

Route 66 Bridge Club

8-Jun-2021 Board Meeting #13

Start time: 2:32 pm

End time: 3:30 pm

Notes by Mary Heinking

Board Members Present

President: Phil Wilner

Membership Liaison: Bob Hanson

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facility: Ron Crowell

Guests Present: Jack Lindley and Henry Robin

Board Members Absent

1.0 Roll Call/Approval of Meeting Minutes/Financial Update

All five Board members were in attendance.

The meeting minutes of 18-May-2021 (Board Meeting #12) were approved without additions, deletions, or changes.

Prior to the meeting, Mary sent out updated financial statements (Net Worth and Income statement) along with a provisional cash flow analysis. There were no comments or questions about them at this meeting.

2.0 Facilities Update

Update

Jack Lindley provided an update on our facilities repair from the frozen sprinkler pipe. As of (8-Jun-2021), the bathrooms are functional and completed except for the urinal which has a missing part. Jack forecast that the painting would complete today and that the trim work would complete tomorrow. He found some issues with the original plumbing of the kitchen which have to be addressed (e.g. when you turn on the sink faucet for cold water, hot water comes out of the ice maker line). Jack has lined up a plumber to come tomorrow to fix. The cove molding between the walls and the floors also has to be installed. The landlord tested the sprinkler piping and the one leak was fixed. However, there is a leak in the air conditioning unit which the landlord has to fix. Jack noted some of the new ceiling tiles will not quite match the existing ones. Jack's best estimate is that the construction work will complete by Thursday this week.

Phil has been talking with the "restoration" company ("restoration" is in quotes as they essentially demolished perfectly good bathrooms and restored nothing; they delayed our reopening by at least 3 weeks and increased the work scope by an order of magnitude). Their outrageous bill remains with our insurance adjustor. Jack is going to submit a revised estimate for the work to the insurance adjustor. This will cover increased scope and costs from painting, replacement of missing parts, etc. Per our last meeting, our June rent and CAM have not been paid. At this meeting, Phil confirmed that this should not be paid until the restoration company invoice is resolved. This is because the restoration company was supposedly under the direction of the landlord.

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Reopening

After the facilities are restored, there is still work to be done before we can reopen. The critical path to our reopening by 21-Jun is to get the facility cleaned and set up. This needs to occur this Friday/Saturday/Sunday so that we have time to get the computers and BridgeMates set up and working. We need time to address any issues that may arise.

Ron Crowell had previously confirmed that our cleaner, Beverley, has agreed to deep clean the club and to continue with her twice weekly cleaning. At this meeting, Ron asked for clarification as to what is meant by a "deep clean". The scope includes: dusting all surfaces (including fans/light fixtures, molding, furniture, etc), cleaning all bathroom and kitchen sinks/counters/toilets, vacuuming (will likely have to be multiple times given the construction dust), cleaning inside all cabinets, etc. The carpet likely does not have to be cleaned. Several Board members offered to come by and help with the cleaning and set up. It was agreed that it will be very important to have a very clean facility to encourage players to come up to live play.

Action Item: Ron to verify cleaning timeline and people to set up the club e.g. office furniture, director's desk, tables, chairs, tablecloths, etc). The goal will be to have ready by Monday, 14-Jun.

Mary Heinking will work with James Tyner to get the computer and printer and BridgeMates set up. At least one BridgeMate has to be sent back for repairs.

Post Meeting Note: Phil has confirmed that Ron is working plans for cleaning and setup on Fri/Sat/Sun. If the furniture is put back in the office and all surfaces in the office cleaned, Mary will handle set up of the office. A second cleaning will occur prior to opening, likely on Saturday, 19-Jun.

3.0 Game Schedule/Covid Protocol

There were not many comments received on the draft game schedule sent out via email to our players on 30-May-2021. By request, the start time for the Monday lesson was moved from 11 am to 1130 am; the 0-1000 game will start after the lesson. At this meeting, our starting game schedule was approved (see attached). The virtual club game schedule is also subject to change going forward depending upon feedback and player participation.

Action Items:

Mary Heinking to modify our ACBL game sanctions as required.
Mary Heinking to update our club message on the ACBL website.

At this meeting, it was agreed that the following Board members will attend each of our first games as follows:

- Monday, day: Mary
- Monday, evening: Mary
- Tuesday: Mary
- Wednesday: Bob
- Thursday: Mary
- Friday: Ron
- Sunday: Bob

The Board members will convey the following:

- Welcome and thanks for coming back to play
- Please provide feedback on game schedule and reopening
- Please let us know if you would be ok with allowing unvaccinated players at our games (at our last meeting, our reopening committee indicated that this would be ok)

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The following covid protocol was reviewed and approved at the meeting. It will be posted on our website and on our club bulletin board.

Action Item: Mary to post the covid protocol.

Covid Protocol

1. Vaccinations are required (we will be on the honor system) at least to start
2. Players who are not feeling well (e.g. cold, flu, running a temperature, etc) are asked to stay home and play in one of our virtual club games instead
3. Players are asked to observe good hygiene. This includes:
 - a. Washing hands at the start of the game and after using the washrooms
 - b. Using hand sanitizer
 - c. Coughing into one's elbow and not one's hands
4. Food and drink are allowed assuming players clean up after themselves; this includes all trash in bins and debris removed from playing area
5. Face coverings are optional

4.0 Reopening Execution Plan

Facility

Ron to get facility cleaned.

Ron to get facility set up (except for office which Mary will handle).

Ron to purchase new lock for file cabinet (requested before Monday, 14-Jun, so Mary can bring materials back to the club)

Ron to complete inventory of supplies and repurchase as needed; this includes water and coffee

Computers

Mary to work with James to get computer/printer/BridgeMates set up.

Mary will create a document on game set up and results for directors to use

Website

At this meeting, the Board approved hiring our original web designer to make changes to the website which will greatly reduce the workload for our Webmaster, particularly the Calendar function.

Mary to hire web designer and get website redesign complete.

Mary to post reopening info on website and to send out emails.

Players

Mary previously generated a list of those players who are not on our email list. Carol will call each of them and let them know of our reopening.

Financial

Mary will make sure we have petty cash on hand.

Mary will handle posting sheet to request printing of additional prepaid tickets.

Easybridge!

We will figure out the logistics, teachers, and publicity for Easybridge! after we reopen.

Easybridge! is going to start in mid September so we have a little time.

Club Meeting

We will probably look to have a club meeting in September. At this time, we will solicit more volunteers to help with the club. At least (3) board members would like to rotate off. We will not use the Unit 158 member August meeting for this purpose.

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5.0 Next Meeting

The next Board meeting will be Monday, 12-Jul-2021, at 10 am.

Current holiday plans for the board are as follows:

Phil: away 15-Jun until end of July

Bob: away first week of August

Mary: away 17-Jul thru 25-Jul, 27-Aug thru 2-Sep

Ron: none

Carol: with her granddaughter, two weeks starting 21-Jun. At some point, Carol will also be travelling to Canada to see her new granddaughter; timing is dependent upon covid travel restrictions.

6.0 List of Meeting Minute Attachments

Game Schedule starting 21-Jun-2021