

# Board of Directors

American Contract Bridge League of Santa Cruz, Unit 550

## *2014 Meeting Minutes*

Click on Meeting Month or Date to bring up that month.

[January](#) [February](#) March [April](#) [May](#) [June](#) [July](#) [August](#)  
[September](#) [October](#) November December

*Please note that this is one file and if you print it out, you will get the entire set of minutes.*

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **November 11, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:22 PM.

**Present:** Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller, Richard Hill, Wayne Boss

**Absent:** Nancy Wainer, Jan Winham

**Also Present:** Marilyn Diola

**2. Last Month's Minutes:** The October *Minutes* were unanimously approved after taking up the following agenda items out of order: see below, 4(a); 4(g) (added to agenda).

**3. Treasurer's Report:** Ken Martin presented the Treasurer's Report for October, 2014. The Board accepted the report. Nothing else of moment took place. Refer to his set of reports for details.

#### **4. New or Continuing Business:**

a. (out of order) 99er Section for Holiday Game: Jane Jennings reported little interest among members and suggested a separate sign-up sheet for a 299er section. Also, the Bridgemate software could not handle a separate 99er game; only a separate section. After discussion about the Holiday party details, Wayne Boss and Ken Llacera suggested a 299er cutoff and a sign-up sheet for at least five tables to justify a separate section.

g. (added, out of order): Phone Tree: Ken Llacera, Richard Hill and Annemarie Moller discussed possibility and to establish a Partnership Chair for Unit Game players; Susan Slinger has volunteered to be the "Partnership Chair" for Unit Games. She will be contacted for her input on the idea. The concept is to identify regular Saturday players, then have these players personally contact others who have played a number of times during the year but not at Unit Games. Nancy will make a Bridge Camp announcement as will Jane at her Monday game. Ken Llacera will develop a target list for the phone tree.

b. Community Board: Several Unit members had been hospitalized or passed away recently and only if you heard by word-of-mouth did members find out about these situations. Board noted a need to get someone to tell Diana Schilling, the “sunshine person” about such events so she could post the requisite notice for the members. Nancy will make sure the other Owners know about Diana’s role.

In a related matter, Gloria McCammon’s family sent the Board a thank-you card for the remembrance at the Surf’s Up sectional; the card would be posted on the board. Also, a discussion evolved over how to welcome new members and all agreed that a board notice welcoming new members would be posted for 30 days.

c. Parking Update: Richard Hill followed up with a report citing no complaints from Staples or anyone else about his email requesting notice on parking space violations. Staples is concerned about the use of parking by park-and-ride persons, not club members, according to Wayne Boss, who had a conversation thereon.

d. Tee Shirts: (Deferred due to Jan Winham’s absence) However, Phil Johnson remarked that Bill McIntosh made a suggestion that proposed shirts be polo rather than t-shirts. The matter will be taken up next meeting.

In a related issue about advertising, Wayne Boss remarked that his research into an appropriate sign would cost the Unit about \$1400. A discussion about the location and placement followed, including whether ACBL would front some money for advertising towards its cost and where to place it for best exposure. Ken Llacera suggested that the side of the building facing CA1 would be most effective and would be the only location to justify the cost. Wayne pointed out that the signage would be a capital investment and thereby only cost \$140 per year (over the 10-year lease). Wayne will follow up with PACCOM to see if that side of the building is available. Ken Llacera will follow up with ACBL on the sharing-cost issue.

e. Wednesday Night Open game: Richard Hill made the motion that Thanksgiving Eve would be treated as a Holiday and added to the SLA. In other words, games on the Wednesday games preceding Thanksgiving would not be charged for cancellations. The motion was approved unanimously.

f. Electrical costs and solar alternative: Ken Martin and Wayne Boss had done some research on the soaring electrical costs. After extensive discussion, it was decided to wait until the complete year of electrical costs were in that could be compared to 2013 and take that to PACCOM for an explanation. At the same time, PACCOM would be asked about its position on solar power, as West Marine is now using it, and the Board is interested in cutting its electrical costs.

## **5. Advisory Committee Reports**

All other items were deferred until December.

The meeting was adjourned at 3:40 PM by the President.

Respectfully submitted,  
Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **October 14, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:26 PM.

**Present:** Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller, Richard Hill, Nancy Wainer

**Absent:** Wayne Boss, Jan Winham

**Also Present:** Marilyn Diola, John Oppenheimer

**2. Last Month's Minutes:** The September *Minutes* were unanimously approved as revised.

**Treasurer's Report:** Ken Martin presented the *Treasurer's Report for September, 2014*. He noted that the regular withdrawal from the Vanguard account had been suspended for September. He also will create a "transactional report" separate from the regular budget report on the Surf's Up section. He gave a thumbnail revenues comparison of the sectional which showed a small decrease in receipts for 2014. The Board accepted the report. Nothing else of moment took place. Refer to his set of reports for details.

