

Route 66 Bridge Club

21-Dec-2019 Board Meeting #6

Start time: 10:00 am

End time: 12:48 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: 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 over two weeks ago on the Club Bulletin Board, there were no visitors at the meeting.

The meeting minutes of 4-Dec-2019 (Board Meeting #5) were approved without additions, deletions, or changes.

2.0 President's Report

Pledge Status Update/Thank You Letters

As of 20-Dec-2019, \$69,575 has been pledged, 92.8% of our \$75,000 goal. \$27,475 has been received (most of it Phil Wilner's \$20,000 contribution). 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 ten thousand dollars of the items on our wish list. We are coming very close to being able to stop fundraising for initial operations.

Mary previously sent Phil a list of donations received to date so that Phil could send thank you letters. Carol previously drafted a thank you letter to be used as a template. At this meeting, we reviewed a sample of representative letters to actual donors but agreed that the letters need to be more personalized in terms of recognizing actual specific donations rather than just their monetary value. We agreed that the entire Board will sign each letter.

Action Item: Phil Wilner to generate more personalized thank you letters.

Stationary/Letterhead/Business Cards

Phil stated that he has been unable to generate stationary with our logo from his office. The Board agreed to outsource this. Mary will follow up with Hot Off the Press (a local printer) or use an online vendor such as InstaPrint. It was agreed that we will have two kinds of business cards: one with our club information only and one with both our club information and a promotion offering a free game to anyone who has not visited our location in the past 3 years. It was also agreed that we would order return address labels rather than order special envelopes.

Action Item: Mary to procure letterhead, business cards, and address labels. The goal is to have these available before our next Board meeting on 13-Jan-2020.

Route 66 Bridge Club

Tech Manager Status

Mary developed a scope of work (website development and maintenance, database development and maintenance, regular email blasts, and technical interface with the ACBL including monthly reporting). Mary and Phil reviewed this scope with Ted Meyers who was willing to help. Ted has been doing some research on websites. Ted didn't think much of the capabilities of pianola or bridgeweb (2 options which are specific for bridge clubs and which enable links to the ACBL for game results. Ted thinks that google might be better as it would be easier to update with full size photos (this is what Ted uses for Unit 158). Mary suggested that Ted look at Wild Apricot as it would provide a more professional looking website (but which will cost a little money per month). This is what the Tulsa Newcomer Club uses for both its website and for sending email blasts. The user interface is very easy even for the non computer literate. Photos and documents such as the kind we envision for our website can be uploaded easily. Mary showed examples at this meeting. We can get a one month free trial with Wild Apricot to see if we like it. Mary also noted that Wild Apricot also provided Tulsa Newcomers with a custom phone app with member contact details at no extra charge. The Board really liked the idea of the phone app.

James Tyner figured out the websites for our two already reserved domain names (route66bridgeclub dot com and dot org) so that they can "point" to a different website which contains real content. This is important because the two reserved names are already referenced in our marketing materials and F1023 application. At this meeting we agreed to wait for Ted to review Mary's email and then to try Wild Apricot if Ted concurs. We are running out of time as we want to be able to post our January calendar and to have Phil send out a welcome email to our members around the first of the year.

Action Item: Mary to follow up with Ted Meyers on website hosting.

Reno Update

Bob Hanson volunteered to be the point person from the Board with regard to the bathroom renovation. He will talk with Jack Lindley. We need to have a detailed scope of work, a plan including timeline, and a budget for the Board to approve (Board approval is required for any expenditure in excess of \$2500 per the bylaws). The Board agreed that this work should occur over the weekend and minimize all impact to our games.

Ron Crowell will look at updating the electrical over the next 6 months but we agreed that this is a lower priority and can happen over time. Ron would like us to consider LED lights instead of ballasts.

We want to have the bathroom renovation completed before both the start of EasyBridge on 1-Feb-2020 and our Grand Opening (date TBD).

Mary noted that we are already running out of space on the Club News Bulletin Board and that additional interior signage is required. At this meeting, the Board agreed that we would hang our two smaller black bulletin boards on either side of the Club News Bulletin Board, moving the white boards already in place by about 6". One board will be used for EasyBridge and the other for ACBL Unit 158.

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

Action Item: Mary to hang the two black bulletin boards before the start of EasyBridge.

