



Board of Directors' Minutes

Meeting held July 8, 2019 @ VCC

BOARD OF DIRECTORS

President:
Alan Trippel

Vice President:
Annie Dethardt

Treasurer:
Mike Popkin

Secretary:
Francine McKay

Logistics Director:
Cathy Bertrand

Marketing Director:
Teri LaBove

Program Director:
Andy Cosby

Member Services Director:
Linda Prust

Player Development Director:
Candace Williams

Call to Order:

The 7th meeting of the 2019 Board was called to order at 4:34 PM.

- All members were in attendance.
- June Board Minutes were approved
- July Board Agenda approved.

Director & Office reports:

Teri:

- In email sent out on June 29th to all Board members, the following was noted:

Since then \$40 has been collected to add to total.

Silent Auction & Donations. \$2,585

Game fees. \$ 744

Total. \$3,429

We have \$30-50 still coming end next week

I have sent the \$2,585 to Alzheimer's

- Both The Voice and The Sentinel are now receiving articles regarding VCC games, etc.

Mike:

- Monthly cash flow is still going down. We are not making as much as going out. Hoping the fee increase for "special" games that began the 1st of this month will help and show up on the statements following.
- Finance Committee meeting 6/22/19 report is attached as Attachment #1. Next meeting is scheduled 7/13/19 at 9 AM at the VCC. (Statement of Cash Flows included with this attachment.)

(Note: As some of the Finance Committee recommendations noted in attachment #1 fall in Long Term Planning, Annie will assist.)

Annie:

- Update from the Long Term Planning committee will be presented in August as originally planned. Meeting of this committee scheduled for this Wednesday.

Candace:

- Mentor/Mentee Pilot Program report is attached as Attachment #2.
- Motion was made by Candace to give a free play coupon for a regular (\$3.00) game to the mentor/mentee partnership if the following requirements are met:
 - They participate in both scheduled games for that month
 - They play together as a partnership. Not valid if they play separately with someone else.
 - Deadline to use is by Labor Day 2019 .Motion was seconded by Francine and was passed unanimously.
- Easybridge series begins on Thursday, September 12th.

Linda: We have 508 members on record, plus 5 deceased members, plus 178 that are on hold (haven't renewed, etc.) for a total of 681 members on the roll list.

(Continued on page 2)

Andy: Jan-Jun 2019 Game Participation and the Jan-June 2019 Frequency of Play Summary handouts passed out at meeting and are attached as Attachment #3.

Old Business:

Alan:

- Carpet scheduled for replacement beginning July 22nd. Tables should arrive by that time also, but unsure about the chairs. Games will be conducted in the Ouachita rooms at no charge.
- Finance committee to be in charge of disposing of the 42 tables and 168 chairs we currently use. Hope to be able to sell them, but donating is also a choice.
- Open house to be scheduled as soon as work completed. Teri to assist Alan in determining a date/dates in August.

Francine:

- Updating the documents was completed for the Standing Rules. Bylaws are on hold until membership approval of changes obtained. Approval by Alan.
- Francine reminded all that she has permission to add the Board Agenda and the monthly Board Minutes to website. Approval for any updates/changes, etc. to any other documents/files must have approval before she can download and/or change.

New Business:

Alan:

- Handout was passed to all showing recommended changes to the club operation's manager and the technology specialist positions. (It was also reported that Russ Choyce resigned as Website Manager.) Recommendations will be evaluated and discussed in a future meeting. See Attachment #4.
- Food policy at the bridge tables discussed. It was suggested that it be announced that food be eaten at one of the tables not being used for play to eat snacks/lunch, etc. so as not to possibly cause damage to cards and/or bidding machines.

Cathy: ~\$220.00 was spent for new computer system with a two-year warranty. This was decided as an alternative of replacing two batteries at a cost of \$160.00 needed for the old system that would need updating soon.

Future Business:

Zero Tolerance Committee

Adjourned: 6:02 PM

(Note: Attachments are included with the minutes on the website. Please go there to view. Thanks!)

