

Board of Directors

American Contract Bridge League of Santa Cruz, Unit 550

2013 Meeting Minutes

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Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

January 4, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:40 PM.

Present: Irma Andrews, John Benich (newly elected), Wayne Boss, Bruce Dau, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam

Absent: John Hadley, Jan Windham (newly elected)

2. Approval of Minutes: The December 14 minutes were approved by unanimous vote.

3. Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. It was approved by unanimous vote. He also submitted a Year-end Report. There was discussion about re-categorizing certain items which would affect "variable costs". Wayne Boss and Bruce Dau noted that the budget was revised in August, 2012. The report was unanimously approved. Bruce then submitted a 2013 Budget which, after discussion of "variable costs" and the Vanguard withdrawal policy, was tentatively approved pending review of the manner in which the monthly withdrawal would be calculated.

Ken Martin said that 1099s this year past would issue only to Jane Jennings, as she was the only person who received more than \$600 in 2012. He also would review the Vanguard withdrawal % policy for re-alignment in light of the Board's discussion on this issue. In other matters, Bruce Dau pointed out that the expense total is increased over 2012 (approximately \$7800) since the Unit pays all variable expenses under the SLA. The Unit charges a prorated amount of expenses back to the Club Owners based on the SLA formulation. Ken Llacera suggested that the items under discussion be reviewed by the Board via email contacts, and a formal up-or-down approval vote on the 2013 budget take place on the next Board meeting of 1 February, 2013.

4. Rising Stars Tournament:

This item was deferred as Susan Slinger, the chairperson, was absent.

5. New or Continuing Business:

a. Insurance coverage: Ken Martin noted that SCBC insurance certificates would be issued for Robin Evenden as a Club Owner and would also cover auto (for people doing errands for the Unit), and some other on-premises incidents. He noted that ACBL provided Directors Insurance coverage. Bruce Dau noted that the insurance agent

issued a refund for the lapse of coverage which inadvertently occurred during the SCBC's move in July and August, 2012. There followed some discussion about whether the policy was a "claims made" vs. an "occurrence" version. Ken Martin said he would research that issue.

b. Accident at SCBC: Board per Ken Llacera has reported the slip and fall accident to the landlord. No adverse notice from either the family or coverage has taken place. Ken Llacera has been in touch with the family and she is recovering.

c. Monday Night Beginners' Game: Board still needs some follow up reports from the director(s) regarding how the two events worked simultaneously. There is a concern with noise from the class interfering with the game in the Main room Nancy Wainer had requested that any excess items now in the Classroom needed to go elsewhere.

d. Update BOD Handbook: Board unanimously approved amended section 7.3(c) as submitted. Board members need to sign the amendment when published.

e. Review 2012 Goals: Ken Llacera noted, first, that Nancy Wainer's work in her teaching role was exemplary, as it produced 41 new and continuing students. The first four goals were noted as works in progress or as satisfactorily completed, without extensive discussion. Goals 5 through 8 were taken up in a general classification of further research and to be discussed in more detail in February. Ken Llacera remarked on some length about his proposed website improvements. Mary Pulliam suggested adding a monitor screen away from the Director's desk for easier viewing of results. This was taken up for research and further action. Wayne Boss suggested that the results drop-down include all results; Ken Llacera committed to research this request. The ninth goal (adding a Calendar to the Board Handbook) was also noted and agreed upon as an addendum without further discussion and approved by the Board. Ken Llacera noted that Board members suggest 2013 goals by the March meeting.

f. Unit Game Advisory Committee: deferred

g. Directory Status: John Hadley had informed the Board that his firm would pay the costs of producing about 400 directories. Some discussion ensued about having members paying \$.50 a copy for multiple requests, each validated member getting one free. This was tabled. Board unanimously approved directory for printing.

6. Advisory Committee Reports

Only three items were taken up and discussed:

- a. Membership and Fundraising: Ken Llacera reported that he had received the 2012 QUIP report, noting that the Unit was highly placed in recruiting members but not doing so well in retaining them. Some discussion ensued, but no consensus on the cause. Tabled for further research and discussion.

b-d and g-h were deferred.

e. Hospitality: Thank-you notes were taken up. A member donated four pictures for the Unit. Dick Wasserstrom was thanked for their past and continuing work on the mentor program; the Board agreed that an appropriate card should be sent to each.

f. Facilities: Several categories were taken up for discussion and further action. Ken Martin noted that score sheets were needed. The Unit was out of four different types, including travelers' slips. Mary Pulliam suggested placing "clean up" cards on each playing table to allay the usual task of post-game work in putting the playing area back in order. Bruce Dau noted that there is no extant thermostat protocol. Mary Pulliam mentioned that the dishwasher duties are unclear. Wayne Boss and Bruce Dau discussed containers in the storage room for the directors instead of shelves. Finally, Wayne suggested working on getting "specific people for specific tasks" just enumerated. Board will take this up in detail next meeting.

