

Unit 431 Board of Directors Meeting Minutes

Date: July 18, 2017

Place: Home of Barb Boisvert

Chair: Barb Boisvert

Present:

Barb Boisvert (Chair)
Holly Boudreau
Shelley Burnham
Nigel Williamson

Nancy Adrian
Gail Richardson
JP Weber

Regrets:

Nev Hircock
Marnie Hueston
Gloria Dorrance

Guest:

David Ward

1. **Call to order:** The meeting was called to order at 7:06 p.m.
Barb Boisvert

2. **David Ward, Chair of Fall Sectional, 2017**

The Committee was advised on the status of the fall sectional as follows:

Director Requirements – Barb advised the Committee that Matt Smith has confirmed only two directors are required for this event.

Caddies – David Ward will confirm with Matt Smith to determine if caddies are needed for Friday. Two caddies will be in attendance on Saturday. The caddies will be asked to stay after Saturday's games to assist with the cleanup. Shelley agreed to contact Ruth Cain to inquire if she would agree to coordinating the caddies.

Action: Shelley Burnham

Partnership Desk – Shelley Burnham will manage the Partnership Desk.

Set-Up – 1.5 hours are required. Nigel Williamson, JP Weber, and Nancy Adrian volunteered to help with this task. Barb Boisvert and Nancy Adrian will assist with the kitchen set-up.

Food – Shelley will look into the cost of 9 dozen muffins, fruit trays and possibly mini croissants which are to be provided on the Saturday morning. She will also purchase cream, milk, etc on the first day of the Sectional. **Action: Shelley Burnham**

Guest Speakers – Debbie Wastle is confirmed as a guest speaker on Thursday. David will approach will invite Kirk Homis to be the guest speaker on Friday. Holly Boudreau will initiate two free plays per speaker. **Action: Holly Boudreau**

Sponsorships – It was confirmed that sponsorships are welcome.

Advertising – David will contact the Saanich and Victoria News, along with the Times Colonist to determine if we can advertise at no cost. He will also contact the ACBL to send out a notice for the event. In addition, approximately two weeks before the event Executive Members will make announcements at the local clubs.

Action: All Members

Suggestion for Future Sectionals – David suggested that in future, consideration be given to having an IMP scoring for a single pairs game.

Following the above presentation, David was thanked for updating the Committee and excused from the meeting.

3. **Approval of Agenda**

Barb Boisvert

The following items were added to the agenda:

7. g – Financial Support for Rhonda Foster’s Attendance at the World’s Bridge Tournament

7.h – Guidelines for Mentors and Mentees

7.i – Confirmation of BBQ date

Motion: Nancy Adrian/Nigel Williamson that the agenda be approved as amended. MSC

4. **Approval of minutes for May 23, 2017 Regular Board Meeting**

Motion: Gail Richardson/Nancy Adrian that the minutes be approved as distributed. MSC

5. **Matters Arising from the Minutes**

a. **Society Act Amendments**

The Constitution was adopted as presented at the May 23 meeting. Following discussion of the By-laws, it was confirmed that the following revisions would be made:

4(b) “Management of Unit Funds” will now read: “.....The Unit Board will designate a minimum of three (3) signing officers.....”

6 “Reimbursement of Expenses” will now read: “.....to a maximum of \$70.00. Directors’ expenses over this amount requires prior Board approval.”

Motion: Nancy Adrian/Nigel Williamson that the modified Constitution and By-Laws be approved for presentation to Unit 431 at the Annual General Meeting for final approval and adoption.” MSC

b. **Update on Purchase of Duplicating Machine**

Costs of the proposed purchase were agreed upon as follows:

Bridgesorter (made in Europe and distributed by Duplimate) - \$3240 US (approx. \$4212 Cdn)

Boards (6 sets of 36 Boards) \$600 Cdn

Carrying Cases (3) \$240 Cdn

Total cost is approximately \$5300 Cdn, excluding shipping costs.

Motion: Gail Richardson/Shelley Burnham that the Bridgesorter, Boards and Carrying Cases be purchased and invoiced to J.P. Weber MSC

6. **Reports**

a. **President**
Barb Boisvert

The Bridge Buzz, now coordinated by Nev Hircock, has been published. The Ace of Diamonds tournament was a success with 12 tables in open pairs and 8 swiss teams. It will now become an annual event.

b. **Financial**

Gail Richardson

Cash balance as at March 17, 2017 is \$14,605.95. This amount does not include outstanding minor expenses from the Ace of Diamonds tournament.

c.

Membership

Nancy Adrian

Four new membership pins have been received and will be distributed.

Tournament Coordinator

Barb Boisvert

The Mentor game for August 2017 is on the 13th. Barb will initiate a change to the sanction number with ACBL.