Finance Committee meeting 6/22/19

1. I will invite Julie Hardart to sit on the Financial Committee to represent players of non-sanctioned games. ... Julie has accepted and will be at our next meeting scheduled for 7/13/19 @ 9:00am.
2. The bylaws need to be changed to allow persons not registered with the A.C.B.L. to sit on the Board of Directors of the VCC. This will be recommended at the next board meeting... initiative for Mike
3. VCC Budget... the committee believes the club should take a proactive approach regarding budget management with things regarded as major. Major items, such as Kitchen supplies, Hospitality guidelines for Tournaments and major fixed assets. Mike Popkin will review this more thoroughly and report at the next meeting... this will be worked with item 5
4. The "Mary Initiative" will be considered for submission to the VCC Board. The "Mary Initiative" was a suggestion made by Mary Jenkins to optimize Game Coordinator cost by using one designated Game Coordinator as the facilitator of non-sanctioned games. Further, the committee is recommending the club explore the entire concept of a "Game Night" that will consolidate all types of games (not just card games) one night a week. We believe only one Game Coordinator needs to be present at these games to facilitate the administration requirements of game receipts, lock-up, etc.; we also believe the facilitator does not need to be an active player of any of the games... this initiative will be presented at the next Board meeting with recommendation that the logistics surrounding this will require separate Ad-hoc committee.
5. The Financial Committee recommends that we combine small items, i.e., paper products, toner/ink, cleaning supplies, etc... into individual "Grocery List"(s) that can be monitored in a 30-day, 60-day or 90-day approach... in progress; Cathy and I talked to Wally Johnson and Wally has put together a preliminary list to get started with.

Our next meeting will be July 13th @ 9:00 am at the VCC.

Regards,

Mike Popkin

5:56 AM
07/04/19

Village Card Club, Inc.
Statement of Cash Flows
January through June 2019

	Jan - Jun 19
OPERATING ACTIVITIES	
Net Income	-3,294.83
Adjustments to reconcile Net Income to net cash provided by operations:	
Payroll Expenses:Arkansas Unemployment	81.28
10 Month CD - 2/6/2020	-43.69
10 Month CD - 3/23/2020	-3.75
21 Month CD - 3/20/2021	-32.90
21 Month CD - 8/12/2019	-36.33
Club Manager Credit Card	1,499.47
Logistics Credit Card	327.44
Payroll Tax Liabilities	-509.51
Net cash provided by Operating Activities	-2,012.82
INVESTING ACTIVITIES	
Equipment:Accumulated Depreciation	809.04
Net cash provided by Investing Activities	809.04
Net cash increase for period	-1,203.78
Cash at beginning of period	10,684.78
Cash at end of period	<u>9,481.00</u>

Attachment #1c
(Mike)

5:21 AM
07/04/19
Cash Basis

Village Card Club, Inc.
Profit & Loss Prev Year Comparison
January through June 2019

	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Convention Card Holders	18.00	18.00	0.00	0.0%
Donations	19.00	448.00	-429.00	-95.8%
Game Fees	44,826.50	47,669.50	-2,843.00	-6.0%
Hospitality Income	1,714.50	1,613.20	101.30	6.3%
Investment Income	117.91	158.68	-40.77	-25.7%
Membership Dues	790.00	1,010.00	-220.00	-21.8%
Miscellaneous Income	44.00	-148.48	192.48	129.6%
Tournaments	11,362.40	6,425.31	4,937.09	76.8%
Training/Instruction	2,323.00	3,903.00	-1,580.00	-40.5%
Total Income	61,215.31	61,097.21	118.10	0.2%
Gross Profit	61,215.31	61,097.21	118.10	0.2%
Expense				
American Contract Bridge League	7,320.86	7,102.01	218.85	3.1%
Charitable Donations	187.00	1,590.00	-1,403.00	-88.2%
Depreciation	809.04	663.78	145.26	21.9%
Hospitality	1,823.18	1,203.79	619.39	51.5%
Insurance	1,233.00	1,399.00	-166.00	-11.9%
Marketing	280.68	148.18	132.50	89.4%
Occupancy	19,500.00	21,000.00	-1,500.00	-7.1%
Payroll Expenses	20,690.94	21,753.26	-1,062.32	-4.9%
Postage and Shipping	42.48	11.20	31.28	279.3%
Supplies	2,055.40	2,740.43	-685.03	-25.0%
Telephone/Internet/Technology	852.55	173.24	679.31	392.1%
Tournament Expenses	8,495.01	0.00	8,495.01	100.0%
Training/Instruction Expenses	1,220.00	1,973.20	-753.20	-38.2%
Total Expense	64,510.14	59,758.09	4,752.05	8.0%
Net Ordinary Income	-3,294.83	1,339.12	-4,633.95	-346.0%
Net Income	-3,294.83	1,339.12	-4,633.95	-346.0%

Attachment #1d
(Mike)