#### **4. New or Continuing Business:**

a. 2014 Surf's Up Recap: Annemarie Moller covered these areas. (1) She said that the Saturday break was too long. It was agreed to cut 45 minutes from the break. Annemarie will make a note for the next Sectional Chair. (2) Annemarie also noted that the project timeline for running a sectional needed updating. She would make updates to it and provide it for future Sectional Chairs. (3) Food arrangements need changing. The Kirby kitchen, a professionally equipped kitchen, should be used for Saturday's lunch; John Hadley is not going to do hamburgers any more. She suggested perhaps a catered lunch by Sherry as a replacement. (4) The labor and post-cleanup in the kitchen was an issue and needs to be addressed. Volunteers didn't show up for their assignments. (5) She and Josh would work out the fan situation since the room does not have air-conditioning. (6) Annemarie suggested an online partnership desk in addition to a Partnership Chair. Ken Llacera said he would investigate already implemented solutions which might be added to the website.

Ken Llacera noted that making up the boards using the District's boards was not a viable approach, as 70-80% of the District's cards would not go through the Dealer4 (as currently calibrated for standard ACBL cards). A motion was made to purchase two sets of boards and cards for the Unit to use at Sectionals. When combined with Ken's set, there will be enough boards.

(Added) 2015 Rising Stars Chair: Marilyn Diola and Annemarie Moller volunteered as co-chairs. The Board discussed the need to find a TD one year in advance per ACBL policy.

b. Parking: Rich Hill reviewed the parking situation and the signs that the landlord has posted. Here is the wording of the notice that is going out to members and posted on the website:

Our landlord believes non-tenants or non-customers are parking in the lot; Staples seems most affected. The landlord will begin an enforcement program by placing a notice on the car(s) first. If that is not successful, they are giving thought to towing.

Although Rich Hill has advised the landlord that such a program does not work for the SCBC and players, the landlord believes noticing before 10A will not interfere with our use.

If anyone receives a notice/warning, please call Rich at (831) 476-4033 immediately.

Rich has ten parking permits which can be used to mark cars that would be exempt from the parking limits; however, he believes the better approach is to see what happens with the landlord putting notices on cars.

c. Tee Shirts: Deferred to next meeting when Jan is present.

d. Wednesday Night Open Game: Ken Llacera reported that the game had only drawn 3 tables each night. Robin had announced a "Gala Opening" on October 28 which would feature wine, cheese and extra points. In addition, free plays for a future Wednesday Night game would be given to all players.

e. Email Replacement: As indicated in a previous meeting, Ken Llacera reported that due to regulations put in place by the FCC and similar bodies in other countries, particularly Canada, the email system used by the website would no longer be valid. In fact, he believes that emails sent to addresses at Yahoo! and Google were not being delivered at all. These emails weren't even being marked as spam. Ken has tested and implemented a new system that is compliant with the new regulations. There is less flexibility with the new system but it does the basic functions required to send emails to the membership.

f. Date for Holiday Party and Annual Meeting: Jane Jennings and several other members indicated that the proposed date of December 27 would interfere with holiday plans. The Board decided to try an alternative to having the meeting between the December STaC games, which leaves little time for the meeting. The new date for the Holiday Party and

Annual Meeting is December 6 after the Unit Game. The December 27 game will be cancelled.

## **5. Advisory Committee Reports**

(c) & (d) Education and I/N: Nancy Wainer emailed the club owners as liaison contact about the proposed classes and has not received any response yet. Jan Winham will start her class soon; Nancy will continue her classes on Monday and may run Bridge Camp twice a month; Jane Jennings will have a class on Wednesday evenings, starting this month.

The meeting was adjourned at 3:25 PM by the President.

Respectfully submitted,  
Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **September 9, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:29 PM.

**Present:** Phil Johnson, Ken Llacera, John Benich, Annemarie Moller, Richard Hill, Marilyn Diola, Jan Winham, Nancy Wainer

**Also Present:** John Oppenheimer

**Absent:** Ken Martin, Bette Harken, Wayne Boss

**2. D21 Representative Candidate Presentation (Kathrine Ewing):**

Ms. Ewing spoke about her candidacy's goals in seeking the board's votes. She described her D21 background and stated that she emphasizes cordiality in tournament play. Wants to get a 5<sup>th</sup> D21 regional. Also wants to get women more involved at the ACBL level; she knows many national board members and has been involved with regional and national level agendas for many years.

**3. Approval of Minutes:** The August minutes were tabled for next meeting's approval so that certain semantic/language changes could take place.

**4. Treasurer's Report: Ken Martin absent due to jury duty. Ken Llacera and Richard Hill commented on the Vanguard account and reviewed the savings goal cited in the report sent to all members. The Board approved the report after discussion on that point. Refer to the Report for details.**

**5. New or Continuing Business:**

a. 2014 Surf's Up Report: Annemarie said that final preparations were in order. Calvin will drop off the tables Friday PM. John Hadley will be grilling the Saturday BBQ lunch. Pricing for Sat/Sun lunch was discussed. Board concluded that burgers and sandwiches would be \$7 and \$6 respectively (these were later changed due to logistics onsite). Marilyn Diola suggested Nob Hill for the Sunday lunch. Ken Martin has cost list for hamburger preparation. Directional signs: John Benich and staff would place them Saturday AM. Six past members would be honorees at this sectional. The Board approved asking Diana Schilling to write notes to the respective families. Ken Llacera discussed the posting of results via the D21 website; cost would be \$25/day. (Subsequently, Ken signed up the sectional with Fast Results for a \$25 donation. Fast Results delivered online, complete recaps, with optional text messages when the results were posted.)

b. Mentor Program: Jan Winham reported that the assignments for mentors/mentees were done. The program will run until end of November.

