish that as a member owned initiative, BOTE would continue to honor its constitutional mandate and ensure that all members are treated with respect and welcomed at all times.

6. **Finance Report:** BOTE Treasurer, Richard Comerford, circulated a treasurer's report on the 2019 year and a financial statement to the March 31, 2019 year end. Copies were made available to the members and both reports will be posted on the BOTE web site. He reported that BOTE was in a stable and sound financial position. He noted that there was an amount of \$28,000.00 in a cash reserve in the bank account. Revenues for the past year had totalled \$73,000.00. Rick pointed out that following the AGM report from 2018, the Board decided that there were sufficient funds to enable the club to operate on a break even basis with the priority being to keep fees for playing as low as possible. This could be accomplished by offering reduced prices whenever circumstances permitted. He noted as well that the BOTE Finance Review Committee had provided a positive report on the club financial operations up to December 2018 and recommended that there be a separation between the functions of the treasurer and the accountant. Therefore Mr. Nigel Cose, CPA, has been engaged to maintain the clubs financial records on a cost for service basis. Mr. Cose will also provide a year-end financial statement to the membership. He was not commissioned to carry out an audit; however, if necessary he will do so. Mr. Comerford provided a proposed budget for the 2019/2020 year. This will be reviewed by the Board of Administration and reported upon at the 2020 AGM and via quarterly statements throughout the year ahead. Following the report, Helena Fizzard thanked Mr. Comerford for his succinct report and financial stewardship noting that in her opinion the BOTE had been in excellent hands.
7. **Internal BOTE Finance Review Committee Report:** Following Mr. Comerford's report, Susan Follett provided the results of the work of the Internal Finance Review Committee. The members were Ms. Follett and Marguerite Noonan. The committee reviewed all of the financial records for the April 1 –December 31, 2018 period. They found all of the financial records including revenues, deposits, expenses, and receipts to be in order. In January 2019, the function of the Review Committee was superseded by the appointment of an external auditor making the committee's work redundant.
8. **Education Committee Report:** Janet Hannaford, Committee Chairperson, presented the report and thanked committee members Alice Collins and Marilyn Walbourne for

their contributions. The complete report of the Committee will be posted on the BOTE web page following the AGM. Janet reported that the Education Committee had a very busy year. 18 courses had been offered; 4 more are scheduled for this coming July and August. Thus far, 1710 individuals have participated! Janet pointed out that the first priority for the committee during the year was trying to get a group of new players into the club. While many new players showed interest, the challenge now is to encourage these players to begin to play duplicate bridge at BOTE. Janet elaborated further upon other teaching initiatives such as mentoring and she overviewed the development of new policies and policy updates achieved by the committee during the year. The formal report from the committee provides considerably more detail on the activities carried out during the year and contains several recommendations for future initiatives. Some discussion followed the presentation of the report. Roy Perry asked if any strategy such as an exit survey of new members was conducted to determine future steps to encourage their on-going participation in BOTE. Janet responded that this was indeed a good topic for the new Board to review. Tim Reynolds referenced an intimidation factor in the transition from learning duplicate bridge to playing it competitively. He suggested that some consideration be given to the age factor of members with respect to timing opportunities to encourage their participation. Brenda Turner mentioned that for some, finding time to play and practice to maintain their newly acquired skills is an issue, which the committee might consider. Ursula Stamp suggested that the committee consider a non-competitive setting for beginner duplicate players limited to 16 games per session as an incentive to help transition persons into the more competitive sessions. Janet asked if these ideas could be forwarded to the new Education Committee.

9. **Nominations Committee:** The President invited Chairperson, Wanda Lundrigan, to bring the report of the Nominations to the floor. Heidi advised the meeting that Gwenda Jablonski had worked on the committee with Wanda. Wanda asked if there were further nominations for any of the individual positions on the Board of Administration for the 2019-20 year. She did this three times. There being no response, she asked the meeting if it was satisfactory to ask for a vote on the entire proposed slate of nominees. It was agreed unanimously to proceed in this manner. Therefore, Wanda moved and Alice Collins seconded that the persons proposed by the Nominations Committee be elected to office on the Board of Administration. This was unanimously accepted. The officers elected to the BOTE Board of Administration for the coming year are as follows:

President... Brian Shortall

Vice President ... Roy Perry

Treasurer... Richard Comerford

Secretary... Judith McIntyre

Members at Large... Anne Hughes, Susan Follett and Fran Cook.

Heidi thanked Wanda and Gwenda for their assistance in this matter.

10. **Remarks from Incoming President:** Brian Shortall expressed his appreciation on behalf of the newly elected Board of Administration for the confidence given to them by the AGM. He reminded the meeting of the Mandate given BOTE by its Constitution and overviewed several values for the club which are reflected in its

constitutional objectives. These in particular were that the club was a wholly owned not for profit initiative by its members and dedicated to the promotion and availability of duplicate bridge for its members while maintaining the lowest possible fees. He referenced several other sections, which noted key values for the operation of BOTE including high standards of corporate governance, a non-discriminatory and respectful environment for all members, and the maintenance of the assets of the club in an appropriate manner. To Heidi he mentioned that a great debt of gratitude is owed to her and her outgoing team for their leadership and unselfish contributions to BOTE. "It is because of what you and other groups have given", he stated, "that this new Board will be able to carry BOTE forward. We stand in leadership on the shoulders of those who came before us."

11. **Forum to Raise Matters for Consideration by the Board of Administration:**

Heidi advised the meeting that the Constitution provides for an opportunity at the AGM for members to raise issues of concern or suggestions, which individual members might want the Board of Administration to consider. This forum is not a voting forum. It is to open an opportunity for BOTE members to speak and have their comments noted for the reference of the new Board. She asked members to be conscious of the Meeting Protocol outlined on the agenda. Pramila Paddock raised the question about whether we need as many hospitality breaks per bridge session as we now have. Randy Bennett noted that the hospitality breaks assist the Director in handling slow play during the sessions. Maureen Howard raised the issue of adequate ventilation in the Ladies washrooms. Ursula Stamp mentioned the possibility of organizing for transition purposes some non-point competitive sessions for newer players with a limit of 16 Boards per session. Betty Wong asked if more attention could be given to improving the lighting throughout the playing area of the clubrooms. Claudia Shortall mentioned that BOTE should not lose sight of the balance between the needs of experienced duplicate bridge players and the requirements of the newer players. Sandra Tobin mentioned that a hot water urn would assist in the canteen area for clean up and for the provision of tea and coffee. Rahul asked that the continuity of term for the Board of Administration be noted as a topic for consideration. Judith McIntyre inquired whether there was a defibrillator available to assist a person with some heart irregularity on site. Valerie Neary asked if attention could be given to an emergency evacuation plan. Judy Crewe inquired if a secure locked storage cabinet was available for club material on site.

12. **Adjournment:** The President thanked all in attendance for their cooperation. Upon motion from Anne Hughes and seconded by Sandra Tobin, the meeting adjourned at 11:35 am.

Respectfully submitted:

President _____ Secretary _____

Date _____