

# Route 66 Bridge Club

## 13-Jan-2020 Board Meeting #7

Start time: 1:03 pm	End time: 3:15 pm	Notes by Mary Heinking
<b>Board Members Present</b>		<b>Board Members Absent</b>
President: Phil Wilner		
Membership Liaison: Bob Hanson		
Secretary/Treasurer: Mary Heinking		
Publicity/New Members: Carol Gammell		
Facility: Ron Crowell		
<b>Guests Present:</b> None		

### 1.0 Roll Call/Approval of Meeting Minutes

All five Board members were in attendance. Although the notice of this Board meeting was posted two weeks ago on the Club Bulletin Board, there were no visitors at the meeting. The meeting minutes of 21-Dec-2019 (Board Meeting #6) were approved without additions, deletions, or changes. Prior to the meeting, Mary fixed a handful of typos.

### 2.0 President's Report

*Pledge Status Update/Thank You Letters*  
 As of 12-Jan-2020, \$73,370 has been pledged, 97.8% of our \$75,000 goal. Based on our current forecast and underruns in most budget categories, we are now able to fund 100% of our "must have" items and all but about four thousand dollars of the items on our wish list. We are coming very close to being able to stop fundraising for initial operations. At our last meeting, the Board agreed to send personalized than you letters to donors. Phil generated the first batch (to members who made in kind donations) and all Board members signed them. After receipt of the letterhead, Phil will send out thank you letters to everyone who gave us money or signed a pledge. At this meeting, the Board agreed to create signage to recognize our donors. Everyone who donated a minimum of \$100 will be recognized by name unless they want to be anonymous. This activity will occur in the spring. It was agreed that we will go with a low cost option for the sign, with something that can easily be changed out as new members make contributions.  
 Action Item: Phil to generate thank you letters for cash contributions and pledges.  
 Action Item: Later in the spring, Mary to research options for donor recognition signage.

*Welcome Message to Members*  
 Mary wrote a draft welcome message for our website. After Phil rewrites in his own words, the message will be sent out with our first email blast (and posted on our Club Bulletin Board).  
 Action Item: Phil to review welcome message draft and rewrite.  
 Action Item: Mary to send out via email blast with the welcome message and the roll out of our website, likely the week of 20-Jan.

# Route 66 Bridge Club

## 3.0 Club Operations

### *ACBL Sanction*

Mary arranged to call the ACBL on 2-Jan and get our sanction set up. However, Henry Robin told Mary on 30-Dec that Sherry (one of the 3 people in ACBL club operations) told him that the ACBL was planning on shutting the Bridge Studio sanction down on 30-Dec-2019. This would be a problem as there would not be a sanction for any games in Tulsa on 31-Dec or 1-Jan. So Mary, Greg, and Henry called the ACBL immediately after the Monday game (30-Dec). The ACBL and Tulsa agreed to end the Bridge Studio sanction on 31-Dec-2019 after the Tuesday game. This left less than an hour between when the Tuesday game ended and when the ACBL closed early for New Year's Eve (at 3 PM). However, our sanction was received as of 2:46 pm although not everything was yet set up in their system. Afterwards, Greg graciously stayed over with Mary and got things set up in our club computer.

### *Website*

Ted wanted to use Google Sites but this would make the weekly email blasts for Easybridge! very challenging. Mary sent an email to Ted suggesting other options for website hosting including Pianola, Bridgewebs, and Wild Apricot but he did not respond. Mary became increasingly concerned since time is now of the essence: our web address is on our marketing material, and people have emailed our club [Mary is monitoring] and asked where to find our website. Even more importantly, our lawyer needs to have our website functional for the F1023 submission. Mary set up a call with Wild Apricot on 2-Jan and reviewed a series of questions. Based on the information received during the call, Mary thought Wild Apricot would be a great choice because of:

- Already established templates including newsletters
- Member data base linked to ability to send out email blasts and segment them (e.g. just send to the first Easybridge! class participants or all members, etc)
- Ability to add and annotate photos
- Compliance with US government rules for spam
- Imbedded calendar function
- The fact that Wild Apricot was a website hosting site especially created for small groups with no technical expertise.

After checking with Phil, Mary signed up a for free 30 day trial and began to set up a draft website. Given the time constraints, Mary and Phil agreed to hire a professional website designer. Mary researched options and wrote a scope of work. After talking with (3) Wild Apricot partner firms, she contracted with DeSignSeed on 8-Jan. The plan is to have a draft website (overall look and menu, but without full content) by 17-Jan. In the meantime, Mary created content for the website (FAQ, history, etc.)