Route 66 Bridge Club

3.0 Club Operations

ACBL Sanction

Mary called the ACBL on 6-Dec-2019. She learned that 3 things have to happen before the Route 66 Bridge Club can obtain our sanction for games.

1. Waiver of 30 days waiting period by the Unit. Mary provided the required information and Clarice Bell (Unit 158 Secretary) sent in the required email on 8-Dec-2019.
2. Email from Greg Burton confirming that the Bridge Studio will be cancelling its sanction effective 31-Dec-2019. Mary provided the required information and Greg sent the email with the required information on 10-Dec-2019.
3. Completion of the ACBL sanction application. Mary drafted the application and Barbara Holloway graciously reviewed to make sure all was in order. The application was sent into the ACBL on 9-Dec-2019.

Mary followed up and confirmed that the ACBL is in receipt of all required information per the 3 items above. However, our sanction cannot be granted until the Bridge Studio sends in the final 2019 reports including payment; this is because of ACBL system limitations. Greg is planning to send in his final reports and payment on 1-Jan-2020. The ACBL closes early on 31-Dec and is closed on 1-Jan; Mary will call as soon as the ACBL opens for business on 2-Jan to get our sanction in place to support our 2-Jan-2020 (Thursday) game. The ACBL is expecting this call. At that time we will be required to pay the required \$11.50 per sanction. Mary suggested that we have a contingency plan in place given the short time between when the ACBL opens on 2-Jan (8 am) and the start of our Thursday game at 11 am. The Board agreed to see if James Tyner will postpone his normal Thursday lesson from 2-Jan to 9-Jan and help set up the club's computer with the new ACBL information (we don't know how long this might take). James will be paid for this. We will also have travelers available in case the BridgeMate scoring system does not integrate with the ACBL and our club number in time for the start of the Thursday game. Mary noted that Fun & Games experienced some transition pains in this regard.

Action Item: Mary to call the ACBL on 2-Jan-2020 to finalize our sanction.

Action Item: Mary to talk with James and confirm if he is agreeable with the above plan.

Jan-2020 Game Schedule

The Bridge Studio is planning a game on Wednesday, 1-Jan-2020. While the game will be sanctioned by ACBL under the Bridge Studio sanction, Phil is confirming with Greg that the proceeds from the game will be to the Route 66 Bridge Club's account (as the ACBL is closed Route 66 will not actually have a sanction on 1-Jan). Greg can send in the results and his final report including payment to the ACBL on 1-Jan-2020 and Mary can call the ACBL and get our sanction hopefully in time for the 11 am Thursday game on 2-Jan-2020 as discussed above.

The Board agreed to maintain our current game schedule with one definite exception and one possible exception. We are adding an EasyBridge 0 to 20 game starting on Saturday, 29-Feb-2020, at 10 am (there is no actual duplicate game for the first 4 EasyBridge 1 sessions). We are still thinking about changing the start time for the Tuesday game but any changes would not take effect until March. We agreed to have a member vote with sheets offering the two choices posted on the bulletin board for members to vote by name. Verbal feedback solicited by various Board members indicates that some members really want a later start, some members really want to maintain the same time, and some members are indifferent to the actual start time. As a reminder, the original plan was to delay the start of the game from 10 am until noon to allow the morning to be used for educational programs in support of our tax exempt purpose. At this meeting, we agreed that we need to make sure that the Tuesday game finishes no later than 3:15 pm to avoid traffic. Mary noted that other clubs "promise" to finish at a specific time and do that by directors making sure to move the game along combined with possibly only playing 24 instead of 26 boards (i.e. one fewer round than usual).

Action Item: Bob to put up sheets for member voting on the Tuesday game start time on the Club Bulletin Board.

Route 66 Bridge Club

Game Directors/Organizers

Barbara Holloway agreed to line up our game directors. We believe the game directors will remain the same with the addition of the new Saturday game except that we need a director for the Friday game:

Monday: Barbara Holloway

Monday evening: David Owens

Tuesday: Barbara Holloway

Wednesday: Barbara Holloway

Thursday: James Tyner

Friday: TBD

Saturday: Mary Heinking (assuming she can pass the director's test)

Sunday: Ted Meyers

We agreed to hold a meeting with both the game directors and the game organizers in early January. Until then, we will be following the status quo.

