

Unit 191 Board  
Minutes of Meeting on August 20, 2020

Members Present: Suzie Goldberg, Deanna Larus, Hugon Karwowski, Jane Kiernan, Ray McEntee, Marian Meyer, Chris Moll, Paul Morrissette, John Schachte, Donna Walther, Mariée Walton and Phylliss Woody

Deanna Larus called the video conference meeting to order at 4 p.m.

**Minutes:** The June 15, 2020 minutes were approved noting that the date of the annual meeting is tentatively set for Dec 1, 2020, and that elections will be held prior to the date of the meeting.

**Treasurer's report:** Suzie presented a balance sheet, a P&L statement and a "P&L by Class" statement, all as of Aug 20, 2020  
As of August 20, 2020, the Club's equity is \$20,444.  
We are now banking with First Horizon, not SunTrust.

**Nominating Committee:** Marian said her committee includes board members Hugon and Chris plus members at large Pat Bodoh and Helen Moon. They have successfully secured commitments from Ian Cloudsdale, Ann Fisher, Eric Hamilton and Deanna Larus, all of whom will run for the Board. Rev1

The election process will be run digitally, with assistance from Ed Fuller, through the BridgeWebs site with provisions for paper ballots.

**Tournament Schedule for 2021:** Mariée reported: Three Unit Sectionals: Feb 25-28, July 8-11 and Nov 11-14. Also, three Intermediate/Novice Sectionals: Jan 7-10, Apr 8-11 and Aug 5-8.

**Mentor/Mentee Program:** Program director Ed Fuller, assisted by Donna Walther and Bev Craig will be meeting with Henry Meguid and Chris Moll about organizing a virtual Unit game. Lots of details need to be worked out, including frequency, day of month and entry fee. Main objective is to get more people, especially mentees, playing online.

**Unit 191 Financial Policies and Procedures**: Mariée presented a detailed proposal spelling out the treasurer's duties and placing controls on expenditures. Approval was unanimous. The proposal is attached and made part of these minutes.

**Virtual Games Update**: Deanna reporting: Over the recent approximate 4-month period there have been 2200 tables at The Bridge Academy and Triangle Bridge Club, divided approximately 60% TBA, 40% TBC. The Boards' goal of raising funds to help defray fixed costs at these two clubs has been achieved. Going forward, the best way to help the Clubs is to play, and encourage other to play, virtual games.

**Other items: By Deanna:**

- a) Marc Goldberg, our website manager has renewed the site for 12 more months.
- b) Please think about material for Barbara Martin's monthly Alert.
- c) Spam emails are an issue – be careful.

**Other Items: By Chris:** rev2

- a) There are about 3000 clubs running virtual games under the auspices of ACBL. And, there are over 200 clubs running face-to-face games right now.
- b) While virtual games might be a necessity for the short term, ACBL plans to study this complex issue and probably discourage virtual games once the coronavirus is under control.

Meeting adjourned 5:08 p.m. Next meeting TBD.

See attachment.

RJM 8/21/20

## **Proposal: Unit 191 Financial Policies and Procedures**

### **Policies:**

- Two officers- typically the President and the Treasurer- are signers on any bank accounts/ investment accounts for the Unit.
- Treasurer has the sole authority to make disbursements up to \$500. Two officers must consent to budgeted disbursements over \$500. The President will give consent in writing prior to disbursement. The Treasurer shall send an electronic communication to the President who can then give consent by responding in kind, such communication being time-stamped.
- Non-budgeted expenses of more than \$250 should be approved by the Board.
- A Board member should serve as an Internal Auditor whose duty is to reconcile monthly bank statements and assist the Treasurer should the need arise.
- The Internal Auditor or other appropriate individual (Tournament Chair, Gala Chair) should be present with the Treasurer at the conclusion of each Unit function which generates cash that needs to be deposited to record the amount collected and verify subsequent deposits.
- No approved expenditures by Unit members may be reimbursed without receipts.

### **Procedures:**

The Unit will have a Treasurer whose duties include:

- Accept funds and make bank deposits
- Make disbursements with appropriate documentation
- Produce an income statement and balance sheet monthly to the Board
- Prepare an annual budget for Board approval with the input of the Board and Committee Chairs.
- Keep the Board apprised of performance of budget vs actual.
- Manage cash resources prudently with liquid funds available for operational needs and funds in excess of this projected amount maintained according to the investment options of the current time.
- If necessary, prepare and file a state and federal tax return annually in addition to any other state, local, or federal forms that need to be filed.
- If necessary, file an annual report with the State of North Carolina.
- Work with an external auditor to verify annual statements and tax returns.
- Maintain continuity of historical and current financial records.
- Store financial records safely and provide all records to the next Treasurer at the conclusion of the term served.
- Work as necessary with the individual designated by the Board to maintain an inventory of Unit property and update the inventory semi-annually.