In parallel, Ted set up a website for the club on Google Sites but it does not have the functionality the club needs.

Clarice Bell (Unit 158 Secretary and Electronic Contact) has been sending Mary all of the ACBL membership information. Mary now has a file of all Unit 158 members. Mary used this and our club directory to create a first pass Route 66 Bridge Club database. At this meeting, Mary passed out the listing which included a recommendation for each of the 325 names as to which names to include (primarily active players who have email addresses). Mary excluded players from Muskogee, McAlester and outlying areas (e.g. Atoka). Mary also excluded players who have no email addresses on file with the ACBL or the club since a unique email address is a required field in Wild Apricot for all contacts. That means several couples will be a single contact in Wild Apricot. Mary would like input from the Board as to names which are not familiar to her; she also asked Barbara Holloway to review. The Excel spreadsheet can be uploaded into Wild Apricot (the cost is included in website setup). The plan is to send out our first email blast later this month (see Welcome Message above). For \$45 per month (prepaying a year in advance) we are allowed up to 250 contacts.

Action Item: Mary to review website development and then sink link to Board for review. She can edit the content so the review needs to focus on links and overall design.

# Route 66 Bridge Club

## *Jan-2020 Game Schedule*

We will have all of our normal games in January except:

- The Thursday game on 2-Jan was cancelled as too many members were busy or out of town.
- The Sunday game on 12-Jan was cancelled due to the Unit 158 tournament in Bartlesville.

Mary has scheduled STaC games for:

- Monday evening
- Tuesday
- Wednesday
- Thursday
- Friday
- Sunday

An extra \$1 per person will be charged to cover half of the extra cost. This was already noted on the posted pricing sheet. Barbara Holloway confirmed that there should be no STaC game on Monday afternoon.

Mary also scheduled the following special games

- Junior Fund 24-Jan (Wed) 81.8% sectional rated black [James has agreed to direct; Mary to send him the files for board replication; this is an ACBL wide event.
- ACBL Wide Charity 31-Mar (Tues)
- ACBL Wide Charity 29-Apr (Wed)

The extra costs for these games (typically \$4 extra per table) will be absorbed from usual game fees.

Notice of these games is posted on the Club Bulletin board.

Bob Hanson is going to poll the members in terms of possibly changing the start time for the Tuesday game (to noon). The reason is to allow the morning to be used for our expanded educational offerings. If we start at noon, we will commit to finish no later than 3:30 pm. Action Item: Bob Hanson to put up sheets so that members can vote for which start time they prefer. The sheets will be up for about 3 weeks to give all of our members a chance to vote.

Historically, the Wednesday game has also offered extra points. This costs an extra \$4 per table (beyond base table fee). Using last year's table count, this would result in an additional cost of \$2540 per year to the club. Note that the pricing model used for the pledge package also assumed that the members would pay an additional \$1 per person to cover the cost of lunch; this was not implemented. So the added cost to the club for Wednesday lunch and extra points would be in excess of five thousand dollars (a major impact for a club with estimated annual revenues of eighty thousand dollars). This means that in effect the other games would be subsidizing the Wednesday game. At this meeting, the Board agreed to poll the Wednesday players to see if those using prepaid tickets would be willing to pay an additional \$1 per person to pay for the extra points.

Greg Burton also let Mary know that the new club might want to host GNT Qualifier games. Mary called Otis Lovette (our Unit coordinator) and got some information including the fact that all of these games need to complete before the end of January. She then called the ACBL. The extra cost is \$2.25 per table but the players could earn red points; overall points are 81.8% sectional rated. The Board agreed to host (2) GNT Qualifier games: one on Monday 20-Jan at 10 am and the other on Wednesday 29-Jan-2020 at 10 am.

Action Item: Mary to make arrangements with the ACBL for Route 66 to host these games.

Action Item: Barbara Holloway to create sign up sheets for the GNT qualifying games.

# Route 66 Bridge Club

## *Game Directors/Game Organizers*

The Game Directors are the same as noted at our last meeting except that Friday will be split (Greg as default but with James and Barbara as alternates). Dorothy Boyd and Henry Robin have also agreed to direct. This was approved by the Board at this meeting and Mary will add to our online roster.