By unanimous vote, the meeting was adjourned by President Ken Llacera at 4:15 p.m.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

February 1, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:40 PM.

Present: Irma Andrews, John Benich, Wayne Boss, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, John Hadley, Jan Winham.

Also Present: Susan Slinger

2. Approval of Minutes: The January 4 minutes were approved by unanimous vote.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin in his first appearance as elected Treasurer. It was approved by unanimous vote. The Board then took up some items from last month's discussion of the Year-end Budget Report. There was discussion about and eventual agreement on the Vanguard withdrawal policy. The rate would be 4.4-4.5% per year, which for fiscal year 2012 resulted in \$15,753 of income. Two additional items - "membership benefits expense" and "banking and professional costs" - were discussed and added to the budget line items. In addition, the Board discussed a "policy and procedures" item and assigned the financial committee to come up with the appropriate wording regarding the withdrawal methodology. As corrected and amended, the Board unanimously passed the budget. (See the budget report for details).

4. Rising Stars Tournament:

This item was taken up by Susan Slinger, the chairperson, who gave a verbal update on the progress of the sectional. She presented a flier which also had been sent to the Forum for publication. The Board noted that Hospitality was going to be a possible issue, as the tournament needs volunteers. However, the basic foundation for the tournament is in place and will be on 9 – 10 March, 2013, at Harbor High. Trophies would be presented to the two 99ers and two 499s with the most total masterpoints for the tournament. All deals would be prepared ahead of time. Jane Jennings and Marianne would be the directors. A sign-up sheet for volunteers working 3 hour shifts would be posted. Susan Slinger noted that Nancy Wainer was going to test a microphone for the Saturday lesson and see if that would work out.

5. New or Continuing Business:

a. Emergency Evacuation Procedures: It was noted there was no formal evacuation plan. Wayne Boss volunteered to draft an evacuation plan for review and discussion. A

fire drill and Directors' notification of evacuation policy discussion took place. Elevator use also discussed. Board will review all discussed matters at next meeting.

b. Adding Rising Stars Chair to Board: Susan Slinger had agreed to serve as Rising Stars Sectional chair earlier and the amendment to the appropriate bylaw creating this position is in progress. Discussion about getting a chair for the Surf's Up Sectional took place and appropriate contact with interested individuals will also occur.

c. Monday Night Beginners' Game Progress Report: Ken Llacera noted that everything went smoothly and both the game and lesson were a success.

d. Review 2013 Goals: Cell phone use monitoring was brought up. Wayne Boss, as liaison with the club owners, will bring this to their attention. Wayne also ventured an inquiry about a protocol for making member complaints. Someone noted that there was historically a standing committee on discipline issues. Ken Llacera reported that Jane Jennings was the Disciplinary Chair and Virginia Calhoun was the Recorder. The ninth goal (adding a Calendar to the Board Handbook) was also noted and agreed upon as an addendum without further discussion and approved by the Board. Ken Llacera noted that Board members suggest further goals for this agenda as events unfold.

6. Advisory Committee Reports

a. Most of the items fell under the Facilities category. It was noted that the pending Thursday night 2/1 lesson classes would start soon, and at 7 PM. This would present a conflict with Mark Hasey's game, which would be moved to the Class Room as the game has not had more than 3 tables in a considerable time. Ken Llacera said that an anonymous donor gave the Unit a popcorn machine. Thereupon a discussion followed about its use and affect on the games (containers, storage, clean up, etc.)

The needlepoint plaques donated by Ann Bornstein came up. There was some mention about obtaining lighting for them and placing them in a prominent spot.

Ken Llacera brought up required maintenance, about \$200 (not including shipping), on the Dealer machine. It needs to be done and the "down time" would be a problem. This was deferred for resolution, since it would take two weeks to get it done and cost was not final.

Irma Andrews commented on the directors' shelving: it is ugly and suggested, perhaps, that cabinets would both be more efficient and effective. This was tabled pending discussion with the directors.

b. **Education and I/N:** Jan Winham noted that Dick Wasserstrom and she would take up the Mentor Program in the near future and put the format on the website. Ken Llacera noted that ACBL, on Unit 550's request, had revised the masterpoint rating for a Mentor-Mentee game to 100% of a club game. Previously, limiting a game to Mentor-Mentees meant that the masterpoint rating was 80% of a club game.

