

Board of Directors Meeting Minutes

American Contract Bridge League of Santa Cruz Unit 550, Inc

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Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

July 9, 2010
Corrected Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:35 pm at the Santa Cruz Bridge Center.

Present – Wayne Boss, John Hadley, Teri Handzel, Philip Johnson, Joanne Nelson, and Dick Wasserstrom.

Also Present: Nancy Wainer, Owner rep.

Absent— Bruce Dau, Mary Pulliam

Approval of Minutes – The May minutes were approved as corrected. The June 4th minutes as distributed were approved, by a unanimous vote.

1. **Treasurer's Financial Report-** Ken, Acting Treasurer, reported that the overall cash flow for June was \$233, which was \$605 better than budgeted. Not included in this month's expense is the cost of the new dishwasher. It will be included in the next month's expenses. The Cash Flow YTD for the first six months shows a deficit of \$2190, \$823 better than budgeted. Our Net Worth is now \$335,563. When Bruce returns, he will do the other standard reports. BOD accepted treasurer's report as stated.
2. **New (or continuing) Business:**
 - a. Unit Game BBQ – Saturday, July 10th - John Hadley and his grandson's will set up in the patio and serve the BBQ at the break. Joanne asked if John does a dump run, could he include the bolted tables that are no longer usable in the front patio area. It would also make a better space for his BBQ.
 - b. Upscale Rummage Sale—Teri has been speaking at different bridge games to publicize the event and to ask for volunteers. Also there will be a listing on Craigslist and an ad in the Sentinel when it is appropriate. Phil suggested that around the 1st of August we post a sign outside the building. Teri reminded BOD that Capitola is very strict with signage but we could place a sign on our property that would be visible to passersby. Teri will make a flyer/email and Ken will send it out to the membership. Signs will be placed in the interior some time next week. Grocery bags are needed as well as items to sell. Teri has 3 or 4 drivers to do pick-ups. It was suggested that we have a sign up for pick up.

- c. Dealing machine. The results of the survey, with 104 members voting were; 62% voted for the dealing machine, 35% against preferring for the most part to pay down the deficit first and 2% had no comment one way or other. Three Directors; Mark, Pam and Bill, committed to use the machine. Sherry every now and again would use it. Nancy Wainer. would not use it. Nancy Driscoll would not use the dealing machine unless there is a training session. The dealing machine would not leave the building. Receiving hand records for all games is truly the biggest reason for purchasing the machine. There was a discussion on the cards used in the machine and it was determined that the cards do not last as long. Teri mentioned that last year's rummage sale netted around \$4100. Dick suggested that after the rummage sale, pay the deficit first, and then start a fund for a dealing machine with the remaining proceeds. By consensus we are going to table the dealing machine until we see how much we earn at the rummage sale, pay down the deficit, and then the remainder of the earnings would be used for the dealing machine fund. Once these figures are known Members could donate to the dealing machine fund for the balance or a smaller fund raiser could be held, later in the year.
- d. Dishwasher was replaced as the dishes were not being rinsed cleanly. The \$425 cost for the dishwasher will be reflected on the next month's budget. Wayne noted that many of the cups were getting dingy. It was suggested that we purchase new cups. Teri offered to check at Coast Supply and to locate and purchase cups. It was estimated that 5 dozen should be purchased.
- e. Dick reported on a meeting he had had at Nancy's Bridge House with Nancy Driscoll and Mary Peterson. He proposed that Nancy Driscoll be invited to a meeting of the Board to enable the Board to determine if there were ways in which the Unit and Nancy's Bridge House might work more effectively together. A discussion followed. Phil suggested that a possible mentor program might be one area of common concern that could be discussed at such a meeting. Wayne and Ken were both of the opinion that before inviting Nancy to meet with the Board it would be desirable to have a clear idea of the topics to be examined at such a meeting and there was a fairly general concensus on this point. Dick said he would probably meet again with Nancy to see if an agenda could be developed for a possible meeting and would report back to the Board if he was sussessful in doing so.

3. Old Business:

- a. Surf's Up Sectional Sponsors—sold out all sponsorships for this event. Phil secured **Imhoff and Associates**, the **J.C. Heating and Air Conditioning** sponsorship was again provided by John Hadley and the **Pasatiempo Golf Club** also was a repeat sponsor. In addition every game has been named for someone who an anonymous donor wishes to

honor. The Surf's Up Sectional will be held October 9th & 10th at Harbor High School.

- b. GEMS plaque will be mounted by Teri framed with a lighter color due to the dark walls.
- c. Letter written to the BOD from Rachael Spencer regarding lessons will be responded to by Ken.
- d. New member packet will be created by Teri and Nancy Wainer.
- e. Bike post is still being worked on by Bruce. We are currently waiting for a reply from the City of Capitola for approval.