The Game Organizers are the same except that May Young is taking over from Roy Ann Coleman for Tuesday and Friday.

The Board agreed that it would be good if we provided the Game Directors with a weekly sheet with announcements to be made at each meeting.

Action Item: Mary to develop weekly announcements and provide for the Game Directors each week. This will include announcements as to special games, etc.

Action Item: Mary will add Dorothy Boyd and Henry Robin to our online roster of directors.

## *Easybridge! Implementation*

Mary and Carol went to F&G in OKC to watch session #1 for their new round of Easybridge! classes. The trip was excellent and Mary and Carol learned a great deal about how to present, how to handle the group, what supplies and props are required and used, etc. The remaining presenters (Barbara Gardner, Sandie Bailey, Peggy Gaffke and James Tyner) will be traveling to F&G on 25-Jan so that all of our presenters can learn from F&G's highly successful program.

Mary planned a meeting with all the presenters on 16-Jan to prepare for our own sessions. Since the last Board meeting, Sandie Bailey has been certified to teach Easybridge! Ed Scanlon told Mary he thought she would be a great presenter.

Mary is also starting to plan for the Easybridge! Workshops (10 each for Easybridge! and Easybridge 2). These will be held in conjunction with the classes.

Action Item: Mary to get the Easybridge! team ready for our first session on 1-Feb-2020 including planning meeting, props, name badges, refreshment planning, etc.

Action Item: Mary to make recommendation to the Board at the next meeting for Easybridge! workshops including timing, pricing, etc.

## *ACBL Certification as a Teaching Club*

At the last ACBL Board of Governor's meeting, the Board discussed adding new designations for Teaching Clubs and Teaching Centers. Mary talked with the ACBL but nothing has yet been set up. At this meeting, the Board agreed that this would be good to pursue if and when the ACBL formalizes this designation.

## *Startup Issues*

There was an initial issue with ACBL Live. Our game results were posted but players were not receiving notification emails. This issue was fixed on 10-Jan-2020.

Action Item: Ron Crowell to prepare brief writeup on how members can access their own results on ACBL. This will be posted on the Club Bulletin Board and our website (which will have a link to ACBL Live).

We have not received any complaints on pricing so far.

# Route 66 Bridge Club

## 4.0 Membership Liaison Report

### *Reno Update*

Bob Hanson previously volunteered to be the point person from the Board with regard to the bathroom renovation. He has been in regular contact with Jack Lindley. At Jack's request, Mary sent the preliminary bathroom budget to Bob to forward to Jack. Jack met with the contractors last Wednesday and is developing a plan and cost estimate; Jack advised it is likely to be higher than the preliminary budget. This may be because some of the stall dividers have to be moved for ADA compliance. It was agreed that the Board will review the estimate as soon as it is available. Unfortunately, it is unlikely that the renovation can complete before the start of Easybridge! on 1-Feb. The demolition and installation schedule will need to minimize the impact to our games.

The remaining renovations will be funded as pledges are received.

Since the last meeting, Mary cleaned up the open space adjacent to the kitchen and organized the office so that the printer can be set up and used for Easybridge! as well as regular office functions (e.g. filing, accounting). Mary also added separate mail baskets for Route 66, the Bridge Studio and Unit 158 so that mail can be segregated and not mixed up. A bookcase was set up with bridge supplies and Mary conducted an inventory of our boards, guide cards, Bridge Mates, etc. Ron advised that there are some additional club bridge supplies in the Unit storeroom and he will review those contents with Mary before she buys additional boards for Easybridge! Mary also labelled a basket near the entry for Lost and Found and the cabinet in the playing area adjacent to the kitchen for self service bathroom supplies (as agreed with Ron).

Action Item: Bob Hanson to follow up with Jack Lindley regarding the bathroom remodel.

Action Item: Mary will ask James to test our BridgeMate IIs to make sure all of them are functional. New guide cards will be ordered along with the 2017 version of the Laws of Contract Bridge (this is the current version).

### *Open Letter to Members from Bob*

Bob developed a draft; he received and incorporated comments from the Board. Bob posted the letter on the Club Bulletin Board about 2 weeks ago.

General feedback: everyone really likes the look of the new club and appreciates many of the improvements (e.g. new flooring and chairs).