By unanimous vote, the meeting was adjourned by President Ken Llacera at 4:15 p.m.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

March 1, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:35 PM.

Present: Irma Andrews, Wayne Boss, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Jan Winham.

Absent: John Hadley, John Benich

Present: Susan Slinger

2. Approval of Minutes: The February 1st minutes were approved by unanimous vote after a minor amendment.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin for discussion of asset depreciation methodology. Wayne Boss suggested that the schedule for depreciation should be included in the annual Treasurer's Report. He and Ken Martin noted that the Unit's tax return is due in May and will contact our tax preparer to provide consistency with our tax submission.

Another item discussed was the confusion over the PacCom and PG&E payments under the NNN lease and that the last two PG&E bills were nearly twice what we expected. Bruce will follow up with PACCOM to straighten out the billing. Wayne will follow-up with the liability insurance agent to bring our insurance coverage in compliance with our lease. A motion to incorporate the decisions discussed was passed and the Report was unanimously approved

"Membership benefits expense" and "banking and professional costs" - were discussed and added to the budget line items. In addition, the Board discussed a "policy and procedures" item and assigned the financial committee to come up with the appropriate wording regarding the withdrawal methodology. As corrected and amended, the Board unanimously passed the budget. (See the budget report for details).

4. Rising Stars Tournament:

Susan Slinger, the chairperson, updated the Board on details of the impending sectional. Cash boxes have been located for seed money. Calvin will bring the entry forms Sat AM. The volunteer list was promulgated and sign-ups were "average". Cold-room complaint was discussed and various suggestions presented how to ameliorate the temperature and coordinate with the custodian and his duties. Internet access, Bridgemates, integration of scoring and accounting protocol were reviewed.

5. New or Continuing Business:

a. Emergency Evacuation Procedures: Wayne Boss presented his earlier-circulated evacuation plan for review and discussion. It was approved after various remarks about evacuation policy. Wayne also advanced a “communication book” (CB) to be used by directors or others who had important notes to make about building and procedures that needed attention or change. It would be a permanent addition to the director’s desk. In connection with this area, the Board discussed protocol for cleaning the carpet and cleaning out the refrigerator: it was decided that every six months would suffice and would be put into the CB.

b. and 6 e. (This item taken up earlier and in advance of the “Advisory Committee Reports”). Ken Llacera advanced the proposal to set the Finance Committee meeting on the 12th of March after the afternoon game. The members are Ken Llacera, Wayne Boss, Rich Hill and Ken Martin.

6. Advisory Committee Reports/New Business

a. Education and I/N: Jan Winham noted that sign-up sheets were up until 15 March; she hoped to start the Mentor Program by April 1st.

b. Facilities: Ken Llacera and Susan Slinger with Wayne Boss brought up the website calendar issue, as several members wanted to have a “hard” copy of coming events, since they do not have Internet access. Ken suggested that such copies would be available when the director had a chance to print one on request.

The rest of the agenda was deferred. By unanimous vote, the meeting was adjourned by President Ken Llacera at 4:15 p.m.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

April 12, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:37 PM.

Present: Irma Andrews, Wayne Boss, Phil Johnson, Ken Llacera, Ken Martin, John Benich.

Absent: John Hadley, Jan Winham, Mary Pulliam.

Present: Susan Slinger

2. Approval of Minutes: The March 1st minutes were approved by unanimous vote.

3. Treasurer's Report (also item 5e): The Treasurer's Report was submitted by Ken Martin for discussion. First issue was a property tax credit of \$452 because of a change in the way tax is assessed over a 12-month period in the lease as opposed to a one-time budget charge item. The second was a probable billing error by PacCom assessing the Unit from the wrong meter resulting in a rather substantial difference. Wayne will review the records and meet with PacCom to confirm our understanding and billing. Wayne further reported that the area next door will be leased starting in May. This led to the observation that a fire door might be needed to connect the two units, as the lease and building code call for two fire escapes in the second floor area. The issue of common area clean-up costs was broached for further discussion with the new sublessee.

The difference in Game fees budgeted versus actual were brought up; Ken Martin agreed to investigate and report at the next meeting.

The "Rising Stars" Sectional income showed an increase of \$574 over last year's.

The report was approved unanimously. (See the budget report for details).

