

Canadian Bridge Federation – Board of Directors Meeting

Date: December 8, 2025

Time: 7:00 PM ET

Location: Online Meeting (Zoom)

MEETING TYPE: Regular

I. Call to Order

MINUTES TYPE: Proposed

The meeting was called to order at 7:03 pm ET

II. Roll Call

	ATTENDEES	Title	Status
SB	Shelley Burns	President, Director Zone VI	Present
AC	Allan Callard	Vice-President, Director - Zone I	Present
DH	Deb Harper	Director - Zone II	Present
TD	Terry Du	Director - Zone III	Present
MB	Marielle Decelles-Brentnall	Director - Zone IV	Present
LM	Lois Matton	Treasurer, Director - Zone V	Present
MH	Mike Hargreaves	Director at Large	Absent
XC	Xavier Combley	Director at Large	Present
SO	sblank@hiboutchoux.com	Executive Administrator	Present
LM	Louise Mascolo	Webmaster	Absent

NOTE: Shelley Burns departed the meeting at approximately 9:05 PM (ET); Allan Callard assumed the chair.

III. Approval of November 17, 2025 Board Meeting Minutes

Motion 25-65: To accept the minutes of the November 17, 2025 Board Meeting.

Proposed by: Allan Callard

Seconded by: Lois Matton

Ayes: 7

Carried unanimously

IV. Appointment of Trustees – CBF Charity Funds

Note: An email was circulated confirming the appointment of trustees for the CBF Charity Fund and the Erin Berry Fund.

Formally record the 2025 Trustee Appointments for the Erin Berry Memorial Fund and the CBF Charitable Fund. The incumbents of the Zone positions on the Board of Directors for the Canadian Bridge Federation are hereby appointed as trustees for calendar year 2025, namely:

- o Allan Callard, zone1@cbf.ca
- o Deborah Harper, zone2@cbf.ca
- o Terry Du, zone3@cbf.ca

- Marielle Decelles-Brentnall, zone4@cbf.ca
- Lois Matton, zone5@cbf.ca
- Shelley Burns, zone6@cbf.ca

V. Ratification of Email Motion

A motion has been circulated to the Board for consideration by email since the previous meeting. The motion has been reviewed and is hereby ratified for inclusion in the official record.

Motion 25-66 – Remuneration Adjustment - Executive Administrator

That Sondra Blank be given a raise in her monthly compensation effective Nov 1, 2025.

Moved by: Lois Matton Seconded by: Shelley Burns

Carried (via email vote)

Vote Record: In favor – Deb Harper, Allan Callard, Mike Hargreaves, Terry Du, Shelley Burns, Lois Matton, Marielle Decelles-Brentnall

Abstain: Xavier Combey

Date of email vote: November 26, 2025

VI. Update on Events

Fundraiser – Celebrity Auction:

- Approximately 125 potential participants have been identified, with a separate automated sign-up list currently showing approximately 42 confirmed or in-progress registrations. Follow-up outreach is ongoing.
- Marielle will coordinate volunteer efforts related to follow-up and logistics, with assistance from Cindy He and junior volunteers.
- An onboarding meeting with Tracey Bauer is scheduled for mid December.
- Shelley reiterated the need for continued outreach and volunteer support, particularly for follow-ups and preparation of participant bios.
- Sondra and Lois to coordinate to get Stripe set up for payment processing and currency handling.

Following the meeting, Sondra attempted to initiate the Stripe setup but the process requires information from the Treasurer. Lois will complete the Stripe setup.