Added Item: On a related note, at this point, the Board discussed the third Life Master board built by Peter Andrews; agreed to write a note commending him for his time and effort to create it. In light of Irv Ottenberg's long-time participation at the SCBC and example of goodwill, he was nominated as a candidate for the "In Memorial" plate on the board; Richard Hill and Jan Winham would solicit other names for the new board display.

c. Tee Shirts: Jan Winham commented that the logo/insignia design on proposed silk screen shirts was open for discussion and wanted to pass on this until the next meeting. A discussion ensued regarding additional marketing using the tee shirts. The question, which was left unanswered was whether to have something on the back of the shirt, such as "Follow me to the Santa Cruz Bridge Center".

d. Wednesday Night Open Game: Ken Llacera reported that the Wednesday night Open game was set, with Robin as the Club Owner, directing 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month and Ken directing the 2<sup>nd</sup> and 4<sup>th</sup>. The 5<sup>th</sup> Wednesday might be used for a Unit game but it would be Robin's decision to release that night to the Unit.

e. Nominating Committee: A discussion took up the status of ballot preparation and members were reminded that a decision to run or not had to be made by the first week in October by Richard Hill, the committee chair. All, save John Benich, who indicated that he would run, were undecided at this point. Ballots needed to be prepared by that time. An email would follow, notifying the members of the election in December.

## **6. Advisory Committee Reports**

b. Facilities: John Benich mentioned that the "Sunshine board" would go up next to the present one in the kitchen alcove. He also reminded members that the SCBC flooring will be shampooed on Saturday, 11<sup>th</sup> of October.

c. Education and I/N: Nancy Wainer raised the issue that there was no instructor for the Beginner Class. Jan Winham volunteered to take on the class and Nancy volunteered to assist Jan and co-teach the first class.

The meeting was adjourned at 4:25 PM by the President.

Respectfully submitted

Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **August 12, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25 PM.

**Present:** Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller, Wayne Boss, Richard Hill, Jan Winham, Nancy Wainer

**Also Present:** Marilyn Diola

**2. D21 Representative Candidate Presentation (Roger Smith):**

Mr. Smith spoke about his candidacy's goals in seeking the board's votes. He described his background and stated his priorities were to improve tournament playing climate by emphasizing courtesy and encourage mentor-mentee programs. He wants to invoke ACBL policy changes through the lens of how they affect players.

**3. Approval of Minutes:** The July minutes were tabled for next meeting's approval so that Annemarie Moller could review them.

**4. Treasurer's Report:** Ken Martin presented the *Treasurer's Report for July, 2014*. He noted tax bill due of \$912. Nothing else of moment took place. Refer to his set of reports for details.

**5. New or Continuing Business:**

a. 2014 Surf's Up Report: Annemarie Moller said that preparations were in order and volunteers were available for the event in October. Ken Llacera noted that a play fee correction on fliers for the upcoming sectional was necessary. Sponsor and honorarium results were discussed. Wayne Boss said that John Benich had arranged for club rug-cleaning during the tournament. Review of the Unit policy binder on the corporate sponsorship criteria is still ongoing.

g. Add-on item out of order: Waiver of Game and Table Charges due to Local Regional: Bill McIntosh presented a case for a waiver of Game and Table Charges for his Thursday game, because of the conflict with Gold Rush Pairs at the All Western Championships Regional in Santa Clara. Ken Llacera stated that the SLA provides that club games which are canceled during local tournaments are subject to one-half Game Charge and three Table Charges (subsequent reading of the SLA established that there were no Table Charges for a game cancelled due to a local tournament; the Table Charges applied if a game was simply cancelled). After the Board initially approved the waiver for just this

specific Thursday's day game, Richard Hill suggested amending the SLA to reflect this policy. Discussion followed and this item was deferred to the next meeting.

b. Increasing Unit Game Attendance: Email comments during the month were reviewed. Nancy Wainer suggested a "pro/am" game with an option for mentor/mentee participation for one of the two Unit games per month. Ken Martin noted that last month's Unit game results were hampered by a program problem, which led to hand scoring instead of Bridgemates. The issue has been remedied. Several comments about Unit/open game playing atmosphere were fielded, a factor Board members felt reduced member, especially new members, attendance. It was suggested that perhaps a Wednesday night Unit game might draw more members; this idea lead directly to the next agenda item.

c. Increasing Game Revenue Committee Report: Wayne Boss gave a summary of a 29 July committee meeting. Various factors impacting attendance and revenue were discussed. As mentioned in last month's meeting, Ken Llacera was considering starting an Open game, either Wednesday or Thursday night. He reported he had approached Mark Hasey about selling his game. Mark was interested in getting an offer, which the Board decided not to pursue. Ken had polled his students on attendance and day preferences for a game he intends to run; his students preferred Wednesday night. Ken will work with Robin Evenden on how to structure a Wednesday night Open game. A discussion reviewing the present lesson schedule ensued, as Wednesday night has been used for classes. It was pointed out that if Wednesday's game attracted more than six tables, it would need to run in the Main Room, which would still leave the Classroom for lessons.

