

MINUTES of Unit 166 Board of Directors held on Saturday November 9, 2024 at 8:30am at 1280 Dundas Street West. The meeting continued on December 12<sup>th</sup> and 17<sup>th</sup> at 7pm via video conference.

Present:	Andy Risman	Glenna Richardson
	Denise Donovan	Darlene Scott
	David Ellis	Sheila Xu
	Charles Bond	David McCrady
	Michael (Li Zhang) Yang	Michael Kammermayer
		Debra Kestenberg (Secretary)

Regrets: November 9, 2024: Glenna Richardson  
December 17, 2024: Charles Bond, Glenna Richardson, Michael Yang, Sheila Xu (arrived 9:15pm)

Andy Risman assumed the Chair @ November 9, 2024

**Minutes – April 7, 2024**

**Motion** by Denise Donovan, seconded by Charles Bond *that the Minutes of the April 7, 2024 meeting of Unit 166 Board of Directors be approved. Carried*

**Treasurer’s Report**

The Report to October 30, 2024, circulated by Andy Risman, was presented. A discussion ensued around cash flow, liquidity, financial soundness, profitability of tournaments, and the creation, for Board review, of annual budgets by the Treasurer.

**Adjournment**

The meeting adjourned at approximately 9:55 am. Continuation of the Meeting: Thursday December 12, 2024 at 7p.m. via video conference.

\*\*\*\*\*

Andy Risman assumed the Chair @ December 12, 2024

**Unit Accountant**

The designation of the Unit accountant was discussed. Gary Westfall was in attendance at the start to clarify his professional status and service limitations. It was agreed to make no changes for FYE2024; a decision for beyond that will be made at the next Board meeting in January 2025.

**Table Delivery, Inventory Control, & Duplicating Personnel, and Associated Costs**

Andy Risman summarized the personnel history and associated costs. After a discussion, it was agreed to investigate alternatives with the goal of reducing the expense to tournaments.

**Table Delivery to Other Units**

Darlene Scott indicated that other units currently find the use of our tables cost-prohibitive and are seeking alternatives. It was agreed to investigate options.

**Unit 166 Website Re-Design Proposal**

Darlene Scott presented a proposal for website design and a discussion followed. Options will be presented for consideration at the next Board meeting in January 2025.

**Unit 166 Website Accessibility**

Andy Risman updated on the issue of upgrading to https.

### **Preliminary 2025FYE Budgets for Discussion**

The 2025FYE Budgets (Accrual and Cash Basis), were circulated and discussed. The focus of the discussion was on improving top and bottom lines for tournaments. Options are being investigated.

### **Treasurer's Report**

The Report to October 31, 2024, circulated by Andy Risman, was presented, along with investment detail.

**Motion** by David McCrady, seconded by Denise Donovan *that the Treasurer's Report to October 31, 2024 be accepted as presented. Carried*

### **Investments**

**Motion** by Darlene Scott, seconded by Sheila Xu, *that investments shall be made in accordance with the Red Book Policy 8.1.4, which states "rolling 90 day certificates". Carried.*

### **Red Book By-Law 16.5 Morality Clause**

Darlene Scott circulated an amendment and a discussion ensued..

**Motion** by David Ellis, seconded by Denise Donovan, *that By-Law 16.5 be amended as proposed. Carried*

### **Tournament Budgets**

The budget for the 2025 January tournament was presented and discussed.

**Motion** by Denise Donovan, seconded by, Mike Kammermayer, *that the Budget for the 2025 January tournament be accepted, as presented. Carried*

### **Tournament Reports**

The reports for the 2024 Easter Regional, 0-500 June and Brampton Sectionals, and the D2 Royal STaC were presented.

**Motion** by Denise Donovan seconded by Mike Kammermayer, *that the Tournament Reports for the 2024 Easter Regional, 0-500 June and Brampton Sectionals, and the D2 Royal STaC be accepted, as presented. Carried*

### **GNT/CBF Games Held at Unit166 Tournaments**

Darlene Scott presented proposed terms for a contract with CBF for games held at the 2025 Easter Tournament. One change to the proposal was discussed and the terms for the contract were agreed upon by the Board.

**Motion** by David Ellis, seconded by Charles Bond, *that Darlene be authorized to negotiate the contract with the Canadian Bridge Federation, as proposed. Carried*

### **2024 Labour Day Sectional Cancellation**

Glenna Richardson reported on the QSSIS breach of contract for the venue. It was decided that a collection letter for costs incurred will be drafted by Sheila Xu and approved by the Board for submission to QSSIS. It was agreed that Glenna Richardson will be reimbursed for expenses associated with the tournament.

### **Duplicator Agreement/Supplies to Tournaments**

**Motion** by Darlene Scott, seconded by Charles Bond *that the Unit 166 Duplicator Contract Agreement be amended to reflect a reduction from 4 nights to "2 nights, if necessary" for a room for the Duplicator, and an increase of \$5 to \$15 fee per set of duplicated boards. Carried*

### **General vs. Director Cost to Tournaments**

Darlene Scott led a discussion on costs associated with Directors at tournaments versus contracted services.

