

**Alano Club Business Meeting
Friday, March 13, 2015 – 5:30 p.m.**

Minutes

Attendees

Jim L	Rhea S
Kathy H	Tim C
Kim R	Tom T

Absent

Murray T	Sean A
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BOARD MEMBERS

Tom T advised that Jamie C has resigned from the Board of Directors.

Tom T opened the meeting and distributed the Minutes of the February 13, 2015 Alano Club Business Meeting.

Tim C moved THAT:

MOTION: The Minutes of the February 13, 2015 Business Meeting be adopted as read.

Seconded by Kathy H. Unanimous. **CARRIED**

FINANCIAL REPORT

Tom T presented the Financial Report.

There is \$4,956.00 in the bank as at today's date. The Gaming Account has a balance of \$2,334.00 and in the Progressive Account a balance of \$1,230.00

The Alano Club has enough monies in the bank account to operate next month's expenses. A question was raised with respect to reinvesting the GIC's. A \$5,000.00 GIC term is up for renewal in April, a \$5,000.00 GIC in May and a \$20,000.00 GIC in June. It was decided to reinvest the GIC's as the penalty for cashing out a GIC is minimal (an approximate penalty of \$9.00).

Kim R moved THAT:

MOTION: All GIC's be automatically renewed unless otherwise discussed and approved by the Board.

Seconded by Kathy H. Unanimous. **CARRIED.**

Tom T reported that he had received a \$500.00 donation from the Lynn Valley Legion and that he would be sending a "thank you" letter for their kind donation.

ACTION: Tom T to write a letter of thanks to the Lynn Valley Legion for their kind donation of \$500.00.

Jim L moved THAT:

MOTION: The Financial Statements be adopted as read.

Seconded by Kim R. Unanimous. **CARRIED.**

The Sober Love Valentine's Day Dance had a good turnout. Kudos to Rhea S for her hard work in coordinating the dance.

Friday Night Karaoke is a success. Karaoke draws in the younger group for a fun night of song, pool, cards and fellowship. The revenue from the pool table has been increasing month by month.

WEBSITE

Kim R reported that the upcoming Golf Tournament was now advertised on the Club's website. Alyssa R will keep a record of her hours and submit an invoice when needed. A question was raised as to if it was possible to know the number of hits on the website. Kim R to investigate and report back to the Board.

ACTION: **Kim R to investigate and report to the Board if it is possible to record the number of hits that is received on the North Shore Alano Club website.**

MAINTENANCE

A discussion took place with respect to repairing the ceiling in the Main Hall. Tom T received an estimate of \$400.00 in labour and \$400.00 for the cost of the materials. Prior to this work taking place Volunteers will be needed to tape etc. before the work can begin.

Kim R moved THAT:

MOTION: **The Main Hall ceiling be repaired and painted at a cost not to exceed \$1,500.00.**

Seconded by Tim C. Unanimous. **CARRIED.**

MEMBERSHIP

The Alano Club has 85 members. Membership is slowing down but hopefully the membership will increase to 100 members by the end of May.

VOLUNTEERS

Tom T advised that it is very difficult to get Volunteers. A white board has been placed in the lobby requesting volunteers for the various positions. Bingo in particular is difficult to fill. It is very important that we have a volunteer for Bingo because of the revenue that is generated. March 5th generated \$403.00 and \$304.00 on February 26th. There were 30 in attendance on March 5th as the Jackpot was at \$575.00 for 56 numbers. Paying an individual to work on Bingo Night may be an option if we cannot attract regular volunteers. Tom mentioned that by a charity asking for a Volunteer the charity may be voided if the individual is paid a salary.

It was suggested that the Club offers ham and cheese croissants as another snack item on Bingo Night.

RESTAURANT

There is no update at this time.

RENTING ROOMS

There is a possibility of renting the Big Hall to a group on dates in April, May, July, September and November. Tom T will investigate further and report back to the April 17th Board Meeting.

ACTION: Tom T to report his findings on the room rental of the Big Hall.

CARPETING

Tom T reported that he is in the process of obtaining quotes on the replacement of approximately 3,600 square feet of carpeting in the lobby and will report back at the April 17th Board of Directors Meeting.

MEN'S AND LADIES WASHROOMS

Tom T will be requesting estimates for the replacement of the counter, sinks and cabinet in the Men's Washrooms.

At this time a quote will also be obtained for the replacement of the counter only in the Ladies' Washroom as new sinks have already been installed.

ACTION: Tom T to obtain quotes on the replacement of the counter, sinks and cabinet in the Men's Washroom as well as a quote to replace the counter in the Ladies' Washroom.