EasyBridge Update

Mary provided an update on EasyBridge. Mary's current thoughts are to have (3) two person presenter teams. Each team can take a class through EasyBridge 1, 2, and 3 (45 lessons total). At the current rate at which Carol is receiving calls, we are going to need to start our second EasyBridge program sooner than September. Having a two person presenter team will give us the flexibility of coverage in case of illness/vacation/whatever while maintaining a known face for the players (an important aspect of EasyBridge). This will also allow the two presenters to give each other feedback in terms of how to improve. The third presenter team could be used for the EasyBridge workshops (we have purchased (10) each for EasyBridge 1 and 2 and these would be excellent for both our Monday noon and Thursday morning groups in addition to the EasyBridge participants) until our third set of EasyBridge classes begins possibly in September. We have purchased the right to photocopy the workshop materials as often as we want so we can give the workshops more than once with minimal additional cost.

At present, our confirmed EasyBridge instructors are: Mary Heinking (already certified), Barbara Gardner, Carol Gammell, Sandie Bailey, and Peggy Gaffke. James Tyner is going to let Mary know shortly if he is still interested but he will likely be more interested in the workshops than the lessons/0 to 5 games.

There is a great deal to get set up before EasyBridge starts on 1-Feb including: presenter/team assignments, props, refreshments, ACBL application forms, etc. Starting in week 5, EasyBridge becomes a six board 0-20 MP game and one member of each presenter team will need to be an ACBL certified game director. Mary is planning on a EasyBridge planning meeting in January after our trip to Fun & Games to watch their EasyBridge session #1 on 11-Jan-2020.

At this meeting, the Board discussed the integration of EasyBridge with our other classes. We agreed that EasyBridge will provide a great funnel into these other classes. While the first four lessons of EasyBridge are for people who may not know how many cards there are in a deck or the names of the 4 suits, starting in week 5 EasyBridge begins to develop an extremely solid foundation of basic bridge fundamentals. Even party bridge players can gain a lot from having this kind of structure. Carol Gammell has been helping callers figure out their best option in terms of classes. Although most of them will likely be starting EasyBridge, Carol has already steered a number of party bridge players into Barbara Holloway's Monday class and game.

Action Item: Mary to finalize EasyBridge start up.

Route 66 Bridge Club

4.0 Membership Liaison Report

Bob Hanson provided a update on member feedback. Bob said that there is way more positive feedback than negative feedback. There is a general consensus that the Board is doing what is required to make the club viable and that many members are very appreciative. Bob will draft a letter to the members asking them to provide input. We agreed that we need more member involvement on committees such as hospitality (not yet created).
Action Item: Bob to draft a letter to the members asking them to provide input to him on things they would like to see done.

5.0 Secretary/Treasurer's Report

Bylaws

The 18-Dec-2019 amended and restated bylaws were approved at a very short emergency Board meeting on 18-Dec-2019 with 4 Board members in attendance (Wilner, Hanson, Heinking, Crowell). Carol Gammell was not in attendance but had previously indicated her approval via email. The changes were suggested by our lawyer as part of the F1023 submission (updating Article XII on dissolution and adding a certification section with signature at the end). Four other typos identified by Bob and Carol were also fixed.

Legal Update

Mary sent all of the F1023 paperwork to our lawyer on 12-Dec-2019. Mary has been answering follow up questions and reviewing the few changes suggested by the lawyer this past week. In addition to the bylaw changes (see above), the lawyer added a few sentences to strengthen our tax exempt purposes in the narrative and completed the authorized representative form. Mary updated our board member qualifications and duties. Otherwise the F1023 was unchanged. Phil signed the application on behalf of the club. Our lawyer will be submitting our package to the IRS before the end of the year.

Accounting/Treasurer's Report

See Attachment.

Since our last meeting, Mary entered all of the club's 2019 financial transactions into Quicken. She categorized all of the donations into expense vs fixed asset categories based on the guidance provided by the accounting firm although it was difficult to fit every donated item into any of our standard code of accounts. All of our Chase checking accounting financial transactions were also entered into Quicken. Mary created pro forma balance sheet and income statements. Mary also created a tracking system for table count; the summary to be presented at Board meetings was included in her report. This summary will serve as the primary metric as to our financial well being. In addition, Mary created a spreadsheet to track our game receipts which can be audited against the ACBL Live table count and which is integrated with the procedure for collection of money and pre paid tickets by the game directors. This format was approved by the Board to be used going forward.

