

## **REGINA DUPLICATE BRIDGE CLUB**

Minutes of Board Meeting held at the Club Saturday July 30th, 2016

**Present:** Joan Quinlan, Sandy Bingaman, Pat Carlson, Robert Stringer, Ken Gabora, Leslie Mortin, Gaylene Spence, Nancy Welta, Ilsa Krukoff

**Regrets:** Marilyn Drever, Lance Connell, Angela Ducek  
Joan Quinlan called the meeting to order at 10:00 a.m.

### **1. Adoption of the Agenda**

**Add 7.7** ISC access confirmation

**Motion** by Nancy Welta, seconded by Robert Stringer to adopt the agenda as amended. **Carried**

### **2.1 Adoption of the Minutes of the June 11, 2016**

**Motion** by Leslie Mortin, seconded by Nancy Welta to adopt the minutes of June 11, 2016.  
**Carried.**

### **2.2 Approval of Minutes of AGM of June 28<sup>th</sup>, 2016, for posting**

Motion by Leslie Mortin, seconded by Robert Stringer, that the AGM be approved for posting online. **Carried.**

Ilsa Krukoff noted that she still will need a copy of the 2015-2016 Awards winners in order to post.

### **3. Business Arising from the Minutes of June 11, 2016**

Re: 6.1 Letter to ACBL regarding CAP – Gaylene Spence reported that she has sent the letter on behalf of the Club.

### **4. President's Report**

President Joan Quinlan welcomed and thanked the newcomers to the Board. She also thanked each of the returning Board members individually and personally, pointing out their contributions while on the Board. She noted that being on the Board was a fantastic opportunity to serve the Club, but that there are also duties that various members take on.

Joan stressed the very important need for confidentiality in the matters that are discussed at meetings.

Joan also talked about the importance of listening to the membership. For example, in conversations at the table, we may become aware of issues or gripes, and it is important to nip these in the bud. By dealing with issues quickly, we can help maintain a positive atmosphere.

Ilsa Krukoff pointed out that there is a section in the policy binder regarding procedures for bringing forth any major issue, and that by being familiar with this we can better advise our members with how to proceed if they perceive a problem.

### **5. Financial Report**

- Ken Gabora said that he had no official report at this time. He acknowledged how helpful former treasurer Norma Barber is being in this transition period. He also acknowledged Don Norman's role in this.
- Ken will email a report to the Board once things are clearly in place.
- Ken said our insurance policy, through Co-operators has been taken care of and is up-to-date.
- Invoices, etc – Ken will have an envelope available behind the directors' table, and asks that all such invoices be placed in the envelope, where he can retrieve them on a regular basis.
- Ken asked that money from other sources (for example, money from recycling) be handled together with game director deposits, as this makes for straightforward record-keeping.

## **6. Old Business**

None

## **7. New Business**

### **1. New printer**

Because our old printer was no longer working, a new Brother laser printer has been purchased. Don Norman looked after this, and has now been reimbursed the cost of the printer, which was \$214.51

Don Norman was also able to get the old printer working by soldering the switch.

There was discussion as to whether we should use the old printer; we have a lot of paper specifically for that printer, as well as printer ribbons which Norma Barber had managed to find and purchase, so it could continue to be used at no cost.

Don Norman has estimated that the cost of using the laser printer is about 4 or 5 cents per sheet. Don suggested that we should purchase a backup toner cartridge, and suggested that buying it online was considerably cheaper than locally.

A question was raised as to why the hand records for the last little while differed from previously. We asked John Groves, who happened to be at the Club working on the dealing machine. John said that they had noticed this problem and that it had been addressed. He felt that the problem was with the computer, and pointed out a previous issue he had also had.

Ken Gabora then asked whether anyone know if we had a security system on the computer, to guard against viruses, malware, etc. It was agreed that we needed to check into that. If we did not have adequate protection, various free programs are available. Robert Stringer suggested the 360 Total Security was an excellent program that he uses.

No firm decisions were made, but these ideas will be explored.

### **2. Claire Jones' Tuesday evening Play-Stay-Learn game idea**

First game will take place Tuesday August 16<sup>th</sup>. It was agreed that we should be encouraging players during other games to come and try this game. Also, it is important to encourage the master players to take part, by pointing out that it is also to their benefit to help Tuesday night interest and attendance.

### **3. Policy regarding reimbursement for director's course.**

Don Norman has now completed the requirements to apply for reimbursement. Don is to be congratulated both for his hard work and study in completing the course, and for the directing he has now done. He has applied for and qualifies for reimbursement.

There was discussion as to whether we should better word our policy in order to clarify requirements. Ilsa Krukoff will draft a revision that incorporates the thoughts of the Board, and will submit this revision to the Board for their input.

### **4. Game Director Assignments for 2016-2017**

-Nancy Welta has agreed to look after Game Management for this fiscal year. She reported that so far an email had been sent to game directors from Norma Barber, asking them for their wishes as to which games they would like to direct. A committee was struck, and the committee reviewed the directors feedback. Based upon that, a tentative schedule of game assignments has been drawn up. Nancy shared this with the Board, seeking any input. She will now share with the game directors before finalizing.

-As much as possible, game directors are assigned to games in which they qualify to play

-Game directors will be responsible for seeking their own subs when they will not be available. Although they will be encouraged to look to non-assigned directors first, this will

not always be possible (For example, open games require more experienced directors; Monday night requires a teaching component)

#### **7.5 Task List**

Joan Quinlan went over the various tasks to see which tasks various Board members might wish to volunteer for. Most positions were filled, but some will require that Joan check with certain individuals to see if they are willing to take on the task. List follows at the end of these minutes.

#### **7.6 Establishing a set day and time for Board meetings.**

It was agreed to continue to schedule our regular Board meetings on the 3<sup>rd</sup> Saturday of each month, barring any conflict with other scheduled events (for example, tournament).

#### **7.7 ISC Access Confirmation**

Ken Gabora said that ISC (Information Systems Corporation) requires a letter of authorization in order to be able to access online information. Joan Quinlan and Ilsa Krukoff signed on behalf of the Board. Ken also needed to record the names of all other Board members, as well as the date on which they joined the Board.

### **8.0 Committee Reports**

#### **8.1 Promotion and Public Relations**

- Website: Jason Larrivee has informed Joan Quinlan that the annual cost of the website has been absorbed by Pam Keim. However, going forward, this cost will be incurred by the Club. The cost is about \$100.
- Greg Hutchinson and a friend from his workplace are working on a new updated website.
- Coffee Party: The purpose of this party is to bring interested people to the Club, This will take place on September 10<sup>th</sup>. Gaylene Spence asked that this date be reserved on the calendar. Lorraine Garratt will be advertising this event. A prototype of the ad was shown to the Board.

#### **8.2 Facilities Maintenance**

**Nothing to report**

#### **8.3 Game Management**

**Nothing to report**

#### **8.4 Education Committee**

Gaylene Spence reported that she has received email approval for the ad for lessons from ACBL

#### **8.5 Cards**

**None**

#### **9.0 Club Management**

**Nothing to report**

Joan Quinlan said that we might from time to time ask Jim Bingaman to attend a meeting.

#### **10.0 Tournament Chair**

**Nothing to report**

#### **11.0. Date of Next Meeting - Saturday August 20<sup>th</sup>, 10:00 am**

**Gaylene Spence moved meeting adjourned.**

