

NW Tucson Bridge Club Board Meeting Minutes for July 12, 2023

Present: Pamela, Jim W, Bob, Greg, Gayle, Jim V, Donna, George, Kay

Absent: None

Meeting was called to order at 10:00 am

Minutes for June 7 were accepted with one minor correction (dates of IMP games.)

Committee Reports:

Education (Bob):

1. Bob reported that a beginner class will be offered in the fall. He already has 3 who are interested. The date and time are TBD.
2. From June 7 BOD meeting: More details will be included in flyers Bob will prepare. The beginner class would run for 10 sessions, ideally, two per week, on Tuesdays and Thursdays. Price is \$100, no single session price. The advanced beginner class could run weekly for 8 weeks and students could pay \$10 per session as they attend. We want to advertise in Slendido and Sun City if allowed.
3. Pamela requested Bob add detail to Education Bulletin Board. Jim W can help with graphics if required.
4. Advanced learner lectures will continue on 3rd Tuesday:
 - a. July 18 – Kay. Topic is “*Trump Management*”.
 - b. Aug 15 – Bob Hertzog. Topic is “*Lebensohl After Ops Weak 2-Bid*”. Board decided to keep this date, even though it coincides with the Phoenix Regional.

Director/Special Games (Kay):

1. The second Wednesday IMP scored game will continue in July and August. Kay suggested a way for the director to report scores by match point for comparison and discussion for players interested. This was implemented on July 12.
2. Discussed awards (free play) for players with “NO BOTTOMS” (i.e., no zero scores on any board played.) More discussion led to the idea to offer “NO ZERO’S” on days ending in a zero. The first opportunity for this is Wed Aug 30.
3. Discussed suggestion for players to meet at the “View (Sun City Activity Center) after Friday (or other) games to have fellowship and discuss the day’s game. Idea was liked and will be promoted at games.

Operations (Joe O): no report, mentioned windows were cleaned.

I/N Report (Jim V): no report

Recognition/In-Out (Gayle):

1. Plan some form of recognition to players with significant rank advancement to LM and above, like was done in June. Gayle/Donna given action to make this happen pretty soon.

Finance Report (George):

1. Lost \$1,380 in June due to one-time maintenance expenses (carpet, lights). As a positive note, part of this expense was a \$600 donation to Alzheimer's Association.
2. Daily average table counts continue to be up about 2 tables when compared to same month of previous year.
3. Bank cash balance remains good at \$32,000 to cover various expenses.
4. George is seeking Board direction for appropriate records retention, periodic audits, which was read aloud by George. Proposal is presented in appendix. Board agreed to proposal. Gayle suggested permanent retention of annual tax returns, which George agreed. Pamela took the action to seek a volunteer auditor from our membership.
5. While George is away the remainder of the summer, Kay agreed to recycle EZ Pay and other coupons redeemed at game.

Old Business (BOD):

1. Team game with Adobe was discussed and decided to plan for Sat Sept 30 for another "Potluck" Swiss Team game, this time at NWT. Pamela to coordinate details with Adobe Prez.

New Business (BOD):

1. Joyce Honorof sent a proposal for split-site and single-site unit games in coordination with Adobe and other clubs in our unit. The board agreed to this proposal in concept. More planning and communication will be required, of course.
 - a. Single-site games – Sun Sept 3 hosted by Adobe; Sun Oct 29 hosted by NWT. All clubs in the unit share in the cost of running these games. Host site provides the director who is paid a standard fee.
 - b. Multi-site games – The unit has some multi-site games planned on Thursdays which will not include NWT because we are closed.
 - c. The following dates other than Thursdays are planned, which NWT agrees to participate in: Fri Aug 25 and Wed Oct 11.
 - d. In Joyces proposal, there are other dates suggested for multi-site unit games. NWT can choose to participate if we so desire. These dates are Mon Oct 30 (makes no sense, because of the single-site proposal for Oct 29), Mon Nov 20, Tue Dec 12, & Wed Dec 27.

The next board meeting will be 10 am Tue Aug 8 to avoid calendar conflicts with members.

The meeting was adjourned at 11:20 am

Respectfully submitted,

Jim Wolf

APPENDIX

From: George Harger <geharger@gmail.com>
Date: July 11, 2023 at 10:24:13 AM MST
To: PAMELA THAUT <thautpamela@rocketmail.com>
Subject: Financial Document Retention

It's been nearly five years, and the financial records are piling up.
Here is my suggestion for a retention policy for BOD approval:

Permanent:

IRS Tax ID Letter (83-1521434)
IRS Application/Approval for 501C7 Tax Exempt Status
Annual Tax Returns (Form 990EZ)
Lease 2019-2024 (with Covid Extension)
Lease 2024-2029
Signed Capital Loans

6 Years:

1099's & W-9's
2 Years:
Bank Statements, Reconciliations, Deposit Slips
Daily Director Cash Collection Reports
Monthly Game Summaries
Paid Invoices, Income Receipts
Check Copies, Deposit Slips

30 Days or Recycle:
Free Plays

Audits Performed:
2018 George Harger for Treasurer Don Taylor
2019 George Harger for Treasurer Don Taylor
2021 Virginia Breyer for Treasurer George Harger
2022 To be Assigned
2023 To be Assigned