

Calgary Duplicate Bridge Association

Board Meeting Minutes

Tuesday, July 13, 2010

Location: Martinique Bridge Club

Board Members Present:

Frank Kelton

Emelie Quennell

Nancy Stewart

Don Basarsky

Brian Willett

Jim Murphy

Melissa Martin

Marlene Lenstra

Minutes of the Meeting:

1. Approval of the Agenda

Jim Murphy called the meeting to order at 6:00 pm and presented the agenda. Don Basarsky moved to approve the agenda which was seconded by Frank Kelton. Motion carried.

2. Approval of the Minutes

Discussion was held on how the minutes should be distributed for correction and comment. Consensus was found. Emelie moved that the minutes of the meeting of May 27 be approved. Brian Willett seconded. Motion carried.

3. Directors Report

a. Treasurer - Garth Wiggins was not present but his report was read from his prepared email. It follows. Reference March 31 balance sheet, Cash \$11369. Since then, the main disbursement was \$9100 to Bridgemate for 3 servers and 60 table top terminals. From Bridgejoy and Aurora we received \$2300 (1350 + 930) for 2 servers and 4 year lease on 50 table top terminals. The Unit still has 1 server and 10 terminals on loan to Steve Bates so he can be ready for sectional. Please have our Tournament Organizer talk to Steve Bates or his designated director to ensure they are ready and able to use the system. After other expenses including travel subsidies we have about \$3300 in the bank account. Members equity reduced by same amount as bank account. All other balance sheet amounts the same as March 31. As you know we met at the

bank to change signing authorities. The prior year audit is not yet underway, but it will happen. In addition to requests Frank Kelton has received, Brian and Joy have also requested 4 more terminals to lease.

b. Tournaments - Nancy presented the flyer for the September Calgary Fall Sectional. It has been posted to the website. There are still two conflicts in 2011 with potential dates and bookings, which seem like they may not be able to be changed. Nancy will check if overtime is an option for the Remembrance Day tournament at Marlborough and report back next meeting.

c. Special Events -Melissa has been trying to find her job description. Jim said he would get her a copy as she was missing last meeting when the job description document was distributed.

d. Future Masters – Jan MacLeod was not present.

e. Secretary – The minutes of the board meeting of March 11 have been posted to the unit website. The newly approved minutes of April 27 will be submitted also. AGM minutes to appear this week to board members.

f. Membership - Brian now has a functional database of players. He still needs to reconcile the recent new members with the database by liaising with Linda Wallace so that it is current. An Info package is sent to new members. Emelie asked about some emails she received in regards to members and changes from ACBL and it was agreed that these would be forwarded to Brian. Frank asked if it was possible for a member to use the contact list for private fan outs or emails. This is NOT allowed.

g. Information Officer – As per a request at the last board meeting in regard to the Bridgemate system Frank called all of the ACBL sanctioned clubs in Calgary to ascertain who wanted to purchase (at a subsidized cost) Bridgemate terminals. 50 more units were ordered, 30 for Martinique and 25 for the North Calgary Ladies Club. BridgeJoy has asked for 4 more units. In total we need to order 3 more servers and 69 more terminals. Frank will follow up with an email to the board.

4. Old Business

a. By-Laws – According to the registrar's office our file has been closed. Now a number of reports and documents must be filed to reopen our association. Marlene gave a letter she recently received from the provincial registries which provided more conflicting information. According to the registrar the name of our association can be changed without a vote of the membership. The current official name is the Calgary Bridge Society. What was sent in error and accepted in error must now be sent in the correct fashion to be re-registered properly. **Calgary Duplicate Bridge Association** is the name we are striving to unify. Brian Willet moved to change the name to the Calgary Duplicate Bridge Association, this was seconded by Frank. The vote passed. Don needs several documents to prepare his submission. Jim believes that the package must also be signed by several directors before being turned in to the Provincial Registry board. Jim would like to set a target date to have the package submitted. Don agreed to try to have it prepared by July 23rd.

- b. Bridge Mate – North Ladies, Bow River and Martinique all have requested additional bridge mate systems. Frank will email the board before the final purchase. It has been well received.
- c. ACBL Job Descriptions – Jim distributed these documents last board meeting but still has several to hand out.
- d. Signing Authorities – The signing authorities required at the bank for our association have been.

5. New Business

a. Email addresses – Brian talked about how email addresses can be directly linked from our website to current board members. The website is being run like you would a business one. The links are connected to position and not person so that as board members change, the change will be seamless. As a result all correspondence will be available for all positions. Brian presented a proposal concerning email correspondence to implement. Frank moved the proposal be adopted, and Marlene Lenstra seconded that. The Motion Passed.

Following is the text of the proposal:

- 1) all email correspondence that is generated on behalf of the unit is through email addresses reflecting the position of the Board members and Appointees and made public through the Unit website, and that
- 2) each board member or Appointee is assigned an email address reflecting the position the member holds, and that
- 3) each member assigned an email address is given sufficient documentation so that they can customize how they want to personally implement the system and that
- 4) transfer of the duties of Board members and Appointees also includes the transfer of these email addresses.

Jim and others thanked Brian and Merle on their tremendous work in this regard. Merle needs a picture of Emelie and Melissa to complete the board members portion of the website.

b. Bylaw addition to cover board member liability – Don suggested that we include an indemnity clause in the bylaws. Frank would like to investigate purchasing insurance to cover any potential litigation that could arise. He'll also canvas other associations to see how they handle this. Marlene proposed to table the discussion until the next meeting when more information will be available.

c. Robert's rules of order – Don distributed Robert's Rules of Order to the board members so they may familiarize themselves with the proper etiquette and necessities of board meetings.

d. District 18 Letter from Ken Scott – Please read before the sectional and send any feedback you have to Ken.

e. Calgary Community Bridge League – Marlene stated that she was representing this group. The Group has received official registration and has a president, Ken Penton. Their mandate is to build a bridge centre in Calgary. Marlene requested a motion that Garth transfer the funds

raised last year to this group. Our board asked for an official letter from Ken Penton with the request in writing and with some supporting documentation in order for us to make such a motion.

f. Don moved that we send flowers or a basket to Garth's wife who is in hospital. Frank seconded and the motion carried. Jim will send the flowers.

6. Next meeting – Will be held at BridgeJoy on Thursday, September 2 at 5:45 pm.

7. Adjournment – Emelie moved to adjourn the meeting at 7:21 pm. Seconded by Frank. Carried.