4. Committee Reports:

- a. Membership & Fundraising—Rent a Pro is a possible fundraiser for later in the year.
- b. IN/Out reports.-Nancy Driscoll would like to have the information on the members who advance in Master Points. Teri said she would email that portion and send it monthly to all the directors. .
- c. Club Owner Liaison—No meeting to report
- d. Finance-no updates
- e. Hospitality— Teri will host the July 24th game. For the Sept. 10th BOD meeting, each Board member is asked to bring a bottle of champagne for the Delores Abrams game. Dick will be the host and provide a cake.
- f. Sherry will host some NAP games. Nancy suggested that we have two sections at a unit game.
- g. Facilities Special Projects—John reported that one of the fans needs to be fixed. Nancy mentioned that the right side door blind is jammed. John will take care of both.
- h. Webmaster—Ken will now post all current minutes on the website. In order to print out a particular set of minutes it will be necessary to cut and paste.

5. Date for next BOD meeting is Friday, September 10th due to the Labor Day tournament.

6. Adjourned-4:00 p.m.

Respectfully submitted,

Joanne Nelson
ACBL Unit 550 Board Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

June 4, 2010
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:35 pm at the Santa Cruz Bridge Center.

Present - Bruce Dau, Ken Llacera, Wayne Boss, Teri Handzel, Phil Johnson, Mary Pulliam, Dick Wasserstrom

Absent: - John Hadley, Joanne Nelson

Also attending: Nancy Wainer and Jeanne Boss (It was moved by Bruce, seconded by Phil that

Jeanne Boss be appointed acting recording secretary for this meeting. Unanimously approved.)

Approval of Minutes – It was the consensus of the board to wait to receive the revised May 2010 minutes before approval.

Treasurer's Report – Bruce presented the treasurer's report. It was moved by Phil and seconded by Teri to accept the treasurer's report. Approved unanimously.

New Business:

Unit Games: August StaC Week Unit games will be held on Saturday, 8/21, 10:00 am and 2:30 pm; Sunday 8/22 at 5:00 pm. There was discussion of changing the December StaC week Sunday game to Friday evening. No decision was reached at this meeting.

Timeless Treasures Rummage Sale: Teri reported that the committee met and took the following actions:

- A. changed name to "Upscale Rummage Sale";
- B. set schedule for set-up on Friday 8/13 with pre-sale shopping for volunteers 3:30 – 4:30 pm and Saturday 8/14 sale hours 9:00 am – 4:30 pm;
- C. added garden art and potted plants to the sale items; and
- D. recommended hiring some help for the strenuous part of the clean up on Saturday afternoon.

The committee will begin promoting the sale and will have volunteer sign up sheets out soon.

Life Master Plaque: Teri is in the process of updating the life master plaques and also placing the GEMS plaque which will celebrate the Bridge Center's Diamond Life Masters.

File Cabinets: Bruce has labeled the file cabinets and is in the process of organizing them.

Dolores Abrams Game Fee: The Dolores Abrams game will be held September 11, 2010. It was moved by Wayne, seconded by Mary to continue the practice of charging a fee for the Dolores Abrams game. Ayes: 6. Nays: 1.

Cake and champagne will be provided by the Unit board. Board members are asked to bring any extra champagne they may have to the September board meeting to serve at the game.

Surfs Up Sectional: There will be additional stratification this year to allow for separate games for novice and more senior players. It was moved by Teri, seconded by Dick that the sponsorship fees are \$150 for businesses and \$100 for individual memorials or honorees. Sponsorships must be submitted to Pam Benz by June 18th for inclusion in posters and ads.

Dishwasher Problem: The dishwasher is not draining properly. Ken will contact John Hadley to see if the machine is under warranty; or he will contact Bruce to make arrangements for repair.

Fragrance Policy: After discussion, the board directed Ken to send an email to members reminding them that the Bridge Center is a smoke-free and fragrance-free area. Teri will purchase signs to post.

Old Business:

Dealing Machine: There was discussion about the possibility of the unit purchasing a dealing machine. Nancy was asked to discuss some ideas with the club owners such as purchase of new cards to accommodate the machine, etc. Ken will send the board members an internet link that will provide more information on the dealing machine.

Letter from Rachel Spencer: Ken has not responded to the letter yet.

Bike Post: Bruce has the paperwork to obtain the post free from the transportation commission, and he will proceed with installation of the posts on the side patio.

By-Laws: No report

Committee Reports

Membership/Publicity: no report

Intermediate/Novice Education: - Nancy expressed concern that there are no beginner or intermediate lessons available at the Bridge Center. There was discussion of various options – formal classes with certified bridge teachers, mentoring programs that would pair new players with experienced players, etc... Bruce has some information on a mentoring program that he will forward to the Education Committee. Dick and Phil proposed contacting Nancy's Bridge House to see if some of the novice players would be interested in linking up with some of the more advanced players at the Bridge Center.

Finance: Ken and Bruce reported that the committee is close to making a recommendation.

Hospitality: no report

Facilities/Special Projects: See above: dishwasher and bike posts

Webmaster: Ken reported that the website changes are doing well. No problems.

