

Canadian Bridge Federation – Board of Directors Meeting

Date: April 13, 2026

Time: 6:00 PM ET

Location: Online Meeting (Zoom)

Tr ATTENDEES	Title	
Shelley Burns	President, Director Zone VI	Present
Allan Callard	Vice-President, Director - Zone I	Present
Xavier Combey	Director - Zone II	Present
Terry Du	Director - Zone III	Present
Marielle Decelles-Brentnall	Director - Zone IV	Absent
Lois Matton	Treasurer, Director - Zone V	Present
Paul Janicki	Director at Large	Present
Sondra Blank	Executive Administrator	Present
Louise Mascolo	Webmaster	Present

1. CALL TO ORDER

President Shelley Burns called the meeting to order at 6:01 PM Eastern Time. The meeting was conducted via zoom video conference. Paul Janicki joined after the meeting commenced.

2. APPROVAL OF PREVIOUS MINUTES

A motion was made to approve the minutes of the March 9th board meeting.

- Moved by: Allan Callard
- Seconded by: Lois Matton
- Result: Carried
- **Motion 26-13**

3. RATIFICATION OF EMAIL MOTIONS

The following motion, previously passed by email vote, was ratified by the board:

- That the CBF Zonal Election Procedure (March 2026) be hereby approved and adopted.
- Moved by: Allan Callard | Seconded by: Lois Matton | **Carried**
- **Motion 26-14**

4. UPDATE ON EVENTS

4a. Maple Leaf Games Format Review

The early (0–499/1500) game has not had sufficient attendance to run independently for over three months and has been consistently merged with the open game (total attendance 4–8 tables).

Increased activity on RealBridge, including events run by other organizations, may support future participation growth.

- **Decision:** Consolidate to a single stratified game at 8:00 PM Eastern until participation supports two games. The April 17 COPC qualification game will also run as a single game.

Action: Louise to update the RealBridge listing; Sondra to notify Trish (DIC) of the new format.

4b. Spring Team League

The 2026 Spring Team League is running smoothly under the new format.

- The new system (using Airtable and an automated website dashboard) has significantly reduced administrative burden for both Sondra and team captains.
- Scores and standings are updated in real time on the CBF website.
- The new system eliminates a previous cost of approximately \$350 for a less efficient solution.
- Feedback has been positive regarding transparency and ease of use.

4c. Helen Shields RM Game

The Helen Shields Rookie Master Game is scheduled for today (day of meeting).

- 22 clubs are registered for this year's event, up from 15 the prior year and 13 the year before.
- Invoices will be issued via QuickBooks (\$4/table) to improve tracking
- Increased participation from new clubs may be linked to recent communication and marketing efforts directed at club managers.

4d. 2027 Canadian Championships

The 2027 Canadian Championships are planned for Quebec City.

- The regional is expected to run May 20–24, and the CBC is expected to run May 19–25, 2027.
- Third/fourth place playoffs, registration timing, and replacement rules were reviewed; all require further analysis and will be revisited, including at the June in-person meetings.

The Board agreed in principle to a tentative schedule for 2027 round robins, subject to conflict checks prior to posting.

Event	Tentative Dates
CMTC <i>Mixed Teams</i>	January 8-10, 2027
CWTC & CNTC-C <i>Womens & Flight C Teams</i>	January 16-17, 2027
CNTC-A <i>Open Teams</i>	January 22-24, 2027
CSTC & CNTC-B <i>Seniors & Flight B Teams</i>	February 6-7, 2027

4e. COPC and COPC-B

The COPC sanction has been approved by the ACBL, with approximately eight pairs registered at the time of the meeting.

- **Discussion:** The Board discussed promotion strategies. It was noted that outreach to clubs with strong historical participation could help increase registrations. Broader communication to eligible members was also suggested, given the accessibility of the online format.
- Carryover from day one to day two will need to be calculated manually, as RealBridge does not automate this process. Sondra is working with Shireen (RealBridge) and Trish (Director in Charge) to determine the simplest appropriate formula and process.

5. 2026 CANADIAN BRIDGE CHAMPIONSHIPS (PENTICTON, BC)

5a. Hall of Fame Reception – Budget

The reception will be held Friday (5:00 PM – 7:00 PM); approximately 30 guests attended in 2024.