### **Upcoming Tournament Contract Updates**

Darlene Scott provided an update on contract negotiations for the 2025/6/7 Labour Days tournaments. Andy Risman volunteered to sign the contracts on behalf of the Unit.

### **2024 NABC Chair Update**

Darlene Scott presented the Financial and General Reports and a discussion followed.

**Motion** by David McCrady seconded by Denise Donovan *that the Financial Reports for the 2024 NABC be accepted, as presented.* **Carried**

### **Local Sectionals**

Darlene Scott reported that the ACBL allows local sectionals, for the benefit of the Unit, maximum 25 tables, up to 6 times per year. Terms will be negotiated with MO Bridge who has expressed interest.

### **2025 Tournament Schedule**

The schedule was accepted as presented.

### **Adjournment**

The meeting adjourned at approximately 11pm. Continuation of the Meeting: Tuesday December 17, 2024 at 7p.m. via video conference.

\*\*\*\*\*

Andy Risman assumed the Chair @ December 17, 2024

### **Compensation Discussion**

There was a general discussion around compensation and honorariums for volunteers.

### **Honorary Life Member Nomination**

Andy Risman led a discussion on John Carruther's request for Unit nomination of an honorary life member.

**Motion** by Denise Donovan, seconded by David Ellis, *that the Unit will not be doing any such awards because honorary life memberships is the purview of the ACBL* **Carried.**

### **Honorariums**

Denise Donovan suggested there be a freeze on honorariums.

**Motion** by David Ellis, seconded by David McCrady *to pay Martin Hunter an honorarium in the amount of \$1,100 for serving as Webmaster.* **Carried.**

**Motion** by Denise Donovan, seconded by David Ellis *to pay Andy Risman an honorarium in the amount of \$1,700 for serving as Treasurer.* **Carried.**

**Motion** by Denise Donovan seconded by Mike Kammermayer *to pay Glenna Richardson an honorarium in the amount of \$500 for chairing the canceled 2024 Labour Day Sectional.* **Carried.**

**Motion** by Denise Donovan, seconded by David Ellis *to pay Darlene Scott an honorarium in the amount of \$3,000 for chairing the 2024 January tournament.* **Carried.**

**Motion** by Denise Donovan, seconded by David Ellis *to pay Darlene Scott an honorarium in the amount of \$3,000 for chairing the 2024 Toronto Easter Regional.* **Carried.**

**Motion** by David McCrady, seconded by David Ellis *to pay Darlene Scott an honorarium in the amount of \$1,000 for chairing the 2024 0-500 June Sectional.* **Carried.**

**Motion** by Andy Risman, seconded by David Ellis *to pay Darlene Scott a bonus in the amount of \$6,000 for chairing the 2024 NABC tournament. Carried.*

### **Association Reports**

The COBA report was presented by Michael Kammermayer. Club activity was discussed.

The CVBA report was presented by Denise Donovan. Denise has stepped down as President but will stay on as CVBA representative on the Unit Board.

### **Board Member Representation**

Danny Miles was introduced to the Board members. Darlene notified of Elizabeth Williams' interest in serving as a representative without voting rights.

**Motion** by Darlene Scott, seconded by David Ellis, *to appoint Danny Miles as a Board member to fill a vacancy resulting from Glenna Richardson's resignation. Carried*

**Motion** by Darlene Scott, seconded by David Ellis, *to appoint Elizabeth Williams as a Board representative without voting rights. Carried*

### **Executive Session**

**Motion** by Denise Donovan *that the Board move into Executive Session. Carried*

**Motion** by Denise Donovan *that the Board move out of Executive Session. Carried*

### **Red Book: Appendix Form No. 6 (1) Budget (2) Report**

Andy Risman circulated an amendment for discussion. The goal is for Tournament Budgets and Reports to be sufficiently detailed for easy reconciliation to accounting records, and evaluation by Board members.

**Motion** by Darlene Scott, seconded by David McCrady, *that the Red Book be amended as proposed. Carried*

### **Red Book Policy 8.1.3 Mileage Reimbursement**

It was agreed the mileage reimbursement rate is as per Policy 8.1.3.

### **Zero Tolerance**

Andy Risman indicated that the incident is being handled by the Director. It is not within the jurisdiction of the Unit.

### **Kibitzer Update**

David McCrady updated on adherence to publishing deadlines and formatting of submissions.

### **Education Committee Update**

Deferred to the next meeting.

### **School & Youth Bridge**

Deferred to the next meeting.

### **Awards Committee Update**

David Ellis indicated that he has no additional nominations.

### **Region 1 Election**

There was a brief discussion on who is entitled to vote. Darlene Scott was congratulated.

**Next Meeting:** Sunday January 26 at 9am via video conference; AGM to follow at 11am.