

**Unit 431 Board of Directors Meeting
22 November 2012 at Diane Moffatt's Home**

Present:

Tony Farr
Ele Gibson
Gayle Good
Danielle Goulet

Diane Moffatt
Gail Richardson
Karen Wood
Leslie Wood

Regrets:

Ted Eisner
Emrys Evans

Call to Order

Ele chaired the meeting which was called to order at 7 pm; agenda accepted as presented.

Approval of Minutes of 11 October 2012 Meeting

Motion: There being no errors or omissions, the minutes were approved as presented.

moved, seconded, carried

Matters Arising from Previous Meeting

Tony reported that in 2013 the Tacoma sectional will not conflict with our Christmas party.
Gayle Good will chair the Spring Sectional and Diane Moffatt will assist.

President's Report

No report.

Approval of Financial Report

Gail reported a November 19 unit book balance of \$10 409 including a preliminary profit of \$601 from the Ace of Spades which grew to 36 tables from 24.5 last year. Deposits have already been made for the 2012 Ace of Spades and Spring Sectional. The major purchase of 65 electronic scorers, a server and carrying cases amounted to \$9 934.

Motion: the financial report was approved as presented.

moved, seconded, carried

Tournament Coordinator's Report

Christmas Party, December 8, 2012. Danielle reported on preparations. The bar license has been secured; Keith Dowdall will serve drinks with Sylvia Von Schuckmann acting as bar manager. Details about bar prices, glass rentals, the hiring of directors, the cash float, bar tickets, ice, coolers, etc., etc., were discussed. Sheila and Don Bellows have agreed to greet guests at the door.

Tony reported that the 2013 schedule has been completed and posted on the website. Currently the Spring Sectional is slated to run on a holiday weekend. The attendance at that tournament may dictate how the 2014 schedule is planned; care will need to be taken that we do not lose time slots by waiting to see the attendance figures in May, 2013.

Duplicating Machines

A discussion took place regarding the input Tony has received from both Bill Wastle and Matt Smith in relation to use of duplicating machines at tournaments. Tony is to notify Bill of the results of our discussion.

Motion: duplicating machines will be used for the Spring Sectional.

moved, seconded, carried

Electronic Scorers

Matt Smith has programmed the Bridgemates for the Christmas party. The unit has its own server and Matt will loan his computer and printer to Debbie Wastle for this event.

Gail will investigate the cost of obtaining commercial insurance for the electronic scorers. Gail will also discuss possible usage of Bridgemates by local clubs before any further decisions are made as to how handle the unit's Bridgemates.

Preparation of Unit 431 Phone Book

Danielle has given approval for the printing of the annual phone directory. A major effort was made to ensure correct data for the books; the updated email addresses should improve blanket player contact by the President and Membership chair. The books will be ready by November 30 and will be distributed at the Christmas party. The balance remaining after the party will be distributed to the 4 clubs.

Tables Required for Sectional in Duncan

While Duncan does not have enough tables for its sectional, board members voted against loaning or renting our tables to Duncan.

Bridge Buzz

Leslie is willing to publish Bridge Buzz 4 times a year. She will ask for submissions and have her first one ready after the Christmas party. Hard copies will be distributed to the 4 clubs with the electronic copy on the website.

Bridge Etiquette

The document supplied by Ted Heck is now on the unit website and can be referenced by Ruth Cain in her role as recorder for the unit. At least one club owner has reviewed some of the content. Portions of the document will be summarized and included in each Bridge Buzz.

Building Bridge in Victoria

Gayle will mention the Seniors' Fair to Ted so as to ensure participation by the unit.

AGM 24 February, 2013

Tony will ensure that Diane has copies of the AGM flyer to distribute to the 4 clubs by early January. Leslie will post the flyer on the website. Debbie Wastle will direct the game and Ele will chair. Karen will ensure that at least 15 copies of the SAYC are available for the game. Arrangements for the AGM will be discussed at the next meeting.

Soliciting New Members for the Board

Two new members will be required for next year's board. Members will notify Ele of potential candidates and Ele will chat informally with them.

Other Business

Gayle will contact Marg Wright to determine Marg's willingness to handle coffee for the Spring sectional.

Board members will review their individual job descriptions for discussion at the next meeting. At the same time, roles will be juggled.

The next meeting will be January 17 at Diane's.

The meeting adjourned at 8:57 pm

Summary of Action Items

All: --email Ele with suggestions for new members for the board
 --check current job descriptions to see if any changes are required

Ele: --prepare remarks as MC of the Christmas party
 --bring camera to Christmas party for use by Tony
 --continued on next page

Ele: --bring cooler and 3 bags of ice cubes to Christmas party
 --bring deck of cards to use for draws for the centrepieces
 --notify Duncan as to our decision re use of tables

Leslie: --post AGM flyer on website
 --ask for submissions to Bridge Buzz
 --prepare Bridge Buzz for distribution after Christmas party
 --post photos from Christmas party on website

Danielle: --pick up telephone directories from the printer
 --the following tasks relate to the Christmas party:
 --ask Monterey to have a second person carving the turkey
 --ask Monterey to place the coat racks in the main hall and to leave them there
 --ask Monterey if there is a time when we need to be out of the building
 --ensure centrepieces are purchased and brought to the venue
 --ensure that James can supply enough plastic glasses and that he brings rolls of tickets
 --secure rental of drinking glasses
 --bring telephone directories

Tony: --take photos at Christmas party and email them to Leslie
 --talk with Pearkes Rec Centre to ensure we have flexibility with dates for spring 2014 sectional
 --notify Bill Wastle of results of discussion about duplicating machine
 --give copies of the AGM flyer to Diane for distribution at the clubs

Gail: --talk to Sylvia about the float required for the Christmas party
 --bring Bridgemates to Christmas party
 --determine the cost of commercial insurance for Bridgemates
 --talk to club owners about Bridgemates

Gayle: --mention Seniors' Fair to Ted
 --contact Marg Wright about her willingness to work at the Spring Sectional

Diane: --bring cooler to the Christmas party
 --distribute AGM flyer to the clubs
 --assist Gayle with the Spring Sectional

Ted: --book participation by unit at Seniors' Fair in March

Karen: --bring cooler to Christmas party
 --take away empties from Christmas party, cash them in and give money to Gail
 --photocopy 15 copies of SAYC for AGM
 --on next agenda: job descriptions; shift of responsibilities for VP, awards coordinator and inventory control; name tags for next year
