

Jacksonville School of Bridge  
Special Board Meeting  
April 4, 2014

The Meeting was called to order by President Kay Craft at 3:30 pm. Board members present were: Kay Craft, Anne Landry, Craig Hemphill, Bud Penk, Linda Drake, Julie Bradly, Michele Raeuber and Nancy Stein. Absent were Jeanne Harlan, Carole Sinoff and Dotty Johnson.

The first order of business addressed the resignation of Nancy Mitchell as the club's bookkeeper and purchaser of supplies for the club. The consensus after some discussions was that we should advertise for the position but also appoint an interim bookkeeper. Anne Landry made a motion to appoint Nancy Stein as interim but the motion was later withdrawn. Nancy Stein made a motion to appoint Linda Drake as interim bookkeeper and the motion was seconded by Anne Landry. The motion was carried unanimously.

Bud Penk suggested that we get an accountant to look at the new items that were to be added to the current income and expense accounts already set up. Craig made a motion to ask Geoffrey Cross (since he was the one who set up the accounts initially) to do this job in conjunction with Linda and Nancy. Linda seconded the motion. The motion was passed unanimously. Kay will call Geoffrey to see if he is willing to do this.

Anne Landry volunteered to take care of the shopping for the supplies the club needs on an interim basis.

Shirley Seals is not going to sign the chair contract as it currently is. She does not want to be personally responsible. Craig volunteered to work out this issue with Shirley as well as the other issues that are of concern to the Board members.

Julie volunteered to take care of the maintenance of the building on an interim basis.

Anne Landry volunteered to be the liaison between the club and ACBL for the sanctioning of our games, and tournaments etc.

The position of Bookkeeper must be advertised. Kay will post the position on the bulletin board at the club and Craig will send out a mass e-mail announcing the bookkeeper position and asking for anyone interested to present their application to

the Committee who will make a recommendation to the Board. The committee consists of Bud Penk, Julie Bradley and Nancy Stein.

It was agreed by all members of the Board that a Thank you note be sent to Nancy for a job well done. Kay said that she would take care of writing the letter.

Respectfully submitted,

Nancy Stein

Minutes approved via internet April 6, 2014