

Route 66 Bridge Club

26-Oct-2019 Board Meeting #1

Start time: 9:00 am

End time: 11:15 am

Notes by Mary Heinking

Board Members Present

Board Members Absent

President: Phil Wilner

Club Manager: James Tyner

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facility: Ron Crowell

Guests Present: None

1.0 Formal Election of Board of Directors

The 3 incorporators per our Articles of Incorporation (Phil Wilner, Mary Heinking, and James Tyner) voted to approve the following initial Board of Directors:

President: Phil Wilner

Club Manager: James Tyner

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facilities: Ron Crowell

2.0 Status Update

Attachment 1 (Status of New Route 66 Duplicate Bridge Club 24-Oct-2019) was reviewed in detail. It will be updated with changes from this meeting. A copy of the updated status will be posted at the Bridge Studio in the spirit of transparency. The updates are:

- Fixed spelling of Carol Gammell's name
- Update donation dollar amount
- Update initial capital request given changes to start up budget discussed at this meeting
- Add non voting board member
- Add 5-Dec-2019 fundraiser.

Action: Mary Heinking to update status document and post on Club News Bulletin Board at the Bridge Studio.

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3.0 Operating Budget and Startup Costs

Attachment 2 (Revenues and Expenses, aka the draft of our annual operating budget) was reviewed in detail so that Board understand our finances.

The revenue stream is based on maintaining the current table count. This will be challenging in light of the fact that one game (Wednesday evening) was recently cancelled. The hope is that these tables will be replaced with new tables from our EasyBridge classes. The EasyBridge 1 Class (15 weeks) will start in Feb-2020; it converts into a 0 to 5 game at week 5 (March).

The revenue stream also assumes that our club will continue to receive a subsidy from Unit 158 at approximately the same dollar amount per year (\$4500). This issue will be voted upon at the next Unit 158 Board meeting in Jan-2020. Mary Heinking has a copy of the current contract between Unit 158 and the Bridge Studio. At a future Route 66 Board Meeting we will discuss the proposal we will develop for the Unit Board to consider and vote on.

The revenue stream assumes that we maintain pricing which is very similar to what there is at present but with a fifty cent increase for the open game. This is less than the cost of a movie matinee or almost any other 3-4 hour leisure activity.

The Board agreed to maintain the current policy of allowing members to play free on their birthdays as a popular goodwill gesture.

The annual expenses were developed using financial statements from the Bridge Studio, the lease terms which have already been negotiated and estimates for most of the other expenses. Over 90% of the costs are fixed costs (e.g. rent, utilities) which don't vary with the changes in table count. This means that maintaining and growing table count is key to our financial well being.

This is essentially a break even budget BEFORE considering depreciation (i.e. furniture and fixtures will not last forever and eventually have to be replaced). We will likely have to look at raising the cost per game in the future and at having regular fund raisers.

Attachment 3 (Startup Budget) was also reviewed in detail.

As part of the discussion, we doubled the amount of legal fees to get non profit status and added in money to replace the door lock (going with a key pad type). Some members have requested dual sinks and this will be investigated viz a viz space available and ADA requirements. Ron Crowell volunteered to lead the effort to assemble our new chairs.

Action Item: Carol Gammell noted issues with the current painting of the kitchen cabinets and will send contact details for an affordable painter she has used to Mary Heinking. The budget assumes repainting of some trim and painting of the bathroom stall dividers.

4.0 Club Culture/Vision

There was significant discussion around the culture we want to create and our vision. These are especially important as we seek to grow the club and to differentiate ourselves from the current environment at the Bridge Studio, especially in the open games.

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There was general agreement that:

- We want to create a warm and welcoming environment similar to Broken Arrow. It will be clean and well maintained.
- We want an environment which supports growth by attracting new players.
- We want an environment which supports newer players who wish to move onto more challenging games but also supports those who are happy to continue to play in the restricted games.
- We need to support our experienced players in the open games.
- The needs of the different groups of players are not the same. James Tyner noted that he has really recognized the differences since he started to direct the Thursday (restricted) game.
- Ron Crowell showed an article on Bridge Etiquette which we will be posting on our website and club bulletin board that exemplified and concretized the ACBL's policy of zero tolerance. It really embodied a lot of the behaviors that we are looking for from our players especially politeness.