Action: Barb Boisvert

The next tournament will be the Fall Sectional, coordinated by David Ward. The Ace of Spades tournament is scheduled for October 21st. If anyone is interested in coordinating this event, please contact Barb Boisvert.

There was a brief discussion on the Christmas Bridge Dinner and Game, scheduled for December 2nd. The provision of alcohol was discussed and Nancy Adrian agreed to find volunteers for this task.

Action: Nancy Adrian

Dates and venues are booked for all sanctioned events in 2018. ACBL has also assigned numbers for these events, including Mentor games.

d.

Awards:

Gloria Dorrance

The Committee discussed the awarding of trophies vs. medals to the first place winners at the Ace of Diamonds open pairs and swiss team events.

Motion: J.P.Weber/Nigel Williamson that the Ace of Diamonds Open Pairs and Swiss Team event first place winners be awarded Medals to be worn around the neck.

MSC

e.

Inventory:

Marnie Hueston

Shelley Burnham reported on behalf of Marnie Hueston with a list of items needed for the Fall Sectional. Following Committee discussion, it was agreed that the Board will carry out an inventory immediately following the Fall Sectional.

Action: All Members

f.

Webmaster:

JP Weber.

Minor changes to the website continue to be made. J.P, Weber asked the Committee to consider sponsoring the August "It's Your Call".

Motion: Nancy Adrian/Gail Richardson that Unit 431 sponsor the August "It's Your Call" free play.

MSC

Action: Holly Boudreau

g.

Regional Tournament Liaison:

Gail Richardson

Nothing to report at this time.

6. New Business

- a. **Formal Acknowledgement of Allison Campbell** Barb Boisvert
On behalf of the Unit, Barb Boisvert will coordinate the purchase of flowers and present them to Allison Cambell at a Unit Mentor Game. **Action: Barb Boisvert**
- b. **Unit 431 Email Releases** Barb Boisvert
The Committee was reminded that email addresses are private unless they have been published in the 2017 Unit 431 phone number and email directory.
- c. **Fall Section Break Times** Barb Boisvert
It was reported that Matt Smith has approved one 15-20 minute break for each of the Fall Sectional games. MSC
- d. **Fall Sectional 50/50 Draw** Barb Boisvert
Nigel Williamson volunteered to apply for the license. He also reported that Audrey Mactier will assist with the 50/50 draw. Barb Boisvert will inquire if Audrey would be willing to coordinate the draw and recruit additional volunteers.
Action: Nigel Williamson/Barb Boisvert
- e. **D-Lite Games** Barb Boisvert
Barb will discuss the possibility of reintroducing D-Lite games with Nicole Dupois, keeping in mind that toward the cessation of the D-Lite games a number of months ago, there were not enough players attending, and as a result they were invited to participate in the "full" game.
- f. **Photographs without Written Consent** JP Weber/Holly Boudreau
It was questioned why written consent is required for photos to be taken in Unit 431 as compared to this not being required at the Penticton Regionals whose attendance exceeded 3000 players. The Committee was advised that this is a legal requirement and, as such, must be adhered to. It was also clarified that even if a member "poses" for a photograph, this does not legally constitute his or her consent. It was therefore reaffirmed that any and all photographs of bridge players attending Unit 431 bridge activities require written consent.
- g. **Financial Support fo Rhonda Foster's Attendance at the World's** Barb Boisvert
Formal application for a subsidy to the World's Bridge Tournament was received from Rhonda Foster.
Motion: Gail Richardson/Nancy Adrian that \$200.00 be awarded to Rhonda Foster to support her attending the World's Bridge Tournament. MSC
- In relation to the above application, it was agreed that criteria for the awarding and amounts of financial support to qualifying Unit 431 Members needs to be established, including the number of times funding would be provided to the same Unit 431 Member and the specific bridge tournament(s) that would be funded. Nancy Adrian agreed to draft the criteria. **Action: Nancy Adrian**
- h. **Guidelines for Mentors and Mentees**
Barb Boisvert, Terry Foster and Heather Erskine developed laminated guidelines for the Mentor and Mentee games which will be placed on the tables at the Mentor Games.
- i. **Board BBQ Date**
The date is scheduled for August 20th at Gail Richardson's home. Gail will invite Allison Campbell to this event. Dependent upon Board Members attending, consideration will be given to inviting the two new Unit Mentor Coordinators and their spouses.

Action: Gail Richardson

7. Meeting Adjournment and Date of Next Meeting:

Meeting adjourned at 9:20 p.m. The next meeting will be held on **Tuesday, September 26, 2017, at Nancy Adrian's residence (166 Dennison Road).**

Minutes prepared by Holly Boudreau
Approved by Barb Boisvert