

Adobe Board Meeting

2 March 2016

The meeting was called to order at 4:07. Attending were Board members: Kate Stewart, Helen Atwill, Linda Grissom, Marian Wilson, Pat Kambourian and Claudette Perier (NLM Representative). Sharon O'Connor was ill and unable to attend. The minutes from the February 23rd Executive Session were provided to the board and approved. Linda Grissom read a letter from Charlotte Weller resigning from the Board of Directors of Adobe Bridge Club. Kate Stewart assumed the position of President.

The minutes from the February 3rd Board meeting were approved. Jared Boulds (Club Manager) joined the meeting.

The Treasurer's report for February 2016 was reviewed. Total income for the month was \$13,525.88 and total expenses were \$16,049.75. Line items were discussed and it was noted that the expense for education was \$1,042 higher in February due to purchasing of books for future classes. Line items were also broken down further to better define how revenue / expenses are allocated. Mr. Boulds reviewed the monthly reimbursement report with the Board. Ms Kambourian read a report prepared by Mr. Martin Zuckerman, CPA regarding the financial status of the club. Mr. Zuckerman volunteered his services at no charge to the club. The report provided key findings and recommendations. Mr. Zuckerman recommended that the Board consider a payroll service to prepare paychecks or direct deposits, payroll tax deposits and payroll reports. He also recommended that the Board select someone other than the Treasurer to review the bank statements, cash disbursement listing and bank reconciliations on a monthly or quarterly basis and to have someone with income tax experience prepare the annual form 990EZ. Based on these findings and the recommendation from Ms Kambourian, the Board voted unanimously to hire an individual to provide the above services for \$35 per month.

A protocol for cash management was discussed. The Board agreed that Mr. Boulds would purchase cash bags with locks that would be dropped at the Bank of America on a daily basis. A petty cash fund of \$100 would be held in a secure place at the club.

Mr. Boulds discussed a proposed protocol for bridge curriculum. The protocol would include a fixed curriculum for beginners and a topical rotating curriculum for intermediate and advanced players. The education committee will work to finalize a protocol for all skill levels.

Budgets need to be established for all committees. Committees are not prepared to recommend a budget at this time. Ms Perier recommended that the Membership and Publicity Committee write an article about the outstanding participation at our recent unit game. The article, if accepted, would be at no cost to the Club but would provide great recognition in the community.

The need to increase table count for the Saturday game was discussed. A recommendation was made by Mr. Boulds to hire Barbara Rosenthal to run the morning

game and Ann Hinge for the afternoon game. The Board unanimously agreed to this recommendation.

Compensation for director attendance at monthly or quarterly meetings was discussed. It was recommended that the board pay directors \$25 to attend meetings called by Mr. Boulds on an as needed basis.

The proposed change to the Adobe Zero Tolerance Policy will be discussed at the Board's next meeting on 5 April.