

# Route 66 Bridge Club

## 3-Feb-2020 Board Meeting #9

Start time: 1:05 pm

End time: 3:30 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:** Part Time: Greg Burton, Jack Lindley, and Cindy Wilcox

### 1.0 Roll Call/Approval of Meeting Minutes

All five Board members were in attendance.

The meeting minutes of 20-Jan-2020 (Board Meeting #8) 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 2-Feb-2020, thanks to a very generous donation, we exceeded our \$75,000 goal. Our current pledge status is \$83,520 of which \$45,020 has been received and deposited. This means that there is significantly less pressure on our cash flow to fund the bathroom remodel which is more expensive than we had budgeted.

Several of the thank you letters Phil had sent to recognize in kind donations were returned. Phil will attempt to redeliver.

Mary picked up our letterhead today and Phil will generate a second set of thank you letters for the cash donations and pledges received to date. Note that we received cash donations of \$1750 at our 5-Dec-2019 fundraiser and we don't have names for these donors.

Action Item: Mary to send a list of cash donations and pledges to Phil.

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.

# Route 66 Bridge Club

## 3.0 Club Operations

### *Website*

The website went live on 26-Jan-2020 and our first email blast was sent out to 155 members. The feedback has been extremely positive.

Going forward, Mary still needs to figure out how to generate a printed (vs online) calendar. After the email blast was sent, Mary realized that she had not turned on the statistics tracking feature (e.g. how many people open the email or click through to the website). She will add that for the next email blast.

The plan for monthly maintenance is:

- Weekly blog highlighting a significant event or news (e.g. start of Easybridge! and results from our 3 city unit championship game on 7-Feb)
- Addition of the next month's events (e.g. games, educational programs, etc)
- Update of member status from the ACBL report (received from our Unit's Electronic Contact, Clarice Bell)
- Addition of other content such as photos, meeting minutes, etc.

The plan is also to send out a monthly email blast.

### *Game Schedule*

The members voted overwhelmingly to change the start time of the Tuesday game from 10 am to noon beginning 3-Mar-2020. Mary will post an announcement and highlight this in the monthly calendar.

The Wednesday players voted to pay an extra dollar (for those using pre paid game tickets) to make each game a special game with added points. This will cover a portion of the added costs.

We hosted a GNT Qualifying Game on 23-Jan-2020. The text file was sent to the District 15 GNT Coordinator and Mary also sent in the added payment for this game. 5 teams qualified.

We hosted an ACBL wide Junior Fund game on 24-Jan-2020.

Our Grand Opening Celebration is scheduled for Friday, 7-Feb-2020. It will be held in conjunction with the 3 city unit championship game organized by Fun & Games for mega points. Mary has arranged for BBQ to be catered by Oklahoma Joes. The menu will be brisket and coleslaw along with ice tea. We are providing the paper products and Phil will supply Prosecco as an added element of celebration for this special game.

As previously noted, Mary also scheduled the following special games

- ACBL Wide Charity 31-Mar (Tues)
- ACBL Wide Charity 29-Apr (Wed)

Action Item: Mary to develop a monthly calendar and post on the bulletin board. She will also email out using Wild Apricot.

### *ACBL Report*

Greg Burton graciously offered to help with the January month end reporting to the ACBL. He and Mary will go over this on 4-Feb. It is extremely important that we submit the report prior to the 6<sup>th</sup> of each month so that the master points earned by our members are reflected in a timely manner. The entire procedure is changing in February and Mary hopes that the ACBL will send out a revised procedure shortly. Greg needs the sanction number for the Junior Fund game.

Action Item: Mary to get the sanction number to Greg and work with him on Jan reporting.

# Route 66 Bridge Club

## *Game Directors*

Mary started producing weekly announcements for the Game Directors and placing them in a sheet protector near the director desk. To date, she has generated weekly announcements for the weeks starting 20 and 27-Jan-2020.

Mary generated a sheet to calculate the monthly payment of game director fees. She wrote checks for each director and included a copy of the calculation for all to see.