Village Card Club, Inc.
Balance Sheet Prev Year Comparison
As of June 30, 2019

07/04/19
Cash Basis

	Jun 30, 19	Jun 30, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Business Money Market Account	2,505.74	4,503.02	-1,997.28	-44.4%
Petty Cash	14.25	25.25	-11.00	-43.6%
Relyance Bank	6,961.01	4,993.12	1,967.89	39.4%
Total Checking/Savings	9,481.00	9,521.39	-40.39	-0.4%
Other Current Assets				
10 Month CD - 2/6/2020	10,213.04	10,103.65	109.39	1.1%
10 Month CD - 3/23/2020	3,032.83	3,025.27	7.56	0.3%
21 Month CD - 3/20/2021	5,120.35	5,054.58	65.77	1.3%
21 Month CD - 8/12/2019	5,115.10	5,042.11	72.99	1.5%
Total Other Current Assets	23,481.32	23,225.61	255.71	1.1%
Total Current Assets	32,962.32	32,747.00	215.32	0.7%
Fixed Assets				
Equipment	7,071.00	8,859.53	-1,788.53	-20.2%
Total Fixed Assets	7,071.00	8,859.53	-1,788.53	-20.2%
TOTAL ASSETS	40,033.32	41,606.53	-1,573.21	-3.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
Club Manager Credit Card	1,499.47	0.00	1,499.47	100.0%
Logistics Credit Card	327.44	0.00	327.44	100.0%
Total Credit Cards	1,826.91	0.00	1,826.91	100.0%
Other Current Liabilities				
Payroll Tax Liabilities	84.05	158.39	-74.34	-46.9%
Rose Memorial Fund	1,495.63	1,495.63	0.00	0.0%
Total Other Current Liabilities	1,579.68	1,654.02	-74.34	-4.5%
Total Current Liabilities	3,406.59	1,654.02	1,752.57	106.0%
Total Liabilities	3,406.59	1,654.02	1,752.57	106.0%
Equity				
Opening Balance Equity	36,219.04	36,219.04	0.00	0.0%
Retained Earnings	3,702.52	2,394.35	1,308.17	54.6%
Net Income	-3,294.83	1,339.12	-4,633.95	-346.0%
Total Equity	36,626.73	39,952.51	-3,325.78	-8.3%
TOTAL LIABILITIES & EQUITY	40,033.32	41,606.53	-1,573.21	-3.8%

MENTOR/MENTEE PILOT PROGRAM

We have one mentor per mentee. If a mentor is out of town, we have a list of subs to fill in. The Mentees have less than 50 masterpoints. Debra and Wally fill in where needed.

Our scheduled games :

June 20th- Play and Learn
June 27th-Regular Play
July 18th-Play and Learn
July 25th-Regular Play
Aug. 8th-Play and Learn
Aug. 15th-Regular Play

The first Thursday evening each month is set for free Play and Learn. There will be no structured lesson. We hope the mentor and mentee will bond. The mentor becomes the partner/teacher. The second Thursday evening will be a \$3 regular game. All play and all pay. Masterpoints are included. The Play and Learn is free for all. No masterpoints. Debra directs for free. We want to give each mentor one "free play" for each month. It is to be used to play a regularly scheduled game (other than the mentee/mentor night) with the mentee. The free play will be set to expire Labor Day Monday in September. The mentor/mentee will write both names on the certificate. We will notify all directors, once the Board approves this.

On June 20th we had 28 in attendance, which was 7 tables for the Play and Learn.

On June 27th, we had 38 in attendance for the sanctioned game. We have received many comments from both the mentors and the mentees. Such as, "need more time to discuss the hands after each play of hands. "I have learned something new each time I have played. "I am feeling more confident in playing the hands. "I am developing a good relationship with my partner." "I am looking forward to the "Play and Learn" game"

Many of these mentees are participating in the Eight's Enough games that we have on Saturdays. They all have enjoyed the Play and Learn games and the mentors are embracing their new roles as teachers.

Players are eating before the play. Debra and I have provided the food for the first two games. On the second game we charged \$3 for the pizza. We are having "Pot Luck" for the first July game and hot dogs on the second game. We are hoping the club would share in some of the expenses. Also, we will have the players bring snacks for some of the games. This is a pilot program. We are feeling our way around and trying to do something different and positive for the club.