- **Budget:** Total event budget is \$1,500, of which ~\$1,300 has already been committed to Hall of Fame commemorative totems
- **Decision:** No alcohol; refreshments limited to soft drinks, coffee, tea, and hors d'oeuvres.

Action: Sondra to confirm the food and beverage package with the convention centre.

5b. Event Schedule

Current schedule details confirmed:

- Start at 9:30 AM
- Friday: Early start at 9:00 AM due to Hall of Fame reception in the evening.
- Sunday: Earlier start due to participants departing (some driving back to Vancouver).

5c. Board Meeting in Penticton

- Saturday: Informal gathering/meeting at a hotel location (room booking cancelled to reduce costs)
- Sunday: Formal meeting in a rented boardroom, 9 AM – 6 PM.

5d. Physical Setup – Playing Hall

Screens will be used; recommended spacing between tables centres is a minimum of 11 feet

- The 2024 venue layout will be used as a reference
- **Discussion:** Emphasis was placed on ensuring consistent board distribution so that teams in the same row play identical sets, avoiding issues encountered at a previous championship

6. SUBCOMMITTEE REPORTS

CBFEF – Educational Foundation Proposal

Allan reported that the Education Foundation proposal remains on hold because of Gim Ong's health. Allan has prepared a summary but is waiting for Gim's concurrence before presenting it to the Board

7. TREASURER REPORTS

7a. Maple Leaf Games Reconciliation

Treasurer Lois Matton reported on reconciliation issues related to Maple Leaf Games funds. ACBL had been unresponsive to repeated communications. Key issues included:

- Funds collected via RealBridge were routed through ACBL and held longer than expected
- CBF was double-billed for sanction fees once at the regular rate and once at the reduced rate of \$1.15/table.
- Club payment allocation remains pending participant club data from RealBridge
- Following direct engagement with Bronia Jenkins and Jennifer Webster, ACBL acknowledged owing CBF approximately \$3,000. and agreed that future RealBridge funds will be remitted directly to CBF. Settlement is expected upon receipt of payment.

Action: *Lois will send club payments once she received the home club designation data.*

7b. Financial Statements – Balance Sheet

Financial statements for the period ending March 31, 2026 were presented. Highlights:

- **Receivables:** ~\$30,000 owed by ACBL (historically ~\$20,000); payment expected shortly
- **Deferred Revenue:** Membership deferred revenue stands at ~\$73,000, down from ~\$90,000 in 2023–24, reflecting an ongoing significant decline in memberships.
- **Fund Balances:** All funds (General, International, Junior) are in a positive position.

7c. Income Statement – First Quarter

- **Memberships:** Annual budget is \$85,000; Q1 actuals are below the expected quarterly pace, confirming a downward trend in membership.
- **Maple Leaf Games:** Results are above budget; final reconciliation will provide a clearer picture.
- **Auction:** Budgeted at \$10,000; actual profit ~\$20,000, exceeding expectations.
- **General Fund:** Net income of approximately \$23,000 to date; expected to decrease once championship travel and related expenses are recorded.
- **Bridge Magazine:** Publisher costs exceeded budget due to overlap during transition between publishers.
- **International Fund:** Round robin fees for the "A" event exceeded expectations; other events were slightly below projections. TD fees are in line with expectations.
- **Budgeting Adjustment:** \$15,000 ACBL International Fund Games line removed (replaced by new WBF dues arrangement via NABF)

7d. WBF Dues – New Agreement

An update was provided on the new multi-party agreement involving CBF, USBF, Mexican Bridge Federation, NABF, ACBL, and WBF:

- Previously, CBF paid WBF dues only for CBF members (~\$1.20/member), leaving a gap for Canadian ACBL members who were not CBF members.

- Under the new agreement, ACBL now remits WBF dues for all Canadians (including non-CBF members) directly to NABF.
- A contingent liability of approximately \$18,000 (2024–2025 arrears) has been forgiven
- Canada and Mexico will continue to compete for a qualification spot, while the U.S. retains two guaranteed spots

Action: *Lois to add explanatory notes to the financial statements regarding the change to WBF dues processing.*

8. NABF & WBF REPRESENTATION

- NABF Representatives: Paul Janicki and Nick Gartaganis
- WBF Representative: Paul Janicki

Acknowledgment was given for the assumption of the WBF representative role, noting the value of prior experience with WBF and ACBL matters.

