

UNIT 533 – BOARD OF DIRECTORS
Meeting May 4, 2017
Minutes

1. **Call to Order** – President William Stine called the meeting to order at 9:02 AM on Thursday, May 4, 2017 at the Duncan Bridge Center.
2. **Roll Call** – Mr. Stine noted that Board members present included Ms. Susan Tracey, Vice President, Mr. Sandy Hertz, Ms. Jane Witous, and Ms. Carol Wilkinson, thereby creating a Quorum for the Board to act on business of the Unit. Bill Dani, Treasurer and John Tracey, Recording Secretary were also present. Ms. Nancy Lodge joined the meeting at 9:10 AM.
3. **Recognition of Any Members and Guests** – There were no other members or guests present.
4. **April Minutes: Changes and Approval-** Mr. Stine asked if there were any additional changes to the last set of minutes published by Mr. Tracey. Moved by Ms. Witous, seconded by Ms. Tracey that the minutes be approved as written, subject to Ms. Wilkinson’s final review. Motion passed unanimously.
5. **Treasurer’s Report – April 2017 Included 1) copies of final Contract for S&F 2017 Sectional and 2015/2016/2017 contracts (including all attachments) with Scott Magged and 2) copies of invoices for the S&F Sectional requested by Susan Tracey to be given to recording secretary for inclusion in Minutes Handbook** Mr. Dani provided exhibits to the board outlining the budget for the balance of the year; check register and balance sheet. The cash position of the Unit is \$32,047.63. Mr. Dani noted that he still has funds set aside for the Regional Tournament last December and is awaiting input from Mr. David Lodge, Treasurer of District 22 of ACBL. The Board discussed the costs associated with the Sun & Fun Sectional held at The Pavilion. Mr. Dani supplied the one page contract noting that it was changed at the last minute to accommodate access to the site the day before the tournament to set up the hall with tables, etc. Based on the increased contract cost and the lower than expected turnout for the tournament, the final cost per table was \$11.74. This included the availability of a kitchen, additional costs for cleaning services due to the number of hours after normal business hours that the facility was used and the rental of tables and chairs. Mr. Dani noted payments to Mr. Scott Magged, Tournament Manager for his work on consolidating the results for the Unit-wide game. He also asked for approval of a \$100 check to the ACBL for the “Longest Day” tournament for Alzheimer’s. Mr. Stine asked about costs incurred for all the printing Mr. Dani has done over the last year. Ms. Lodge moved, seconded by Ms. Witous that the Unit approves a \$200 check to Mr. Dani to cover the expenses of paper, printer ink, postage, etc. Motion passed unanimously. Moved by Mr. Hertz, seconded by Ms. Witous that the Treasurer’s Report be accepted. Members expressed appreciation for all the work that Mr. Dani has done over the years for the Unit. Motion passed unanimously.
6. **Website Status and Responses to Email Blasts** - Mr. Stine reported that the website is up and running very well thanks to the efforts of Ms. Nancy Erickson and Mr. Mac Becket. He noted that it is possible to go to the website and find the number of hits the site receives. Ms. Erickson had supplied figures for the first three months of the year. At the last board meeting. Mr. Stine noted that the “Communications Committee Chair” is not appointed but the Committee of Erickson and Becket is working quite well.

Continuing Business

1. **Education Committee Report** – Ms. Corey was absent so Mr. Stine deferred discussion until the next meeting. Ms. Lodge noted that if the Board wants to support the “Bridge in a Day” program, that action needs to be taken to tie down Ms. Tucker’s availability, set up venues, and considers the subsidy form the Unit.
2. **Nominating Committee status**– Ms. Jane Witous accepted the responsibility for the committee’s formation and recruiting of members. Names suggested by the members of the board included Donna Darvey, Barbara Maniscalco, Karen Michaels, Tom and Anne Lund and Jack Barr.
3. **Status of Unit Game to be Held May 22nd** – Mr. Stine reviewed the status of the next Unit-Wide game to be held on Monday, May 22nd. He noted that the game would include games at Duncan Bridge Center (DBC), Cathedral City and Joslyn. Hopefully, Mr. Magged will agree to do the score consolidation as he did for the last Unit-wide game. He noted that the District website lists 175 “special” games that can be run by clubs, such as charity games. He noted that Unit 533 has 24 “unit” games that can be sanctioned by the unit.
4. **2017 Harvest Sectional** – Mr. Stine reported that the contract with the Coachella Valley Bridge Foundation (CVBF) has been signed at a cost of \$10 per table. Mr. Stine is still reviewing the options for providing lunch to attendees.
5. **2018 Sun & Fun Sectional Status** – Mr. Stine reported that he has a proposal to present to the CVBF for the Spring Sectional. He noted that with Scott Campbell’s planning, a total of 97 tables can be fit into the DBC space. This should be sufficient to take care of the expected number of attendees. Ms. Witous noted that the flyer used to advertise the event should say, “Space is Limited” and “Reservations Encouraged”. Ms. Tracey noted that the emphasis should be placed on members’ ability to play bridge in a quality environment and the cost of the tournament should not be the primary focus. Mr. Dani noted that the card fees could be changed to reflect higher costs as well.
6. **NLM Regional** - Ms. Lodge
7. **Unauthorized Survey of Sun & Fun Sectional** –Ms. Lodge reported on her investigation of the unauthorized use of the Unit’s email list to run an unauthorized unit survey regarding the Spring Sectional at the Pavilion. She noted that anyone can go to Google and create a survey and the use of a “fake” email cannot be prevented. Ms. Lodge asked that the Board meeting be closed to further discuss the possible origins of the unauthorized survey. Mr. Stine returned the meeting to an “open” status after the discussion. Ms. Wilkinson noted that she was highly offended that anyone would create such an underhanded action.
8. **Vacant Board Position** – Ms. Tracey led a discussion about the need and/or desire to appoint a replacement for the board position that is open. The Board needs to find people that will serve on the Board and take responsibility for various committee work such as Communications, Tournament Coordinator, etc. It would be great to get a person that has a background in computers, advertising, contract negotiations, etc. Ms. Witous will include this issue in her development of the Nominating Committee.
9. **Committee Chairs Assignments Status** –Mr. Stine reviewed several changes to the list of Committee Chairman.
 - a. **Unit Game Coordinator** – Mr. Stine noted that there are three regularly scheduled unit games – Annual Meeting, Holiday Party, and Awards Party. In addition, there are 21 other Unit games run during the year. The Unit Game Coordinator is responsible for getting the sanctions and setting up the participating directors and venues. Mr. Hertz