The meeting adjourned at 3:55 PM. The next meeting is Friday July 9, 2010 2:30 pm due to the Palo Alto Sectional on the 2nd.

Respectfully submitted,

Jeanne Boss

Acting Recording Secretary

(06/04/2010 board minutes)

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

May 7, 2010

Minutes

Call to Order— President Ken Llacera called the meeting to order at 2:30 pm at the Santa Cruz Bridge Center.

Present— Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom.

Absent— Phil Johnson.

Approval of Minutes—The April Minutes and the Special Meeting of March 25 were approved, as corrected, by a unanimous vote.

Treasurer's Report —Bruce gave the Treasurer's Report. Frosh and Billings have been asked to prepare the taxes. When taxes have been completed, the Finance committee will review them to see if in the future they can be done in-house. Club Owners rental re-imbusement is considered income. The Finance Committee has met several times to discuss the allocations. The Finance Committee will report back to the BoD with recommendations for simplifying the portfolio.

Bruce stated that the Vanguard Money Market Fund account would close if we didn't transfer \$1,000 into it. After a brief discussion, Teri made a motion to advance money from the Ginny Mae fund. Wayne amended the motion to authorize the Treasurer to transfer funds if Vanguard Money Market Fund account goes below \$1,000 again. The motion passed unanimously.

Old Business—

1. Awards—Ken, along with Mary, will present the *Ace of Clubs* and the *Mini-McKenney* awards at both Unit Games on May 8th. The "Gems" plaque for those who are Diamond Life Masters or higher will also be unveiled. Unit 550 is honored to have three such members: Ann Ottenberg, Wayne Stuart III, and Jim Slinger. A diamond symbol will also be placed on the Life Master plaque.

2. Rising Stars Tournament—Joanne will write thank you notes to Jane Jennings, Barbara Shepardson, Phyllis Cramblet, and Anmarie Moller for their outstanding contributions to the Rising Stars Tournament.

3. STaC week—During STaC week there will be two additional games added to the schedule: Saturday afternoon at 2:30 p.m., and Sunday evening beginning at 5:30 p.m.

New Business—

1. BoD Unit Game Hosting Assignments—Mary will post a list behind the director's desk. If any of the BoD members cannot be there on their given day, they should notify Mary or find another BoD member to trade with.

2. Rummage Sale—The date for the Rummage Sale is set for August 14th. Teri asked for BoD support of the rummage sale. Her plans are to set up Friday the 13th at 8:30A. At the end of Set-up day Teri plans to have a 4-5P Wine and Membership preview sale. The rummage sale should be social and fun. Teri will advertise it as the "Upscale Rummage Sale."

3. Correspondence regarding bridge classes—A letter from a member asked the BoD about classes for the intermediate bridge players who need further instruction and practice. A second letter was read from Lynn Yokel offering to teach a class on Monday mornings. The BoD support any additional classes.

4. Bike Post—Bruce recommended that with the weather getting better, more people are riding their bikes to the Bridge Center and we do not have a place for them to park their bikes. Teri made motion to have Bruce install a bike post: Passed unanimously.

5. Bylaw copy for Members—Bruce requested a copy of the bylaws be available to the membership. Joanne will make a copy available.

6. Life Masters—Some of the life masters who have transferred into our club are represented on the Life Master Plaque. After a brief discussion, Joanne made a motion to make a policy to add names to the Life Master plaque when members transfer or become Life Masters: Passed unanimously. Teri will add the names of Don Seldeen, Heather Cutting (later found to be already on the plaque), and Wayne Stuart to the Life Master plaque as transferred members. Teri will also make sure that there are not others that have transferred into our club and not listed as a Life Master.

7. Chair of the Judiciary Committee—Dick volunteered to be the chair of the judiciary committee. The Judiciary Committee handles appeals on directors decisions.

8. Miscellaneous items—

- a. Ken will poll the membership by email to ask for suggestions such as the Dealing Machine to be purchased for the club.
- b. Bruce and Teri will contact Unit 507, San Jose, regarding their "Mentoring Program" to see if such a program would work in Unit 550.

Sincerely,

Joanne Nelson,
BoD Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

April 3, 2010
Minutes

Call to Order—President Ken Llacera called the meeting to order at 2:30 pm at the Santa Cruz Bridge Center.

Present—Bruce Dau, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom.

Absent—Wayne Boss, John Hadley, Teri Handzel, Phil Johnson

Also attending—Jane Jennings and Nancy Wainer.

Approval of Minutes—The March Minutes were approved, as corrected, by a unanimous vote. Minutes of the March 25 Special Meeting will be sent out after corrections.

