UNIT 431 Board of Directors' Meeting minutes

Regular meeting minutes

Date/Time: March 13, 2026.
Location: 4247 Eastridge Crescent
Chair: Ernie Tradewell, President
Attendees: Ernie Tradewell, Jill Stainforth, Ruth Davies, Gina Curran, Janice Closson,
Regrets: Catherine Mustafa, JP Weber, Bill Wastle, Maureen Trappe and Peter Leitz

1. Call to order at 1:40 p.m. ..... Ernie
2. Approval of Agenda ..... Ernie
3. Approval of special meeting minutes
4. Matters arising from minutes Ernie
   AGM Minutes were reviewed and will be approved at a later meeting.
   Special meeting following AGM:
   Assignment of Board members to positions:
   a. President..... Ernie Tradewell
   b. Vice-president.....Ruth Davies
   c. Treasurer .....Gina Curran
   d. Membership .....Jill Stainforth
   e. Secretary..... Maureen Trappe
   f. Tournament coordinator .....Ruth Davies
   g. Historian.....Janice Closson
   h. Inventory ..... Peter Leitz
   i. Webmaster..... JP Weber
   j. Communications.....Catherine Mustafa
   k. Tournament Board Creation..... Ernie Tradewell
   l. Regional Liaison ..... JP Weber
   m. Education ..... Bill Wastle

5. Reports:
   a) President: See tournament hands report..... Ernie
   b) Treasurer: Current Balance, after spending about $6,000 on the Spring Sectional, is approximately $11,500 made up of $10,912 in the chequing account; $193 in etransfer account, and $193 in petty cash.
      Anticipated deposit from ACBL for Sectional $5,000.
   c) Membership: F2F mentor game is scheduled for Friday, March 20. We have 6 1/2 tables filled so far with far more mentees available than mentors .A recent recap shows that 46 Duplicate-Light players have become members of ACBL.

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d) Tournaments: There were 266 tables at the Spring Sectional. More bidding boxes are needed. There are unused ones at Mike's club worth considering. Unit's bidding boxes need refreshing.....Action: Ernie, Gina, Peter
Table markers need fixing.....Action: Ruth, Peter
A larger teams rack is needed .....Action: Ruth, Mike R, Jill
A second square is needed for Unit events. JP has one he isn't using that the Unit can use, including at the Fall Sectional. .....Action: JP Gina, Ernie, Maureen, Ruth
Future Sectional flyers will show that players can choose to play in higher brackets.
Ace of Hearts: May 29
Ace of Spades: October 30
Seasonal Gathering: November 27.

e) Inventory: There are 61 bridgemates now in good working order. Batteries should be added to future tournament kits. Ruth, Peter and Janice will visit the Mobox this weekend.

f) Regional Liaison: Now that the D19 Regional Liaison is not also a Board member, the current rep Shelley Burnham will be asked 2-weekw prior to a board meeting if she wishes to make a report. .....Action: Maureen

g) Webmaster: JP has contacted all non-ACBL players still on the website list to ascertain which of them want to remain listed. Over 50 do. Others could be phoned.Action: Jill
Printed directory: over 60 people replied to the survey that they would like a printed copy of the membership list. The print costs for 100 copies is $94 and for 200 copies $156. Members will be asked to pay $5 per copy. Moved by Janice and seconded by Ruth that we get 200 copies of the directory printed.....Action: Jill
Bill and Peter have been added to the Dropbox access list. The account is JP's personal one and he is suggesting the unit get it's own account.....Action: JP
Maureen will reorganize and update our Dropbox with input from each Director. .....Action: Maureen, board members

h) Tournament Hands: Up Island tournaments will be renting boards from us. Rental paid to unit is $200 for cards and boards; Payment for pre-duplication is $100 paid to Ernie.
Bridgemate and server rentals: James Bay Community centre has asked for a rental agreement covering 10 Bridgemates and 1 server. A new rental agreement has been completed (see information from Gina).A concern about the number of bridgemates was raised. After an analysis of past costs and revenues, a decision to continue to charge a $0.50 per unit in the clubs possession and an additional charge of $2.00 per

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server was agreed upon. Approved by Ernie and seconded by Janice. ....Action: Ernie, Gina

There are 35 cases of boards. Ernie is lining the cases and needs bits of fabric to complete the work. .....Action: Ernie

i) Awards: A tote bag intended for gifting was stolen at the Sectional. New merch will be ordered once we have a new logo. A new form has been developed for free plays which has more specific information to make tracking easier.Action: Janice, Gina.
j) Communications: Education Job Description feedback to Catherine.Action: All.
k) Education: No report at this time.

6. New Business:
   a. Updating Job Descriptions: All board members to update their own to insure they are accurate and current. Action: All.
      Maureen will set up a folder with current JDs for editing. Action: All.
   b. Hostinger Website/Email: The board agreed to accept a 4-year dear on emails to meet our needs.JP to process details and communicate to board members about them. Action: JP.
   c. Pianola Credits purchase: This ACBL program is used by units to send emails to ACBL members. The Unit pays $1,000 (US) to purchase a block of credits. The credits are 100 for each dollar. The cost of an email message is 1 credit or 3 credits for an enhanced email message. Janice moved, seconded by Ruth that the unit reimburse JP the cost. Carried. Action: JP.
   d. Logo Expense: Jill and Catherine to meet with Logo designer Bonnie Mitchell to move forward with a logo redesign. Moved by Gina, seconded by JP to approve an amount of $750 for design services. Action: Jill, Catherine
   e. Alzheimer event communication: Nicole has initiated her yearly Alzheimer fund raiser. The board agreed to help with communication through pianola to Units, 431, 429 and Vancouver unit if/when requested by Nicole. Action: Catherine.
   f. Next meeting will be 1:30 p.m, April 24, 2026, at 4247 Eastridge Cr.
   g. Adjourned at 2:30 p.m.

Notes taken by Jill Stainforth, Membership

Approved by Ernie Tradewell, President

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