d. Mentor Program: A discussion ensued over the question of Mentor/Mentee eligibility guidelines. Richard Hill raised it as a gateway issue for announcing the pending mentor program: do points matter? The Board reaffirmed that the mentee minimum of 10 MP was necessary to ensure that mentees has sufficient experience with duplicate to benefit from the Mentor Program. The other parameters were also left unchanged; the announcement and sign-up sheets will be posted in August.

f. Nominating Committee: Wayne Boss reminded the Board that five members' terms were up this November, so that those involved had to declare if they would resign or not by next meeting so that the election ballots could be created and distributed. Announcement for candidates would issue shortly thereafter in accordance with Bylaws protocol.

## **6. Advisory Committee Reports**

Education & I/N Coordinator: Nancy Wainer updated the Board on future bridge lessons at the SCBC. She intends to teach beginner classes on Wednesday evenings and advancing beginners twice a month on Monday evenings.

The meeting was adjourned at 3:55 PM by the President.

Respectfully submitted,  
Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **July 8, 2014 Minutes**

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

**Present:** Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller, Wayne Boss, Richard Hill, Jan Winham, Nancy Wainer

**Also Present:** Marilyn Diola, John Oppenheimer

**2. D21 Representative Candidate Presentation (Stu Goodgold):**

Mr. Goodgold spoke about his candidacy's goals in seeking the board's votes. He described his background and some D21 history in stating that his priorities were to seek a fifth regional, greater youth participation, advancing technological aspects and an overall improvement in enhancing masterpoint acquisition. The board inquired into his stance on 503(c)3 status for the Unit. The voting will take place in October by email. The board was informed that Roger Smith would be making his presentation for D21 representative at next meeting.

**3. Approval of Minutes:** The revised May *Minutes* and the June minutes were unanimously approved at the July meeting.

**4. Treasurer's Report:** Ken Martin presented the *Treasurer's Report for June, 2014*. He noted that the regular withdrawal from the Vanguard account had been suspended in accordance with policy and that the PG&E bill was \$504. Nothing else of moment took place. Refer to his set of reports for details.

**5. New or Continuing Business:**

SLA Revision (added item): The President informed all that the 2013 negotiated terms for club owners would be fixed in place until August, 2015, with the exception of Robin's, which will terminate on August 1, 2014. An increased game charge over the \$65 she is currently paying versus increasing her table fee to \$8 and accepting the same SLA terms as other Club Owners. The President will negotiate her SLA renewal before the first of August.

There was a discussion regarding games which were not attracting more than seven tables. Ken Martin had prepared a table showing each Club Owners table counts over the last year. It was agreed that the data did not indicate any action by the Board. Richard Hill moved for a subcommittee of Wayne Boss, Ken Martin, Bette Harkin and

Jan Winham to further study additional game revenue possibilities. All were nominated and approved.

a. 2014 Surf's Up Report: Annemarie Moller said that fliers for the upcoming sectional were going to Monterey for distribution to that unit by 10 July. Annemarie also noted that the project timeline for running a sectional needed updating. She would make updates to it and provide it for future Sectional Chairs.

b. 2015 Rising Stars Chair: Marilyn Diola and Annemarie Moller volunteered as co-chairs. The Board discussed the need to find a TD one year in advance per ACBL policy. The co-chairs agreed to do this.

c. Forum editor vacancy: Irma Andrews has resigned after a long stint at the helm. The board discussed possible replacements and agreed that an email "blast" should issue for candidates per Ken Llacera. Informal agreement was that Karen Schamberg would be asked if she would take on this role.

d. Increasing Unit game attendance: Nancy Wainer and Richard Hill reviewed with the board earlier suggestions to enhance participation, including reviewing post-game pre-dealt hands (Jan Winham). Then various theories were taken up about lack of Saturday attendance with discussion about incentives to counter this. Nancy Wainer agreed to field these and other board suggestions via email and then discuss them at the next meeting in August.

Nancy Wainer also noted that the Unit needed SAYC cards for the Unit games. Jan Winham and Ken Llacera, along with Ken Martin, will coordinate the ACBLScore downloaded movement to run the system; Richard Hill, Nancy Wainer, Ken Martin will write up the rules that apply.

All other items were deferred until August.

## **6. Advisory Committee Reports**

a. Membership and Fundraising: Jan Winham reported that the mentor/mentee summaries were handed out. She made a suggestion about Unit T-shirt designs and asked for ideas for a logo.

b. Facilities: John Benich and Wayne Boss reported that the kitchen floor repair would be done on 17 July, between 5 AM and noon, a Wednesday. Mary Pulliam had reported a glass coffee pot was missing; the Board agreed to replace it per Ken Martin. Nancy Wainer again noted a refrigerator storage problem; she will advise the responsible parties again about food policy.

The meeting was adjourned at 3:55 PM by the President.

Respectfully submitted,  
Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **June 10, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25PM.