4. Rising Stars Tournament:

Susan Slinger, the chairperson, updated the Board on her pending closing report on the tournament sectional. She said that the expense/income accounting was satisfactory and will submit a written report May 1st. Ken Llacera mentioned a "strat" problem which resulted in adjustments to overall Rising Stars winners' placements in light of an ACBL position on changing stratifications: since the flier did not allow a restratification based

on attendance, the ACBL adjustment was necessary. The Board, after discussion, also voted to eliminate trophies at future sectionals.

5. New or Continuing Business:

a. Financial Advisory Committee Recommendations (Ken Llacera): March 12th Finance Committee meeting resulted in recommending reduction of the number of Vanguard investment funding groups from 14 to 6 and adjusting the ratio of domestic to foreign investment at 75/25 or 60/40. A discussion ensued, centered on prevention of overallocation International investments, John Benich, Ken Martin and Wayne Boss leading the discussion. Also taken up: inclusion in Policy and Procedures as an item, once approved by the Board at a later time.

b. (Insurance coverage: this item was taken up earlier in advance of item a). Wayne reported on the liability insurance coverage policy, originally certified at \$2 million in September, 2012 and at the time of the move to West Marine. The insurance broker, Hardy Insurance, has covered at their expense the additional \$250 for the 2 million coverage rather than the 1 million they requested on our behalf.. PacCom and Santa Cruz Freeholders' Assn. are also named on the policy. A short discussion about personal property coverage ensued. On motion, the actions were approved by the Board.

c. NNN report: noted above in Treasurer's Report.

e. Dealer4 Maintenance: Ken Llacera opened discussion on options to sending the dealer machine out for needed maintenance. Issues: costs, time and how to cope with its absence. Taken under advisement. Also included to amend the Policies and Procedures manual to reflect the Board's ultimate decision about future maintenance. The Board discussed the cost for shipping the Dealer4 to Kentucky for maintenance. One way to reduce the impact would be to ship the Dealer4 overnight both ways and make up the boards while it was gone in advance.

g. Recruit Surf's Up Chair: Ken Llacera initiated a discussion for the upcoming Surf's Up sectional vacancy. He suggested a co-chair to partner with Irene Hashfield. In doing so, he mentioned that he talked to Virginia, who chaired the last sectional, and she agreed to co-chair it with someone. An alternative: since Hospitality was the main issue about being a sectional chair, a suggestion was floated to contact and hire someone at Harbor High School whose home education courses would be beneficial in this area. Further discussion was tabled, as were the rest of the issues, due to a medical emergency. Irma Andrews was taken to Dominican Hospital for observation.

The rest of the agenda was deferred. By unanimous vote, the meeting was adjourned by President Ken Llacera at 4:15 p.m.

Respectfully submitted,

Phil Johnson
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 3, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:35 PM.

Present: Wayne Boss, Ken Llacera, Ken Martin, Mary Pulliam, John Benich, and Susan Slinger.

Absent: Irma Andrews John Hadley, Jan Winham, and Phil Johnson.

2. Approval of Minutes: The April 12th minutes were approved by unanimous vote with minor changes.

3. Treasurer's Report: Ken Martin reported that the source of the relatively large difference in game fees budgeted versus actual was due to Unit Game Fees being included as fully paid but in actuality Unit Game Fees are waived for the first game of the month and charged at 50% for the second and subsequent games. Ken will adjust the budget to reflect the corrected Unit Game Fees expected.

There was a discussion on the deprecation schedule items and reporting. It was agreed to remove Signage as a depreciable item, retain "Rent Deposit" as a non-depreciable asset, and to use quarterly straight-line depreciation. This decision does not impact tax reporting, which is done separately from the Treasurer's reports.

The report was accepted unanimously. (See the budget reports for details).

4. New or Continuing Business:

a. Report on NNN charge adjustments (Wayne Boss): Wayne met with Carl Sprague from PacCom who agreed that Unit 550 was probably over-charged for gas due to a mis-marking or reporting of the meters. Until he gets the situation sorted out, Unit 550 will not pay for gas.