Several suggestions were received:

1. Since we are a nonprofit and member owned club (well, technically it is the State of Oklahoma but is really our members for all intents and purposes), members will be requested to think about buying club supplies when they are out shopping. E.g. if they buy a bottle of dishwashing soap or a box of tissues they could buy an extra one for the club. The Board liked this idea but the supplies need to be ones the club will actually use. This announcement can be made by the directors. Phil has already announced this at one game.
2. Volunteers are needed to help with many of the day to day cleanup tasks. Ron believes that a sign up sheet would be less effective than having a point person responsible for each game. We agreed to ask members to help do this as part of our game announcements. Many members already step and help after each game.
3. It would be wonderful if we had a go to person for partnerships e.g. for visitors. This will be revisited in the spring to see if there is an easy technical way to implement.
4. We would like to have a regular newsletter perhaps with contributing editors. This will be revisited in the future after our website is up and running since the newsletter template and email data base of Wild Apricot will make this easy.
5. Special games e.g. pro am or goulash or one of the mentor games suggested on the ACBL website or a charity game for April which is the ACBL charity month. The Board would love to implement something like this on a regular basis. This will be discussed at our next Board meeting in February.

# Route 66 Bridge Club

## 5.0 Secretary/Treasurer's Report

### *Legal Update*

Mary has had the second and third review of the F1023 package with our lawyer. It is now good to go except that we need:

- Lease assignment in our name along with lease (this is because we have to fill out Schedule G as a successor organization)
- Gift letter from Greg (ditto)

Action Item: Mary to follow up on both items so our lawyer can file F1023 package with the IRS. It will take 4-5 months to get approval.

### *Update on PrePaid Ticket Sales*

Mary bought a color printer, but we ran out of time with holidays to get it set up for self printing of the prepaid tickets. Ron got the files set up and the sheets printed at FED Ex. These went on sale 30-Dec-2019.

Going forward, the Club Treasurer (Mary) will handle the printing. Mary did some research on options and ordered perforated paper after checking with Phil as to cost. She created a template with our logo and printed out our second batch of tickets over the weekend. At this meeting, she showed the Board what they looked like. The Board really liked both the overall design and the perforations.

Since inception, we have sold \$7,980 in prepaid tickets (not all the money has been deposited as Mary goes twice per week to the bank rather than daily). Mary printed another \$3640 worth of game tickets per the sign up sheet posted near the door. She plans to print these sheets every other week and posted a new sign up sheet on the white board.

### *Implementation of Game Receipt Tracking Procedure*

Mary revised the procedure after review with Barbara Holloway and David Owens. She emailed it out to all of the directors and met with each director for their first game(s) to make sure the procedure was understood. The directors had no issues with the procedure except that Barbara Holloway did not want to charge \$8 for the Monday game on 6-Jan until she could talk to the Monday group about this (although Barbara had twice reviewed the language for the pricing notice posted on the Club Bulletin Board). Sandie Bailey has since sent out an email to the Monday group confirming the \$8 price effective 13-Jan. The \$8 pricing went into effect today and did not impact attendance.

Mary printed out a list of concession pricing, bought a red tin in which players can put their money and put it out in the kitchen. It has since been moved twice by our players but this is not an issue. The Board was ok with this being an open container rather than a closed container with a lock given that the dollar amounts are small and it is easier to make change this way. .

### *Security of Money/Files*

As an action item from our last board meeting, Mary researched options to keep our money, files, and materials secure. Mary sent out her findings to the Board via email and it was agreed to go with a locking file bar system. Mary bought the materials and the system was installed on 10-Jan. Mary provided the lock combination to James, Greg, and Barbara and will provide this combination to Ted and David.

Action Item: Mary to tell Ted Meyers and David Owens the combination.

### *Accounting/Treasurer's Report*

See Attachment 1.

We are generally ok from a financial perspective but cash flow is likely to be a challenge until we receive our tax exempt designation and the pledges made for this year are received.

Mary is generating our financial reports with Quicken 2007 (which allows for a great deal of customization and which costs us nothing to use since Mary already owned the program).

The reports are labelled saying that the amounts are in Canadian dollars but this is meaningless since everything is in US dollars.

# Route 66 Bridge Club

## *Table Count*

Mary is tracking daily. So far we are meeting or slightly exceeding the daily table count achieved by the Bridge Studio for the same days in January. However, we will not have the (4) Wednesday evening games or the Monday open holiday game that the Studio held in 2019. These resulted in an added 29 tables to the 2019 table count.  
See Attachment 2.