1. Rising Star Report—Jane Jennings reported that on the income side, Rising Star sponsorships, and a generous anonymous donation given to Phyllis Cramblet, and a \$1 session increase more than offset weaker attendance. Because of these additional revenue items, the sectional generated \$365 more than budgeted. Jane suggested that attendance would be better again if a new facility was found for next year. The Masonic Hall appears to be dingy and dirty. It is suggested that a possibility would be the Middle School in the area or possibly using Harbor High for a second time. Jane also asked that next year she be only the Director as it is difficult to be both Director and Chair of the event. Next year having the Chair in place early would also be helpful so that the publicity could go out early. Publicity will be discussed on another date. Thank You letters should be sent out to the committee. Board should also send Thank You letters to all volunteers and a special note to Barbara Shepardson who worked tirelessly in the kitchen. All in all, those in attendance were once again impressed with the great food and hospitality provided by Unit 550.

2. Treasurer's Financial Report—Bruce reported the overall cash flow for March was a +\$1,273, compared to expected surplus of \$2,029. The cash flow (YTD) is \$350 ahead of budget. The Net Worth of Unit 550 is now \$345,339, with \$6,148 at Union Bank and \$339,191 at Vanguard. On January 1st of this year, our net worth was \$337,122. Bruce also noted that by using Quicken, the Union Bank account is now automatically reconciled. This should help prevent any discrepancies going forward. The biennial corporation filing with the state was completed this month, as well as ensuring that the insurance policy was up to date. The Annual Report to the membership was prepared for the Board's approval. Annual report will be posted and placed on the website by the end of April. Beginning and ending statements are used for the preparation of the

annual report. Dick moved Mary seconded to approve both the Treasurer's Report and the Annual Report. The BOD approved both unanimously.

3. Clean-up Day—Everything is in place. Bruce took down the blinds on Thursday after the Bridge Camp game and picked them up today. They will be hung again after the windows are cleaned on Saturday. The Board will give a free game play for a unit game for all those that help clean. Food will be served at 11:00 and an awards ceremony will begin at Noon followed by a Pro-Am game.

3. Web status & printed calendar—New calendars have been printed for Santa Cruz Bridge Club games. We no longer have a Unit calendar. The SBSC calendar will be printed by the SCBC directors/owners. DSL charges will be paid for by the Unit starting immediately. Regarding the website: edits are not easy to do. Ken is the hosting service. All the content is the BoD's. The software belongs to Ken. Ken talked to Mary Peterson. She stated that NBH is in agreement with the bifurcation of the old website. Both websites are up and so far no feedback. Ken will keep the BoD apprised of any criticism. All content will treat owners as equal as reasonable.

4. Recognition awards—Joanne reported that all the plaques were ready to go and all the certificates and medallions had been received. Joanne recommended that we do the awards on another date due to all the activity with the Pro-Am and the Clean Up Day.

5. Pro-Am status—only one person needed a partner. All other amateurs and Pros had been matched up. It should be a good turn out.

6. Tax Preparation—Ken reported, after examining the Tax Forms required for our Non-Profit Status, that the forms did not look that difficult. He suggested that we fill them out and then send them to FBL to see if we prepared them correctly. We would ask them to check it over to see if we are preparing them appropriately. If we preparing them correctly, then next year we could know if we could do them ourselves.

7. Miscellaneous items—

a. Ken suggested to Board Directors that they keep track of items during the year things that pertain to their position such as when the taxes or annual report are due. Bruce Dau agreed to send out monthly email reminders to committee chairs and officers.

b. Joanne inquired about the dealing machine. Ken stated that it is one of the items under consideration from the proceeds of the Rummage Sale.

Scheduled for the next board meeting is the calendaring of the Unit representatives at the Saturday Unit Games, the success of the Clean-up Day and the unit website completion.

Respectfully submitted,

Joanne Nelson

Board of Directors (Special) Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

March 26, 2010
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:30 pm at the Santa Cruz Bridge Center.

Present – Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Phil Johnson, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom.

1. Cleaning Day Update-

- a. Joanne reported that she had contacted Bee Clean for an estimate on cleaning the mini-blinds. Bee Clean will charge \$12 per blind. If we want them to pick them up and deliver, an additional \$45 would be charged. After a brief discussion, Joanne made a motion and it was seconded by Bruce to have the mini-blinds cleaned by Bee Clean. Bruce volunteered to take them down and deliver them to Bee Clean. It was decided to take them down on Thursday afternoon after Bridge Camp and pick them up on Friday afternoon. On Saturday after the windows have been cleaned they will be re-hung.
- b. Ken said that he had equipment to clean the rafters but he needed to have someone with a pick-up truck to pick up a ladder for the job. John Hadley said he would be happy to pick up the ladder at Ken's house.

2. Community bulletin board policy- The Board decided that a written policy for posting on the Community Bulletin Board needs to be made. It will contain such things as how long something be posted and as to size and who can post on the bulletin board.

3. Website Proposal—All of the official documents make it clear we are the ACBL of Santa Cruz County, Unit 550. There is no legal entity called the "Santa Cruz Bridge Center". According to the charter we have from the ACBL, the Unit's mission is to promote bridge in our assigned geographic area. There is the implication that as the Unit we should, to the extent reasonable, treat all club owners fairly.