Action Item: Mary Heinking will make a first pass at developing a vision statement for review at the next meeting.

5.0 Review of Execution Plan

Attachment 4 (Execution Plan) contains the current to do list for the next 3 months. It is expected that items will be added as time goes on.

There was a brief review of this attachment at the meeting with an emphasis on near term activities but also to provide an overview of what has to happen before we can open our doors on 1-Jan-2020.

The following are the critical near term activities per the Execution Plan (next 2 weeks):

- Heinking: set up meeting with Bob Reppe (property management company) to review interpretation of lease language so that Greg Burton can sign the updated lease (which will be assigned our club as of 1-Jan-2020)
- Heinking: send updated operating budget and start up budget to our lawyer (needed for him to generate documents for us to achieve non profit status)
- Heinking: finish first pass draft of bylaws. May Young has volunteered to review. These will also be needed as we go for non profit status.
- Tyner: develop new game schedule
- Tyner: begin thinking about website structure
- Wilner and Heinking: set up bank account. We will be using Chase on Sheridan, south of 61st. Phil will be seeding the account with \$5000 to start.
- Wilner: put together pledge package (cover letter, status of club, benefits of club, and pledge form) and begin to make contact with specific individuals. The hope will be to get pledges for financial support. It is expected that many donors will want to wait until we have non profit status. The draft club benefits and pledge form are included as Attachments 5 and 6.
- Heinking: buy filing cabinets and get delivered to the Studio. We will need to sort through the numerous items which were removed from the old cabinet and bookcase.
- Crowell: work with Greg Burton on removal of old file cabinet and bookcases.
- Gammell: start work on Publicity/New Member Plan
- Tyner: start work on the Education Plan
- Crowell: look at utilizing spouse to develop a club logo although we may need to hire a graphic designer for this. The logo will be used as part of our interior signage as well as stationary and business cards.

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6.0 New Business

5-Dec-2010 Fundraiser

Phil Wilner has been discussing a 5-Dec fundraiser with Greg Burton. Greg has agreed to let us use the Studio at no cost for a dinner and game that Thursday evening. Greg will handle submission of game results and pay the fees for master points earned. Dinner would start at 530 pm. There would be a brief presentation as to club status at 615 pm. Phil Wilner asked that all Board members attend this fundraiser if possible and be available to the group for questions. The game would start at 630 pm. There would be no fee charged for the dinner or game but we will be asking players to make donations.

Action Item: Phil Wilner to work with his office staff to develop a first pass flyer to promote the event. He will send the draft out to the entire board for review.

Action Item: Carol Gammell will develop a box with slots and label it Donations. This will be used at the fundraiser and can be used later for donations/suggestions.

Non Voting Board Member

The Board agreed to add a non voting Board Member in the spirit of promoting transparency. We do not want to be seen as a clique. Volunteers will be solicited at the 5-Dec fund raiser.

7.0 Other Items

The draft list of roles and responsibilities for each Board member was briefly reviewed. See Attachment 7.

Meeting minutes will be sent out in Word and Excel format as well as pdf format so that they are accessible for all Board members.

8.0 Next Meeting

Our next meeting will be after the Wednesday game on 6-Nov (about 215 to 230 pm). It will be at the Studio.

9.0 List of Meeting Minute Attachments

- Attachment 1: Status of New Route 66 Duplicate Bridge Club 24-Oct-2019
- Attachment 2: Estimated Revenue and Expenses (Annual Operating Budget)
- Attachment 3: Estimated Start Up Budget
- Attachment 4: Updated Execution Plan
- Attachment 5: Benefits of New Route 66 Duplicate Bridge Club
- Attachment 6: Route 66 Bridge Club Patron Levels and Pledge Form
- Attachment 7: Board of Directors (roles and responsibilities)