

Route 66 Bridge Club

8-Dec-2019 Board Meeting #5

Start time: 10:35 am

End time: 11:55 am

Notes by Mary Heinking

Board Members Present

President: Phil Wilner

Club Manager:

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facility: Ron Crowell

Advisor: Bob Hanson

Guests Present: None

Board Members Absent

James Tyner

1.0 Meeting Purpose

On 5-Dec-2019, the Board received the resignation notice of James Tyner, Club Manager, for health reasons. Phil Wilner called an emergency meeting of the Board to address the issues resulting from this unexpected and unwelcome development. This includes consideration of the composition of the Board, management of club operations, revision to the bylaws/F1023 documentation, and delegation of the activities previously assigned to James.

The Board wishes James all the best and is appreciative of the work he has done to date in support of the club and in advancing duplicate bridge in Tulsa. The Board hopes that James will continue to support the club as a Game Director and a teacher. Most of all, the Board wishes to support James as he works through his health issues.

The notes from the previous meeting #4 (4-Dec-2019) were approved without additions, deletions or changes.

2.0 Updated Board of Directors

New Voting Board Member

At this meeting, the four voting Board members unanimously voted to make Bob Hanson our fifth voting Board member, with the title and responsibility of Membership Liaison. The Board agreed to defer the possible addition of a sixth, non voting member until a later date.

Updated Roles and Responsibilities

It was agreed that the responsibilities of the Club Manager would be distributed among the current Board and non Board members. The role of a formal Club Manager will no longer exist. The Board will be responsible for the oversight of club operations.

The Membership Liaison will become the 3rd officer of the corporation. He or she will serve as an ombudsman to listen to member concerns and to bring them to the attention of the Board. The Membership Liaison will conduct at least quarterly membership meetings which will serve as open forums for membership communication. He or she will also serve as the Board President in the absence of the Board President.

The Secretary/Treasurer will take on the following added duties: track table count, call annual membership meetings, and update the Club Bulletin board with fresh content.

The Publicity/New Membership Manager will take on the following added duties: monitor and respond to emails sent to the club email address, and form a committee to help with new members.

The Facility Manager will temporarily take on the role of printing pre paid game coupons (sheets of ten for \$70) and will form a committee to help with the ongoing maintenance of the club.

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3.0 Club Management

Most of the meeting was spent addressing how to handle near term club operation and management issues.

ACBL Sanction

Mary spoke with ACBL Club Services at length on Friday, 6-Dec-2019. In order for us to get our sanction, 3 things have to happen fairly quickly:

1. Unit 158 has to request a waiver of the required 30 days' notice to begin the sanction for the new club. Mary drafted an email for the Unit 158 Secretary, Clarice Bell, to send to the ACBL and copied Henry Robin, Unit 158 President. Clarice had indicated that she would send this no later than Monday, 9-Dec-2019.
2. Greg Burton has to officially notify the ACBL of his intent to cease operations at the end of the year. He has to complete his upload of game results and pay the final table fees. Mary has also sent an email to Greg with the required details for the email. Mary needs to follow up with Greg and stress the urgency of this step in the work process.
3. We have to complete the application for ACBL Club Masterpoint Game Sanction. Barbara Holloway has graciously agreed to review the form with Mary to make sure it is correct. At this meeting, it was agreed that for the purposes of this form, that Carol Gammell would be listed as the Club Manager. This is because it is expected that it will primarily be new members who contact the Club Manager listed on the ACBL website. We may need to revisit this in the future. The sanction will be based on the DRAFT game schedule posted prior to the 5-Dec-2019 fundraiser as part of the pre meeting. The application form will include an additional sanction to be used by Unit 158 for special unit games (there are currently 2 sanctions but this is only used less than 6 times per year). The sanction will include the names of current game directors.

Action Item: Mary to complete the ACBL sanction form and send to the ACBL. She will pay the sanction fees using her personal credit card (they don't take debit) for reimbursement by the club (\$11.50 per sanction per year).

Action Item: Mary will follow up with Clarice and Greg on steps 1 and 2 above.

Directors

Barbara Holloway has agreed to line up directors for the games. It is expected that most of the current directors will continue with their current games.

Action Item: Barbara Holloway to line up game directors.

Action Item: Mary and Barbara Holloway to hold a meeting with the directors in December to review procedures (e.g. for tracking money/pre paid tickets, announcements at start and end of games, etc.) and as general communication.

Game Organizers

Action Item: Mary will set up a meeting with the current game organizers. The new club would like to roll out Sign Up Genius for all games to take some of the burden off of the game organizers. Sandie Bailey successfully implemented Sign Up Genius for the Monday afternoon game and has offered to help with implementation for the other games. At the meeting, Mary will also raise the issue of handling hospitality (e.g. provision of snacks) via a sign up sheet for each game.

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Website/Mailing List/ACBL Interface

On Friday, Mary reserved both domain names (route66bridgeclub.org and route66bridgeclub.org) as previously discussed. The website needs to be functional in December as it is shown on our EasyBridge publicity flyer and because the IRS will be looking at our website as part of our F1023 review. At this meeting, it was agreed that the club would benefit from having a Tech Manager. The Tech Manager's role would be to develop and manage the website, create and maintain the club email mailing list, send out emails to the membership, develop and maintain the club calendar, and handle the technical interface with the ACBL. It is expected that this would be a part time, paid position. Mary has already done some research on possible bridge club specific hosting platforms and thinks it would be best if we used something that would be easy to setup and maintain. (The cost of this is already covered in our annual budget). The Board agreed.