Mary has been checking our cash flow as she will be writing a lot of checks very shortly (rent deposit, insurance, ACBL sanction fees, etc.). Right now she believes the receipts from the sale of pre paid game tickets will be sufficient to cover our out of pocket costs without the need for an additional bridge loan from Phil Wilner. That outlook may change in January when we will need to pay for the bathroom reno.

Our bank balance is currently at \$9,473.36.

Game Fees

Mary created a notice of our game fees, effective 1-Jan-2020. This notice was approved at this meeting and posted on the Club News bulletin board after the meeting.

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Game Director Fees/Game Organizer Free Plays/PrePaid Game Tickets

It was agreed that we will:

- Pay Game Directors \$40 per game. This will apply to all games regardless of master point restrictions.
- At his request, allow David Owens to play free at all of our games in lieu of receiving \$40 per game for directing the Monday evening game. Given that we only have 4 open games per week in which David is eligible to play, this is financially beneficial for the club.
- Barbara Holloway did not agree to the club's original budget which was to charge an additional \$2 per person to cover the cost of the Wednesday lunch (in addition to the \$8 or one pre paid ticket). Barbara wants the \$2 to come out of the game receipts except that those using a prepaid game ticket will need to pay an additional dollar. Mary estimated the annual loss in revenue to the club compared to the original budget will be in excess of \$3000 (using the actual 2019 average of 12.3 tables/Wednesday game times 50 weeks). This will have a significant impact on our finances given that our total estimated annual revenues will be approximately \$75K and our original game fees were set so that we could break even. The Wednesday game was the Bridge Studio's largest. We agreed to this proposal at present; the actual impact to our finances will be reviewed in a few months.
- Game organizers will continue to play for free.

The Board reviewed Mary's DRAFT procedure for collection and tracking of money for game receipts and pre paid tickets. An earlier version was reviewed with Barbara Holloway who was generally ok with it. We need a more structured procedure compared to the Bridge Studio given that we are a non profit and have fiduciary responsibilities. The Board approved the procedure for the collection and tracking of money for game receipts. The procedure for pre paid game tickets is more complex as Ron was only going to generate the initial batch of pre paid game tickets. We agreed to ask for a volunteer to handle this going forward. The Board also authorized the purchase of a color printer capable of printing heavy card stock, extra printer cartridges and supplies for a maximum expenditure of \$1000 so that we can handle this in house rather than use an outside printer. We still have to figure out if we are going to print prepaid game tickets monthly, quarterly, or have in already printed batches for the regulars. At this meeting, the Board approved of Ron's format for the prepaid game tickets and gave him latitude to choose the color of the heavy card stock. Mary will set up a desk for sale of the already ordered pre paid game tickets on 1-Jan-2020.

Mary is concerned about potential theft given that six EasyBridge 1 books have gone missing from the office since the 5-Dec-2019 fundraiser. The original box was torn and someone went through the contents and rearranged them. This is not a pleasant scenario to have to think about. There was a great deal of discussion about how to protect and secure our assets without making our members feel as if we don't trust them. In the past, almost nothing has been locked up. We do not have the physical space to keep the office off limits except for game directors and board members (we need it to store bathroom and kitchen supplies). Mary is going to look at what options we have for a lock box which can be secured to the wall or desk to store our cash and checks and sheets of prepaid game tickets. Our weekly total revenue will be approximately \$1500. She received Board approval to purchase a locking file cabinet to store items such as the EasyBridge books. In the meantime, she has taken the EasyBridge materials home for safekeeping.

Mary plans to attend the first game with every game director in January to review the procedure with them and help them complete it for the first time. She can also answer any questions and make sure the game receipt procedure is understood.

Action Item: Mary to conduct research and buy a color printer and supplies.

Action Item: Mary to review procedure for collection of game fees with game directors.

Action Item: Mary to purchase locking file cabinet for the office.

