

November Minutes of Board Meeting Unit 361

Date: November 5, 2016

Location: Denver House of Cards, Englewood, CO

Time: 10:00 am

Attendees: Jeanne Achziger, Jim Calhoun, Sherry Clint, Margaret Devere, Bonnie Janzen, Al Kane, Vard Nelson, Nancy Rassbach,
District 17 Representatives: Jerry Ranney, Ed Yosses
Guest: Dianne Vanoss

The meeting was called to order by President Margaret Devere.

Minutes: October minutes accepted.

Financials: No report

Introduction of Dianne Vannoss to Board.

Dianne presented her bio to the Board. Margaret will e-mail Board members to follow up on the possibility of her appointment.

Action Items Review: Jeanne:

Provide names for Susan Dittmer Award to Jim - complete
Provide I/N Tournament survey results to Board – Dianne presented results to Board and discussion followed.
Invite Dianne Vannoss to November Board meeting.

Margaret:

Announce change of time at November Sectional for afternoon session in January. Margaret will check with Tom re ACBL notifications of Sectionals
Continue to contact Summit Events Center for info on cost/availability at Summit Events Center for January 2018 Sectional. November 2017 has been arranged and facility is available for January 2018 Sectional
Work with Tom re adding photos to website
Make copies of Table Talk and distribute at Sectional - complete
Send out Fast Pairs info on Pianola - complete
Research audit requirements and follow through. Carolyn Newcomb will perform by December. Margaret will contact Ruth Pana to assist.

Rick:

Contact his condo association to check on availability of facility for Christmas party -complete

Check with House of Cards re bridge clocks that they planned to purchase
Work with Tom to obtain domain name, "denverbridge.com" and research methods to acquire ownership/control of website - TBA

Bonnie:

Meet with Tom and Carolyn Newcomb to work out details of automating labels at Regional

Meet with caterer to resolve provisions/ticket sales for Saturday lunch – complete

Provide snacks for evening sessions of Sectional

Analyze cost/availability of Arapahoe Fairgrounds vs. Summit Events Center for January 2018 Sectional. Jeanne and Bonnie will meet to compare costs of Arapahoe Fairgrounds vs. Summit Events Center. Discussion to follow at December meeting.

Jerry:

Continue contract negotiations with hotel re: minimum food guarantee, room guarantee, free room nights, increase in room rates – complete. After typos are corrected, Jerry will send 2020 and 2021 contracts to Margaret to sign.

Determine if D-17 representative will be attending Regional incident hearing in Orlando. Bonnie Bagley is recusing herself from attending this meeting, stating that it is not necessary to have Unit representative at hearing. Margaret suggested that Unit could write a letter of protest. Motion passed. Al and Margaret will draft letter.

Nancy:

Work with Forest to write up a contract with Head Caddy. Forest advised that no contract is needed. Nancy will compose a list of duties for this position.

Tom:

Notify Forum re: 0-5 free play

Ask Kitty Cooper to set up aliases on website

Meet with Bonnie and Carolyn Newcomb to work out details of automating labels at Regional

Work with Rick to obtain domain name, "denverbridge.com" and research methods to acquire ownership/control of the website

Meet with Margaret re formatting of photos on website

Add drug/alcohol warning to flyers - complete

Jim:

Set up committee for "Learn Bridge in a Day" program – Does not know if Unit still has a license for this event. Task deleted

Send notices to teachers to allow flyers on table at Sectional - complete

Meet with Tom to improve timeliness and content for mailings to new members - TBA

Make five posters announcing Friday Night Fast Pairs and arrange for their distribution – one posted at HOC.

Get trophies/plaques made for Susan Dittmer award for both spring and fall I/N tournaments – complete

Gmail address – refused

Badge for Vard - complete

Nov. Sectional Prep:

General – Al:

Has formed liaison with new personnel at Jeffco.

Will deliver supplies on Tuesday morning

Will set up at 3:00 pm on Thursday assisted by Jerry and Vard

Pick up equipment Monday morning

Hospitality - Bonnie:

Will set up on Thursday at 10:30 am

Snacks will be provided for afternoon and evening sessions

Asked for volunteer to substitute at January Sectional. Will decide at December meeting.

Caddies – Nancy:

Scheduled

Partnership – Vard:

Prepared

January Flyers – Tom:

Complete

Margaret will ask Tom to add meals info to future flyers/ads. Al requested that we add a second notice to the Forum publication. Jerry stated that cost is \$100. Board approved second ad for open sectionals only. Margaret will instruct Tom to include in publication.