The question is how is fair treatment implemented in regards to the current website? Ken, being the webmaster in addition to his role as President, explained that the current implementation does not allow for multiple, simultaneous sessions to be listed on the calendar. This limitation extends to game results as

well. His estimate is that 100 to 300 hours of work would be required to fix this limitation.

The best solution is to create a separate Unit 550 website which will hold only Unit 550 information; the clubs within Unit 550 must create, implement and maintain their own websites.

Ken proposed to create the Unit's website and maintain it under contract. This would include the hosting and registration charges. He will own this website, which continues to be www.santacruzbridge.org. The Unit 550 website will have links to each bridge club in Unit 550 on the first page. Board Directors for the Unit 550 will be on the Unit website as well as Unit 550 minutes, accolades, and other Unit information.

There will be a summary page of lessons offered within the Unit. Any detailed information on the classes will be found on each Club's own website.

Ken will talk to the SCBC club owners at or before their April 5th meeting. The Club owners will own the new SCBC website and will select a new name for their website. Also to be covered at this meeting will be information on the website that Ken will provide after determining the SCBC needs. Dick suggested that the club owners say where their games are being played. A separate calendar for the SCBC will be maintained.

The projected date for completion is April 30th.

The new system continues to have the capability of sending out bulk email. We will charge \$20 set-up fees and \$0.05 an email for emails which are related to bridge and our members. Any revenue generated from bulk email will be the Unit's. Any Board member may determine if a bulk email is appropriate.

With the discussion on the two new websites, it was moved by Wayne and seconded by Bruce to give Ken a contract in the amount of \$100 to build a Unit 550 specific website and \$25.00 per month for maintenance. It was passed with a unanimous vote.

Ken will send a letter to Nancy's Bridge House to explain what is happening. Ken will also send a letter out to all club owners/directors explaining this bifurcation of the current website.

Currently in the bylaws, Section 7.4, Restriction on Interested Persons as Directors, reads "*None of the persons serving on the board may be an 'interested person.'* *An interested person is (a) a person who has received material compensation, defined as more than Three Hundred Dollars (\$300.00).....*" It was moved by Wayne and it seconded by Bruce to modify the bylaws so that the "material compensation" reads \$1000 instead of \$300. It was a unanimous vote.

In preparation for the website bifurcation, Dick W. suggested a statement to be sent out to the membership. The statement reads:

“The chief purpose of Unit 550 is to promote and support the playing of duplicate bridge in Santa Cruz County. In furtherance of that purpose Unit550 has for a number of years held the lease on the Santa Cruz Bridge Center located at 720 E. Capitola Avenue where all ACBL duplicate games have been held. The Unit has also had for a number of years an agreement with the club owners running games at the Santa Cruz Bridge Center to share various expenses connected with the maintenance and operation of the Center. In addition, the Unit has operated a web site (thanks to Ken Llacera who originally designed it and who has continued to oversee it) that has served to provide lots of information both about the Unit and its affairs and about the Santa Cruz Bridge Center and its affairs, for example, the schedule of ACBL sanctioned games played there, the game results, and the like.

Until recently the web site’s dual function of providing information dealing with the activities of the Unit and the activities connected with the Center has not created any problems, but that is no longer the case. This is so because in addition to the Santa Cruz Bridge Center, there is now Nancy’s Bridge House, which also offers ACBL sanctioned duplicate games and instruction. In order to provide access to relevant information about activities at both locales in a cost-effective fashion, the Board has decided to reconstruct the Unit’s web site so that it will focus only upon Unit affairs while providing links to other web sites of potential interest to Unit 550 members activities at the Santa Cruz Bridge Center and at Nancy’s Bridge House.”

The next step is to put it this statement on the website, after the meeting with the SCBC club owners , April 5, 2010 at 3:00 p.m.

Phil moved and seconded by Teri that Wayne be relieved of the previously proposed bylaws changes suggested in the March Board meeting. The motion was passed unanimously.

With no further items on the agenda, the meeting was adjourned at 3:40 pm by President Ken Llacera.

Respectfully submitted,

Joanne Nelson

Board Of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

March 5, 2010

Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:30 pm at the Santa Cruz Bridge Center.

Present – Wayne Boss, Bruce Dau, Teri Handzel, Phil Johnson, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom

Absent---John Hadley

Also attending: Pam Benz and Nancy Wainer

Approval of Minutes – Moved by Teri and seconded by Phil Johnson to approve the minutes of Feb 5, 2010. The minutes were approved unanimously.

1. Rising Stars report--- Ken announced that coupons for interested players would receive a coupon for a free golf cart at Pasatiempo Golf Course. A second coupon provided by John Hadley will be for a 10% discount off service or supplies from JC Heating and Air Conditioning.

2. Treasurer's Financial Report--- Treasurer Bruce Dau reported that we are on target with our 2010 budget. Bruce also suggested that we look into other options for our tax preparation.. Previous tax preparers Froshmen Billings, CPA's used by the Bridge Center are still an option. TurboTax would be less expensive but it is unknown if you can do nonprofit taxes on Turbo Tax. Jeff Belden was also mentioned as a possibility to do taxes. Bruce will check into this and report back to the BOD in April. Taxes are due in May.