**Present:** Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller, Wayne Boss, Richard Hill

**Absent:** Nancy Wainer, Jan Winham

**Also Present:** John Oppenheimer, Irma Andrews, Marilyn Diola

**2. Approval of Minutes:** The May *Minutes* were held over for revision on two agenda items and will be taken up for approval at the July meeting.

**3. Treasurer's Report:** Ken Martin presented the *Treasurer's Report for May, 2014*. He noted that the rent is about \$3300/month. The policy states that "at Treasurer's discretion", the periodic withdrawal from the Vanguard account can occur to raise a low balance in the bank account. He thought \$4000 in the Unit's bank account was a sufficient threshold to discharge other expenses on a monthly basis. After a short discussion, the revised proposal was approved on a unanimous vote. Refer to his set of reports for details.

**4. New or Continuing Business:**

a. Mentor Appreciation Game Recap: The June 7<sup>th</sup> game was seen as a success. Many mentees brought food to share. Board members commented on it favorably and agreed to do it again in six months at the end of the Fall Mentor/Mentee program.

b. Surf's Up Report: Annemarie Moller addressed several areas about the pending tournament at Kirby School. Room and space was one: only 40 tables would fit in the open area, so the anticipated overflow could be seated in the cafeteria. The caddy cost and use issues: the consensus was that one caddy would suffice if properly trained, as previous caddies were from Harbor High and had experience. Another was how much to pay: \$40 per session plus tips, and a caddy would be used only on Saturday's matches. John Hadley, she said, would be available Saturday to sell BBQ lunches, as he has done for previous sectionals. Marilyn Diola volunteered to take orders for sandwiches from Costco for the Sunday session. The Board then discussed policy and procedure issues on sponsorship criteria and details. One was timing: it is essential to get either corporate or memorial items in early because both the Forum and local flyers needed at least three months notice. A tentative deadline was 30 June. It was noted that there was no conflict with Yom Kippur, which is the weekend of October 3<sup>rd</sup>.

Annemarie and Ken Llacera volunteered to incorporate the Open Sectional policies and procedures into the Unit Policy and Procedures online manual following the sectional in October.

c. D21 Update: Ken Llacera announced that Bruce Blakely had resigned from his D21 representative position to ACBL BOD. At least three D21 members were rumored to be seeking nomination to the position. ACBL had sent emails to the President and Secretary about BOD voting criteria. The Board members are the only ones to vote on this. Further information will be forthcoming in the near future.

d. Phone Message: Resolved to counter the problem of insufficient information for new members seeking game or other information.

The other items were deferred until July.

## **5. Advisory Committee Reports**

b. Facilities: John Benich reported that the kitchen floor problem would soon be addressed. Isaac would do the re-flooring, but needs a full day; the Board agreed to schedule it on a Thursday.

Wayne Boss mentioned that the landlord was reluctant to let the second-floor banner advertising the Santa Cruz Bridge Center remain, however, he pointed out that Staples and others had banners could be the source for a more acceptable one.

The landlord also wishes that members use the Soquel side parking lots, if at all possible, to accommodate retail customers in the main area. A notice and email blast will notify members on this request.

No additional matters were taken up at this time.

The meeting was adjourned at 3:07PM by the President.

Respectfully submitted,

Phil Johnson, Secretary.

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **May 13, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25PM.

**Present:** Nancy Wainer, Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, John Benich, Annemarie Moller

**Also Present:** Bill McIntosh, John Oppenheimer

**Absent:** Wayne Boss, Richard Hill, Jan Winham

**2. Approval of Minutes:** The February 15th *Minutes* were approved by unanimous vote with no changes.

**3. Treasurer's Report:** **Ken Martin presented the *Treasurer's Report for April, 2014*. He proposed to cease taking the Vanguard monthly withdrawal in light of the current bank balance which is sufficient to discharge expenses on a monthly basis. After a short discussion the proposal was approved on a unanimous vote (Added Note: See June Minutes for a revision of this proposal). Refer to his set of reports for details.**

**4. New or Continuing Business:**

**a. Recognition Game Recap:** The game was seen as a success. Jan's outreach to the Ace of Clubs and Mini-McKinney winners brought in several more tables than a typical Unit Game.

The Board continued a discussion of a Mentor Appreciation Game and decided that it would be set for June 7<sup>th</sup>. Mentees will be urged to bring something to eat and notice will go out via website and email blast. Mentors would play for free as the Unit's "Thank You" for their efforts.

**b, c. Janitorial Issues:** Various members commented on the revelation that the problems seemed to be resolved for the time being in the bathroom. John Benich brought up the issue of water possibly being the cause of the elevated tiles in the kitchen. He would contact Issac (PACCOM) to take a look at it. John had fixed the dishwasher, which had broken glass in it and he took care of the refrigerator door issue by simply raising the front of the refrigerator.

