

SLO Duplicate Bridge Club
Board of Directors

Minutes - November 11, 2019

Present: Jan Zinner – President; Leda Fields – Vice President; Don Alderman – Treasurer; Kathy Borland – Secretary; Bill Ringbom, Jack Luxton

Absent: Mary Wegis

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|------------------------|---|--|-----------------------------------|--|
| I. Approval of minutes | Minutes from last meeting not available for approval. | | | |
| II. Treasurers Report | <p>Table count down due to conflicting tournaments. October – 146 tables. Reviewed P&L – Balance \$10,637.54 Total Income - \$3,274.85 Total Expenses - \$2,021.53</p> <p>Bill suggested Don add a software category</p> <p>Jack suggested we add YTD column so we can track expenses monthly and annually. It would also be beneficial to add a Last Year column for comparison.</p> <p>Jan suggested we track the cost for special games. Discussion ensued on tracking expenses for the special games on the P&L. Also discussed when and how often to have the special games. Several board members do not understand how special games work so will discuss further at the next meeting.</p> | <p>Information</p> <p>Don will add software category to the P&L</p> <p>Don to revise report</p> <p>Bill has the schedule for the year and will bring it to the next meeting.</p> | <p>Don</p> <p>Don</p> <p>Bill</p> | <p>ASAP</p> <p>ASAP</p> <p>1/13/20</p> |

| | | | | |
|---|---|---|---------------------------------------|-----------------------------|
| <p>III. <u>Old Business</u></p> <p>A. Banking</p> | <p>Discussed the need for all board members to have ATM cards.</p> <p>Discussed putting \$5,000 in a CD. Don said it would be inaccessible for 18 months and the return is 1.5%. There is over \$10,000 in our account but we need at least \$5,000 for emergency expenses.</p> | <p>Jan & Don will go to Union Bank in SLOL on Wednesday, November 13, 2019 and get ATM cards.</p> <p>Don will check with the bank to see if \$5,000 is enough to open a CD.</p> | <p>Jan & Don</p> <p>Don</p> | <p>11/13/19</p> <p>ASAP</p> |
| <p>B. Zero Tolerance Disciplinary Policy & Procedure</p> <p>Implementation Procedure for Zero Tolerance Discipline Policy</p> | <p>Discussed the P&P and Leda suggested we add another example of behavior that will not be tolerated under the policy section as follows: "Any behavior that impacts other peoples' enjoyment of the game."</p> <p>Discussed the Implementation Procedure Kathy presented. Changes as follows:</p> <ol style="list-style-type: none"> 1. The Club Manager will explain.... 2. All bridge players at the SLO Duplicate Bridge Club will receive a copy of the policy. 5. All incidents will be reported to the Club Manager 6. The Club Manager will be responsible for tracking all incidents. | <p>P & P approved by the board with the stated change.</p> <p>Implementation Procedure approved with stated changes.</p> | <p>Approved</p> <p>Approved</p> | <p>ASAP</p> <p>ASAP</p> |
| <p>IV. <u>New Business</u></p> <p>A. Christmas Party</p> | <p>The Christmas Party will be December 2, 2019. Jan discussed having a special game on this day. Discussed having a District Fund/Foundation Game.</p> <p>We need to give all Directors and the Senior Center a Christmas card and bonus check. Discussed</p> | <p>Bill will need to get unit approval.</p> <p>Approved</p> | <p>Bill</p> <p>Board of Directors</p> | <p>ASAP</p> <p>12/2019</p> |

| | | | | |
|---------------------------|---|---|--|-------------------------------|
| | <p>amounts as follows: John Fields - \$100 Mike Shipy - \$200 Bill Donovan - \$200 Jim Solomon - \$100 Senior Center - \$650</p> <p>Discussed food options and Leda suggested Mamma's Meatballs which they did last year. Bill volunteered to pick up desserts at Costco.</p> <p>Need to get Christmas plates and decorations.</p> | <p>Leda to order Food and Bill will get the desserts.</p> <p>Kathy & Mary W will set-up.</p> | <p>Leda & Bill</p> <p>Kathy & Mary W</p> | <p>12/2/19</p> <p>12/2/19</p> |
| <p>B. Dealing Machine</p> | <p>Discussed selling one of our machines to the 5 Cities Club and have them make their own boards. SLO has done all the boards for many years and the volunteer schedule for making boards has become too difficult.</p> <p>Bill suggested we give them 8 sets of boards and charge them \$100/mo for 2 years to pay off the machine. We would also offer to have them pay \$2,300 up front and save \$100.</p> <p>The Directors would be responsible for making the boards for each club. Discussed increasing the Directors fees to take on making the boards.</p> <p>Santa Maria would contract with 5 Cities for their boards.</p> <p>Someone from Blacklake will make their boards in SLO.</p> | <p>Board approved selling our machine to 5 Cities and getting out of the board-making business.</p> <p>Jan will send a letter to the 5 Cities Board.</p> <p>Implementation will be January 1, 2020</p> <p>SLO and 5 Cities Boards to discuss</p> <p>5 Cities to work out with Santa Maria</p> <p>Jan will take responsibility</p> | <p>Approved</p> <p>Jan</p> <p>SLO and 5 Cities Clubs</p> <p>5 Cities Club</p> <p>Jan</p> | <p>ASAP</p> <p>1/1/20</p> |

| | | | | |
|-----------------------------|---|---|------|---------|
| C. 2020 Schedule | Discussed the 2020 Special Games schedule. Bill usually takes care of it and Jan asked if the board could be included in the decisions. Jan would like to see every Wednesday night be a special game and have more special games on Fridays to try to increase attendance. | Bill will make up the 2020 special game schedule and discuss at the next meeting. | Bill | 1/13/20 |
| D. Long term goals | <p>Discussed what will happen when we outgrow the SLO Senior Center. Bill said we can handle 23 tables and we are not close to having that many tables on a regular basis.</p> <p>Need to think about saving money for the possibility of having to lease a bigger space.</p> | Information | | |
| Meeting Adjourned @ 11:30am | | | | |

Respectfully Submitted: Kathy Borland, Secretary