

December Activities--COUNT DOWN TO START UP

Updated 20-Dec-2019

Board Member	Activity
Phil Wilner	Fundraising
	Sign lease assignment letter on behalf of Route 66BC
	Generate thank you letters and deliver
	Print out stationary and business cards (stick on labels would also be great)
	Hire Tech Manager
	Arrange for additional club funding
	Write welcome message to be sent out with first email blast
	AT&T transition landline and wifi from Studio
Club Operations	Director meeting
	Organizer meeting
	Procedures
	Confirm January schedule/transition with Studio
Tech Manager	Determine web host (e.g. pianola, bridgewebs) and structure
	Populate website with initial content
	Set up email data base
	Create calendar template (or modify F&G)
	Computer set up for ACBL
	Recommendations for special games 1Q2020
	Send out first email blast with Jan calendar and welcome from Phil
Mary Heinking	Facility insurance (arranged, just need to have assigned in January)
	Director liability insurance
	Set up accounting system and enter transactions to date
	All documents required for 501 c 3 status and complete the appropriate schedules
	Work with lawyer on any revisions required to F1023 package
	ACBL sanction (waiting on Greg Burton to send in final report/payment); application form already submitted with emails from Greg and Clarice Bell received by ACBL
	Develop procedure for tracking game receipts (draft is ready for Board review)
	Send off Bridge Mates for refurbishment
	Create tracking system for pledges
	Create tracking system for table count
	Organize Club Bulletin Board into sections (e.g. calendar, minutes/financials, special games, player spotlight, bylaws/vision statement, game pricing).
	If we get teacher buy in, get ready for Feb start of EasyBridge
Ron Crowell	Confirm arrangement with Beverly for cleaning
	Feb: Set up extermination after meeting with Rick to coordinate with shopping center
	Meet with Greg Burton and figure out what maintenance is needed
	Order chairs
	Order other items required for reno (e.g. cubbies, etc.)???

Board Member	Activity
	Conduct inventory of kitchen and bathroom supplies
	Buy initial kitchen and bathroom supplies
	Conduct inventory of bridge supplies (we need ACBL law book) and order (new cards and score sheets at a minimum)
	Make sure facility ready for start of operations on 1-Jan-2020
	Complete electrical maintenance (ballast replacement, fan replacement?)
	Plan for remainder of remodel (e.g. cubbies, hanging unit/volunteer bulletin boards, painting, key pad, blinds)?????
	Exterior vinyl signs (get landlord approval, order and get hung)
	System for pre paid game ticket sheets and print initial batch
Carol Gammell	Follow up on Life Vintage ad
	EasyBridge flyer distribution
	Talk with potential new members and getting them to club to play/take lessons
	Contact property management company and figure out street signage location; work with their sign company on design and cost for exterior signage (proposal ready for Board vote)
	Additional handicap parking?
	Develop New Member Plan and review with Board
	Set up Membership Committee
	Jan: Implement New Member Plan
Bob Hanson	Set up first regular membership meeting for update and open forum (Jan/Feb?)
All	Grand Opening Party (after bathroom reno and chairs? When?)