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BridgeMate II Status

Mary sent the (3) non working Bridge Mate II scoring devices into Bridge Mate US. They were repaired and sent back along with the 5 new units the club ordered. The Bridge Mate IIs were received on 19-Dec-2019. They will be tested next week. This brings our total number of Bridge Mate IIs to 25 which is our current max table count without crowding the tables too closely together.

Transition with Studio for Utilities and Insurance

Mary met with the Studio's current insurance broker on 2-Dec and again on 19-Dec-2019. Various options for how to handle facility insurance were presented. Mary, Greg, and representatives from Rich Cartmill (the insurance broker) agreed that the most cost effective way to protect both bridge clubs would be to have Greg continue to hold the facility insurance until the lease is assigned. Route 66 will be named as additional insured. After the lease is assigned, the insurance will be transferred over to Route 66. The Bridge Studio will be named additional insured until the transition is complete. Route 66 will be paying the full cost of the facility insurance as of 1-Jan-2020; Mary will work with Greg to pay the Bridge Studio for the 2020 facility insurance cost. The Board approved this.

Mary received a verbal quote for director's liability insurance on 19-Dec-2019 (\$633 per year for \$500K of coverage) which is extremely reasonably priced for this type of insurance. Mary recommended we proceed and the Board approved this.

The cost for each type of insurance was well under the original budget.

Mary went to AT&T but we were unable to take over the current Bridge Studio land line without Greg Burton's concurrence. Subsequently Phil Wilner and Greg Burton made the required phone calls and website visits to get the phone service and wifi put under the Route 66 Bridge Club name.

As of 21-Dec-2019 all arrangements for required insurance and utilities are set up to support our 1-Jan-2020 start.

Action Item: Mary to officially sign and pay for both facility and director's insurance.

Action Item: Mary will set up automatic payment for utility bills after first ones are received in January.

6.0 Publicity/New Member Report

EasyBridge/Life's Vintage Magazine

There has been an incredible response to the article published in the Tulsa World. Carol has fielded over 50 calls and has about 40 people signed up for EasyBridge. She is working hard to make sure that we suggest the best places for these potential new members to start, knowing players will find their own best spot. She has been suggesting Barbara's Monday game for the more experience party bridge players and at least two have already come to play. As Carol noted, none of these calls has been short and have averaged 30-60 minutes each in duration. Carol has committed to calling each these people back and now has a 5 person Membership Committee signed up to help (Linda Schaffer, Kathy Bradshaw, Rosalie Hanson, and Gayle Long). Carol already delivered flyers to Prairie Rose and is providing copies to members who requested them. In addition, Carol created a contact sheet to take down information from anyone who calls the club requesting more information.

Carol's hard work in developing our ad for Life's Vintage magazine and an article for their New and Noteworthy section have paid off. The Jan-2020 edition of the magazine was mailed out this week to subscribers and hard copies will be available for rack pick up in locations such as grocery stores shortly. Our ad is featured at the bottom of page 17 and the article about our club is on page 32. A copy is also posted on the Club News Bulletin Board. Carol brought extra copies for the Board. Carol expects that the response to the ad and this article will be slower than for the Tulsa World given that it is a monthly not daily publication combined with the holiday season. We will be tracking how our EasyBridge players learned about the program to determine the effectiveness of the various marketing we have done.

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Exterior Signage (Marquee and Handicap)

Carol was able to work with our property management company and confirm that we can get free space (i.e. no monthly cost, just a one time cost to fabricate and install both signs) on the street marquees located on both 61st and Sheridan streets. We have to take the placement on the signs as dictated by the property management company to get these at no cost. Carol solicited pricing for fabricating and installing the signs from the company who does the marquees for the property management company. Carol showed us the design using the graphic file which was created by a graphic designer (Carol donated this to the club). At this meeting, the Board approved A-max Sign's proposal for the signs. The cost is \$1302 and well under our \$1500 budget. We are hoping for the signs to be installed in the next few weeks.

At this meeting, the Board agreed to paint 6 handicapped parking spaces and Carol will solicit pricing for this.

New Member Plan

Carol will work on this in January 2020 along with her newly formed committee.

The Board agreed that Carol has done a fantastic job in terms of marketing and publicity. She was recognized for all of her many contributions.

7.0 Facility Report

Storage/Removal of Old Items/Improved Organization for New Club

Ron said that Greg Burton was going to remove all of the old chairs before the end of the year. Mary reminded Ron that we need to keep at least one of the yellow chairs for Georgia (doesn't matter which one).

