

ACBL Unit 246

Board Meeting Minutes January 10, 2009

Opening:

The regular meeting of the Unit 246 Board was called to order at 10:00 a.m. on January 10, 2009 in the home of Don Lough, by the President of the Unit, Don Lough.

Present:

Don Lough, David Hamer, Nick Wong, David Cohen, Greg Sweeney, Rob Hanly, Linda Lord, Paul Janicki, Graham Warren, Helen Johnston

Absent: Dwight Goden, Tom Kinnear

A. Approval of Agenda

The agenda was reviewed and unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting of November 8, 2008 were unanimously approved as distributed.

C. Open Issues

1) With the audit of the books, there are 2 advances outstanding that require clarification.

- i) Oshawa advance of \$300. The sequence of events was as follows: Graham put a deposit in the amount of \$300 for the hall rental of the tournament held in the fall of 2005. Graham became ill and was unable to run the tournament. He asked for reimbursement of his \$300 deposit paid to the hall. He was reimbursed by the Unit for this deposit. Tom Kinnear and Greg Sweeney picked up the running of the tournament. They submitted the tournament expenses and it is unclear whether the \$300 deposit paid to the Hall was acknowledged by the hall on the balance owing. The tournament expenses indicate that the full amount of the hall rental may have been paid (the deposit never deducted by the hall and the net cost to the tournament being \$300 more for the hall rental).

Motioned by Rob and seconded by Nick to write off the \$300 advance on this tournament as expenses of the tournament. Unanimously approved.

- ii) Barrie advance of \$1,000. A reconciliation of the Barrie advances for the 2006 regional as prepared by Gary Westfall was submitted to the Board by Nick Wong. The issue outstanding is that Peter's financial statement dated February 17, 2007 only showed a total advance of \$14,500 and 2 cheques issued in 2005 as advances were not included in the reconciliation. Nick Wong will follow up with Tom to ascertain whether a \$1,000 advance was put as deposit on the hall for 2009.
- iii) It is noted that advances from the Unit to a tournament chair are required on the tournament chair's reconciliation and to be added to the tournament chair's reconciliation of receipts and disbursements.

2) Treasurer's Report

- i) Over \$8,000 in Kibitzer fees for the last 2 years are outstanding. The unit has not been invoiced and Nick Wong will send a letter to Joan Richardson asking for the invoice for the Kibitzer fees.
- ii) Unit 246 has not received the STAC reimbursement. There are 3 STAC's, Unit 166, CBF and District 2. Nick Wong will send a letter to Joan Richardson asking for the cheque for the STAC reimbursement.
- iii) Cash advances to show on the Balance Sheet and reviewed at each Board meeting.
- iv) Nick Wong provided a copy of the cheques issued. It was requested by Don Lough and agreed by Nick Wong to produce financial statements, i.e., A Statement of Funding and Balance Sheet for the ensuing Board meetings.

3) Tournament Coordinator

- i) Graham Warren presented the Tournament Procedures handbook for Unit 246. In the discussion, items to be added include: Zero Tolerance; talking to the Director in charge about scoring across the sections; hospitality without a set percentage; a consistent site gets a more consistent turnout; buy prizes in bulk (no year on them); a copy of tournament receipts and disbursements that has the "advance" added.
- ii) Motioned by Graham and seconded by Nick that Graham will make the respective changes to the Tournament Procedures handbook and it will be posted on the Unit's website. Unanimously approved.