Now that there is a second tenant on the second floor, the common area charges will become part of the NNN charges. Specifically it will include the restroom, stairs and hallway. Financially, this should be a small net plus for Unit 550.

b. Mentor report (Jan): (To be added).

c. Surf's Up Chair (Ken L): Ken reported that Virginia Calhoun has graciously agreed to chair the tournament because Irene Hashfield will take over all aspects of hospitality. Ken L is responsible for the functions related to bridge, including, Directors, boards, hand records, interfacing to the ACBL and D21 and posting and in addition is responsible for producing the online flyer and the printed flyer.

d. Game Fees, Budget versus Actual (Ken Martin): See *Treasurer's Report* above.

e. Dealer4 Maintenance (Ken L): The Board discussed the option of shipping the entire box holding the Dealer4 to Baron Barclay in Kentucky for maintenance as a way of protecting the Dealer4. It was agreed, assuming the total cost would be approximately \$600, to ship the Dealer4 overnight both ways and make up the boards in advance while it was gone.

f. Nomination Advisory Committee (NEW): John Benich agreed to head up this committee for the Unit Board election in December. Susan will provide him with materials and names from the last election. Ken L will send him the list of Board members who are up for election (subsequently determined to be: Ken Martin, Irma Andrews, John Hadley, and Mary Pulliam).

g. Printed Member Directory (NEW) (Ken L): Ken reported that several members had asked for an updated printed directory. John Hadley had paid for advertising in the prior directory; there is enough money remaining to pay for another print run. The Board unanimously approved the expenditure. Ken will provide status of the project as it proceeds; his expectation is that it will be done by the end of June.

h. Nancy Driscoll (NEW) (Ken L): There have been reports that Nancy Driscoll had returned to teaching at her house. Ken suggested contacting her with information about the opportunity to teach or run games at the SCBC.

i. Meeting Day (NEW) (John Benich): John suggested changing the day of the monthly board meeting to the second Tuesday of the month to better avoid the Friday traffic. This was unanimously approved. The next meeting will be on Tuesday, June 11 after the game, approximately 2:30P.

The meeting was adjourned by President Ken Llacera at 4:05 p.m.

Respectfully submitted,

Ken Llacera, acting for

Phil Johnson
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

June 11, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:30 PM.

Present: Wayne Boss, Ken Llacera, Ken Martin, John Benich, Phil Johnson, Irma Andrews, Jan Winham.

Absent: Mary Pulliam, John Hadley.

2. Approval of Minutes: The May 3rd minutes were approved by unanimous vote with minor changes.

3. Treasurer's Report: Ken Martin reported that he would be filing for a tax reporting extension. This is standard operation for the Unit.

The report was accepted unanimously. (See the budget reports for details.)

4. New or Continuing Business:

a. Report on NNN charge adjustment: Wayne confirmed that Unit 550 was over-charged for gas due to a mis-marking or reporting of the meters. Until he gets the situation sorted out, Unit 550 will not pay for gas.

Now that there is a second tenant (Jalisco) on the second floor, the common area charges has become part of the NNN charges. Specifically it will include the restroom, stairs and hallway. Financially, this should be a small net plus for Unit 550.

b. Mentor report (Jan W): There are 28 paired mentor-mentees officially and the program will end in late July. She noted that the program needs more LMs to participate, as we had a large number of mentees (over 35) this period. An issue of LM play was taken up and a discussion about the issue resulted in a decision to talk to the parties about it. Jan further noted that a Mentor-Mentee survey would be taken up at the end of the program.

d. Surf's Up Chair (Ken L): Ken reported that the tournament directors for the sectional have been selected (Nancy Boyd and Marianne van Gelder). The sectional will take place on 5-6 October, 2013. He also noted that these dates were in conflict with Santa Rosa's sectional, so a discussion ensued about how to provide for enough playing tables. Virginia and Ken will work with Calvin to get 50 tables delivered early from Gilroy to either Harbor High School or another location to be stored for the sectional.

e. Dealer4 Maintenance (Ken L): Ken reported that the machine could be shipped out to Baron Barclay in Kentucky on the 22th of July and returned later that week. The Unit approved using overnight delivery to ensure the dealing machine was returned within the week and to reduce the possibility of damage to the machine. The total cost would come to approximately \$600.

Misc. notes: John Benich noted that two accidents involving a protruding shelf in the pantry needed attention. Ken L. reported results from the last D21 regional meeting. It would consider a third regional if the District could obtain 200 new members. The next NABC would be Reno in 2016 and San Francisco in 2019. Regional results in D21 are now online almost immediately.

c. The last item was the SLA renewals due in August between the club owners and the Unit. The club owners do not want to raise table fees, something only they can do, and the rationale was that it might adversely affect the attendance because of the economic impact. A long discussion ensued about the various ways to this issue, including the history of subsidization and the variant costs that the Board share with the club owners which have adversely impacted the endowment over the past five years. The Board was made aware that the average subsidy has been over \$1700 a month in the first five months of 2013; including depreciation would boost the subsidy to \$2000. Continuation of this level of subsidy would adversely impact the endowment, which the Board has a mandate to maintain at \$370,000, inflation-adjusted in 2007 dollars. This year the endowment should be about \$430,000 instead of its current value of \$340,000. Further, the fact that the SCBC table fees are the lowest in the District at \$7 suggests that there would be little objection from the players. Based on these facts, there was a motion, which passed unanimously to reduce the subsidy to \$750 a month in a manner consistent with the SLA's cost-sharing mechanism. The Board agreed to Ken Llacera, Wayne Boss and Jan Winham, as the Sublease Advisory Committee to discuss and negotiate the SLA renewal and associated charges with the club owners. This was in order to arrive at SLA renewal contracts that would be a more sustainable economic path for the Unit in the future and to do it before August 1st.

