

## Bridge Club of North County

### Minutes January 4, 2018

The meeting was called to order at 4:15 PM, by President, Jean Holt.

Board members present were: Vic Pitcock, Jill Roberts, Cheryl Fosdick, Arline Kennedy, Dorothea Williams, and Gary Beed (by phone initially and then in person).

**Minutes from the December 7, 2017** meeting were duly accepted without changes.

**The Profit & Loss Statement** for the period January 1, 2017 to December 31, 2017 was presented by Treasurer, Vic Pitcock. He noted that even though December operations produced a net loss of \$1849, the club had a profit for 2017 of \$20,364.

#### **Old Business:**

- 1) Investment Account:** A discussion was had regarding how to best safeguard the growing profits of the club and it was decided to place \$50K in a 6 month interest bearing instrument at North Island Credit Union. That transaction will leave ~\$20K in operating capital available for emergencies.

**So moved by Arline Kennedy, seconded by Jill Roberts and passed unanimously (6-0).**

- 2) Parking Lot:** The question was raised about the cost of striping for the parking spaces once the lot is paved. Jean will ask Bill Sperry to interface with the property manager regarding the cost responsibility for this requirement.
- 3) Unit Game at the Club:** Bill Sperry has agreed to draw up a contract which spells out the agreement between the Club and the Unit with regard to cost, property use (kitchen, supplies, bridge accessories, etc.), timing (we have a weekly Sat. AM class which can't be disrupted) , and clean-up responsibility for the once a month (4<sup>th</sup> Saturday) activity.
- 4) Emergency Contact List/Directory:** There was a discussion about how to best collect the data needed for the creation of a Club Directory and also to expand the current list of emergency; contact information we have collected so far. There needs to be a form that includes Name, Telephone #, Email address, and Emergency Contact. The form will also include a release statement for inclusion of the contact information (not the emergency contact info) in a potential directory available to all club members. It was suggested that announcements be made and a publicity campaign of sorts be initiated to collect the data. It was suggested that Directors could pass the forms out to all players at every game for a while, plus using other avenues like the BCNC Newsletter, Table Talk, Forum, etc to get the word out about this new project. Arline offered to create the form and update the Emergency Contact file, which would be available on

the Club computer for easy access in case of emergencies. Cheryl will also use this same form to continue updating the roster, and they will work together to create a format for the new Directory.

- 5) **Updating BCNC Database:** It was agreed that we need to update our players' masterpoint holdings on a more regular basis. Dorothea agreed to perform this task on the 10<sup>th</sup> of each month.

#### **New Business:**

- 1) **Board members Retiring:** A discussion was had about an appropriate way to thank retiring board members for their service. It was suggested that a book of tickets presented in an appropriate "Thank You" card with an announcement at the Anniversary Party be given.

#### **So moved by Dorothea and seconded by Cheryl Passed unanimously (6-0)**

- 2) **Director's Pay – tabled** until March or April
- 3) **April Calendar** – A number of potential opportunities for including our club with games across ACBL were discussed, including the Interclub Championships (ICC), which happen 3X a month at various times, and the ACBL-Wide Senior Game, but no items were actually chosen at this time. It was decided to leave the calendar as it is for now.
- 4) **2018 Calendar for Special Events:** In addition to the two events in January – The Anniversary Party and the Volunteer Appreciation Day, we would have 4 additional "lunch provided" events: July 4<sup>th</sup>, OctoberFest on Oct. 5<sup>th</sup>, Halloween on Oct. 30<sup>th</sup>, and a Holiday Party in December (date TBD). Additionally, we will provide desserts/snacks on Valentine's Day, Feb. 14<sup>th</sup>, and St. Patrick's Day, March 17<sup>th</sup>.

Jill mentioned that Major Market has raised their fees for supply rentals and suggested we invest in some standard size chafing/warming trays from Smart & Final (like the ones Major Market provides for a fee of \$25 per use. Gary offered to buy 1 so we could experiment with how that works out before we invest in more of them. (We'll test this on Jan 12<sup>th</sup> for the Anniversary Luncheon).

#### **So moved by Jill and seconded by Cheryl. Passed unanimously (6-0)**

- 5) **Credit Cards:** It was determined that the credit card number currently used to pay ACBL will be expiring at the end of February, so there needs to be an update made in the ACBLScore program to make CC payments. Vic will see to this.
- 6) **Office Keys:** It was decided that only Board members and Directors should have keys to the premises. Since Rex and Sue have resigned from the Board, Jean will ask them to give their keys to Gary.

- 7) Free Play Tickets:** There was a discussion about having the tickets available on site and who should be managing them. Rex is the current curator, but with his resignation from the board, it was felt that someone on the Board should be doing it. Vic volunteered to take on the job with Gary as back-up. Jean will ask Rex to turn over the log book and currently printed tickets to Vic as soon as possible.
- 8) Task List:** The board reviewed the 2017/2018 Task List that was created and submitted by Rex. Jean will update and resubmit the list. The changes to be made are as follows:
- a. Director Coordinator (while Jean is on her trip) – Dorothea Williams
  - b. Business Forms – Arline Kennedy (Jean will ask Rex to provide the forms currently being used to Arline for archival on the club computer)
  - c. Legal Matters – Get name of contact from Rex – President to handle in future
  - d. Partnership coordinator – NLM – Removed from Task List
  - e. Supervised Play – Vic Pitcock
  - f. Disciplinary Monitor – Dorothea Williams
  - g. Bidding Box Maintenance – removed from list
  - h. Membership Database Maintenance/Membership Roster – Joint effort by Arline Kennedy and Cheryl Fosdick
  - i. A few spelling errors to be corrected
- 9) Sanction for Hazel:** We need to obtain a sanction for Hazel’s new Saturday AM class so that we’re ready to provide sanctioned games when they are ready to play (approximately 4 weeks into the lessons). Jean will ask Bill Sperry to get this one done.
- 10) Saturday Boards:** The question was raised about paying for the preparation of the Barometer Game boards for Saturdays. Jean will ask Bill about this.
- 11) Kitchen Maids (volunteers):** There doesn’t seem to be any uniformity on the tasks or quality of the tasks performed by our volunteers. Apparently, there hasn’t been a task list with instructions for clean-up chores. Jill will provide a list for volunteers to follow.
- 12) Interim President:** Bill Sperry will continue to be “Club Manager” and interact with the ACBL. He will also take over as Interim President while Jean is on her trip.

Gary moved to adjourn the meeting at 6:25 PM. The motion was seconded by Arline. Passed unanimously (6-0)

The next Board meeting will be February 8<sup>th</sup> (2<sup>nd</sup> Thursday), at 4:15 PM

Respectfully submitted,

Dorothea Williams  
Secretary, BCNC