10. COPC / CNTC QUALIFYING GAMES

10a. Qualification Period

The Board reviewed the current September to December club qualification period. A staggered schedule was supported in principle: CNTC Teams from September–December and COPC Pairs from November–March, allowing clubs to run pairs qualifications closer to the event.

10b. Unqualified Entry Fee

The current \$25 surcharge for unqualified entries was discussed:

- **Proposal:** Reduce the fee for COPC-B to \$10–15 and open event fee to be \$15–\$20
- **Discussion:** It was noted that qualification opportunities are widely available, making it feasible for most interested players to qualify without paying a surcharge.
- It was also clarified that COPC and CNTC are now separate events and are no longer both held during Championship week; qualification processes are therefore independent.
- **Resolution:** Deferred for further discussion.

Action: *Louise and Sondra to update the CBF website to clearly separate CNTC and COPC information, as they are no longer the same event.*

11. MEMBERSHIP DATABASE, IT & WEBSITE

Sondra reported on ongoing work to clean up the CBF–ACBL membership database:

- A data inconsistency resulted in an incorrect listing for the 2025 Richmond Trophy winner. This was traced to timing issues in membership data transmission between systems.
- A secondary issue was identified in which members with U.S. addresses were excluded from certain masterpoint rankings; this has now been corrected by ACBL.
- Additional member data discrepancies were identified and are being addressed as part of the broader cleanup effort.
- Coordination with ACBL IT and project staff has led to significant progress in resolving these issues.
- **Longer-term:** The possibility of integrating ACBL's membership platform with the CBF website was discussed; this is currently on ACBL's development roadmap for 2027.

Website Backend Update – Motion

Sondra requested board approval for a budget to update the CBF website backend technology:

- The current WordPress install and PHP version require updates
- These updates will not affect the front-end design but will improve stability and allow safe content management going forward
- Louise confirmed the need, noting persistent PHP error messages in the WordPress admin panel.

Motion 26-15: Authorization of up to \$1,000 to hire a developer for backend (WordPress/PHP) updates

- Moved by: Allan Callard
- Seconded by: Shelley Burns
- Result: Carried – all in favour

Action: Sondra to identify a suitable developer and proceed with the backend update within the approved budget.

12. JUNIOR COMMITTEE UPDATE

Committee Members: Terry Du (chair), Sondra Blank, Lois Matton, Paul Janicki (new addition).

Terry Du raised serious concerns about the junior program budget:

- **Discussion:** Concerns were raised regarding the sustainability of the junior program budget.
- The ACBL subsidy for junior travel has been reduced from \$25,000 USD to \$10,000 USD.
- It was noted that the Junior Fund reserve will be significantly impacted under current conditions.
- The Board discussed the need to manage resources carefully and to ensure participation aligns with team readiness.

Action: Junior Committee to schedule a meeting before Penticton and prepare recommendations for the in-person board meeting on Sunday.

13. EXECUTIVE ADMINISTRATOR – DECISION-MAKING AUTHORITY

A general question was raised regarding the scope of decision-making authority for day-to-day operations.

- **Discussion:** It was noted that most operational decisions are handled collaboratively between Sondra and Shelley, with significant matters reported to the Board.
- It was suggested that any areas where approval timelines may create operational challenges be identified for further clarification.

14. CBF TRANSNATIONAL CHAMPIONSHIP ON REALBRIDGE (NEW INITIATIVE)

A proposal was introduced to consider running a transnational-style online teams championship, similar to recent European online events.

Format Overview:

- International teams register (approximately \$200 CAD per team)
- Matches scheduled flexibly based on team availability over a multi-day window
- Swiss format, approximately 13 rounds of 8-board matches (~1 hour each) over a weekend

Estimated participation of approximately 50 teams was considered achievable.

- **Timing discussion:** Early October was viewed as a suitable window to avoid conflicts with summer schedules, school start-up, and seasonal travel

Action: Sondra to consult with Shireen Mohandes to gather additional details and confirm potential scheduling conflicts, including the proposed October 2–4, 2026 dates, and report back to the Board.