The meeting was adjourned by President Ken Llacera at 4:10 pm.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Special Meeting

American Contract Bridge League of Santa Cruz Unit 550

June 25, 2013 Minutes

1. Call to Order: President Ken Llacera called this special meeting to order at the Santa Cruz Bridge Center at 2:35 PM.

Present: Wayne Boss, Ken Llacera, Ken Martin, Mary Pulliam, John Benich, John Hadley, Jan Winham, and Phil Johnson

Absent: Irma Andrews.

2a. Approval of SLA Renewal: The first matter on the agenda was the SLA renewal update. The advisory committee reported that four of the six club owners reviewed the options for renewing the lease terms for one year effective 1 August, 2013.

Discussion ensued on a number of points. The Board reviewed the financial history of the Unit in reference to the endowment and its use in subsidizing the monthly expenses. The Unit has the mandate to maintain the endowment at the 2007 inflation-adjusted level and the monthly subsidy now exceeds the return rate of the portfolio holding the endowment. Subsequent discussion centered on how to best balance the need to restore the portfolio to the Unit's objective without overburdening the membership with excessive game fees. As the SLA introduced revenue sharing of Table Fee increases, the Board saw that as the best way forward.

Following discussions regarding SLA Renewal terms and Unit Board approval, "Option 2" was put on the floor for a vote. It is a new set of terms for the second year of the Sublease Agreement for the four Club Owners, Bill, Nancy, Sherry and Mark, with their SLA renewing on August 1, 2013, as follows:

The Game Charge is set at \$51 per game. The Table Charge is set at \$2.75 per table. Club Owners agree to increase the Table Fee by \$1 per player on August 1, 2013 and pay the Unit \$0.50 per player. Announcement of the Table Fee increase should ideally begin one month prior to the effective date. The remainder of the Agreement is unchanged.

The Board approved the SLA Option Two with seven yes votes and two abstentions.

2b. Request to Modify SLA Renewal: The Board then took up a proposed amendment to modify the SLA Option by allowing the club owners to defer paying the Unit's half of the increased table fee for one month. This proposal was proffered to offset unspecified club owner costs. Discussion ensued to weigh the effect of a modification on both the Unit and current club owners who were signing the SLA and two future club owners whose SLA renewal was effective January 1st, 2014.

The Board rejected the Request to Modify with seven no votes and two abstentions.

3. Shared Maintenance Costs: The Board has a co-tenant, Jalisco. Wayne Boss noted that his conversation and research into janitorial services costs led to an informal agreement with Jalisco to pay its common share supplies quarterly, amounting to \$75. The Board agreed with this proposal, with the suggestions club owners periodically check for supply deficiencies and perform appropriate clean up after games as required by the SLA.

The special meeting was adjourned by President Ken Llacera at 3:25 p.m.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

July 9, 2013 Minutes

1. Call to Order: President Ken Llacera called this meeting to order at the Santa Cruz Bridge Center at 2:25 PM.

Present: Wayne Boss, Ken Llacera, Ken Martin, Mary Pulliam, John Benich, Irma Andrews and Phil Johnson.

Absent: Jan Winham, John Hadley.

2. Approval of Minutes: The June 11th minutes were approved by unanimous vote and the June 25th special meeting minutes were approved with one.

3. Treasurer's Report: The June 11th report was accepted unanimously. (See the budget reports for details.) Later in the meeting, the Board discussed the NNN interfacing with the club owners' liability with variable costs, such as taxes. It was noted that the COs are shielded from any increase in their monthly obligations for the first year (2012-2013). The second issue was a short discussion about depreciation and the number of years to use. Conclusion: straight-line on all assets based on useful life, e.g. the appliances would be depreciated over five years.

