

## Unit 431 Board of Directors Meeting Minutes

Date: September 20, 2018

Place: Home of Barb Boisvert

Chair: Barb Boisvert

**Present:**

Barb Boisvert (Chair)    Gail Richardson  
Holly Boudreau        Lionel Traverse  
Anne Brydon            JP Weber  
Shelley Burnham       Gloria Dorrance

**Regrets:**

Nev Hircock  
Nigel Williamson

1. **Call to order:** The meeting was called to order at 7:04 p.m. Barb Boisvert
2. **Approval of Agenda** Barb Boisvert  
**Motion: JP Weber/Ann Brydon** MSC
3. **Approval of Minutes for June 26, 2018**  
**Motion: Gail Richardson/JP Weber** MSC
4. **Review of Action Item List** Barb Boisvert  
Action Items were reviewed.
5. **Matters Arising from the Minutes**
  - a. **Rental of St. Peter's Church for Ace of Spades Tournament** Shelley  
An agreement for rental of this facility has been reached with a cost of \$250.
  - b. **Inventory List of Office Equipment, Furniture, etc.** Ann  
Ann reported the inventory list has been completed.
  - c. **Storage Locker Contents Insurance** Barb/Ann  
Metz Fitzpatrick Insurance Company advises the insurance is in increments of \$5,000. A \$15,000 policy would cost approximately \$200 annually. Barb will inquire about the deductible and it was agreed that if it was \$500 or less, she would purchase the coverage. **Action: Barb**
  - d. **Bridge Sorter Rental Update** Gail  
This matter is no longer under discussion as Capital City has recently purchased a bridge sorter.
6. **Reports**
  - a. **President** Barb Boisvert  
The President reported that the fall sectional was a successful and well attended tournament. The Board barbeque was held at Gail's home this year and was an enjoyable event for all.
  - b. **Financial** Gail Richardson  
Available cash as at September 17 was \$15,168.77. Specific highlights of the report include:
    - Net income for 2018 operations is \$5006.20
    - Ace of Diamonds deficit of -\$94.16 (A suggestion was made that in future eligible players be called in advance of the event and invited to attend.)

- Fall Sectional surplus of \$2,846.47 (The primary expense increase was the addition of a 3<sup>rd</sup> Director at a cost of \$1,477). In relation to this expense, Barb will ask Matt Smith if it is possible to have another Director in Victoria trained to work at the Sectionals.

**Action: Barb**

The financial report was accepted as presented.

**Motion: JP Weber/Ann Brydon**

**MSC**

**c. Membership**

Lionel Traverse

Rather than having a new membership directory printed in 2019, it was agreed that membership phone number and email changes would be printed and made available to Unit Members at the local clubs.

**d. Tournament Coordinator**

Shelley Burnham

- The Mary Winspear Center has been booked for the next two years (2019/20) and the 2019 Fall Sectional will be on Friday, Saturday and Sunday
- Ele will Chair the Christmas Party (December 1). Gail and Shelley will do the menu finalization. JP will be the bartender. He will get the license and purchase the liquor (beer and wine) and soft drinks. **Action: Gail Richardson/Shelley Burnham/JP Weber**

**e. Awards**

Gloria Dorrance

The Life Masters list will be printed and stored on a memory stick. JP will inquire if ACBL has a Masterlist that we can use for publication on the website.

**Action: Gloria Dorrance/JP Weber**

**f. Inventory:**

Ann Brydon

Ann will order 1,000 convention cards from Vince Oddy. She and Barb will meet to determine if any other items need to be ordered prior to the next sectional

**Action: Ann Bryden/Barb Boisvert**

**g. Webmaster:**

JP Weber.

- There are 75/500 members who have subscribed to website updates. JP will forward a mass email inviting all members to subscribe to updates from the website.  
**Action: JP Weber**
- In addition to the Bridge Buzz being available on the website, it was requested that Nev also print 40 copies of the document with 10 copies being provided to each club.  
**Action: Nev Hircock**
- The Mentor Game Database, used to coordinate mentor/mentee partnering, has been working well. As there was confusion at the last Mentor/Mentee game concerning payment and table assignments, Barb will email Nicole asking her to notify Directors that, in future, table assignments will not be assigned until the mentee has paid for the game.

**Action: Barb Boisvert**

**h. Regional Tournament Liaison:**

Gail Richardson

Plans are underway for a Regional Championship Game to be held at the 2019 Regional tournament in Victoria.

**7. New Business**

**a. Bridge Sorter Update**

Barb Boisvert

An upgrade cost for the bridgesorter is \$250-\$300 euros plus shipping costs. Since our bridge sorter is a relatively new purchase that performed well during the Sectional, JP

will inquire about the specific upgrade changes and whether or not it is recommended we upgrade at this time. It was determined a new set of rollers is required and JP will follow-up regarding ease of installation.

**Action: JP Weber**

**b. Hospitality Management at Sectionals**

Barb Boisvert

Recognizing the heavy workload involved in hospitality management at the fall sectional, it was suggested the Unit hire someone to provide this service, working from 0930 to 1630 or 1730. Members were supportive of this suggestion.

**c. Small Sectional Items for Discussion**

Barb Boisvert

**i. Directors Fee Increase**

A fee increase for Directors was raised, and following discussion it was moved:

**“That Directors receive payment of \$125 per session.”**

**Motion: Lionel Traverse/Shelley Burnham**

**MSC**

**Action: Barb Boisvert**

**ii. Change in Mentor Games Start Time to 12:30**

It is proposed that the Mentor Games start at 12:30 beginning in January 2019, provided this is supported by Bill. If this is a “go”, Barb will contact Nicole to advise the Directors of this change. Barb will also advise Heather and Terry of this change.

**Action: Barb Boisvert**

**iii. Review of Number of Events Held**

It was agreed that the Ace of Diamonds tournament has replaced the need to have the Rookie Game in November. This event will therefore be cancelled.

**d. Mentor Game Fees**

Barb Boisvert

Mentor Game Fees will be increased to \$9 per game beginning in January. Barb will notify Nicole, Terry, Heather and Bill of this change.

**Action: Barb Boisvert**

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

Meeting adjourned at 8:55 p.m. The next meeting will be held on **November 7 at 7 p.m.**  
**This meeting will be held at Ann’s Residence.**

Minutes prepared by Holly Boudreau  
Approved by Barb Boisvert