Bridge Results Setup – Tom:

Membership Meeting – Margaret:

Presentation of I/N trophies by Jeanne – TBA

Presentation of candidates/election by Margaret – TBA

Table Talk hard copies – Margaret:

Will be delivered to Sectional

Free Plays – Rick:

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Distributed to Board by Margaret

Front Range Challenge: Al reported that event was a great success and that Denver won over Colorado Springs 50.5 to 29.5. Chris Champion requested that we add Boulder next year and hold the event in Denver.

Tournament Schedule Update: Distributed by Margaret.

A request by Glenwood Springs to change our date was denied.

Honorarium to House of Cards: Not yet accomplished by Rick.

Personnel Issues:

Legal Counsel/Registered Agent:

Forest is our legal counsel as well as our registered agent in our corporation papers. Renewal fee is \$25/year. Forest plans to retire in 2017. Search for counsel and registered agent will be conducted when Forest has set a date for his retirement.

I/N Tech Support:

Margaret will ask Rob Vetter.

Website:

Margaret is current registrant for domain name. Jim Turner is administrator/tech. Hosting cost is \$8/mo. Suggest moving that task to the Unit and ask Rob to manage this task. Having direct access to the hosting console will allow us to set up and manage our own e-mail aliases. Margaret stated that support for CMS Made Simple is not a technically difficult issue and suggested moving this task to the Unit also. Margaret will check Rob's professional reputation. If positive results, Margaret will ask Rob Vetter to perform functions of a domain name admin and tech, hosting admin, and CMS Made Simple admin. This will not be a Board position but rather a standing offboard appointment. Compensation was discussed but not decided upon, however, free plays were suggested as appropriate. Motion accepted by Board.

Site Contract Status: Summit Events Center is available for January 2018. No action at this time pending info about Arapahoe Fairgrounds.

Christmas Party Prep: December 9, 6-10 pm at Rick's residence at 2001 Lincoln, parking across street in church lot for \$4.00. Room open at 5:00 pm, come early if you are bringing items to set up.
Food and utensils – Bonnie
Drinks – Forest
Invitations - to be sent by Margaret:
New board members; functionaries (Susan Grauer and Penny Coffman); Forest, Jerry and Ed; others – Susan Marshall, Chuck, Alice

District 17 Representative:

Candidates: Jim Calhoun, Jennifer O'Neill, and Ed Yosses
After vote by board – winning candidate is Jennifer. Margaret will notify.

District 17 Report: Jerry stated that attendance at the Colorado Springs Regional was 1,195 tables. He will write a column for the Forum about the 20% decrease in attendance nationwide. He stated that he is open to suggestions to increase table count. His suggestion to hold daylight pairs has resulted in significant attendance for those events.
Margaret suggested that a committee be set up by the new Board in 2017 to address this problem for the Unit.

Next Meeting: December 9, 6:00 pm at Rick's residence, 2001 Lincoln.

Adjournment: Meeting was adjourned by President.

Respectfully submitted,

Sherry Clint
Secretary
Unit 361

Action List

- Jeanne:** Meet with Bonnie to examine suitability of Arapahoe Fairgrounds for the January 2018 Sectional.
- Jim:** Meet with Tom to develop welcome packages for mailing to new members
Send out mailings to all 2016 new members.
- Margaret:** Announce change of time at November Sectional for afternoon session in January.
Margaret will check with Tom re ACBL notifications of Sectionals
Be prepared to sign contract for January 2018
Work with Tom re adding photos to website
Ask Ruth Pana to assist audit.
Conduct follow-up discussion re appointment of Dianne Vannoss
Contact Rob Vetter re I/N tech support
Margaret will check Rob's professional reputation to perform tech admin.
If positive results, Margaret will offer position of Tech Admin. to Rob.
Send invitations for Christmas party
Notify Jennifer and Darwin Afdahl of election results
Work with Al to compose letter of protest to ACBL
Ask Tom to add meals info to flyers
Ask Tom to buy a second ad from the Forum for our Sectionals
Deliver Table Talk copies to Sectional
- Rick:** Check with House of Cards re bridge clocks that they planned to purchase
Send honorarium to House of Cards
- Bonnie:** Meet with Jeanne to examine suitability of Arapahoe Fairgrounds for the January 2018 Sectional.
- Al:** Meet with Margaret to compose letter of protest to ACBL
- Jerry:** Make corrections to hotel contracts and send to Margaret for signature
- Nancy:** Compose list of duties for Head Caddy

Tom:

Notify Forum re: 0-5 free play

Meet with Bonnie and Carolyn Newcomb to work out details of automating labels at Regional

Meet with Margaret re formatting of photos on website

Add meals info to flyers

Arrange for ads for open sectionals to be published twice in the Forum