FOOD SAFE

A discussion took place regarding the number of individuals behind the counter in the Cafeteria. Procedures need to be in place and it was agreed that only working staff will be allowed behind the counter. It was suggested that standard hygienic practices also be included in this policy. A policy to this effect will be drafted and posted on the Notice Board.

ACTION: Tom T to draft the policy and post this policy on the Notice Board.

KARAOKE – SATURDAY NIGHT

Attendance at this event is declining.

KIM R'S RELIEF

As Kim R will be away for approximately two months a discussion took place with respect to his replacements. Anamone will be the cashier at the Sunday morning breakfast meeting with Richard preparing the food. Tom T will open the doors at 9:00 a.m. Tom T will be responsible for the finances and supply a float prior to the meeting. Monday through Friday Tom D will open at 7:30 a.m. Richard F also has keys to the Cafeteria. Friday night Tom T will open the Cafeteria and either Richard F or Rhea S will close. At the Canada AM Saturday morning, Kathy H will open, make the coffee, clean up and be responsible for the cash and writing of the receipt.

MEDALLIONS

Kim R will supply the medallions and Tom T will advise when the stock is low.

CONSTITUTION

Jim L advised that he has read through the Constitution and there will be minor changes. He has not been in contact with Murray T but will contact him the week of March 16th. Once Jim L and Murray T have reviewed the Constitution they will confer with Doug C. Any changes to the Constitution must be made by August in order to be voted on at the September 2015 AGM.

GRAND RE-OPENING OF THE ALANO CLUB

Jim L suggested that after the Re-Opening of the Alano Club consideration should be given to providing breakfasts three (3) days a week on Monday, Wednesday and Friday from 7:30 a.m. – 9:30 a.m. Consideration should also be given to hiring staff to provide the breakfasts. This would be mentioned at the Re-Opening.

MEMBERSHIP MEETING

Tom T advised that there will be a Membership Meeting in April. The meeting date and time will be sent to Members and posted in the Club. The AGM will be included in the Spring Newsletter ensuring that the 90 day notice period is met. This will be sent to all Members known email addresses and posted in the Club

GOLF TOURNAMENT

Tom T reported that the Alano Club has a Staples business account and now receives a 10% discount on any printing. The cost for printing the Posters was \$30.00 and \$10.75 for the June 19, 2015 Golf Tournament tickets.

The golf ticket fee has been set at \$135.00. The Alano Club has received two prize donations and is expecting more in the near future. Donated prizes can be dropped off at the office..

Tom T advised that he delivered a letter to the bank and that ten letters were ready to be mailed. A two-year car lease for the “Hole-In-One” prize has been secured. Two prize holes have been sponsored but a sponsor for the third prize hole is needed. A suggestion was made that, if possible, each foursome play one hole before the “Hole-In One”.

Tim C reported that there is a \$150.00 non-refundable deposit and that the full deposit is due by June 4, 2015. Tim C will meet with Burnaby Golf Course in April to refine the details. Volunteers are needed in order to make this event a success. Kim R thanked Tim C for all the work he has done in coordinating the Golf Tournament. and Tim C thanked Tom T for his assistance with the project.

NEW EVENT - DANCE ON JUNE 12, 2015

Rhea S advised that because of various commitments she is unable to attend the Board Meetings Friday evenings.

Rhea S and JP are planning to hold a dance at the Club on June 12th. There will be a fundraiser to raise funds for the cost of a live band, etc. There will be a cover charge of \$7.00 with the proceeds given to the Alano Club. Rhea S will provide an update at the next Board of Directors' Meeting April 17th.

ACTION: Rhea S to provide an update at the April 17th Board of Directors Meeting

FUTURE BOARD OF DIRECTORS' MEETINGS

Kim R asked if he could participate at future Board meetings via speaker phone. It was agreed to contact Kim R prior to the start of the meeting.

MANAGER - THE ALANO CLUB

Jim L moved THAT:

MOTION: Tom T (Interim Manager) is officially appointed to the position of Manager.

Seconded by Rhea S. Unanimous. **CARRIED.**

THE ALANO CLUB

Kim R expressed his appreciation for the dramatic change in the appearance of the Club. Kim R suggested that the Club have "one communal" coffee maker which all meetings can use rather than each meeting having their own coffee maker. This would free up space in the lockers.

The meeting adjourned at 7:30 p.m.

NEXT MEETING

The next Business Meeting will take place on Friday, April 17, 2015 at 5:30 p.m.