**d. Room Scheduling:** Nancy Wainer informed the Board that Jane Jennings sent an email about scheduling two bridge instruction classes. Ken Llacera said that the online

calendar is used to avoid schedule conflicts. Ken also said he was copied on the email exchanges between Jane and Nancy in which he had decided that even if there was some overlap between the two audiences, Nancy's class with a time-dependent element (mentees wanting some basic bidding sequences before the Mentor Program ended) should go forward.

e. Rude Behavior Complaint and g. Increasing Game Attendance: Tabled.

f. Monday, Wednesday Games for Sale: A lively discussion followed the revelation that Mary Pulliam had purchased both of them. The issues raised earlier by concerned board members were made moot by this information for the most part. However, Ken Llacera wanted a discussion about the Unit buying a game to proceed, so that issues could be surfaced now for future possibilities. Ken started by pointing out that the "Zero Tolerance" policy of the ACBL could not be required to be enforced by individual club owners. Whereas the Unit could "buy" a game and ensure the policy was enforced. This, in turn, would make the Unit members feel more confident in the process. The discussion also took up the issue of how owning games might impact the Unit's tax status and conflict of interest issues of the unit versus a club owner. No consensus reached on this series of points.

The Longest Day (add-on item): The Board listened to Bill McIntosh's presentation of his proposed "Longest Day" (June 21<sup>st</sup>, a Saturday) two-game project for the Alzheimer's organization benefit. He requested Game and Table Charges waiver, explaining that some of the players' fees would all be donated to the Alzheimer project. The Board voted unanimously to waive the \$102 Game Charges but not the Table Charges.

h. Newcomers' Game: Criteria for prospective players were taken up. ACBL to be consulted on "newcomer" designation. Jan Winham (absent) will probably take that up and item discussed at the next meeting.

## **5. Advisory Committee Reports**

No additional matters were taken up at this time.

The meeting was adjourned at 3:25PM by Treasurer Ken Martin, as the President had to leave on an emergency matter.

Respectfully submitted,

Phil Johnson, Secretary

# Board of Directors Meeting

## American Contract Bridge League of Santa Cruz Unit 550

### April 15, 2014 Minutes

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25PM.

**Present:** Nancy Wainer, Bette Harken, Phil Johnson, Ken Llacera, Ken Martin, and Jan Winham.

**Also Present:** Marilyn Diola, Irene Hashfield, Irma Andrews

**Absent:** Wayne Boss, John Benich, Rich Hill and Annemarie Moller

**2. Approval of Minutes:** The February 14<sup>th</sup> *Minutes* were approved by unanimous vote with no changes. There were no March Minutes as a quorum was not present.

**3. Treasurer's Report:** **Ken Martin presented the *Treasurer's Report for March, 2014*. After a short discussion on specific items, it was accepted. Refer to his set of reports for details.**

**4. New or Continuing Business:**

**a. Sectional Final Status:** Irene Hashfield wrote and presented a written report on the March sectional at its new site. It was an overall success judging by the comments of attendees. There was a drop in table count and net revenue. The members of Unit 550 were generous with food donations; the surplus was provided to a homeless center. Discussion centered on future caddies from Kirby School, wheelchair access and security issues of the school. Consensus: Kirby is a great site which the Unit plans to use for future sectionals.

**b. April 26 Recognition Game:** Details were discussed and the Board decided that we would encourage mentor/mentee pairs, but could not advertise it as a Mentor/Mentee game as the rating would be Open, Unit Championship.

**c. Increasing Unit Game Attendance:** This had been the subject of Nancy Wainer and Rich Hill's brainstorming. All Unit games are listed on the Unit website, and their project eliciting ideas to bolster attendance, such as: a money game, a free (20 minute) lesson, a pro-am 'pick 'em' event, pre-dealt weird hand deals, and a formal recognition of LM and junior pre-LM achievements by issuing certificates. Further study and advisement were to follow. In addition, someone brought up a Mentor/Mentee game option, with the mentees bringing potluck. This was agreed upon by the Board. The Saturday, June 7<sup>th</sup> game was selected; mentors would play free in an open stratified game. The sign-up sheet would list suggestions for mentees' potluck options.

d. Newcomers' Game: Nancy Wainer informed the Board that Jane Jennings is leaving in early June, but she is planning one. The Board was also made aware that Sherry was putting her Monday and Wednesday games up to the highest bidder.

e. Computer Monitor issue: Nancy Wainer also offered to donate a used one she has to replace the ailing one at the site. Ken Martin offered that ACBL is still using DOS, which sometimes causes ACBLscore to fail.

f. LM plaque (add-on item): The Board was made aware that the last LM plaque has only 4 spaces left. A discussion followed, where woodworking expert Peter Andrews (absent) volunteered to create one.

g. Mentee Criteria (add-on item): The Board reviewed the ones presented at the March meeting and agreed on the following minimum criteria for mentee participation: (i) ACBL and Unit 550 membership; (ii) played at the SCBC at least 6 times in last 12 months; (iii) and, at least 10 MP. A lengthy discussion about the criteria for mentor/teachers arose, chaired by Nancy Wainer, who postulated that most "newbies" did not know enough to know what questions to ask a mentor. The Board agreed that a list of salient expectations and conventions was necessary. Ken Llacera agreed to provide a set of partnership agreements for their discussion. This was a result of further discussion about the time clock and the "2-3-minute" issue raised by Ken Martin. The Board agreed that a guideline email on the history and use of the clock on this point would be sent to the directors and club owners. It would incorporate the "no-play, no effect" advisory rule in its guideline memo, which should then be disseminated to players.

h. Bulletin Board: Nancy Wainer suggested a separate bulletin board for "sunshine" items be placed in the appropriate space apart from "community" items.

