

MINUTES of Andy Risman meeting of Unit 166 Board of Directors held on Sunday January 26, 2025 at 9am via Video Conference and Motions approved subsequently via email.

Present:	Andy Risman	Elizabeth Williams
	Denise Donovan	Darlene Scott
	David Ellis	Sheila Xu (arrived 10am)
	Danny Miles	Debra Kestenberg (Secretary)
	Michael Kammermayer	Gary Westfall (Guest)
	David McCrady	

For **Motions** approved via email after the January 26, 2025 meeting:

Present:	Douglas Jordan	Mel Norton
Absent:	David Ellis	

Andy Risman assumed the Chair.

### **Minutes – December 17, 2024**

**Motion** by David McCrady, seconded by Darlene Scott *that the Minutes of the December 17, 2024 meeting of Unit 166 Board of Directors be approved.* **Carried**

### **Treasurer's Report**

The Report to December 31, 2024, circulated by Andy Risman, was presented and discussed.

**Motion** by Darlene Scott, seconded by David Ellis *that the Treasurer's Report to December 31, 2024 be accepted as presented.* **Carried.**

### **Unit 166 Elections**

Darlene Scott agreed to let her name stand. Elizabeth Williams and Douglas Jordan were appointed to replace Charles Bond and Michael Yang to the end their terms, respectively. Douglas Jordan will be asked to assume the Education Liaison/Youth Bridge role.

**Motion** by Darlene Scott, seconded by Denise Donovan *that Elizabeth Williams be appointed to replace Charles Bond to the end of his term.* **Carried.**

**Motion** by Darlene Scott, seconded by Denise Donovan *that Douglas Jordan be appointed to replace Michael Yang to the end of his term, and to take over the role of Education Liaison/Youth Bridge.* **Carried.**

### **Nomination of District 2 Representatives**

Andy Risman, Darlene Scott, Denise Donovan, and Elizabeth Williams have agreed to serve as Unit representatives.

### **2025FYE Budget**

The 2025FYE was circulated and discussed.

### **Red Book Policy 8.1.4: Investments**

An amendment to the Investments policy was presented and discussed.

**Motion** by Darlene Scott, seconded by Denise Donovan *that the Red Book Policy 8.1.4 be amended as presented but that two authorized signatories be required instead of one.* **Carried.**

## **NABC Funds: Cash Flow & Investments**

Andy Risman presented a statement of cash flow and investments and a discussion followed.

## **Compilation Engagement Report**

The year end statements were presented by Gary Westfall and a discussion followed.

**Motion** by David McCrady, seconded by Mike Kammermayer, ***BE IT RESOLVED THAT the Statement of Financial Position of the Corporation as at August 31, 2024 and the Statements of Income and Expenses and Net Assets and Cash Flows for the year ended on the said date, together with the accountant's Compilation Report thereon be and the same are hereby approved and adopted. Carried***

[via email subsequent to meeting] **Motion** by Andy Risman, seconded by David McCrady, ***BE IT RESOLVED THAT the Revised Statement of Financial Position of the Corporation as at August 31, 2024 and the Revised Statements of Income and Expenses and Net Assets and Cash Flows for the year ended on the said date, together with the accountant's Compilation Report thereon be and the same are hereby approved and adopted. Carried***

## **Remuneration for Accountant**

**Motion** by Andy Risman, seconded by Denise Donovan *that Gary Westfall be paid \$1,500 via eTransfer for his year-end compilation. Carried*

[via email subsequent to meeting] **Motion** by Andy Risman, seconded by David McCrady *that Gary Westfall be paid \$1,000 via eTransfer for his year-end compilation. Carried*

## **Appointment of Accountant for Compilation Engagement**

[via email subsequent to meeting] **Motion** by Andy Risman, seconded by Sheila Xu, ***BE IT RESOLVED THAT*** Mike Li of Xponents CPA Professional Corporation (mike@xponents.cpa), be and is hereby appointed Accountant of the Corporation to hold office until the close of the next annual meeting at a remuneration of \$1,200 plus tax.

## **Association Reports**

Denise Donovan (CVBA) and Michael Kammermayer (COBA) had no updates since late December Unit 166 Board meeting.

## **Tournament Contract Updates**

Darlene Scott updated on tournament venues. Contracts have been signed with St. Volodymyr for the 2025, 2026, and 2027 Labour day tournaments.

## **Tournament Budget**

The budget for the Toronto 2025 Easter Regional was presented and discussed.

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

## **Tournament Reports**

The reports for the 2024 November Oakville Regional, 2025 January tournaments and the Royal STaC were presented.

**Motion** by Denise Donovan, seconded by Mike Kammermayer *that the Reports for the Royal STaC, 2024 November Oakville Regional, 2025 January tournaments subject to correcting the D2 fee to be for the IN Regional only, be accepted as presented. Carried*

#### **CBF Contract for Games Held at Unit166 Tournaments**

CFB games will be held at Hart Hart this year. Danny Miles presented the CBF perspective around cost/benefits to the Unit from holding games at the Unit venue. A discussion followed. It was agreed that constructive and timely communication would be beneficial for future years.

#### **Zero Tolerance**

Areas of responsibility were clarified.

#### **Canceled 2024 Labour Day Tournament Breach of Contract**

Sheila Xu presented a draft letter to be delivered for breach of contract. It was agreed to demand \$3,500 for lost revenue in addition to expenses paid. The letter will be sent via registered mail with a deadline date to respond.

#### **Honorariums**

**Motion** by David Ellis, seconded by Sheila Xu *to pay Darlene Scott an honorarium in the amount of \$3,000 for chairing the 2024 November Oakville Regional and \$3,000 for chairing the 2025 January tournament. Carried*

#### **Table Delivery and Inventory Personnel Update**

Andy Risman provided an update. Beginning Labour Day, a new provider will assume the combined role of Table Delivery and Inventory monitoring. Maximum two people: \$30/hour for the first person; \$20/hour for the second; gas and truck rental. No mileage charges.

#### **Unit166 Website**

The proposals for web-site design were discussed along with associated all-in costs and time-lines. There is to be further investigation as to platform and webmaster options, and time frames for completion. Shopify was suggested as cost-effective choice.

**Motion** by Darlene Scott, seconded by Denise Donovan *to proceed to investigate proposals for the re-design of the Unit website. Carried*

#### **School & Youth Bridge**

This was deferred to the next meeting.

#### **Kibitzer Update**

David McCrady provided an update.

#### **Kate Buckman and Audrey Grant Awards**

David Ellis advised the Board of members nominated for the Kate Buckman Award and the Audrey Grant Award. The Board voted and the results were accepted.

#### **Next Meeting**

Thursday April 10, 2025 at 7pm via video conference.

#### **Adjournment**

There being no further business, the meeting adjourned at approximately 11:50 am.