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

## *Easybridge! Implementation*

On 16-Jan-2020, the Easybridge! Team plus Gayle Long and Linda Schaffer met to confirm all of the organizational details for the rollout of this program including name badges (for students and presenters), registration form, refreshments, bridge supplies, etc. We agreed to use a "tag team" approach with 2 presenters per set of sessions. The first set of sessions beginning Saturday, 1-Feb, at 10 am will be presented by Mary Heinking and Barbara Gardner. The second set of sessions beginning Saturday, 14-Mar, at 1 pm will be presented by Peggy Gaffke and James Tyner. Sandie Bailey and Carol Gammell will present the third set of sessions (maybe Aug/Sep start). Each tag team will take their students through 45 sessions (15 each for EB1, EB2, and EB3) to maintain continuity but recognizing that all of the presenters have other commitments and will need coverage from the others. All six presenters will take turns on presenting the workshops.

All six presenters (Mary Heinking, Barbara Gardner, Carol Gammell, Sandie Bailey, Peggy Gaffke and James Tyner) plus Gayle Long travelled to Fun and Games on Saturday, 25-Jan to watch them present Easybridge! The session was extremely informative.

Since our last Board meeting, Carol Gammell and Barbara Gardner were certified.

We held our very first Easybridge! Session on 1-Feb. 57 people attended. Carol and her Membership Committee did a great job in calling all of those who said that would attend. After the 1-Feb session, Mary sent out an email to the Board and Easybridge! Team. The session was a big success. Having helpers was essential to help the students master the mechanics (playing in a clockwise direction, who wins and who leads next, how to arrange the cards in front of each player, etc.) It is expected that learning the mechanics will require helpers through week 5 or 6. We sold out of EB1 books and more are being ordered. Carol Gammell gave an overview of the information gained from the registration forms. Our students learned about the program from: Tulsa World (35), invited by a current player/from flyers (10), ad in Life's Vintage magazine (8), and Gayle Long's publicity (4). 27 of the 57 students had never played bridge before. 22 said they play party bridge. The students were primarily female (maybe 80%) and older (50 and above).

There are already 56 people signed up for the 14-Mar sessions.

The Board approved an increase in the director fee paid per session (starting with week 5 of Easybridge! 1) to \$50 given the prework required for board replication.

At this meeting, we discussed how to handle party bridge players who already know many of the basics but who may be too advanced for EB1. The Board agreed that we will invite them to attend the Easybridge2 sessions which will begin immediately after the conclusion of the 15 session Easybridge! 1 series in late May/early June. The 15 sessions of Easybridge2 will be followed by 15 sessions of Easybridge3. Depending upon retention, we may combine the 1-Feb and 14-Mar students at some point into a joint EB2 or EB3 class.

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## *Easybridge! Workshops*

At this meeting, Board approval was received to start Easybridge! Workshops beginning in March. The thought is to run approximately 2 workshops per month on Tuesday mornings. The cost will be \$15 per person. The team presenting the workshop will receive \$50 (there is significant prework required in terms of board and handout preparation). It is expected that both Barbara Holloway's and James Tyner's classes would benefit from the material presented in the later EB1 workshops and all of the EB2 workshops.

## *Bridge Mate IIs, Guide Cards, and Law Books*

13 of our 28 Bridge Mate IIs still need to be checked out. Mary will see if James Tyner can handle this and be paid for his time. To run Easybridge!, Mary ordered and received boards and multiple sets of different section guide cards. We will be using the movements developed by F&G to run the games. Mary also ordered 2 copies of the current Laws of Duplicate Bridge (2017 edition) so that we have these at the club.

## 4.0 Membership Liaison Report

### *Vote on Tuesday Start Time*

The members voted overwhelming to change the start time for the Tuesday game from 10 am to noon. This will take place the first week of March. To make sure that the game completes by 3:15 pm and to keep our open games moving, we are going to need to make sure the directors call the rounds in 15 minutes for the open games. Ron noted that his etiquette poster has an entire section on slow play which would be good as a way to present this topic to our members.

Action Item: Mary to add this to the weekly director announcements and publicize this on our bulletin board to make sure that we are giving our players enough time to adjust to this change.

Action Item: Ron to post the etiquette handout on the bulletin board and Mary will post on the website.

### *Member Feedback*

Bob said that he has been receiving a lot of very positive feedback on the club. Players seem to like how the club is being run as well as the ambiance and the free coffee.

