

MINUTES

NORTHWEST TUCSON BRIDGE CLUB

DIRECTORS' MEETING

JULY 1, 2019

Directors in Attendance: Steve Maltzman, Joe Olivier, Joyce Honorof, Jack Wholey, Don Taylor, Stephanie Parks.

Officers, Committee Members and Guests in Attendance: George Harger, Ann Taylor, Kay Afdahl, Randy Wentross, Barbara Rosenthal

Called to order: 4:28 pm at the Club.

1. Approval of Minutes. The minutes for the January 27, 2019, February 16, 2019, and the April 17, 2019 meetings were reviewed and approved. The Board approved a motion to post minutes to the Club website beginning with the April 17, 2019 minutes.
2. Approval of Bylaws. The final version of the Club Bylaws was approved. Copies of the Bylaws are to be maintained by the President and Secretary, and a copy will be posted to the Club website.
3. Committee Reports.
 - a. Finance. Treasurer Don Taylor submitted a Revenue and Expense Summary, a Balance Sheet, Cash Receipts Report for June, 2019, a Treasurer's Report and a report on attendance from March 10 through June 28. The Committee filed the annual federal tax return, a change of address of responsible party, and the Arizona Corporation Annual Report. Assistant Treasurer George Harger led a discussion of financial projections which included an explanation of variances from original forecasts. The financial projections were approved. The Committee submitted the following policy and procedure changes related to the financial projections and all were approved:
 - i. Investor Free Play Cards. These cards will be accepted as full payment for any Club run game, including regular, charity, STaC, and any other special games. The cards are not valid for Unit games run at the Club. Cards will expire at the end of February, 2020.
 - ii. ACBL Charity Games. Participants will be charged an additional \$1 per person, cash only.
 - iii. STaC Games. Participants will be charged an additional \$1 person, cash only.
 - iv. NAP and other ACBL-defined Special Games. Participants will be charged an additional \$1 person, cash only, unless waived by the Board for marketing purposes.
 - v. Director Compensation. Beginning September 1, 2019, authority is granted to the chair of the Directors Committee to compensate game directors as necessary to staff games on our monthly calendar. The compensation schedule shall be \$60 for up to 10 tables, than an additional \$5 per table up to a maximum compensation of \$100.

vi. Instructor Compensation. Beginning September 1, 2019, authority is granted to the chair of the Education Committee to compensate instructors as necessary. Compensation shall come from a split of student fees: 60% to the instructor and 40% to the Club.

vii. Gold Lender Repayment. Repayment of 50% of the Gold Lender principal by the end of February is a goal of the Board. Total repayment is \$13,750. Free plays for the 2020 year will be reduced proportionately.

viii. Financial Projections. The financial projection as presented will be the framework for Club operations for the remainder of the year ending February 29, 2020.

- b. Facility. Joe Olivier reported on the need to maintain separate contracts for each air conditioning installation as they are with separate companies. Joe emphasized that only one person during Club games should be authorized to adjust the thermostats; Joe will draw up a set of directions so that each director can set the thermostats during a game. Obtaining a quote for the installation of window treatments was delayed pending further experience with window heat, but window covers for the two front doors will be installed.
- c. Education/Partnerships. On Education, since Barbara Sullenger is not full-time, Bob Hertzog has been approved as the new chair. No assistant was named. Bob submitted an Outline for Teaching Bridge at NW Tucson Bridge Club. On Partnerships, Randy Wentross has been approved as the new chair. Steve Maltzman was named as assistant, and Stephanie Parks as second assistant.
- d. Directors. Kay Afdahl met with directors to discuss backing up programs, setting up unusual movements, uploading result files, and more. Kay will set a date for a mandatory meeting with all directors.
A committee was formed to set a calendar for special games. The committee will consist of Steve Maltzman, Kay Afdahl, and Joyce Honorof. Kay Afdahl presented an ACBL list of SpecialGames at Clubs for discussion, and a list of possible special games for the Club, such as Board-A-Match and Barometer Pairs. A mentoring program will be established with the committee to determine parameters.

4. Committee Chairs. A proposal was made and approved to establish the following committees, chairpersons, and assistants:

- a. Office Manager (OM) - TBD
Assistant Office Manager (AOM) - TBD
- b. Director in Charge (DIC) – Kay Afdahl
Assistant Director in Charge (ADIC) – TBD
- c. Education Chairperson (EC) – Bob Hertzog
Assistant Education Chairperson (AEC) - TBD
- d. Partnership Chairperson (PC) – Randy Wentross
Assistant Partnership Chairperson (APC) - TBD
- e. Special Games Manager (SGM) – Joyce Honorof
Assistant Special Games Manager (ASGM) – Kay Afdahl

- f. Dealing Machine Manager (DMM) – Randy Wentross
Assistant Dealing Machine Manager (ADMM) – Steve Maltzman and Jack Wholey
- g. Building and Grounds Manager (BGM) – Joe Olivier
Assistant Building and Grounds Manager (ABGM) – Rick Dunie
- h. Legal (L) – Jack Wholey
Assistant Legal (AL) – Paul Shalita
- i. Financial (F) – Don Taylor
Assistant Financial (AF) – George Harger
- j. ACBL Liaison – Joyce Honorof
Assistant ACBL Liaison – Stephanie Parks
- k. Webmaster – Barbara Starrat?
- l. Email – Steve Maltzman, Randy Wentross and Kay Afdahl.
- m. Saturday Swiss Games – Virginia Brier

5. Club Management. The Board approved the following assignments and schedules for club management:

Monday, Wednesday and Thursday – Steve Maltzman
Tuesday – Stephanie Parks
Friday – Sharon O'Connor

The Board also discussed establishing three subcommittees to handle inventory:

Bridge Equipment – convention cards, playing cards, etc.

Office Equipment and Supplies – Steve Maltzman

Kitchen/Bath Supplies – soft drinks, coffee, water, toilet paper, paper towels, etc.

6. Old Business.

- a. The Board approved a motion to hold regular Board meetings on the last Monday of each month after the open game at the Club.
- b. The Board discussed how to improve the reservation system and a suggestion was made to review the system being used at the Adobe Club.

7. New Business.

- a. The Board considered establishing a liaison between the Club and the Adobe Club. There was discussion who would be the liaison or whether there might be two persons.
- b. The Board voted to hold the annual director election in November of each year, with director terms to commence on January 1.
- c. The Board voted to establish an Election Committee of five (5) members, with at least one (1) member from the then current Board.
- d. The Board voted to have the Club's fiscal year end on the last day of February.
- e. Barbara Rosenthal suggested leaving placards and BridgeMates on the tables every day.
- f. The Club voted to request from the Unit that 50% of next year's Unit games be held at the Club.

Adjourned: 6:39 pm

Jack Wholey, Secretary