3. Old Business--

A. Mission Statement---The current Mission Statement listed on the web site: "We are the Santa Cruz Bridge Center (SCBC), part of the American Contract Bridge League (ACBL). Our mission is to promote the game of bridge and provide a pleasant facility for those in the Santa Cruz area who want to play duplicate bridge in a friendly atmosphere," is currently being under consideration for revision. After a brief discussion, Teri suggested that the discussion be tabled until the BOD current bylaws have been reviewed.

B. Letter & request from Nancy's Bridge House Study report from Phil & Dick on *Articles of Incorporation* and the *Bylaws* ---

Dick Wasserstrom and Phil Johnson reported that the BOD of Unit 550, under both the *Articles of Incorporation* and the *Bylaws*, does not presently have any

latitude to deviate from the current mission statement (as encapsulated in Article II of the Bylaws) to “foster and promote bridge with affiliated clubs”. study. Bruce noted that the ACBL Handbook, Chapter Four identifies Club Owners, which would include Nancy Driscoll. While the BOD saw a clear separation between the SCBC and Unit 550, the responsibilities of Unit 550 to other Bridge enterprises within the geographic area of Unit 550 were not clear. After a very lengthy discussion, it was decided a definitive response to the issues raised in the letter from Nancy’s Bridge House could not be made at this time. The BOD, with two nay votes, assented to a motion by Wayne Boss and seconded by Teri Handzel, to amend the Bylaws reflecting the responsibilities and obligations to outside bridge entities and to Unit 550. Wayne, as By-laws chairman, will look into providing some input language at the next meeting for further discussion.

C. Annual Clean –Up Day---Pam Benz stated that along with Teri they had identified potential projects for Clean-Up. It was suggested that a sign-up sheet be posted as soon as possible. That way, members would be able to determine what cleaning supplies, etc. they would need to bring that day. Also we could determine if the BOD would need to rent any special equipment. Pam said she would make the sign up sheet.

D. Dealing machine---Ken suggested that while we are looking at a dealing machine and how it benefits the membership, why not look at hand held automated scoring machines, travelers, bidding boxes, as well as any other items that would make for a more enjoyable experience for our members. Teri suggested that we dedicate the proceeds from the rummage sale to obtain some of these items rather than just put the proceeds into the general fund. The BOD agreed.

E. Wall Plaque Update---Joanne and Teri will meet Monday at a trophy shop to order plaques and a new Board for the Diamond Life Masters.

3. New Business---

A. Bidding Boxes---Pam Benz reported that a donation of three hundred dollars was given to the Unit in Alice Hopkins name. The donation should cover 12 sets currently on sale with a club owner discount. After a brief discussion for additional boxes, the BOD unanimously voted to order 16 sets. Any additional expense such as shipping and handling and the additional 4 sets of bidding boxes will be picked up by the Unit.

B. Garden expenses---Stephanie Kearns has been volunteering her services in our garden areas. It is time for new plants and she requested \$60 for that purpose. The BOD readily agreed to do this.

4. Committee Reports—

A. Club Owner Liaison---Joanne reported that the Club Owners would like to be able to print a Directory. Ken said that the Club Owners could do that by

accessing Google Documents, It was further suggested that a Directory would be good to have for new members. Nancy Wainer recommended that a Packet be made available to New Members with such things as a Directory, a calendar, when there were lessons, along with a welcome letter. Nancy and Pam will work together to determine what should be in the packets. Once this happens, the Club Owners /Game Directors would keep a supply of packets to hand out to new members. The Club Owners would also like to thank Ken for his tireless job as Web Master and the great job he does. The Club Owners also thanked the BOD for cleaning up the kitchen counter area.

B. Web Master---Ken stated that he would work on updating the BOD Minutes and the Accolades page. Pam volunteered to help him with the List of Awards.

C. Calendar/ List of Due Dates---Ken suggested that the BOD set up a List of Dates when scheduled items are due. Such items would be the Annual Report, the Annual Directory, Taxes, our Sectionals, our rummage sale, Rental Agreements, Club Owner financial agreements, etc. This way each succeeding BOD would not be reinventing the wheel each time. This Calendar/List would be kept in the BOD Binders.

D. Lease Agreement---In 2012 our current Lease Agreement ends. This is a particularly good time for commercial rental property as there are many vacancies. It was suggested that it is also a good time to possibly purchase a permanent sight for the same reason. Parking is especially important when looking for another facility. It could be used as a negotiating tool for the present facility as well. Teri agreed to contact a commercial property sales agent and start looking for alternate sites.

Tabled for the next BOD meeting are the 2010 Goals, and the Suggestion /Comment box,

With no further business, the meeting was adjourned by the Board President at 4:45 p.m. The next meeting will be April 2, 2010 at 2:30 p.m.