0-499 Online IMP League Update:

- The league is planned for 8 sessions on Tuesday evenings at 8:00 p.m. ET, running January 13 to March 3, 2026. Each session will be approximately 14 boards, followed by a 30-minute expert review/Q&A. Entry fee will be \$6 CAD per session.
- Deb raised concerns that lower-MP newcomers may be reluctant to play against higher-ranked players. It was agreed to treat this as a trial run with a single game for now.
- Participation will be flexible (players may enter as individuals or pairs and are not required to play with the same partner each week). A points system will award participation points and placing points, with cumulative standings to be posted on the CBF website.
- Promotion will include a dedicated webpage and communications to clubs/players; Xavier has drafted outreach materials and will arrange translation into French.
- The event will also encourage players to create a RealBridge account, supporting participation in other CBF online games.
- A Director has been secured (Trish Maladrewiz) at \$50/session.
- How will the reconciliation of the games be handled with RealBridge for this event?

2026 Canadian Championships

- Overall registrations remain low (approximately 28 total entries at the of the meeting).
- Open – 7, Flight B – 1, Flight C – 1, Mixed – 13, Women – 4, Seniors – 2
- Registration deadlines were extended to approximately 2 weeks prior to each Round Robin.

2027 Canadian Championships - Host Location Proposal – Quebec City

Shelley advised the Board that Marc-André Fourcaudot has prepared preliminary hosting scenarios for Quebec City for 2027, including two schedule options. (a 7-day schedule similar to current and a 10-day schedule that would allow the Open Round Robin to be held face-to-face)

- The Board expressed strong interest in Quebec City as a potential host location.

STAC – Feb 2026

- STaC week is February 16–22, 2026.
- Sondra reported that her request to the ACBL for the STaC sanction was denied, because a sanction had already been issued previously under Catherine Kinsella.

Action:

- Sondra to coordinate with Catherine and the ACBL to have the sanction transferred.
- Sondra to confirm the CBF STAC upcharge, so the information can be communicated clearly to clubs.

VII. Subcommittee Reports

Sustainability Fee: Allan reported he sent a new email to Darlene Scott re: her next regional around Easter, and offered 11 one-year CBF memberships as prizes (one per session). Allan hasn't heard back yet.

Financial Update:

Budget: Lois presented a proposed 2026 budget alongside: 9 months actual to Sept 2025, 2025 budget, and 2024/2023 actuals.

- Proposed 2026 shows a profit of ~\$51,000.
- To end of Sept 2025: down ~\$82,000 (with note that fall revenue still comes in).
- Lois emphasized the pattern of annual losses needs to stop.
- 2025 YTD variances due to 9 months vs full year comparison. Significant revenues arrive in the fall. Two executive admins for 3 months. (salary overlap)
- Executive Admin salary budget line reduced significantly, and home office expense removed.
- Travel: Lois flagged as a major cost driver — ~34% of all payouts are travel-related.
 - Action intent: develop a clear travel policy (Lois + Allan to work on it).
- Lois noted budget numbers for international fund likely too high given current registrations.

Motion 25-67: To accept the proposed 2026 budget

Proposed by: Shelley Burns

Seconded by: Marielle Decelles-Brentnall

Ayes: 7 **Carried unanimously**

CBF Charity Fund & Erin Berry Memorial Fund

- CBF Charity Fund Annual Meeting will be held Wednesday Dec 10th at 5:00 PM Eastern.

Erin Berry Memorial Fund

- Erin Berry Memorial Fund – 2026 Grants: Lois reported that, she now has a list of previous grant recipients, which will be sent to Louise for posting on the CBF website.
- Available funds for 2026 total \$5,000.
- Terry indicated that four applicants may already exist related to attendance at the Philadelphia event; however, Lois was not previously aware of these applications.
- applicants must complete the Erin Berry Memorial Fund application form available on the CBF website.
- Eligibility criteria (age limits) were discussed but not definitively confirmed during the meeting; Lois will verify the requirements.

Action:

- Terry to forward any existing applications to Lois. (done 2025-12-13)

VIII. Proposal to Allocate General Fund Expenses to Junior Fund

Discussion: Deferred to the next Board Meeting.

IX. Travel Policies

Discussion: Deferred to the next Board Meeting.