4. New or Continuing Business:

a. Report on SLA renewal and table fee announcement: Ken Llacera began with a history of the endowment's problems with maintaining a positive balance since its inception in 2003. After learning that Ken had again met with the four club owners, Bill, Nancy, Sherry and Mark, whose contracts renewed 8/1/13 and a clarifying Q&A session, the Board voted unanimously to approve the negotiated changes as follows: The agreed SLA Addendum for the four club owners is effective until 8/1/2015. The Table Charge is \$2.50 until 1/1/2014, at which time it will be raised to \$2.75. The four owners will raise the Table Fee to \$8.00 effective 8/1/13. Fifty percent of the Table Fee increase will be paid to the Unit. The other two club owners' SLA renewal is 1/1/2014; prior to renewal, Jane and Robin will decide how they will handle the Table Fee increase. Their following renewal date will be made identical to the others, which means their agreement will be five months shorter than the others. The increase will be applied to reducing the subsidy, which is now approximately \$1800/month. An announcement will be placed on the bulletin board and on the website with background detail.

b. Changes to Bylaws: Wayne noted that the first item, voting by email, could not be binding unless there was prior discussion in person before the vote. This appeared to be in line with CA Corporation Code requirements. John Benich initiated a discussion of

what issues would arise which would require email voting. The Board decided to make no changes to the Bylaws.

b. (ii.) Special meeting committee formed: Wayne Boss and Phil Johnson.

b. (iii.) Conflict of Interest: Temporary Club owners and Board membership: tabled. Ken Martin's filling in for Jane Jennings' position was determined to not be a conflict of interest, because she was the Club Manager/Owner, and Ken was only substituting in for her.

c. Dealer4: Ken L. confirmed that the machine is expected to be out for less than one week because of the use of overnight delivery and return shipping to Baron Barclay. The total cost is expected to be in the \$600 range.

d. The club number for Unit games: Ken mentioned that the old club number (905505) is limited to 24 Unit games plus STaC games. The sanctions the Unit acquired during the move to WM have been cancelled. Ken Martin suggested that Santa Cruz Duplicate be removed from ACBLscore.

Miscellaneous: Surf's Up Chair (Ken L): Ken brought up sponsorships for the tournament sectional and reminded the Board of the fees: \$100 for individual and \$150 for corporate sponsors. The tournament is 5-6 October, 2013. Wayne mentioned that Sherry and Bill were unhappy with the quality of janitorial and he will meet with them to find out what can be done. He also mentioned that our selection of a liability insurance broker needed to be reviewed, as the current company is not responsive. Phil Johnson mentioned that there have been more requests for hard-copy directories, and that has been taken care of.

The meeting was adjourned by President Ken Llacera at 3:45 PM.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 6, 2013 Minutes

1. Call to Order: President Ken Llacera called this meeting to order at the Santa Cruz Bridge Center at 2:27 PM.

Present: Wayne Boss, Ken Llacera, Ken Martin, Mary Pulliam, John Benich, Jan Windham and Phil Johnson. Also present was Nancy Wainer.

Absent: Irma Andrews, John Hadley

2. Out of Order: Dolores Abrams Game.

Nancy Wainer was present to support her written request that the Dolores Abrams memorial game be a free event once again. The Board vigorously discussed the pros and cons of re-establishing this annual game as a free event after reviewing the tradition's history since 2001. Among them were whether a 299er/499er/NLM section was feasible, whether non-members should pay/not pay and whether there was enough room for two sections in either event. Ken, Wayne and Mary Pulliam reviewed the history of other scheduled events in contrast. Finally, the Board agreed in principle that it should revert to a non-income, two-session game (one play per member only) and so moved. There would be an open session in the AM and a NLM session in the PM. The vote was unanimous.

3. Approval of Minutes: The July 9th minutes were approved by unanimous vote.

3. Treasurer's Report: The July 9th report written by Ken Martin, Treasurer, was accepted unanimously. (See the budget reports for details.)

4. New or Continuing Business:

a. Report on Surf's Up tournament submitted by Virginia Rodriguez: Flyers were out, table and caddy issue resolved, food price concern was settled by noting Harbor High will provide lunch service. It also noted that the Unit has over 200 NLMs.

b. Table Fee increase: Minimal objection to \$8 table fee from members reporting on the issue: Mary Pulliam and Ken Martin, and none from the Directors.

c. Dealer4: Ken L. confirmed that the machine is back and the next maintenance event should take place at a NABC event that is local instead of shipping it to Baron Barlay.

