

**ACBL Unit 179 Board Meeting  
December 8, 2020 Meeting Minutes  
Online via “Zoom”**

**Date:** December 8, 2020

**Board Members:**

*Present:* Harry Allen, Richard Chalal, Chris Clark, Bob Dietrich, Sheila Fleming, Charlynn Foust, Sherry Howell, Clifford Kent, Ken McPeak, Mike Reeslund, Pat Williams, Jim Wynalek

*Absent:* (no one)

*Others Present:*

Secretary: Alison Gembar  
Treasurer: Sue Atwood

**Proceedings:**

Meeting was called to order at 6:04 via Zoom (online meeting)

**Embassy Suites Negotiations**

Patrick prepared analysis based on 3 day tournament to be held in 2022:

*The hotel space being offered is half of the ballroom. Although we had the entire space in 2019, we only needed 75% to be comfortable. Half of the ballroom holds 49 tables with ample space, 56 with a little closeness and can expand to 64 by using space along the walls not needed for water or director stations. This regional has a good chance to look like one of our sectionals, so this capacity should be good.*

*The analysis shows prospective breakeven under the following assumptions:*

- 1. 3 days. 400 total tables. This is attendance at about 80% of 2019. it is what our sectionals look like. For a regional, we normally would have a few less locals than our sectionals but more people from other locations.*
- 2. Entry fees of \$16*
- 3. Most expenses move in tandem with the number of tables, and the budget was prepared accordingly. I am aware that ACBL had scheduled a very significant raise in director fees that was scheduled to go into effect sometime after COVID interrupted, so I considered that.*
- 4. Main fixed expenses are (1) food and beverage and (2) director transportation.*

5. *That concessions will count toward food and beverage commitment, valued at \$2,250 total*
6. *That we would spend \$1,500 of food and beverage on I/N, and if so, will receive cost sharing from District 10 of \$750.*

*The main risk factor is the room commitment. The net commitment after attrition allowance is 54 per day, or 162 total. That is about what we averaged on weekdays in 2019, but remember that attendance was down Monday/Tuesday and up Wednesday thru Friday. (All this due to the juxtaposition of the holiday) So, if attendance falls 20% and the room nights fall in tandem, that is a shortage of 11 per day, 33 total, with a value of \$5,346. In thinking about behavior of people, any drop off may be softened by the following: (1) rooms are 13.5% less than 2019, which should (2) reduce the number/amount of cheaper alternatives in the nearby hotels, and, given that it is only a two or three day commitment (3) out of town folks may be less inclined to look for alternatives and (4) locals may be more inclined to treat themselves to staying in the hotel.*

Dates of tournament were discussed based on reduced number of days. July 5, 6, 7<sup>th</sup> are probably the best days based on past attendance. Set up will have to be on July 4<sup>th</sup>.

We need to send the proposed changes, in writing, to Maggie. Must include: cancellation fee is based on *adjusted* agreed minimum room night, food and beverage minimum, etc. Needs to include the new reservation "due date". Event dates need to be changed in the negotiated contract (evening of July 4, days of July 5, 6, 7<sup>th</sup>, not needing a whole 4<sup>th</sup> day). Mike is writing up proposed changes and sending to Bob for purposes of negotiations with Maggie.

Motion to allow Bob to present this amended contract (based on proposed changes as documented by Mike Reeslund, document attached) to Maggie for her to take to Embassy Suites management.

Motion approved.

Motion to adjourn

Motion approved

Meeting adjourned 6:35 pm

PROPOSED AMENDED CONTRACT

December 22, 2020

Responsible Party: Bob Dietrick, Central TN Unit 179

Post As: Central TN unit 179, ACBL

Dear Bob Dietrick,

This letter will serve as an Addendum to our contract dated April 5, 2018, a copy of which is attached to this letter.

Your room block will be changed to the following pattern:

<i>Central TN unit 179, ACBL</i>									
		Mon 07/04/2022		Tue 07/05/2022		Wed 07/06/2022		Thu 07/07/2022	
		Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate
Run of House	S	4	\$129.00	60	\$129.00	60	\$129.00	60	\$129.00
	D	0	\$.00	0	\$.00	0	\$.00	0	\$.00
	T	0	\$.00	0	\$.00	0	\$.00	0	\$.00
	Q	0	\$.00	0	\$.00	0	\$.00	0	\$.00

Total Room Nights Agreed: 184

The "Agreed Minimum Room Night Revenue" set forth in the contract will be changed to \$23,736.00 (excluding applicable taxes).

The Cancellation Fee is \$[\_\_\_\_\_]. **[Please fill in correct amount based upon new rates.]**

The Reservation Due Date is June 6, 2022.

Your schedule of events will be changed to the following:

Date	Time	Event Name	Room	Setup	AGR	Rental
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<b>Mon, 07/04/22</b>	4:00 PM - 10:00 PM	General Session/Congress	Birch-Chestnut-Hickory-Maple-Oak			\$500
<b>Tue, 07/05/22</b>	8:00 AM - 11:59 PM	Board Storage	Coat Room	Existing Setup		\$0
<b>Tue, 07/05/22</b>	8:00 AM - 11:59 PM	Office	Cool Springs Boardroom	Existing Setup	3	\$0
<b>Tue, 07/05/22</b>	8:00 AM - 11:59 PM	Setup	Birch-Hickory-Maple-Oak	Special Setup Instructions	300	\$1000
<b>Wed, 07/06/22</b>	8:00 AM - 11:59 PM	Board Storage	Coat Room	Existing Setup		\$0
<b>Wed, 07/06/22</b>	8:00 AM - 11:59 PM	Bridge Tournament	Birch-Chestnut-Hickory-Maple-Oak	Existing Setup	300	\$1000
<b>Wed, 07/06/22</b>	8:00 AM - 11:59 PM	Office	Cool Springs Boardroom	Existing Setup	3	\$0
<b>Wed, 07/06/22</b>	5:00 PM - 6:00 PM	PM Break	Birch Foyer	Flow	300	\$0
<b>Wed, 07/06/22</b>	5:00 PM - 6:00 PM	PM Break	Birch-Chestnut-Hickory-Maple-Oak	Flow	300	\$0
<b>Thu, 07/07/22</b>	8:00 AM - 11:59 PM	Board Storage	Coat Room	Existing Setup		\$0
<b>Thu, 07/07/22</b>	8:00 AM - 11:59 PM	Bridge Tournament	Birch-Chestnut-Hickory-Maple-Oak	Existing Setup	300	\$1000
<b>Thu, 07/07/22</b>	8:00 AM - 11:59 PM	Office	Cool Springs Boardroom	Existing Setup	3	\$0
<b>Thu, 07/07/22</b>	5:00 PM - 6:00 PM	PM Break	Birch-Chestnut-Hickory-Maple-Oak	Flow	300	\$0

The "Agreed Minimum Food and Beverage Revenue" set forth in the contract will be changed to \$8000.00. (excluding applicable taxes and service charges).

This Addendum will be effective only after you return this document to us, unchanged, with your signature.

We look forward to your meeting.

Sincerely,

Maggie Moran

Enterprise Sales Manager

**By Group's authorized representative:**

[[SertifiSignature\_1]]

Printed Name: Bob Dietrich

**By Hotel's authorized representative:**

[[SertifiSignature\_2]]

Printed Name: Maggie Moran

Title: President

Date: [[SertifiDate\_1]]

Title: Enterprise Sales Manager

Date: [[SertifiDate\_2]]