Bob said he believes there is a need for the following committees:

1. Newsletter. Mary said that there are a lot of already created templates in Wild Apricot which can be used. The Board agreed that we need a template in which various bridge hands can be displayed so that we can offer an educational feature. Mary will see if the website designer she hired can create a custom template for us with this feature. There would be a nominal charge for this.
2. Hospitality. It would be good if we could have some kind of refreshment available at every game. At present, the Monday day and Thursday games almost always have at least one and often several treats. Members would be asked to sign up for a particular day. A committee would help get the details set up.
3. Conduct and Ethics. Later in this meeting, Greg Burton agreed to serve as the game director representative on this committee.

The Board approved the creation of these 3 committees.

Action Item: Mary to see if our website designer can create a custom newsletter template.

Action Item: Bob to solicit players for the 3 committees noted above.

Bob also noted that he would like us to look at hosting the Longest Day and a charity game.

# Route 66 Bridge Club

## 5.0 Secretary/Treasurer's Report

### *Legal Update*

The F1023 package is good to go except for:

- The lease assignment letter. Greg Burton requested changes which were made by the property management company. At this meeting, Greg and Phil signed the lease assignment on behalf of the Bridge Studio and Route 66 Bridge Club respectively. After the meeting, Phil sent the assignment letter back to the property management company for their signature. All 3 signatures are needed for the document to take effect.
- Gift letter from Greg which was signed at the meeting.

Action Item: Phil to get both documents to our lawyer so he can file the F1023 package. Phil will see if we need to write any checks for the filing fees or legal costs to date and Mary will bring the checkbook to the game on 4-Feb.

### *Transition with the Studio for Utilities and Insurance*

All utilities are in the name of the Route 66 Bridge Club and Mary set up automatic payment from our checking account for all of them. The bill for director's insurance has been paid. Phil noted that our router went out at the game on 31-Jan and that AT&T came out very promptly to replace.

Once the lease assignment is signed, Mary will take care of implementing our facility insurance (terms already agreed to with Rich and Cartmill).

### *Review of 2020 Annual Budget*

At this meeting Mary presented an updated 2020 budget for Board review. Mary made conservative assumptions in terms of table count and added tables from both sessions of Easybridge! We have a break even budget. Relative to the other weekly games, the Wednesday game costs an additional \$3K per year to pay for the food and added points beyond the extra dollar collected from the players using prepaid game tickets. We will need to watch our costs closely and to ensure Easybridge! Is a success so that we are on a solid footing in 2021 when we have to pay for rent all 12 months instead of 9 and to cover the already negotiated increase in CAM by \$80 per month. The added costs for 2021 will be approximately \$7,500. We will basically need an additional 250 tables per year to pay for these added costs. That is a 9% increase in table count.

### *Treasurer's Report*

Mary presented the end of January accounting statements (income and expense report and balance sheet). We are in solid financial condition thanks to the generosity of our donors. Mary reviewed the near term cash flow projection and we are ok. Mary thinks that we will be able to pay Phil back his loan after we receive the pledges which have been promised for AFTER receipt of our 501 c 3 status (4-6 months after filing).

### *Table Count*

Mary presented the final numbers for January. We had 253 tables compared to 255 in 2019. However, Jan-2019 included 16 Wednesday evening games (that game was cancelled in the spring) and 13 added tables from an open Monday game held on the Martin Luther King holiday. So, relative to 2019 we are in excellent shape. As a reminder, our financial health is dependent on table count.

### *Stationary/Letterhead/Business Cards*

All stationary (letterhead, business cards, mailing labels, and club labels) was printed by Hot Off the Press and received.

# Route 66 Bridge Club

## *Unit 158 Board Meeting*

The contract Mary developed between Unit 158 and the Route 66 Bridge Club was discussed at the 18-Jan-2020 Unit 158 Board meeting. The Unit 158 Board voted on several changes (the most significant of which was the threshold for bank account) and Mary made those changes. Both Phil Wilner and Henry Robin have executed the contract on behalf of both organizations. Mary Heinking and Phil Wilner were present at the Unit Board meeting as Unit 158 Board members but abstained from voting. The quarterly check from the Unit to Route 66 will be signed by Henry Robin or Clarice Bell and not Mary Heinking as Mary is the Treasurer for both organizations to avoid any potential conflict of interest.

