WYCO Unit 422 Bridge Board Meeting Minutes -- May 27, 2026, at 5:00 pm

Attendees: Sharon Smith, Doug Smith, Erika Johnson, Kristi Brown, Linda Melcher

Zoom link for the meeting:

[Click here for bridge board Zoom link for August 19, 2026.]

Next meeting:
August 19, 2026, at 5 pm over Zoom

May 27th Meeting Minutes

- Sharon **called the meeting to order** after quorum was established, at approximately 5:08 pm based on the Zoom transcript timing.
- **Review of the February 4, 2026, minutes.** Sharon asked for corrections or questions. Kristi moved to approve the minutes as submitted, Linda seconded, and the motion carried unanimously.
- **Treasurer's Report.** Linda reported that the Unit began with $2,954.64, with $5.00 in savings and $2,949.64 in checking. Since then, $2,000.00 was transferred into a six-month CD earning 3.5%, and the checking account earned $0.71 in dividends. Current balances were reported as $950.35 in checking, $5.00 in savings, and $2,000.00 in the CD, for a total of $2,955.35. Linda agreed to send the figures to Erika in writing.
- **By-laws -- presidential term limit.** Erika highlighted existing by-law language stating that a director may not serve as president for more than three consecutive years. Linda moved to remove that sentence, Kristi seconded, and the motion passed unanimously. The board agreed that removing the term-limit sentence would give the Unit more flexibility.
- **By-laws -- grants language.** Kristi read the proposed grant language for Section 10.7: "Grants awarded by Unit 422 shall be used for the purposes of bridge education, building bridge club membership, and hosting bridge events." Sharon moved to adopt the paragraph as written, Doug seconded, and the motion passed unanimously. Erika will update the by-laws document to reflect both by-law changes approved at this meeting.
- **Recognition.** The board congratulated Linda on achieving Life Master and Bronze Life Master status.

- **The Longest Day fundraiser.** Sharon reported that The Longest Day is coming up in June and discussed ways to improve Unit fundraising after a recent decline from roughly $2,000 in stronger years to about $1,100-$1,200 last year. The board agreed to raise the fundraising goal on the Alzheimer's page from $1,500 to $2,500, clarify that the fundraiser is for Unit 422 rather than only Steamboat, and encourage Laramie participation. Sharon also offered an extra Alzheimer's cookbook as a drawing prize, and the group tentatively settled on one drawing ticket for every $20 donated. Members also discussed publicizing progress toward the goal during June games and in the newsletter.
- **Website wording for The Longest Day page.** Sharon said she would revise the team page name from the Steamboat wording to "Unit 422 Longest Day Fundraiser" so that other clubs in the Unit would feel included.
- **Robert Todd seminar -- July 20.** The board reviewed plans for the July 20 Robert Todd event. The tentative schedule discussed was 8:30 am check-in, 9:00-11:30 am seminar, lunch at noon, and a 1:00 pm game, with the participant fee remaining $50 as in the prior year. Discussion covered flyers, registration timing, food planning, volunteer needs, and publicity. Kristi said she had recreated the flyer and sent it to Sharon and Erika. Erika said she could distribute printed flyers around town if she received them by July 5, and Kristi agreed to send an announcement to Steamboat Radio. Sharon said she would try to place the event in the newspaper and on Facebook.
- **Robert Todd food planning.** The board discussed lunch options, including Jimmy John's and sandwich trays from City Market/King Soopers. Doug reported that sandwich trays had worked well at Glenwood, and the group thought they might be a more economical choice. No board member committed during the meeting to ordering or picking up food, so those tasks were added to the volunteer list.
- **Event logistics.** Sharon confirmed that The Longest Day game would be held at the community center rather than the church this year. The Unit will need to borrow tables and a hot-water urn from the church, while the community center can provide cold water. Sharon also noted the need for coffee, markers, and related supplies.
- **Bridge website discussion.** The board discussed the Steamboat/Unit website and the limitations of Bridge Webs. Members commented that the site feels dated and text-heavy, but they also recognized that multiple people already know how to maintain it and that moving to a different platform would create extra work. Sharon

noted that members often text her for information already posted on the site. The board discussed simplifying the homepage, moving some items into side menus, and possibly scheduling a future working session to review the site from a newer player's perspective. No formal action was taken.

