

## UNIT 431 Board of Directors' Meeting Minutes

Date/Time: January 16, 2018  
Location: Nancy's Residence  
Chair: Nancy Adrian, Acting Chair

Attendees: Nancy Adrian, Shelley Burnham, Gloria Dorrance, Gail Richardson  
Regrets: Marnie Hueston, Barb Boisvert, Nigel Williamson, Nev Hircock, JP Weber, Holly Boudreau

**1. Call to order:** The meeting was called to order at 7:11 p.m. Nancy Adrian

### 2. Approval of Agenda

**Motion:** Gail Richardson/Nancy Adrian that the agenda be approved. MSC

### 3. Approval of minutes for November 7, 2017 Regular Board Meeting

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

### 4. Matters Arising from the Minutes

Action items from previous meeting reviewed. Storage cost review deferred due to absence of assigned board members. No other outstanding action items. All

- a. Spring Sectional Venue. Deferred
- b. Unit 431 Central Storage Location. Deferred
- c. AGM. Location: VBC. Date and Time: Sunday, February 18, 2018, 12:45pm. Deb Wastle to direct. Gail Richardson
- d. Nominating Committee. Committee consists of Gail Richardson, Shelley Burnham and Ruth Cain. There are two Unit 431 Board of Director vacancies. Shelley sent an email to all members requesting volunteers – no response. Committee has a list of members to approach directly. One member has agreed to stand for the Inventory position. Committee continues to seek another member. Nigel has expressed interest in taking on the Bridge Sorter management position. Shelley has volunteered for the Tournament Coordinator position. As Barb has done most of the planning for 2018, Shelley can manage Membership for now. Gail Richardson/Shelley Burnham
- e. Update on Email Addresses & Phone Directory. Shelley consulted with BC Government central agency responsible for privacy. Confirmed since we are not a public body, we are governed by private sector privacy legislation, and may rely on inferred consent, with clear notification to members regarding collection and use personal information and ability to opt out. Shelley has placed notices and directories at bridge clubs and will send email blast, and will create 2018 directory. Shelley Burnham
- f. Job Description – Bridge Sorter Position. Drafted and JP has stored in Unit Dropbox. Shelley Burnham

- g. Coins Awarded to NLM. Done. 2 more coins found in supplies. Gloria Dorrance

## 5. Reports

a. **President** Deferred

b. **Financial**

Gail Richardson

See below in New Business.

c. **Membership**

Nancy Adrian

There are currently 544 ACBL members.

d. **Tournament Coordinator** Deferred

e. **Awards** 2 silver coins found. Discussion of future awards.

Gloria Dorrance

f. **Inventory** Deferred

g. **Webmaster** Deferred

h. **Regional Liaison** Nothing to report.

Gail Richardson

## 6. New Business

a. Approval of 2017 Financial Statement.

Gail Richardson distributed the December 31, 2017 Financial Statements of ACBL Unit 431 to all board members by email on January 11, 2018. See email for detailed attachments. Discussion as per Gail's email:

There are 3 worksheets in the file - the letter that Jim Alexander will sign (he's agreed to review them for us again), the Statement of Financial Position (F.P.) and the Summary of Income and Expenses. The file opens with the letter to be signed by Jim and the other two worksheets are accessed via the tabs at the bottom of the file.

As the Summary of Income and Expenses shows, the Unit had a Net Increase in cash for 2017 of \$413.40. As the Statement of Financial Position reports, the Unit shows a cash balance of \$10,162.57 as at December 31, 2017 which continues to be a healthy financial status. I will review the major changes for 2017 at the Board Meeting.

Since our last Board Meeting in November, there have been 2 Unit events, the 99'er Rookie Game and the Christmas Party. Final Summaries for these events are attached for your information. As for the 99'er Rookie Game, there was a Net Loss of \$176.98 for 2017 as compared with a loss of \$135.71 for 2016. There were slightly higher hospitality costs in 2017 and 2 free plays were given to the Chair of the event as a Thank You. The final event of the year was the Christmas Party. It resulted in a Net Loss of \$452.69 as compared with the 2016 loss of \$843.60. The main variances between the two years resulted from increased revenue in 2017 due to ticket cost increases and reduced Director fees and hand duplication costs in 2017.

The Mentor Games for November and December had a small profit of \$63.21, primarily due to the high number of tables each month, 10 and 13 respectively. There

was no game in October due to scheduling conflicts. There is a Net Profit for 2017 of \$219.16 as compared with a net profit of \$114.92 in 2016. This was primarily due to the increased number of tables in 2017 and minor decreases in the costs of duplicating and goodies in 2017.

Motion to approve 2017 Financial Statement for audit. Shelley Burnham/Nancy Adrian. MSC

b. Purchase of Computer and Printer for the Bridge Sorter. Deferred

c. Date to be set & volunteers required for doing up boards and cards (15 sets of 30 boards).  
Nancy has completed this task. Thank you, Nancy! Nancy Adrian

**7. Meeting Adjournment and Date of Next Meeting:**

Meeting adjourned at 8:08 p.m. The next meeting will be held after the AGM and game on February 18, 2018 at VBC.

Minutes prepared by Shelley Burnham. Approved by Nancy Adrian.