## *Transition with Studio for Utilities and Insurance*

We have received copies of our insurance and are waiting on the bills to arrive so that they can be paid. Mary has set up some but not all utilities for automatic payment.  
Action Item: Mary to pay for both facility and director's insurance for 2020.  
Action Item: Mary will set up automatic payment for the remaining utility bills after first ones are received in January.

## *Stationary/Letterhead/Business Cards*

Hot Off the Press was closed for several weeks over the holidays. Since stationary was not considered an urgent issue (e.g. relative to getting our sanction set up), this action item was delayed until early January. At this meeting Mary showed the draft developed by Hot Off the Press for our business card and received Board approval to order these as well as letterhead. We will not go with business cards with a free game coupon on the back for new players but use the coupons Mary printed instead to save money.  
Action Item: Mary to place the order for business cards and letterhead.  
Action Item: Mary to generate sheets of free play coupons for Board members to distribute.

## *Unit 158 Board Meeting*

For years, Unit 158 had a contract with the Bridge Studio. The Unit paid the Studio \$90 per week to cover a variety of services, most of which were not defined in any detail. Mary has copy of the contract (as the Unit 158 Treasurer). This topic is on the agenda for the 18-Jan-2020 Unit 159 Board meeting. However, Bob Hanson and Phil noted that this has never been an issue at any past Board meetings. Henry Robin briefly discussed it with Phil and Mary. At this meeting, the Route 66 Board agreed that nothing had changed to warrant a change in the terms. Mary will draft a new contract for Board approval which highlights the services and benefits in more detail. We will be emphasizing Easybridge! plus the fact that we will not hold games during unit tournaments. Mary and Phil also plan on voting on this subject at the Unit 158 Board meeting since both are on the Unit 158 Board. Because Route 66 is a non profit there is no conflict of interest issue.  
Action Item: Mary to develop draft contract for Board review.  
Action Item: Phil to present at the Unit 158 Board meeting.

## **6.0 Publicity/New Member Report**

### *Easyridge!*

Carol has taken 81 calls since the 2-Dec Tulsa World article. In general, she believes that the Tulsa World article has generated more calls than our ad in Life's Vintage magazine and recommends we consider future advertising in the Tulsa World. But the calls are still coming in including several received during the meeting.  
Carol has between 60 and 65 people signed up for Easybridge!. Her New Member committee will contact all of them the last week of January to confirm attendance.  
Action Item: Carol and New Member committee members to call our Easybridge! players to confirm their attendance.

# Route 66 Bridge Club

## *Exterior Signage (Marquee and Handicap)*

The fabrication of our street marquees is underway with completion planned for mid January. Carol was supposed to meet with the company who paints the handicapped spaces for the shopping center but the vendor didn't want to enter the club and disturb the game. Her meeting with him has been rescheduled to Thursday, 16-Jan. Carol will show him the six spots to be painted in front of the club to the east of the door; the yellow no parking lines will also be freshly painted. We will be going with signs on the asphalt only without stanchion signs.

The exterior signs Ron had ordered were hung and look fabulous.

Action Item: Carol to finalize location of handicap parking spots with the sign painting company.

## *New Member Plan*

Carol will have a meeting with her committee in 2 weeks.

## **7.0 Facility Report**

### *SuppliesStorage*

Ron ordered our initial supplies. He is still figuring items that are required (e.g.ladder to install replacement light bulbs). Kathy Bradshaw donated a sweeper.

Ron is working with Greg to get the Unit 158 storage room cleaned out. Greg still has to remove 2 chairs from the playing area adjacent to the bathrooms.

## **8.0 New Business**

### *Grand Opening Party*

We had our "soft opening" on 1-Jan-2020. The Board previously agreed to have a Grand Opening Party after the bathroom reno is complete and after we have been up and running for a little while. Several players from Fun & Games would like to be invited.

### *Questions/Comments/Suggestions from Visitors*

None as there were no visitors in attendance.

## **9.0 Next Meeting**

Our next meeting (meeting #8) will be on Monday, 3-Feb-2020 at 1 pm.

Mary will develop an agenda in advance of the meeting and review with Phil.

## **10.0 List of Meeting Minute Attachments**

Attachment 1: Treasurer's Report as of 12-Jan-2020

Attachment 2: Table Count as of 12-Jan-2020