## **5. Advisory Committee Reports**

No matters were taken up at this time.

The meeting was adjourned by President Ken Llacera at 3:25PM.

Respectfully submitted,

Phil Johnson, Secretary

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **February 14, 2014 Minutes**

**1. Call to Order:** President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25PM.

**Present:** Nancy Wainer, Annemarie Moller, Bette Harken, Phil Johnson, John Benich, Ken Llacera, Ken Martin, Jan Winham, Marilyn Diola, John Oppenheimer and Rich Hill.

**Also Present:** Irene Hashfield.

**Absent:** Wayne Boss and Irma Andrews.

**2. Approval of Minutes:** The January 11<sup>th</sup> *Minutes* were approved by unanimous vote with items and changes discussed and incorporated.

**3. Treasurer's Report:** Ken Martin presented the *Treasurer's Report for January, 2014*. After a short discussion on specific items, it was passed on a unanimous vote. Refer to his set of reports for details.

#### **4. New or Continuing Business:**

a. Sectional Update; preparing deals: Irene presented updates; the sectional preparation is going well. Tournament equipment and supplies will be moved as soon as convenient to storage at Kirby School. Kirby has offered and SCBC has accepted to permanently store sectional supplies and other larger items of occasional use at the school.

Eight sets of boards will suffice for the tournament. Ken Martin, Jan, Nancy Wainer and Ken Llacera will prepare them. Ken Llacera will make the hand record copies and Ken Martin will make the manual hand records, in case these are needed (only if something goes wrong with the pre-dealt boards). Ken Llacera will advertise the sectional via an email blast.

b. (1) Director Address and Phone Listing on the website: Ken asked if the listing of Directors with their addresses and phones should be posted to the web. The Directors requested phone numbers only.

b. (2) Member Addresses: The website had been updated due to multiple requests to show member addresses and masterpoints. This allows members to ride share and see what members have similar number of masterpoints for pairing up. The Board requested that addresses only be available to those who needed access: Sunshine Chair (Diana Schilling); Membership Chair (Jan Winham) and Webmaster (Ken

Llacera). The Board directed the webmaster to develop an “opt-out” of address listing in a future website update.

c. Unit Game Schedule: Ken Llacera reported that attendance was up in January and that the Unit generated more revenue from the games because the directors were Board members who took less as a fee; some just playing for free and not taking any other fee. The Board noted that two-session Unit Games, such as STaC games, had no trouble filling up, although 499 players were not well represented. To enhance participation, Nancy Wainer suggested repeating the “Expert at your Elbow” program for a Unit Game with no charge; others suggested veterans get a \$1 discount and a Memorial Game for Jack Haeger. A subcommittee formed with Susan Slinger, Richard Hill and Jan Winham to take the lead on these and other possible ideas.

d. Shelving: Nancy Wainer suggested “tidy baskets” behind the director’s desk as a less expensive approach to updating this area, rather than purchasing new furniture. The baskets would hide some director’s “mess”. The Board requested that Nancy proceed with this plan.

e. Survey and Discount Program: Richard Hill reported his ideas on this topic. The question he put to the Board was: Should there be some program to supplement financially strapped players’ table fees? Various approaches were discussed, including the need for discreet screening of prospective recipients, a scholarship program, anonymous donations, etc. Richard also suggested the possibility of the Unit acquiring 501(c)(3) tax status by becoming part of an existing 501(c)(3) organization. Both proposals were tabled for the present.

f. 2014 Goal Setting: The Board discussed proposed 2014 Goals. Nancy Wainer suggested and the Board agreed to a goal for starting a newcomer game for those members with fewer than 5 MPs. Jan noted that the Unit had about 100 members in that class. Nancy Wainer suggested a member that is educational in nature, specifics to be worked out. The approved (by motion and vote) list of 2014 Goals is attached.

## **5. Advisory Committee Reports:**

None were taken up at this time. Ken Llacera, in reply to a question about Judiciary and Recorder positions, noted that the ACBL requires all units to fill these positions to handle disciplinary hearings. Jane Jennings and Virginia Calhoun have graciously volunteered for these.

The meeting was adjourned by President Ken Llacera at 3:50 PM.

Respectfully submitted,

*Phil Johnson*, Secretary

# **Board of Directors Meeting**

## **American Contract Bridge League of Santa Cruz Unit 550**

### **January 14, 2014 Minutes**

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

**Present:** Nancy Wainer, Annemarie Moller, Bette Harken, Phil Johnson, John Benich, Ken Llacera, Wayne Boss, and Ken Martin.

**Also Present:** Marilyn Diola, Irma Andrews, John Oppenheimer, and Irene Hashfield.

**Absent:** Jan Winham and Rich Hill.

2. Approval of Minutes: The December 10<sup>th</sup> *Minutes* were approved by unanimous vote with changes discussed and incorporated.

3a. 2014 Proposed Budget: Ken Martin presented the Unit 550 2014 Proposed Budget. The following summarizes the discussion:

There was a question about the CAM Billing line, which Ken explained as the differential between the fixed NNN monthly amount the Unit paid to PACCOM during the year and the actual amount. This amount could be negative or positive for a particular year. The amount in CAM Billing is an estimate by Ken based on 2013.

