

Route 66 Bridge Club

20-Jan-2020 Board Meeting #8

Start time: 3:05 pm

End time: 4:15 pm

Notes by Mary Heinking

Board Members Present

Board Members Absent

President: Phil Wilner

Membership Liaison:

Bob Hanson

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facility: Ron Crowell

Guests Present: Jack Lindley and Cindy Wilcox for Item #2 on the agenda

1.0 Meeting Purpose

This was a special meeting called to review the draft estimate for the bathroom remodel along with several other time sensitive items. Four board members were in attendance; Bob Hanson was out of town on a previously scheduled trip and unable to attend. This meeting only covered near term urgent topics.

2.0 Bathroom Remodel

Estimate

Prior to the meeting, Bob Hanson sent out Jack Lindley's working estimate for the bathroom remodel (\$12,926). An updated copy was passed out at this meeting and reviewed (\$13,126). The primary emphasis was on understanding the scope and assumptions. At this meeting, Jack Lindley and Cindy Wilcox walked the Board through the various budget line items. Jack began the review by emphasizing that his goal was to make our bathrooms ADA compliant and for them to look "decent". The scope includes:

- 2 new ADA compliant toilets (1 each for each bathroom)
- New toilet partitions for both bathrooms (the club's original budget assumed reusing and painting the existing partitions)
- Double sinks with man made onyx surface and new auto sensing faucets (the club's original estimate was for single sinks and no countertop and no auto sensing)
- Automatic paper towel dispenser (with initial towels) and automatic soap dispenser (the club's original budget assumed stand alone, manual dispensers)
- New mirrors
- Backsplash above the sinks
- (6) new recessed lights for each bathroom (this item had not been included in the club's original estimate)
- Electrical for the storage closet (this item was in the electrical part of the budget)
- Painting and misc work (e.g. hooks, door levers, etc)

The existing urinal will be reused, but the stained drywall around the urinal will be replaced with durarock board.

Board requested the following revisions to the estimate:

- Change faucets from automatic sensing to manual lever type (but the Board does not want a builder grade faucet which will cause maintenance headaches in a few years)
- Elimination of strip lighting under the counter tops (this can be added later if there is money available)
- Addition of sales tax for all applicable items (even if we receive tax exempt status we will still be required to pay sales tax)
- Addition of a grab bar to the men's bathroom and tile around the urinal
- Deletion of the electrical for the storage closet; the Board is pursuing a different alternative for storage.

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Path Forward

The Board approved a budget of \$13,000 for the bathroom remodel. This is significantly higher than the original budget but is based on a different and expanded scope. The Board agreed that having nice bathrooms is important and wishes to invest the club's money in same. Mary noted that this will mean that Phil will need to arrange for interim funding in the amount of \$5-7,000 before tax exempt status is received and pledge funding is received. Phil Wilner agreed.

The Board approved Jack Lindley to order the toilet partitions as soon as possible; this is the critical path for completion of the work.

The Board approved of the black, grey, and white color scheme proposed by Cindy.

The Board emphasized the need to minimize disruption to existing club operations, especially the Easybridge! classes which will begin 1-Feb-2020. The Board noted that overtime for the plumber may be needed so that we can minimize the number of cancelled games. Our smallest games are Monday, Sunday, and Thursday. We would like to continue to hold games on Tuesday through Friday without having to cancel them. There was considerable discussion around how to schedule removal of the existing toilets and partitions, installation of new flooring, and reinstall of new toilets and partitions (this work needs to occur in a specific sequence with different trades). The club will likely need to cancel several games for this part of the work. It is hoped that the rest of the renovation can occur during off hours.

Action Item: Jack Lindley to update the estimate based on today's review. At this meeting, Jack noted that things will come up during the course of the renovation and that additional money will likely be required. The Board understands this but would like to stay as close to the \$13,000 as possible.

Action Item: Cindy Wilcox to develop a detailed, day by day, plan for the work and to schedule the contractors AFTER this plan is approved by the Board.

Jack and Cindy will present the updated documents to the Board during the next regularly scheduled Board meeting on 3-Feb-2020 (around 3 pm).

3.0 Other Business

Approval of Meeting Minutes

The Board approved the meeting minutes of 13-Jan-2020 without additions, deletions or corrections.

Combined Unit Championship Game on 7-Feb-2020

Fun & Games' Don Davis reached out to Mary and Phil and proposed that we hold a 3 club inter unit championship game on 7-Feb-2020 (Route 66, F&G, and Shawnee and/or Norman). This is a follow up to dialogue that began last September with F&G's Susan Williamson as a way to promote inter unit and inter club camaraderie (promoting each other's clubs, players, and tournaments). The advantages from this special unit championship game are that our players can earn major points by being able to earn both sectional (our club) and overall (all 3 clubs) points. If we get 35 tables, this could result in a top award of over ten black masterpoints to the overall winner. Other than a higher director fee there do not appear to be any additional costs e.g. to the ACBL. This game would use replicated boards and we would provide hand records. The Board approved to use one of the (12) unit championship games for 2020 that were awarded to Route 66 at the Unit 158 Board meeting on 18-Jan-2020 in support of this event.

Action Item: Mary will reach out to Don Davis and work out the details.

Action Item: Mary will see if Greg Burton would like to direct this game (it is on Friday and Greg is the normal director for this game).

Action Item: Mary will publicize the event after it is "go"

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Promissory Note

The Board unanimously approved a formal promissory note with Phil Wilner. Mary Heinking, Ron Crowell and Carol Gammell voted in favor; Phil Wilner abstained from voting to avoid any potential conflict of interest. The current amount is \$10,000 but can go up to \$20,000 (e.g. to fund the bathroom remodel). This is an unsecured loan. If finances permit, the loan will be repaid as a lump sum by 31-Dec-2020. If not, the loan or some portion thereof will roll over to 2021.

End of January Reporting of Master Points to ACBL

A key element of our vision statement is for the timely submission of game results and masterpoints to the ACBL. The end of January is quickly approaching and Mary emphasized that we will need to get the files uploaded and monthly table fee paid to the ACBL before 6-Feb-2020. The entire system will be changed by the ACBL for the end of Feb-2020 reporting so this will be the last time the old system is used. The Board agreed that Mary will see if Greg Burton will help walk her through the steps for how to do this.

Action Item: Mary to get with Greg on end of month reporting.

Storage

We are in desperate need for additional storage. Many items, especially paper products need to be bought in bulk and take up space. Ron and Mary reviewed possible storage solutions prior to this meeting. The Board was in approval that it would make sense to look at physically combining the Unit 158 storage space with the small interior storage closet near the front door by removing the partition wall between the two spaces. We think there is more than enough room if more efficient use can be made of the space. Henry Robin (Unit 158 President) has previously asked that we have an entry from the inside of the playing space to the Unit 158 storage facility. This work would require landlord approval and may require a permit from the city although this is not a load bearing wall. Structural modifications were discussed during review of the lease terms (Reppe, Burton, Wilner, and Heinking) and the Board wants to be sure to be in compliance with our lease.

Action Item: Ron to contact Bob Reppe and ascertain the steps needed to make this happen. His findings will be reviewed at the next Board meeting
In the meantime, an additional storage unit (open shelving) will be added to the office area.

4.0 Next Meeting

Our next meeting (meeting #9) will be on Monday, 3-Feb-2020 at 1 pm.

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

5.0 List of Meeting Minute Attachments

None