volunteered to be the Unit Game coordinator only if he could enlist the assistance of Ms. Lodge and/or Mr. Dani, both of whom have done in the past.

- b. **Disciplinary Committee Chair** – Mr. Stine noted that Mr. Dick Prochnow has agreed to continue in the position.
- c. **I/N Newcomer Coordinator** – Ms. Wilkinson agreed to take on this responsibility. Ms. Tracey noted that the binder includes letters and procedures.
- d. **Election Committee Chairperson** – Mr. Stine indicated that Mr. Ron Erickson has agreed to continue in this role.
- e. **Communications Chairperson** – Ms. Tracey noted that the Unit’s by-laws require the unit to have a Communications Chairman that is a Unit Board member. Mr. Stine noted that the position has been vacant for some time. Mr. Becket and Ms. Erickson have been acting in the capacity. The change to a Board member requirement was included in the last by-law revision. Prior to that change, the position could be held by any Unit member.
- f. **Publicity Chair** – Mr. Stine noted that is not an active position.
- g. **Hospitality Committee** – Mr. Stine recommended the elimination of this position, and any important responsibilities be incorporated into the Communications Chair position.

New Business

1. **Procedures for Receipt and Documentation of Contracts including Review of By-law Article 6, Section 7 f.** – Ms. Tracey noted that the By-laws require the prior the use of the authorization for expenditures in excess of \$200 and the minutes should reflect that approval. Mr. Dani noted that budget exhibits include the expected costs, which has been used as the process for pre-approving expenditures. Any “one off” expenditures have been run through the board, although the approvals have not always been shown in the minutes. Ms. Tracey also requested that any contracts over the \$200 limit be included in the minutes.
2. **Employee vs Independent Contractor Discussion** – Mr. Hertz asked that all future contracts with a Tournament Manager should make clear the existence of an independent contractor status. Mr. Dani noted that he has religiously provided Form 1099 income statements for the Tournament manager and the directors that run games in the Unit.
3. **Director Dinner** – Ms. Lodge announced that the Board/Director dinner would be held at 6:00 PM, Wednesday night, May 31st at the Lodge home in Rancho Mirage. She asked that Board members bring side dishes or salads or desert. She noted that the dinner held in 2016 was very popular for all of the attendees. She invited active directors but no Club owners or managers.
4. **Unit Game Cakes** – Mr. Stine announced the following assignments:
 - a. May 22 Unit Games – DBC – Ms. Wilkinson; Cathedral City – Mr. Stine; Joslyn – Mr. Stine
 - b. June 6 Unit Games – DBC – Ms. Wilkinson; Temple Isaiah – Mr. Stine
5. **Check Signers** – Mr. Dani asked for a date for new check signers to visit the bank to sign new signature cards for the Unit. This can be on 5/16 or 5/19. Mss. Tracey and Gibson are the new signers. Mr. Tracey must attend to sign as Secretary for the Unit to verify the new signers.
6. **World Wide Bridge** – Mr. Hertz moved, seconded by Ms. Witous that the Unit subsidize the World Wide Bridge games on June 2nd and 3rd at a cost of \$13 per table. To be reimbursed for the added expense of the sanction, directors must include the table count in their regular reports to the Unit. Motion passed unanimously.

Next Meeting Date – Mr. Stine announced the next meeting date of June 8, 2017 at the DBC.

Adjournment – Mr. Stine adjourned the meeting at 11:22 AM.

Respectfully submitted,

John Tracey, Recording Secretary