

## REGINA DUPLICATE BRIDGE CLUB

Minutes of Board Meeting held at the Club Saturday August 20, 2016

Present: Joan Quinlan, Leslie Morton, Gaylene Spence, Sandy Bingaman, Pat Carlson, Ken Gabora, Marilyn Drever, Angela Duczek, Nancy Welta

Regrets: Robert Stringer, Lance Connell, Ilsa Krukoff

### 1. Adoption of the Agenda

Motion by Gaylene Spence, seconded by Leslie Morton to adopt the agenda as presented with the following addition : 7.2 name tags. Carried

### 2. Adoption of Minutes of July 30, 2016

Motion by Marilyn Drever seconded by Nancy Welta to adopt the minutes with the following minor revisions:

Item 3—change July to June

Item 2—change some to come

Item 7.4—change lok to look. Carried

### 3. Business arising from the Minutes

3.1 Review Task List—see attached

3.2 Discussion took place about the Club now having two printers, an old dot-matrix one and a new laser printer. Since Don Norman was able to repair the old one and we have supplies for it, it was decided by consensus that we use the old one until the supplies are used up. Angela suggested that we remove the cartridge from the new one to keep it from deteriorating. Joan will talk to Don and manager Jim Bingaman about this.

3.3 Joan asked for feedback about the new game format for some Tuesday nights, when 15 hands were played and then Claire Jones led a discussion about them. This game attracted five and a half tables, better than the three usually present on previous Tuesday nights, and most board members reported hearing positive reviews about the new game. One concern is that a few regular Tuesday players did not attend. The new format will be tried for three more games, one each month, and then reviewed.

3.4 The Club recently sent a letter to the ACBL protesting their decision to reduce the amount of subsidy provided for advertising from three quarters of the cost to one half. An ACBL employee replied by e-mail that this policy had been decided by the board of directors and only they could change it. Our Club directors decided to pursue this matter by contacting Claire Jones, our ACBL board member, asking him to try and get the

policy changed so that not-for-profit clubs like ours get substantial help with advertising costs.

#### 4. President's Report

President Joan Quinlan raised the issue of the need for a firm policy about who should receive sympathy and get well cards from the club. After considerable discussion about past practices and current different ideas about who should get cards, Angela Duczec moved, seconded by Nancy Welta that the club no longer send sympathy or get well cards but instead encourage members to post information on the white board. Carried.

#### 5. Treasurer's Report

Ken Gabora presented financial reports for the period from June until August 18, including a chart showing all the free plays used during that period. He moved adoption of this report, seconded by Gaylene Spence. Carried.

#### 6. No Old Business

#### 7. New Business

7.1 Policy – Directors' Course: Following discussion started at the previous meeting, a new policy document was presented (see attached). Nancy Welta moved and Angela Duczec seconded that it be accepted. Carried.

7.2 Joan Quinlan reported that Club member Doug Powley had suggested that the Club might consider having nametags available for members to purchase. She will investigate this further and report back next meeting.

#### 8. Committee Reports

##### 8.1 Promotions and Public Relations

Lorraine Garrett reported by e-mail that several advertisements for the Club and its lessons would soon be appearing in various media. Gaylene Spence complimented this committee on all its hard work and asked board members to save the ad which will be appearing in the *LeaderPost* Activity Guide on August 24.

##### 8.2 Facilities Management

Joan reported that our landlord has agreed that the ceiling drip is from a leaking pipe and will send someone to fix it within two weeks. She asked board members to report any other problems they notice to Doug Powley.

##### 8.3 Game Management

Nancy Welta announced the following director assignments for the coming year, starting August 29:

- Monday afternoon and evening: Joyce Butler
- Tuesday afternoon: Jim Bingaman

- Tuesday evening: various directors, including Claire Jones on his special games nights
- Wednesday morning: Gail Charles
- Wednesday evening: Rosemary Makelki
- Thursday afternoon and evening: Pam Keim
- Friday afternoon: Jim Bingaman
- Saturday: Gail Charles and Rosemary Makelki alternating

The only substitute director currently available is Don Norman, and Nancy has requested that directors use him as the first choice until he leaves for Arizona in mid-October. She has also set up a bulletin board for notices to directors behind their desk.

#### 8.4 Education

Gaylene Spence reported that six people have already signed up for the fall lessons. She is hosting a welcome coffee party for new players and those recently in lessons on September 10 at 10:00.

#### 8.5 Cards

Sandy Bingaman sent a get-well card to Norma Barber.

