

Beverly Hills Bridge Club

Board Meeting Minutes

June 23, 2019 at 11:30am

Present: Tim Deegan (presiding), Marsha Fisher, Joan Oliver, Nancy Heck, Debbie Baker, Dawn Lee, John Ramos.

1. **Minutes** for May were approved

2. **Manager's Report**

1. Monday evening game TBD
2. Possibility of adding Novice Game on Monday.
3. John suggested communications to members be more regular and informative, with possibly a monthly newsletter.
 1. Joan Oliver volunteered to be the Social Secretary to help push out news.
 2. Club's mailing list will be cleaned up. Possibly utilize Constant Contact, Mail Chimp or another email client.

3. **Treasurer's Report**

1. No report

4. **Education Report**

1. Beginner 1 and 2 classes (through UCLA-Osher) will start on Tuesday, July 9 and Wednesday, July 10 from 10-noon for 8 weeks.
2. A Two Over 1 (2/1) class, of 4 lessons at \$60, will be calendared, and taught by Dawn.

5. **BHBC Board Policy Handbook**

1. Bullet point position descriptions will be submitted to board for approval. Tim will do Officers (as stated in Bylaws) and Board Members. John will do Club Manager, and Game Directors. John and Nancy will do Class Instructors, Volunteers and Mentors. Karen will do Food Services.

2. Free play: who, why, how long will be determined by board as part of policy handbook. Board members were encouraged to be ready at the next meeting to create this policy.
3. Board Development was discussed. Tim suggested that in two to three years, through the use of staggered terms, most of the current board members will have been termed out. Renewing and refreshing the leadership group is how the board will remain vibrant and always bringing in new blood. Term limitations not discussed at this meeting.
4. Archive of Business Records
 1. Stewardship of all business records must be established. ByLaws are available, and also last year's tax returns, but Articles of Incorporation, IRS Non-Profit designation letter, IRS-SS-4, and other critical foundational documents need to be located and centralized in an archive. Tim reported that Susan is doing some of this right now.

6. Review of Card Fees, Director's Pay and Status

1. Card fee increase motion introduced by Debbie, seconded by Nancy. Fee will increase to \$13, as of October 1. Board voted yes unanimously. Members will be given an opportunity, between September 1 and September 30, to purchase up to four books of ten plays at the current price of \$100. New book of 10 plays, effective October 1, will be \$120.
2. Fee increase for Supervised Play (possibly with incentives) TBD further.
7. Director's Pay and Status will be considered to start January 1, subject to further board discussion.

8. Name Change

1. Susan and Debbie were appointed to look into the mechanism of changing the club name to Beverly Hills Bridge Center and report back to board.

9. South Room Improvements

1. Financial angels have offered to donate funds to fix the room divider in the South Room, so it can be used for two different games or purposes simultaneously. Nancy will send contact info to Tim, who will reach out. Other modest improvements (wall painting and floor repair) will be bundled into the improvement request.

10. Golden Award

1. Marsha nominated Bob Chen, Nancy seconded, and board voted unanimously to give the award to Bob. Tim will notify him.

11. Surveys

1. Marsha will start to organize a Survey of Newcomers (past three years who have taken classes from John and others), with board members sending her suggested questions. A recommendation from Marsha of survey content will be presented at the next meeting.
2. Deb will create questions for a Food Survey.
 1. Tim reported that “food” is the number one largest line item of our budget, coming in at approximately \$85,000 annually.

12. Double Dummy Event

1. Board discussed and declined participation in this program.

13. Old Business

1. Free play for Om were extended from July 15 to July 30. Once board policy has been set, Om all be notified of any change. Tim to inform Om.

14. New Business

1. John recommended Michele DiLorenzo for membership on board. Marsha nominated, Nancy seconded. Board voted unanimously. John will reach out to Michele to gauge interest and report back.

15. Next meeting

1. Sunday, July 14 at 11:30am