James provided Mary with the password the club email account he set up in September. However, the gmail system did not recognize Mary's computer and asked for a verification code.

Post Meeting Note: James changed the recovery email to Mary's email address.

Action Item: Mary to develop a job description for the Tech Manager and send out to the Board for comment.

Action Item: Phil to contact Ted Meyer and ascertain his interest in taking on this role based on the job description. This might become a Tech Committee in the future.

Printing of Pre Paid Game Coupons

Mary created a sign up sheet and 24 members had signed up for 57 sheets of prepaid game coupons at the 5-Dec fundraiser. It is expected that we will actually start to collect money for and distribute these coupon sheets starting 1-Jan-2020.

Action Item: Ron to develop a format for our coupon sheets and print out the ones which have been requested.

Policies and Procedures

Mary has started development of a short procedures manual.

Action Item: Mary to work with Barbara Holloway and our Tech Manager to complete.

Educational Programs.

The Board will provide oversight for educational programs. There will need to be discussion in the future as to any fees charged to individual teachers who collect the funds from putting on training in the facility (this appears to be how many other clubs handle this). At present, all of the EasyBridge proceeds will go directly to the club except for the Game Director fee.

Carol gave a very brief update on EasyBridge; she has over 26 people currently signed up. The final version of the publicity flyer was sent to Phil for photocopy. Carol generously paid for the graphic design as a contribution to the club. We may need to look at starting a second EasyBridge 1 program before September (this is a good problem to have)!

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4.0 Revisions to the Bylaws

The 20-Nov-2019 bylaws were reviewed and changes agreed upon as follows:

Cover Sheet: change the date and note that these are the amended and restated bylaws

Article IV (Meetings): delete Club Manager's Report and replace with update on club operations

Article V (Board of Directors): add comment that this is a working Board. There was some confusion about this raised at the 5-Dec-2019 pre meeting. Based on the 5-Dec-2019 pre meeting, the bylaws were revised to add a Nominating Committee (formed of members) for new directors.

Article VI (Officers and Directors): the Membership Liaison replaced the Club Manager as the 3rd officer and will serve as the President in the President's absence. Director duties were expanded to include club operations. Director duties were revised as noted in section 2, above.

Article VII (Committees): this article was rewritten based on feedback from the 5-Dec-2019 meeting to include both standing and special purpose committees.

Article VIII (Conflict of Interest): there were no changes to this article

Action Item: Mary to update the bylaws and send to the Board for review and comment.

Action Item: After Mary has incorporated all Board member comments, Phil will send out for a formal vote of approval by the Board. Mary can then include as part of the F1023.

5.0 F1023 Documents

Action Item: Mary to revise the F1023 documents based on today's meeting. There will be considerable changes to what she has already developed. The new target completion date to get the package to the lawyer is Friday, 13-Dec-2019. Mary will be unavailable from Friday, 13-Dec in the afternoon until the evening of Tuesday, 17-Dec-2019. She wants to get the package to the lawyer before then.

6.0 Renovation Plan

Chairs

We will be selling at least 2 of the new chairs purchased for the fundraiser given member feedback (many members liked them but others found them too big). There was general consensus from the membership that they like the chairs used at Fun & Games (F&G); Mary has that model number. Before these are purchased, Mary will call Jack Lindley and see if he has suggestions for how to purchase 100 comfortable and height adjustable chairs for our budget of \$66 per chair (before tax). We would like to get the new chairs delivered and assembled in early January.

Action Item: Mary to call Jack about chairs.

Post Meeting Note: Mary spoke with Jack about chairs. Jack indicated that he has no good options that would work with our budget. He thinks the F&G chairs are a good choice based on our budget.

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Bathrooms

We have raised enough money or pledges for same to renovate both bathrooms. Mary and Ron have been reviewing the scope of work and want to ensure that we have ADA compliant facilities. It appears that in the haste to get the facility ready for the NLM in September, that our choices were not always ADA compliant (e.g. door knobs/hinges, mirror size and placement, etc). At this meeting, the Board agreed to see if Bill Stoskopf would serve as a consultant to review our plans and help us create an ADA compliant design; this will include all required spacing and openings of doors, height requirements for toilets/urinals/towel and soap dispensers/sinks, location of toilet handles, size and height of urinal, etc. By their very nature, these requirements mean that our bathrooms will look somewhat utilitarian but it is essential that we are ADA compliant. We would like to get the bathroom reno completed in January.

Action Item: Phil to call Bill Stoskopf and see if he will help in this effort. Phil will then organize a meeting with Bill, Ron (as Facilities Manager), Mary (as Treasurer) and Cindy (as Design Consultant although there is almost no design associated with the bathroom given that Cindy has already selected sinks and faucets). The purpose of the meeting will be confirm that we have an ADA compliant plan. Ron can then follow up and schedule the contractors for the work looking to minimize the impact to our game schedule. Mary can confirm that the pricing fits within the budget.

Post Meeting Note: Jack Lindley offered to help with this effort. He has experience with ADA bathroom design.

Cash Flow

On 7-Dec-2019, Mary created an updated cash flow for our finances. Her best estimate is that Phil is going to need to loan the bridge club \$30K more to finance our startup and complete the base portion of the reno. The loan will be repaid as pledges and checks are received, likely over a 2 year period. The Board again reiterated its profuse thanks to Phil for his generosity.

7.0 New Business

All Board members have signed the 2019 Conflict of Interest disclosure. There were no conflicts identified.

8.0 Next Meeting

Our next meeting was rescheduled to Saturday, 21-Dec-2019 at 10 am so that all Board members can attend.

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

9.0 List of Meeting Minute Attachments

None