X. Hall of Fame Procedures

- The Board supported reviewing the Hall of Fame procedures, including Board representation, committee terms, and ongoing adherence to the procedures.
- The Board discussed feedback received regarding the Hall of Fame operating procedures, including concerns about a “black box” process and a desire for greater transparency.
- Consensus: Barry Senensky will be invited to draft a proposed updated procedure for Board review.

Action:

- Sondra to coordinate with Barry Senensky to obtain a draft proposal for Board review. (done 2025-12-10)

XI. Disciplinary Committee

- Sondra reported she has requested the ACBL disciplinary list (including emailing the recorder and ACBL tech support) but has not received a response.
- **Issue noted:** ACBL suspension date formatting appears to download in an unusable way (dates imported as text, causing jumbled dates).
- Shelley offered to help by forwarding the request to additional ACBL contacts.

Action:

- Sondra to forward her ACBL emails to Shelley. (done 2025-12-13)
- Shelley to follow up with ACBL contacts (including Bronia and the ACBL President, as mentioned).

XII. Future of Canadian Bridge Championships

Discussion noted likely reasons for low participation, including that 2026 is a transnational/open year and concerns about travel to Penticton. Concerns were also raised that some potential entrants do not wish to participate if any portion of the event is held online. The Board discussed the financial rationale for the current hybrid model (online Round Robins with in-person finals) and the importance of balancing accessibility with integrity controls.

- A player-representative committee was discussed to explore options for future formats, cost containment, and fundraising ideas. Sondra noted she could serve as liaison between such a committee and the Board.
- The idea of holding open/transnational years fully online was raised for consideration in future years.
- The Board discussed whether ACBL sanctioning is required for Canadian Championship events. It was noted that non-sanctioned events could allow for the use of a local director and reduced costs;

XIII. Zonal Elections

- Allan reported that calls for nominations for Zone II and Zone V were missed; units have been asked to ratify the current candidates (Xavier and Lois).
- Deadline for unit responses: December 19.
- Expectation: both positions will be filled by acclamation.
- Allan stated the election procedure is out of date and he will rewrite it for the Board.
- Clarification confirmed: if someone is elected mid-cycle, they finish the existing cycle (not a new full three-year term), to preserve the staggered rotation.

Action:

- Allan to draft an updated Zone election procedure for Board review (January/February).
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XIV. Other Business

Storage Locker Update

- Lois reorganized, and inventoried the storage locker.
- Inventory list and photos have been uploaded to SharePoint.
- Discussion included updating trophy photos and winner lists for the website; some trophies are historically significant. (example noted: 1935 Toronto Whist Club).

Bridge Canada Magazine

- Flipbook subscription up for renewal at a cost of approximately \$300US / year.
- Board consensus: do not renew the Issuu subscription; the magazine will remain available as a PDF.

SharePoint / Teams / Office 365 access

- Sondra to coordinate with David Cohen to set up O365 online licenses for board members.
- SharePoint access is intended to be **read-only** for general board materials; additional folders could be created if individuals need to store documents.

Membee

- Sondra cleaned and rebuilt the Membee membership database using ~18 months of ACBL data.
- A renewal email to lapsed members resulted in approximately 50 renewals in a few days.
- Automated emails were implemented:
 - 7 days before expiry reminder
 - 30 days after lapse follow-up ("membership has lapsed")
- Membership count estimates discussed: Sondra: approx. 3,200-3,400 paid members (noting date issues). Lois: approx. 3,500 based on membership revenue. (annualized treatment for multi-year memberships)
- Discussion about how to treat renewal payments when membership has lapsed more than 30 days.
- Sondra to continue monitoring and correcting membership date anomalies as identified.

Richmond Pins

- Board members noted they received pins but did not receive the supporting list of winners/categories to recognize locally.

Action: Sondra to request from Catherine the winners list / distribution details for the recognition pins (or recreate if necessary once email access is available).

Motion 25-68: To adjourn the meeting.

Proposed by: Deb Harper

Seconded by: Xavier Combley

Carried.

Meeting adjourned at 9:22 PM ET.

Next Meeting: January 12th, 2026 at 7:00PM ET