There was a concern raised that the Director Travel & Per Diem for both tournaments understated the estimate, as the directors were likely to require overnight stays in a hotel. Ken Llacera will check with Lynn Yokel for the Rising Stars.

Ken outlined his plan for the Vanguard withdrawal rate when he had some history for the additional revenue from Jane and Robin's games. The rate might be significantly reduced because the present amount in cash at Union Bank.

A motion was made and approved to accept the 2014 Budget as presented and to authorize the Treasurer to modify the Vanguard withdrawal rate, if appropriate in his judgment.

3b. Treasurer's Report: Ken Martin presented the Treasurer's Report for December, 2013, refer to his set of reports for details. The YTD reports represented the full year, which showed a "gain" of \$6,161. However, The Vanguard portfolio withdrawal was \$14,322, reducing the "apparent" Unit income to an \$8,161 deficit.

4. New or Continuing Business:

a. Election of Board Officers: The board took up the nomination and voting for officers. All members unanimously voted for nominations as follows: Ken Llacera, President, Wayne Boss, 1st Vice President, Rich Hill, 2nd Vice President, Secretary, Phil Johnson, with Bette Harken as Vice Secretary, and Ken Martin as Treasurer.

The board then moved on to seeking volunteers for Advisory Committees Chairs. The following volunteers agreed and were approved as Chairs: By-laws, Wayne Boss; Facilities, John Benich; Finance, Bruce Dau; Hospitality, Mary Pulliam; Judiciary/Recorder, Jane Jennings/Virginia Calhoun; Assistant Treasurer and Membership, Jan Winham; Ken Llacera Webmaster; Club Owner Liaison and Education and I/N Coordinator, Nancy Wainer; *Forum* Editor, Irma Andrews; Surf's Up Chair and District 21 Representative, Annemarie Moeller; Surf's Up Co-Chair, Marilyn Diola; and Tournament Coordinator, Ken Llacera.

b Board Handbook: Most of the documents which make up the Handbook are online under the Unit 550 Info tab.

c. Amendment to the Bylaws 7.3(b): This Bylaw amendment change adds a Special Board Member to the makeup of the Unit Board. The change to the Unit's official address is also included. The Bylaw amendment was drafted and presented by Wayne Boss; it was approved unanimously.

d. Jane and Robin's Table Fee Decision: Robin declined Option 1 and signed the SLA Addendum, in which she agreed to pay an increased Game Fee of \$65 and a Table Fee of \$2.75; these amounts may be adjusted at the anniversary of the SLA, which was made the same as the Unit's lease ( annually on July 31). Jane selected Option 1 and signed the SLA Addendum in which she agreed to raise her Table Fees by \$1 and share 50% of the increase with the Unit. We agreed to fix her fees through July, 2015, identical terms to all other Club Owners except Robin.

e. Rising Stars Update: Irene Hashfield gave a report on the relocation to Kirby School for the March sectional. She invited the Board to visit the site in order to see the improved conditions for the tournament and determine whether further services were necessary. Josh Karter, as headmaster of the school, is instrumental in this move and has arrange the room for play, kitchen and storage. John Hadley will provide a barbeque service, Calvin from D21 will provide the tables and other bridge-related materials. One memorial has been submitted. The fliers are available. Ken Llacera remarked that the new location will save almost \$1,000 a year.

g. 2014 Goal Setting: The Board was urged to review the 2013 Goals and suggest new ones for 2014.

#### Late Adds:

a. Surf's Up Chair (October 11 & 12): Annemarie Moller volunteered to be Chair and Marilyn Diola volunteered as Co-Chair.

b. Survey & Discount Program (Rich): Deferred as Rich Hill was absent.

c. Two-session start times: The Board agreed that all two-session games would have 10 AM and 2 PM start times.

d. Mentor Program Announcement (Jan): Deferred announcement, but Board agreed that there should be two sessions a year, March - May and September - November

e. Locking doors upon leaving (remind other tenants): Wayne Boss reported on an unlocked front door; he will discuss with other tenants.

f. Tax Return and Extension (Linda Hanson): Linda Hanson, a CPA who is a club member, volunteered to review the Unit tax forms to determine if she could do them, which would save \$550 a year.

(g) Coffee machine: The coffee machine needs a new switch to operate, per Sal Turano, who is mechanical. Ken Martin said he would go online to search for a replacement, if that was what was needed. Wayne Boss suggested it may be time for a new one, as the machine is over 15 years old.

(h) Member art for the SCBC: Irma Andrews mentioned that the tapestries by Anne Bornstein, a club member, should have a plaque, like the other art. The Board took note of the art work that has recently graced the club playing area and submitted by members; it affirmed the policy of rotating articles on a quarterly basis.

## **6. Advisory Committee Reports**

Webmaster: Ken Llacera reported completion of an enhancement which allows iPhones and iPads to use the Results drop-down on the home pages.

The meeting was adjourned by President Ken Llacera at 3:25PM.

Respectfully submitted,

Phil Johnson, Secretary