JANUARY - JUNE 2019 FREQUENCY OF PLAY

Summary

	Players	Plays		MON		TUE		WED		THU		FRI		SAT		SUN	SF
		AM	PM	AM	PM	Eve	AM	PM	AM	PM	Eve	AM	PM	Eve	AM	PM	
	Total																
1,500+	40	2483	600	563	23			589		29	534	24	115	5	32		
751-1,500	53	2408	536	487	212			487	1	23	438	4	174	46	22		
501-750	35	1448	160	114	135	131		279	119	137	5	165	18	158	18	14	
301-500	46	2041	264	172	200	96	67	236	179	339	5	23	271	14	4	139	32
101-300	53	2069	120	349	323	65	61	122	43	408	6	165	214	51	121	21	21
51-100	39	990	16	175	203	37	65	27	25	190	1	109	43	28	46	25	13
21-50	24	546	55	180	1	106		1	76	9	61	4	17	25	11	4	
0-20	22	342	2	12	116	11	98	1	22	11	27	1	1	21	13	5	
Totals:	312	12327	562	2013	2207	341	397	899	368	2248	38	446	1670	129	32	799	171
Equivalent Tables:		3082	141	503	552	85	99	225	92	562	9.5	112	418	32	8	200	43

VILLAGE CARD CLUB
Jan-Jun 2019 Game Participation

<u>Event</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Total</u>
Duplicate Bridge	589.00	548.00	485.00	563.00	406.00	563.50	3154.50
Cribbage	18.25	13.75	14.25	12.25	18.25	15.00	91.75
Euchre	6.50	6.75	7.00	6.00	11.50	12.75	50.50
Pinochle League	10.00	10.00	10.00	10.00	10.00	--	50.00
Social Pinochle	7.50	5.00					12.50
Rubber Bridge	20.50	19.00	17.75	22.50	17.50	17.50	114.75
Better Bridgers	<u>7.00</u>	<u>9.00</u>	<u>13.50</u>	<u>10.00</u>	<u>11.00</u>	<u>12.00</u>	<u>62.50</u>
Non-Sanctioned	69.75	63.50	62.50	60.75	68.25	57.25	382.00
Monthly Total	658.75	611.50	547.50	623.75	474.25	620.75	3536.50

Attachment #4a
(Alan)

Task ↓ Time (hours) →	Week	Month	Annual
CLUB OPERATIONS MANAGER			
Apply & manage for annual Sanctions renewals, STaC, Tournaments, ACBL-wide Special games			2
Manage facility & POA interactions including monthly room utilization, special requests, repairs and maintenance		1	
Work with Logistics (for supplies), Program Manager (room use, sanctioned game needs), Marketing (internal promotion via announcements, bulletin board), Hospitality (decorations, parties)		1	
Attend Board meetings as non-voting member		1.5	
Manage member complaints and suggestions	0.5		
Oversee bulletin board postings (except below)	0.5		
Manage Game Director schedules, training, performance, meetings, problem solving and game issues (including ZT)	1		
Manage ZT process		0.5	
Coordinate ACBL, STaC & Unit/District interaction		2	
Post pertinent club information (ex: closings)			0.5
Defibrillator equipment certification & training			0.5
Establish board making schedule for sanctioned games		0.5	
Process phone messages	0.5		
Manage Technology Specialist		0.5	
TCG interaction		0.5	
Club non-technological emergencies		0.5	
TOTAL HOURS	2.5	8.0	3.0
MONTHLY HOURS	10.5	8.0	0.3
TOTAL MONTHLY HOURS		18.8	
MONTHLY COMPENSATION AT \$12 / HR.		\$225	\$200

Attachment #4b
(Alan)

TECHNOLOGY SPECIALIST	Week	Month	Annual
Computer & Bridgemates upgrades, software updates and tech problem solving.		2	
Complete oversight of website: make as-needed changes quickly, enhance site to augment VCC's long range plan		5	
Oversee all ACBL system enhancements and provide training where needed. (Note: this to become more crucial later in 2019 through 2021)			15
Submit EOM report to ACBLs (financial, masterpoints), (<i>with Club Mgr as backup</i>)		1	
Determine Player of Month in all categories		0.25	
Process Monthly & YTD masterpoint lists on bulletin board, website		0.25	
Post on web site and bulletin board as appropriate (POM, Big Games, Awards, NAP qualifiers, etc.)		0.5	
Post on Web Unit achievements (UnitWide games, MiniMcKinney, Ace of Clubs, etc.)		0.5	
Determine annual masterpoint and other approved award winners			1
Process all player's masterpoint inquiries.		0.5	
Manage Dealer4 maintenance schedule			1
Club technological emergencies		0.5	
TOTAL HOURS	0.0	10.5	17.0
MONTHLY HOURS	0.0	10.5	1.4
TOTAL MONTHLY HOURS		11.9	
MONTHLY COMPENSATION AT \$12 / HR.		\$143	\$150