### 9. Club Management

Jim Bingaman is working on the calendar for the 2016-17 year and will send copies to Joan and the board as soon as possible.

### 10. Tournament Chair

Joan reported that Sandra Benson is chair for the upcoming October Sectional.

### 11. Date of next meeting: September 17, 2016

### 12. General Discussion

At the next meeting, the board needs to arrive at firm rules for awarding the Rookie of the Year award.

### 13. Marilyn Drever moved the meeting be adjourned.

## **Regina Duplicate Bridge Club**

### **Task List 2016-17**

1. Cleaning( order paper towels, toilet paper, etc. & liaise with cleaners): Angela Duczek
2. Maintenance: Doug Powley, Joan Quinlan as Board liaison
3. Maintenance of Club Keys: Gaylene Spence
4. Alarm System Contacts (trouble): Byron Seymour, Lance Connell, Joan Quinlan
5. Alarm System Contact (other): Joan Quinlan and Ken Gabora
6. Coffee Machine, Supplies and Money: Sandy Bingaman
7. Recycling (bottles and cans): Ilsa Krukoff and Leslie Morton
8. Food/hospitality: Pat Carlson and Tina Allen
9. Advertising, Promotions, Public Relations: Lance Connell?
10. Education Co-ordinator Chair Person: Gaylene Spence
11. Phone List: Pat Carlson
12. E-mail: Ilsa Krukoff and Don Norman for g-mail
13. Website: Jason Larrivee
14. Memberships: Nancy Welta, Pat Carlson, Irene Huber
15. Cards/gifts: discontinued
16. Writing and Posting Signs: Ilsa Krukoff
17. Life Master Pictures: vacant
18. Game Supplies: Angela Duczek

19. Standbys: Sandy Bingaman
20. Club top 20 Stats: Jim Bingaman
21. Tournament Chairs & Social: Fall—Sandra Benson & Spring Rose Dunitz, Tina Allen social
22. Bridge Lessons; Gaylene Spence
23. Financial Review: Eli Fluter
24. Window Cleaning: Angela Duczek
25. Calendar of Events (including outside rentals): Jim Bingaman and Joan Quinlan
26. Trophies & Awards: Marilyn Drever
27. Game Management: Nancy Welta
28. Club Manager: Jim Bingaman, assistant Joyce Butler
29. Fire Regulations and Fire Drills: Lance Connell?
30. Fire Extinguisher Maintenance: Lance Connell?
31. Dealing Machine: John Groves, Don Norman, Bob Nell, Dale Wilde, Doug Powley
32. Community Bridge: Donna Barber
33. Bar: Leslie Morton
34. Free play: Nancy Welta

#### POLICY -- DIRECTORS' COURSE

1. RDBC will actively seek interested Club members to take the Directors' Course when the Club is in need of more game directors. However, even if the RDBC is not actively seeking new directors, Club members may at any time approach the Board to indicate an interest in taking the course.

2. RDBC will endeavour to offer interested Club members the opportunity to take the Directors' Course through the Club if a facilitator is available and if there are enough interested individuals to make this viable. If there is no such opportunity, RDBC will endeavour to advise interested Club members regarding other avenues of course availability.
3. If a facilitator is available, s(he) will provide some help sessions in areas such as movements (setting up a game), the computer (inputting the scores to get results), and rulings. Individuals should anticipate having to do a fair amount of reading on their own in preparation for the Directors' exam.
4. Club members who take the course in this manner will be responsible for paying any costs associated with taking the course and the exam. Upon successful completion of the course and exam and having individually directed at least five games, the qualified candidates may apply to RDBC for reimbursement of up to a maximum of \$50 towards their costs. In order to receive this money, s(he) must submit a letter to the Board indicating that s(he) has fulfilled this obligation. Any application for reimbursement must be made within two calendar years of the date of completion of the course. (SEE AMENDMENT BELOW).
5. The board does not provide set financial compensation to a volunteer facilitator. However, the Board has the latitude to provide for expression of appreciation through free plays or other choices. Additionally, the Board will advise individuals taking the course that the facilitator is acting in a volunteer capacity and it is customary for those taking the course to show some monetary thanks.

AMENDMENT JUNE 30, 2016—Effective June 30, 2016, any Club members who satisfactorily complete the Directors' Course subsequent to this date should retain receipts for expenses they incur, such as the cost of course, exam, and materials. These receipts, as well as proof of successful course completion, must be included along with any application submitted for reimbursement.