D. New Business

- 1) Board procedural issues. Don Lough spoke to the process of this meeting and future meetings. All meetings would start with an agenda with input from everyone. Any new items not on the agenda will be added at the beginning of the meeting under New Business. The meetings will be chaired in a timely manner and the chair will ensure that all have time for input; however, will move on to the next topic once an issue is resolved.
- 2) In seeking new board members a discussion of prospective board members and an agreement that a member should be ethical, position specific, able to commit for the period of time required and with diverse interests. We were all asked to consider one person who we think would make a good board member and bringing s/he forward to the Board.
- 3) Role of each Executive Member deferred to the next meeting.
- 4) Approach to Board reporting. A general consensus was reached that a Board member would act according to their position and once agreement has been reached by the Board, further follow up for agreement with the Board is not necessary.
- 5) Timing, Frequency and format of future board meetings. 4 board meetings will be held per year. 2 meetings will be day-long meetings and 2 meetings will be held before/after a tournament at the tournament site. The annual meeting will be held at a tournament site. The date of the annual meeting will be chosen between the months of September and November. The next annual meeting will be held in November at the Oshawa tournament.
- 6) Length of time as a board member and changes to Constitution. Don's goal is to have 1/3 of the board rotated each year and to increase the term of a Board Member to 3 years in order to maintain the continuity and have a mixture of new and experienced Board Members. The first year would require that the present Board be split up into those members serving one year, 2 years and 3 years. Don, Greg and Rob will review the Constitution and present the revised Constitution by May 1st, 2009.
- 7) Mission Statement Helen, David Hamer, Graham and Nick will do some preliminary brainstorming on a mission statement for the Unit.
- 8) Board approval of the budget for all tournaments. Nick presented that all tournament chairs are not presenting a budget prior to tournament. Graham Warren agreed that he, as Tournament Coordinator, would send a note to all Tournament Chairs that budgets require approval prior to a sanction being approved. This will be enforced after November 7, 2009 as the current planned tournaments have their sanctions.

- 9) Tournament Chairs filing the Receipts and Disbursements after the tournament. It was agreed that a month is sufficient time for the tournament chairs to provide their accounting of the tournament to the Treasurer.
- 10) Tournament Honorarium. It was agreed that the current policy of having the tournament chair return all surplus funds to the Treasurer and the Treasurer issue a cheque as the Honorarium would continue in the same manner. It was noted that not all tournament chairs are following this policy and, Graham, as the Tournament Coordinator will ensure this is covered in the Tournament Guidelines.
- 11) Unit 246 supplies expenses for the tournaments. After a review of the cost of supplies, Nick Wong motioned and David Hamer seconded the motion that Nick will review the supplies cost and change the Unit fees to the tournaments to better reflect the current cost. This will be completed by Jan 18, 2009 and the new figure for supplies will included in Tournament Procedures and Regulations.
- 12) District 2 Board Meeting on Saturday, April 11, 2009. Don, Rob and David Cohen will attend this meeting on behalf of Unit 246.
- 13) Education Chair. Rob spoke to Rea Rennox about filling this role and Paul will follow up with Rea to define the role.
- 14) Multi 2 Diamond Bid and Mid Chart Conventions. Rob presented that the ACBL does not allow the multi 2 diamond bid in Pairs events and that the ACBL does permit mid chart conventions (other than the multi 2 diamond) in any separate A/X game. Motioned by Rob and seconded by David Hamer, to permit mid chart conventions (other than the multi 2 diamond for pairs), in any separate A/X tournament. Unanimously agreed by the Board. Note, this requires the Tournament Chair to request the sanction when applying for their respective tournament. The ACBL requirement of (2) two copies of approved ACBL defences to mid-chart conventions (as taken from the ACBL website) must be followed for all pairs choosing to play the allowed mid-chart conventions.
- 15) Hospitality. A discussion about whether or not hospitality is important at the tournaments. Rob and Helen will present requests to the board for hospitality at special events with the Unit agreeing the budget and picking up the costs.
- 16) Humanitarian Award. Paul gave the board a note on the Humanitarian award. He will follow up in the next meeting.

- 17) Zero Tolerance. A general discussion on zero tolerance and enforcing of zero tolerance in our Unit. It was agreed that at the beginning of every tournament, the director shall announce “this is a zero tolerance event” using those exact words. It was also agreed that the Director shall tell the offended party that they may ask to have the zero tolerance call recorded against the offending party.
- 18) Bidding Boxes. Motioned by Rob and seconded by Nick that bidding boxes loaned to people for “profit events” will be charged 50 cents per bid box per session.
- 19) Unit 246 name badge. David Cohen will look into getting name badges for the members of the Board so that Board members can wear them at tournaments to promote the Unit and the Board.

E. Agenda for Next Meeting

Agenda items moved to the next meeting:

- 1) Role of each executive member and their duties
- 2) Alphabet Game subsidies
- 3) 3 year goals and objectives
- 4) Communication lines

Adjournment:

Meeting was adjourned at 4:30 p.m by Don Lough. The next general meeting will be at Peterborough on May 16th starting at 10 a.m. at the tournament playing site..