- **Grant process and President's Guide.** The board discussed the need for a clearer grant process, including more specific guidance on what a request must explain and how grant requests should be reviewed. Doug is revising language and considering changes such as requiring club-manager approval for special events. The review of the President's Guide continued informally, but no final by-law changes beyond the two approved items were adopted at this meeting.
- **Erika's 555 report.** Erika reviewed the March 2026 555 results and explained that the Unit received base funding plus credit for communication with at-risk members, but no credit for actual retention this quarter. She reported that the prior quarter amount had been 118 and the current quarter amount was 108. Recruitment credit accounted for about $27 of the total. The board agreed that outreach is still worthwhile even though retention results were mixed.
- **Meeting close.** Kristi motions to adjourn the meeting. Doug seconds the motion. Meeting adjourned at 6:10 pm.
- **Action Item Summary**

Action item	**Responsible person**	**Due date**
Send treasurer's report figures to Erika in writing.	Linda Melcher	When computer access is restored; as soon as possible after the meeting
Update the by-laws document to remove the presidential term-limit sentence.	Erika Johnson	Before next board meeting/approval at next meeting
Update the by-laws document to add adopted Section 10.7 grant language.	Erika Johnson	Before next board meeting/approval at next meeting
Raise the Longest Day fundraising goal from $1,500 to $2,500 on the Alzheimer's page.	Sharon Smith	Before June fundraising activity / during June 2026

Action item	**Responsible person**	**Due date**
Send treasurer's report figures to Erika in writing.	Linda Melcher	When computer access is restored; as soon as possible after the meeting
Change fundraiser wording to identify it as the "Unit 422 Longest Day Fundraiser."	Sharon Smith	Before outreach to other clubs / during June 2026
Gather prior Longest Day statistics and include them in the newsletter.	Sharon Smith	Next newsletter / before the event
Bring the cookbook prize and use a drawing incentive tied to donations.	Sharon Smith	At The Longest Day event in June 2026
Announce progress toward the Longest Day goal during June games and related communications.	Sharon Smith	During June 2026
Distribute Robert Todd flyers around town and to other bridge contacts if flyers are received by July 5.	Erika Johnson	July 5-14, 2026
Send Robert Todd event notice to Steamboat Radio.	Kristi Brown	Before the July 13, 2026, registration deadline
Try to place Robert Todd publicity in the newspaper and on Facebook.	Sharon Smith	Before the July 13, 2026, registration deadline
Circulate or build out the volunteer list for Robert Todd tasks, including food ordering and pickup.	Sharon Smith	Before the July 20, 2026, event
Arrange to borrow tables and a hot-water urn from the church for The Longest Day event.	Sharon Smith	Before The Longest Day event in June 2026

Action item	Responsible person	Due date
Send treasurer's report figures to Erika in writing.	Linda Melcher	When computer access is restored; as soon as possible after the meeting
Arrange coffee, markers, and related event supplies.	Sharon Smith	Before upcoming June/July events
Continue revising grant-process language and related guidance.	Doug Smith	For future board review / next meeting
Continue work on new Unit 422 logo that represents both SB and Laramie bridge clubs	Erika Johnson	For future board review/ next meeting
Update SB Bridge website to add meeting minutes to the About Us webpage	Erika Johnson	For future board review/next meeting
Consider a future working session to review and simplify the Unit website.	Board / Sharon Smith	Future meeting; no date set

2026 Unit Board Meetings @ 5 pm

- February 4, 2026
- May 27, 2026
- August 19, 2026
- December 16, 2026