15. COMMUNICATIONS – CLUBS, MEMBERS & EMAIL LIST

15a. Visual Calendar on Website

- A request was made to add a visual calendar of CBF events to the website to improve member planning and visibility.
- Integration of a calendar tool is expected to be feasible following backend updates and is planned as part of the website improvements.

15b. Club Manager Tab

- The need for a clear and comprehensive club manager resource section on the website was discussed.
- An existing section is in place but requires updates and expanded content.
- It was also noted that inconsistencies in game rating practices may be affecting revenue; this is under review by the ACBL

15c. ACBL Email List – Canadian Non-CBF Members

ACBL has informed CBF they will no longer send emails on CBF's behalf to Canadian ACBL members, due to excessive unsubscribe rates. ACBL will instead provide CBF with a list of these contacts.

- **Considerations discussed:** Increased mailing list size may significantly raise Mailchimp costs (potentially 2–3× current fees)
- Larger distributions may increase unsubscribe rates and the risk of email deliverability issues (e.g., spam flagging)
- The Board agreed to revisit this topic at the June meeting to review implications and determine an appropriate approach

15d. Board Email Inclusion on Club Communications

Sondra confirmed she has added board@cbf.ca to the club mailing list so all board members are copied on club communications going forward.

16. RECURRING TASKS & COMPLIANCE DATES

16a. Registration & Renewals

Administrative timelines for registrations and renewals were reviewed: Timelines have been confirmed, and the task list will be updated accordingly

16b. Year end Financial Statements

Year-end financial statements are due June 30, 2026. With preparation beginning in March.

- A recommendation was received to engage a recently retired CPA to conduct the financial review of the CBFCF at no cost
- It was clarified that these are financial review statements, not audited financial statements.
- Board agreed to proceed with this arrangement.

Action: Lois to contact the External Accountant.

16c. Hall of Fame Committee – BoD Representative

The Hall of Fame Committee requires a Board representative; this role was not filled in 2025.

- Marielle was suggested as a candidate given her playing experience and expertise.

Action: Sondra to confirm availability and willingness to serve (*Note: Confirmation has since been received*)

16d. Officer Elections

The requirement to hold officer elections at the first meeting of the calendar year (per CBF bylaws) was noted. Elections had not yet been formally conducted for 2026.

- The following officer roles were confirmed for 2026:
 - President: Shelley Burns
 - Vice President: Allan Callard
 - Treasurer: Lois Matton
 - Executive Administrator: Sondra Blank
- **Process:** Confirmed by general assent, with no opposition raised

16e. AGM Scheduling

Timing of the Annual General Meeting was discussed:

- **Discussion:** A September timeframe was suggested to accommodate summer schedules
- A question was raised regarding Canada Revenue Agency requirements on whether financial statements must be approved at the AGM prior to tax filing

Action: *Lois and Allan to review bylaws and CRA requirements to determine the latest permissible AGM date. To be revisited at the May meeting.*

16f. Rookie Master Games – 2027 Dates

Scheduling for 2027 Rookie Master Games was confirmed:

- 2027 Spring (Helen Shields): Wednesday, April 21, 2027
- 2027 Fall (Erin Berry): Thursday, October 21, 2027

SUMMARY OF MOTIONS

Motion	Moved / Seconded	Result
26-13: Approve March 9th minutes	Callard / Matton	Carried
26-14: Ratify email motion: CBF Zonal Election Procedure 2026-12 approved and adopted	Callard / Matton	Ratified (carried by email)
26-15: Authorize up to \$1,000 for Sondra to engage a developer for website backend update	Callard / Burns	Carried unanimously
26-16: To adjourn the board meeting	Callard / Burns	Carried
Confirm 2026 officer positions (by general assent): President – Burns; VP – Callard; Treasurer – Matton; Exec Admin – Blank	By general assent	Confirmed – no opposition

NEXT MEETING

The next board meeting is scheduled for Monday, May 11, 2026, at 6:00 PM Eastern.

ADJOURNMENT

Motion 26-16: to adjourn moved by Allan Callard, seconded by Lois Matton.

Meeting adjourned at 8:11 PM Eastern Time.

<hr/> Shelley Burns, President Date: _____	<hr/> Sondra Blank, Executive Administrator Date: _____
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