

Bingo Committee Meeting

Wed January 23, 2019

Minutes

In Attendance : Jim, Oliva, Terri, Cheryl, Annette from the Community Club and Tom and Vera as observers.

- **Review Bingo Regulations**

We reviewed the current Class B regulations. Volunteer staffing at bingo events is currently 3 cashiers (Oliva, Hazel and Dulcie), 1 caller (Tom) and one prize payout person (Oliva). Jim had spoken with Dulcie and she has volunteered to sign-off on the Event Report and Schedule for Toonie Pot. If Dulcie is not there then another volunteer must sign-off as two signatures are required on these reports.

We are looking for display boards but they are very expensive. Vera offered to speak to the folks at Nicomen to see if theirs is for sale. Steve may be able to secure some funding from gas tax. Oliva will track him down and discuss with him. A new display is several thousand dollars.

Also reviewed the regulations re progressive prizes e.g. Toonie Pot. Oliva agreed that she will deposit toonies after each bingo and we will write a cheque to the winner in accordance with regs. Jim to open a sub-account in Ashcroft and get some cheques.

Cash register. Oliva to talk to the people in Cache Creek and see where they got their machine programmed and how much it cost.

- **Review Documentation Requirements**

All required reports were reviewed and it was determined who needs to **fill out and sign ...**

Bingo Prize Payout Record **(Oliva)**

Caller's Record **(Tom)**

Combined Bingo Event Summary Sheet **(Oliva & Dulcie. Another volunteer to sign if Dulcie not present)**

Master Paper and Inventory Record **(Oliva and one other TBD)**

Sign-In Sheet **(All – need someone responsible to gather signatures)**

Schedule for Progressive Games i.e Toonie Pot **(Oliva and Dulcie. Another volunteer needs to sign if Dulcie not present)**

Jim keeps the Combined Bingo Event Summary Sheet and uses them at year-end to complete the required annual report. It was agreed that Oliva should purchase a file-folder/box to keep all other reports at the hall. It was agreed by all that these reports need to be diligently kept.

Although it is not likely that BC Gaming would send up an inspector to our bingo event, all agreed that an audit would be more likely and having good records is vital. BC Gaming control all of our raffles (Christmas Bazaar, Desert Daze etc.) and we do not want to jeopardize these.

It was also agreed that we would no longer include the financials for the Concession as part of the bingo report. Jim will do up an alternate Concession cash report for Terri.

- **Bingo paper purchase**

We recently realized that we are using the wrong paper and that we must purchase paper approved by BCLC. We agreed that we would use up the paper that we have open. This doesn't include the paper purchased last week from Manitoba. That batch of paper will be returned by Oliva. Tom will review a BCLC source for paper in the Lower Mainland with Oliva after this meeting. Oliva will bring a cost estimate to the next CC meeting (February 13th) for approval to spend the required amount.

- It was agreed that we would elect a new Bingo Sub-Committee at our next CC meeting (Feb 13)
- **Meeting adjourned 5:35**