

**Subject:** **January Minutes of Board Meeting Unit 361**

**Date:** January 2, 2016

**Location:** Denver House of Cards, Englewood, CO

**Time:** 10:00 am

**Attendees:** Margaret Devere, Jeanne Aschziger, Rick Gardner, Jim Calhoun, Tom West, Al Kane, Shirley Heinsohn, Nancy Rassbach

District 17 Representatives: Jerry Ranney, Ed Yosses

Legal Counsel: Forest Clark

Bonnie Janzen, Sherry Clint

The meeting was called to order by President Margaret Devere.

**Remarks:** Margaret encouraged the Board to view the Bylaws on line (501C7).

**Board Vacancies:** The Board ratified the appointments of Bonnie Janzen and Sherry Clint to fill two vacancies.

Rick Gardner resigned as Secretary, so moved and accepted. Rick was elected as Treasurer and Sherry Clint as Secretary. Bonnie will act as Hospitality Chair.

Penny Coffman will continue as Recorder, Susan Grauer as Ethics Chair, and Forest Clark as Legal Counsel.

**Minutes & Financials:** December minutes accepted.

Discussion of costs increasing, table fees to be increased. Financial reports accepted by Board.

**January Sectional:** Al explained that Swiss on Sunday be 7 bds. X 7 rnds., shuffle and deal with some duplicated boards.

Rate of \$11.00 will be commensurate with other districts. Rick will provide start up bank to Director-in-Charge to fill out for deposit by Board. Discussion of proper endorsements.

Nancy Rassbach, Caddy Chair, notified the Board that she will be on vacation during this Sectional and asked for volunteers to act as Caddy Master. Jim will perform that task on Thursday and Sunday, Margaret on Saturday, and Shirley on Friday. Discussion of payment and schedule for caddies. Nancy asked for recommendations for two caddies still needed.

Jeanne will assist Bonnie with delivery of supplies. Discussion of expenditures for food, etc. Perhaps cutting down on breakfast selections to save money. Discussion of setup and take down times and several volunteered to help Al to do so.

**Publicity & Website:** Tom has put the pictures of the Board on the web page. Discussion of information to include on flyers regarding Thursday's game.

**Roles:** Margaret asked that each volunteer provide a substitute if not available to perform duties.

Photography: Don Boyarsky

Education: Jim Calhoun

Membership: Jim Calhoun

GNT & NAP: Jim Calhoun

Awards & Trophies: Al Kane and Jim Calhoun

**Office Max Discount:** Margaret distributed copies of our Office Max/Office Depot discount card. Rick clarified that the discount was for use specifically for Board-related activities. He provided the following website link:  
<http://www.acbl.org/assets/documents/marketing/OfficeMax2010.pdf>

**Records Retention:** Discussion of legal requirement of seven years' retention for financial records. After that period, it is best practice to destroy financial records. Forest agreed. Board discussed keeping historically significant documentation. Sherry will examine administrative files to determine need of retaining existing documents. Margaret asked others holding files to examine them. This affects Rick and Margaret. This topic will be revisited when we have a clearer idea of what the files contain.

**Budget:** Margaret asked for volunteers to set up Committee to discuss budget and report back to the Board in February. They are: Rick, Bonnie, Jerry, Jim, Al and Margaret.

**Tournament Site:** Discussion of search for a new site for the Sectionals. Jeffco Fairgrounds has implemented a surcharge of \$500/day for days occurring on County holidays. They will also be raising their rates in 2017. We do not know what the increase will be although an inquiry has been made. Committee: Jim, Al, Jeanne, and Tom will begin and report back to Board. Committee Chair is Jeanne. The Regional site is set for four years.

Jeffco is applying the surcharge to our November 2016 Sectional. The Board noted that the cancellation fee is not a large amount and voted to go ahead with the November 2016 contract. Simultaneously, the Committee will be looking at other site options. Margaret will sign this contract and Rick will send it in with the first check.

**Tournament Schedule:** Oct. 8 date for the I/N is being negotiated by AI to Sept. 24-25; set up with HOC and ACBL for approval. Discussion of Sectional schedule. AI will arrange to extend schedule (2<sup>nd</sup> Saturday) through 2021. He will also extend the schedule for the Regional and I/N tournaments.

**Statistics Recording:** Table count is to be submitted to Board by tournament DIC. Rick will maintain database to track attendance to include weather and other contributory factors affecting numbers.

**Food:** Tabled until Budget Committee reports

**Attendance:** Suggestions put forth by AI to increase attendance: Change Friday KO's to compact, thereby eliminating need for third session on Friday night; Regionally rated Swiss and/or I/N game; have revolving variety of games on Thursday; A/X event Swiss bracket. Thursday's event in March will be a Swiss team format. Moved and accepted that AI investigate and report on other innovative ideas. Moved and accepted to change Friday KO's to a two session event that will eliminate Friday evening session to take effect in July.

**Directory:** Jim explained how to log onto the ACBL website to check personal information: My ACBL, #, password. Tom will announce at the tournament about updating personal information at ACBL.org.

Tom will update information on website, possibly posting the directory. He suggested new symbols for 1500 and 3500 point levels. Sherry will solicit advertising, obtain club information, and create opt-in letter for adding e-mail addresses.

**Awards:** Jim will conduct trophy event at March Sectional since trophy is not yet finished.

**Next Meeting:** Moved and accepted to hold Board meeting at HOC February 6.

**Adjournment:** Meeting was adjourned by President.

Respectfully submitted,

Sherry Clint

Secretary

Unit 361

### **Action List**

- Al:** Budget Committee, Search Committee, Sectional schedule extension, investigate new ideas to increase attendance at tournaments
- Bonnie:** Budget Committee, Hospitality at Sectional
- Jeanne:** Assist Bonnie in set up of supplies for Sectional, Search Committee
- Jerry:** Budget Committee
- Jim:** Caddy Master sub on Thurs., Jan 7 and Sun., Jan. 10, Budget Committee, Search Committee, Trophy event in March
- Margaret:** Budget Committee, Caddy Master sub on Sat., Jan 9, files analysis
- Nancy:** Send caddy information to Caddy Master subs.
- Rick:** Provide start-up bank to Director-in-Charge at tournaments, make deposits, Budget Committee, table count database, files analysis
- Sherry:** Files analysis, information and advertising for **Directory**
- Shirley:** Caddy Master sub on Fri., Jan 8
- Tom:** Search Committee, announcement of Directory requirements at Sectional, update website, flyers