Respectfully submitted,

Joanne Nelson, Secretary

Board Of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550, Inc

**February 5, 2010
Minutes**

Call to Order: President Ken Llacera called the meeting to order at 2:30 pm at the Santa Cruz Bridge Center.

Present – Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Phil Johnson, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom

Also attending: Pam Benz, and Bill McIntosh

Approval of Minutes – Moved by Teri and seconded by John Hadley to approve the minutes of January 15, 2010 as corrected. The minutes were approved unanimously.

Treasurer's Financial Report

- a. January, 2010—Ended month with \$162 over budget. The budget will be projected over 12 months rather than an annual amount.
- b. 2010 Budget discussion—Bruce felt that philosophically it makes no sense to include anticipated income. With this in mind, both sponsorships for the sectionals and the estimated proceeds for the rummage sale were removed. Last year we had 25 unit games and this year there will be 26. The estimated income for the unit remained in the budget. Portfolio withdrawals increased by \$800. The percentage of the portfolio income remained the same. With these adjustments to the budget for 2010 there is a \$4900 deficit which should be covered by the income from the rummage sale, the sectionals and the unit games.
- c. Table Fee Increase— Wayne asked about a table fee increase of \$1 for the Rising Stars Sectional; Surf's Up sectional table are already \$10. This would make both our Sectional table fees \$10. Directors have increased their fees about 8% and the Masonic Temple has increased the rent \$90.00. The increased table fees will help to cover these increase. Mary asked about the possibility of increasing table fees at the club on a regular basis.
- d. Budget—The new revised budget will be spread out over the 12 months. It will be reviewed at the next meeting.

Old Business

- a. Forum Editor—Irma Andrews graciously has volunteered.
- b. Bill McIntosh—Requested that he have the March 27th game instead March 20th as he will be in Reno for the Nationals.

New Business

a.By Law Change—The Unit Board can amend the By-laws. The first sentence in Paragraph 12.6 reads: “The board shall cause an Annual Report to be sent to the members and directors within 120 days after the end of the corporation’s fiscal year. Wayne Boss, Chair of the By-laws committee suggested that since we no longer send out a newsletter that a minor revision be made to reflect how the board will communicate the Annual Report. Wayne suggested that the word ”sent” be deleted and the phrase “provided in a cost efficient and effective manner” shall be added in its place. Terry moved and Dick seconded to accept the bylaws change. The Board unanimously accepted the by-law change. The annual report will be done by Ken, will be posted it on the bulletin board and placed online.

b.Mission Statement—The Board felt that a new mission statement should be written to reflect—Geographic—Santa Cruz County; Education—accommodate level of play; and Fiduciary responsibility. Teri suggested a loftier statement—it is about the Bridge Center. Teri volunteered to rewrite the mission statement to be approved at the next Board meeting.

c.2010 Candidate Goals—The Board felt that it should establish goals for candidates. Joanne will send the suggested goals out as an attachment to the minutes for the Board to review.

d.Annual Clean-up—Pam suggested that we have a quarterly clean-up. Other clubs do it prior to their sectionals. The Board thought it was an excellent idea as the weekly cleaning was just maintaining but did not do the big jobs. Wayne suggested a potluck and a free game to each member that helps to clean. Saturday April 3rd. 9, 11am will be our first trial cleaning day. If successful we will schedule another during the year.

e.Wall plaque update and medals – The Board wants to recognize our Diamond Life Masters: Ann Ottenberg, Wayne Stewart and Jim Slinger. It was suggested to have a diamond square for diamond life masters on the Life Master Plaque. The Board felt that a special plaque to honor Diamond Life Masters should also be established. It was noted that new name plate need to be added to the Delores Abrams Plaque for 2009. Joanne ordered MM and Ace of Clubs, which will be handed out at the April 3rd Unit Game.

f.Letter from Nancy’s Bridge House—The Board has an obligation and a fiduciary responsibility to Unit 550 Members. Joanne will write a letter to Nancy Driscoll to let her know that we aren’t ignoring her letter but have been busy with acquainting new Board Directors with the By-Laws, Bylaw changes, their obligations, new goals and objectives, and discussions with the proposed 2010 Budget.

Committee Reports—tabled until the next meeting.

Date for next meeting: Friday, March 5th

The President adjourned the meeting at 4:20 p.m.

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Joanne

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550, Inc

Minutes January 15, 2010

Call to Order: President Ken Llacera called the meeting to order at 2:40 pm at the Santa Cruz Bridge Center.

Present – Wayne Boss, Bruce Dau, Teri Handzel, Phil Johnson, Joanne Nelson, Mary Pulliam, and Dick Wasserstrom,

Absent: - John Hadley

Also attending: Pam Benz, Jane Jennings and Bill McIntosh

Approval of Minutes – Moved by Wayne, seconded by Joanne Nelson to approve the minutes of December 9, 2009 meeting. Approved unanimously.