Ron will have to figure out where to store all the bathroom, kitchen and bridge supplies and evaluate if we need additional and more functional storage in the office.

Action Item: Ron to figure out where to store our supplies.

Chairs

Member feedback was solicited on new chairs. The club purchased both black faux leather chairs on wheels (Staples Kelbourne model based on visits earlier in the year to various suppliers) as well as terra cotta colored fabric chairs with metal arms found by Ron for a less expensive price at a local office supply store. Member feedback was divided. Ultimately, the Board voted by email prior to this meeting to purchase the terra cotta fabric chairs. Phil purchased 112 of these chairs on 17-Dec-2019 (as a donation from Phil to the club) and they were delivered to the club on 18-Dec-2019. Two of the Kelbourne chairs will be kept (director's desk and office) and the other two sold to members.

Vinyl Signs

Both signs that Ron ordered were completed and delivered (at a total cost of \$570 which was under the budget). The signs will be placed to the left and right of the exterior door near the main entrance. Ron will follow up to make sure the signs are hung 1-Jan-2020 (we want to make sure new people can find us). The letters over the door (Bridge of Tulsa) will be removed.

Action Item: Ron to get the exterior signs hung and advise Mary of any payment needed for this.

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Supplies

Ron is going to go over his list of needed kitchen and bathroom supplies with Barbara Holloway.

Ron noted that the shipping costs from Baron Barclay are very high and suggested that we buy in bulk fewer times to minimize (the Board agreed). At a minimum, Ron will need to order: convention cards/score cards for pair games, team scoring sheets, and plenty of fresh card decks. Players will be requested to ask the game director for fresh cards when the current ones get too old. Mary noted that she will need more Boards 1-6 for EasyBridge and will advise the count and any other bridge supplies needed for EasyBridge in mid January. The current budget has an initial supply budget of \$1600 to cover kitchen, bathroom, and bridge supplies.

Maintenance

Greg told Mary that he is creating a list of information he thinks the new club should know. Ron will get this list. Right now Ron doesn't think that we need a formal process for volunteer help with clean up after the games; this is happening at present with the heavy cleaning being done by Beverley twice per week (Wed and Sat).

8.0 New Business

Review of Ideas and Suggestions from 5-Dec-2019 Fundraiser Premeeting

Mary documented the ideas and suggestions received at the 5-Dec-2019 fundraiser pre meeting. See attachment.

1. The club will generally be open 30 minutes before the start of each game and it is believed that this will allow for adequate social time.
2. The Board would like to encourage our new players to join the ACBL in lieu of paying a membership fee but the Board may consider a membership fee in the future
3. The most recent version of the bylaws includes a Nominating Committee drawn from the membership to create a list of nominees for new Board members. Note that there are specific roles and duties for each Board position per the bylaws.
4. The Board does not think that member voting on Board members is appropriate at this time as we are still very much in start up mode.
5. The Board agrees that we need more committees with the most urgent being for Hospitality. Volunteers will be solicited to help.
6. The Board added the position of Membership Liaison to improve information sharing. Notices of future Board meetings will be posted in case any members would like to attend.
7. The Board does not think we need flags for table numbering. Most of our games are not large enough that finding the next table is generally an issue and our tables are not physically big enough to have adequate space for stand up flags. It might be desirable to add a table numbering chart but not all games use the same numbering system.

The Board is going to look to add a non voting member per the Bylaws next year to improve overall communication with the membership.

Review of Steps to Get Ready for 1-Jan-2020

This document was very briefly reviewed to make sure that everyone understands what needs to happen in the next 10 days. There is a lot to accomplish in a short amount of time. However, we have already made an incredibly amount of progress in less than 16 weeks.

Grand Opening Party

We will be having a "soft opening" on 1-Jan-2020. The Board 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.

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Questions/Comments/Suggestions from Visitors

None as there were no visitors in attendance.

9.0 Next Meeting

Our next meeting (meeting #7) will be on Monday, 13-Jan-2020, at 1 pm. The meeting will happen in parallel with the Monday novice game.

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 20-Dec-2019

Attachment 2: Suggestions from 5-Dec-2019 Pre Meeting

Attachment 3: Steps to Opening