## 6.0 Publicity/New Member Report

### *Exterior Signage (Marquee and Handicap)*

Our marquee signs (one each on 61<sup>st</sup> and Sheridan streets) were installed in time for the start of Easybridge!  
Our parking spots were painted and look great.

### *New Member Plan*

Carol's committee will be following up with our Easybridge! students and on confirming attendance for the 14-Mar set of classes.

## 7.0 Facility Report

### *Maintenance*

Greg Burton was present for this part of the meeting and presented some valuable history. The property management company does not own most of the parking spaces used by our members and has no control over their maintenance. These spaces as well as the park to the north of Oklahoma Joe's is owned by the church. At this meeting, we agreed that we need lighting in the parking lot particularly for our Monday evening game. As neither Greg nor the property management company has been able to work with the church to get the lights turned on at night, Ron was asked to investigate how to add flood lights from the exterior of our own building to light the area adjacent to our facility. Ron will also follow up with the property management company to get the non working lights over the sidewalk areas fixed.

Action Item: Ron to work on getting light to our parking lot. It is expected that this will include the addition of new LED lights on timers which will light the parking lot from our roof and the fix of already installed lights over the side walks. Ron will send the Board an estimated cost and timeline for review.

### *Combination of Storage Spaces*

Since our last meeting, our interior closet and the Unit 158 storage areas have been combined into one area but with the supplies for each entity kept separate. Ron got all the required approvals e.g. from the property management company for this work. This essentially converts what was a closet area with no light and limited usefulness into a useable space. The club needs significantly more storage for paper products, bridge supplies, extra tables, and extra carpet squares. Greg Burton noted that we may be able to store some of our gear in the adjacent vacant space but we would prefer to have our stuff where we don't forget about it and have control over it.

### *Supplies*

Ron has been handling procurement of our supplies. There have been some growing pains but things are working.

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## 8.0 New Business

### *Scoring Corrections*

James Tyner asked Mary to bring up the subject of how to handle scoring corrections. Greg Burton agreed that this is an issue. The Board agreed that we will implement a 24 hour notice period for regular games and a 2 hour notice period for special games (the latter to comply with ACBL requirements for score submissions). Any members seeking a scoring correction must notify the game director immediately after the game or send an email to the route 66 bridge club website within 24 hours. Greg reminded everyone that scoring corrections require the concurrence of the opponents.

Action Item: Mary to post our policy on the ACBL website, our website, and the club bulletin board. It will also be added to the weekly director announcements.

### *Update on Bathroom Renovation*

Jack Lindley and Cindy Wilcox were present for this part of the meeting. They presented an update on the bathroom renovation. Both of them have been meeting with contractors and updating the plans. The critical path remains the stall partitions. The vendor will visit and make the final measurements next week. It is hoped that the partitions can be installed before the end of February. Once the delivery date is set, Cindy and Jack can finalize the schedule. We are likely going to need to cancel a Sunday and Monday game over one weekend. Some prework may occur before the partitions are installed (e.g. installation of needing blocking) and the Board is ok with this assuming the bathrooms remain functional. The Board agreed that Jack Lindley can sign contractor authorizations and paperwork on the club's behalf up to the previously authorized budget of \$13,000. Jack to let Mary know of any checks he needs as deposits or to pay for completed work. The Board also approved Cindy's request for a tip to be paid to the electricians who installed the kitchen lighting as they worked until 7 pm. Mary will write Cindy a check for \$60 (\$20 for each electrician).

Action Item: Jack and Cindy to develop a day by day schedule for the reno and to advise of game that may need to be cancelled.

Action Item: Mary to give Cindy a check for \$60.

## 9.0 Next Meeting

Due to travel and other plans, it was not possible to find a near term date for our next meeting when all 5 board members could be in attendance. Our next meeting (meeting #109) will be on Monday, 9-Mar, at 1 pm. We will deal with any urgent issues either via email or by a short special meeting.

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

## 10.0 List of Meeting Minute Attachments

None.