Sectional Status –

1. Jane Jennings reported that Rising Stars 299'er will be held March 6th and 7th at the Masonic Hall. Barbara Shephardson has again volunteered to handle the kitchen and food donations as in the past. Flyers have been sent out. San Jose will not give out flyers for other bridge centers. An ad will appear in the February Forum. Jack Simon will put out signage the days of the event. Calvin will bring the boards and bidding boxes. Calvin will also take our flyers to other bridge centers. Ken has already posted the tournament information on the website.
2. Pam Benz reported that the Surf's Up Sectional is October 9th and 10th, the second week-end in October. It is tentatively set to be played at Harbor High. The sectional costs will be more this year for the Directors, the facility and Janitor services. It was estimated this might be an 8% increase.
3. A discussion followed regarding sponsorships. Both Pam and Jane were not comfortable asking for sponsors. Sponsorships are currently priced at Memorials (Name a Game) \$250, and Business sponsorships for \$100. Dick Wasserstrom suggested that we offer for an additional \$50 or \$100 to sponsor both events. Teri mentioned that we need to let the sponsors know all that they are getting for their sponsorship.

Bill McIntosh—appeared to request the unit purchase an automatic dealing machine priced approximately \$5000. Bill stated that the unit board had taken away all perks for the membership last year, requiring the membership to pay for

many things such as the Delores Abrams game. The automatic dealing machine would benefit the membership by having pre-dealt hands, provide hand evaluations, and would be very useful as a teaching tool. Bill stated that the Owners will pick up the paper expenses of printing the hand records, but not the machine or its supplies. Bill recommended the BOD purchase it directly from the manufacturer rather than Baron's. Ken asked Bill to find a brochure and the specific price for the next meeting.

Treasurer's Financial Report – Bruce Dau presented the December and 2009 Treasurer's report. Bruce, Ken and Wayne had a discussion regarding a \$739 entry. Bruce said that it appeared to be a balancing entry for the checkbook.

2010 Draft Budget—Bruce reported that the Rummage Sale brought in the most income last year with \$4000. Ken thanked Teri for her leadership on this project. and asked Terri if it was feasible to do it again. The answer was yes. The Tournaments provided the next biggest amount. Not yet factored into the 2010 budget is the increase in utilities, property taxes and the additional costs of the sectionals.. Interest income must also be adjusted as it may be \$2000 less than the current forecast. A draft budget will be sent out when these adjustments are made to review by the next BOD meeting.

Old Business—

1. Board Packets—Bruce handed out the new BOD packets. The packets included a Mission State which Ken asked the BOD to consider revising. Also in the packets were Rosters and Duties, the Budget, Definition of Terms, Bylaws, Expense Sharing Agreement, the Investment Policy, and a Miscellaneous section for items such as the "To Do List for Unit Games." Dick Wasserstrom asked for some clarification on the Definition of Terms. Ken thank Bruce for the good job in providing these new BOD packets.
2. Forum Editor—Ken announced that we still did not have a Forum Editor.
3. Hospitality Committee Chair—Mary Pulliam graciously agreed to be the Chair.
4. New Member Welcome Letter—Ken explained that he automatically sent out welcome letters when the new members had an email. Ken also reported that about 85% of the new members and the transfers had emails. Teri agreed to revise the Welcome Letter.

New Business—

1. Election of 2nd Vice President—Dick Wasserstrom graciously accepted the position after a unanimous vote by the BOD and a brief description of this office's responsibilities. Fundraising will now be handled by Membership.

2. Annual Report—According to the Bylaws, an Annual Report must be sent out within 120 days of the 1st meeting of the year. The Bylaws state it should be mailed out. It was suggested that the Bylaws be changed so that the Annual Report instead be posted on the Website and on the Unit Board since we no longer send out newsletters. Wayne Boss, Chair of the Bylaws Committee will work on a Bylaw change to reflect this for the next meeting. He will also advise us on how to make a Bylaw change by the BOD.
3. The Unit Games and Event Calendar was approved with the following changes:
 - A. Two extra STaC games will be added during the STaC Weeks, a second game on Saturday and the addition of a Sunday evening game.
 - B. The Rummage Sale will be scheduled for August 14th, moving the Wayne Stuart Seminar and the Unit game to August 28th.
 - C. Changing the Pro Am Unit Game to March 27th due to the Reno NABC March 11th -21st

2. Unit Game Coordinators are as follows:

January 23 Wayne Stuart Seminar—Ken
February 20—Teri
February 28—Dick
March 13—Joanne
March 27 (ProAm)—Wayne
April 3 (Recognition)—Bruce
April 24 (Wayne Stuart Seminar)—Ken
May 8 (Stack Week)—Mary
May 22—Mary

Due to the length of the agenda, Goals, the Annual Clean-up, Wall Plaque updates and medals for MM and Ace of Clubs, and Nancy's Bridge House Letter were tabled for the next meeting. Also tabled were the Committee Reports.

The meeting adjourned by President Ken Llacera at 3:45 PM. The next meeting is Friday February 5th, 2010, 2:30 pm.

Respectfully submitted,

Joanne Nelson