d. Insurance: Wayne mentioned that the club has to get additional liability insurance because of its non-profit status, i.e. 501(c)(4) and because the Unit has no risk

management policy in place. Presently, the Unit has two insurance policies with overlapping coverage and Wayne suggested that the Unit consider other brokers because of responsiveness of our current broker. In addition, the stair accident was brought up; Phil Johnson and Ken Llacera noted that one of the stair steps above the interim landing was out of plumb; this was to be written up as an item for review by the landlord and duly noted for further research.

e. Website upgrade: Ken Llacera stated that it was complete in accordance with the improvement items listed on page 2 of the August agenda (q.v.).

f., g. Nomination Committee: John Benich suggested Rachel Spencer and Bette Harken as additional candidates for these posts, noting that John Hadley was not available; also, Marilyn Diola, Richard Hill and Annemarie Moller were possibly interested. Need to contact Irma Andrews about her future role (absent).

h. Nomination Advisory Committee: Ken Martin suggested that a nominating policy be drawn up for the policy manual.

Miscellaneous: Appeal issues arose. There was some input from Ken Martin on member requests for score corrections post session where result changes affected point allocation: ACBL has general "long delay" appeal policy, while the TD was final authority on requests that originated by telephone after the TD posts the club results. Finally, members noted that the carpet cleaning was remarkable and agreed that it should be done twice a year.

The meeting was adjourned by President Ken Llacera at 3:35 PM.

Respectfully submitted,

Phil Johnson

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

September 17, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:25 PM.

Present: John Benich, Wayne Boss, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Jan Windham, and Virginia Calhoun

Absent: Irma Andrews, John Hadley

2. Approval of Minutes: The August 6 minutes were approved by unanimous vote.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin. It was accepted by unanimous vote. There was a review of the effect of the Table Fee Increase. Except for a couple of members, very few objections were noted by Board Directors. As far as can be seen by the early numbers, there appears to be no impact on member participation in games.

Ken Martin reviewed the August Table Counts, which will generate new revenue for the Unit. Given the above observation about member participation, Ken Llacera suggested that the Vanguard withdrawal amount be reduced. The Board agreed and the motion to reduce the Vanguard withdrawal amount by \$500, the estimated monthly amount of additional revenue, beginning in September.

4. Surf's Up Tournament: Virginia Calhoun provided a status update of the sectional. Most items are handled.

a. Table Delivery and Pick-up: Because of the conflict with Santa Rosa's Sectional, Calvin must deliver the tables and other supplies on Friday at Harbor High between 5:30PM-6PM. Ken Llacera will organize a team to meet Calvin to unload the tables. Ken Llacera will also rent a van on Sunday to pick up the tables and delivery them to Calvin at the SCBC on Monday at 11A.

b. Carpet Cleaning: Wayne has ordered carpet cleaning by the regular maintenance group. John Benich will organize a team for Friday after the game to break down the tables and place them in the classroom. The team will setup the tables for the Monday game.

c. Parking: General parking is in the north lot; parking on the west side of the playing area is restricted to those players who are in wheelchairs or who cannot walk down from the north parking lot. Ken Llacera will publicize this policy.

5. New or Continuing Business:

a. Insurance Policy Update: Wayne reported that the Unit's new broker has already had an impact: he has convinced PACCOM that the Unit does not require the additional liability rider. This should reduce the insurance premium to approximately \$900 per year.

b. Stairwell Issue: PACCOM was contacted about the stair step that is slightly out of alignment. PACCOM has confirmed that the stairs are within tolerance. They are responsible for any issue that occurs due to the stairs. The email trail for this issue is filed with the Insurance Folder in the cabinet.

c. Special Member Bylaw Amendment: The Board approved *Amendment 7.3(d) Special Board Member* unanimously and nominated Nancy Wainer as the Club Owner selected. Nancy had been approached and agreed to be on the ballot.

d. Finalize Candidates for 2014-2015 Board: John Benich reported that the 2014-2015 slate of candidates is finalized:

1. John Oppenheimer
2. Marilyn Diola
3. Bette Harken
4. Annemarie Moller
5. Rich Hill
6. Ken Martin

e. Dolores Abrams Memorial Game Status: Ken Llacera noted that sign-ups are positive for the game; there still needed to be more 299ers to have a sanctioned game. Announcements will be made at the Monday and Tuesday night games.

f. ACBL-wide Instant Matchpoint Game: Ken Llacera reported that the game, which is scheduled for Wednesday evening, will be a "fund-raiser" for the Unit with all net revenue going to the Unit. The ACBL charges \$11 per Table for this game.

g. Beginner and Advancing Intermediates Classes: Robin Evenden will be teaching Beginner Bridge and Jane Jennings will be continuing her "Brush Up Your Basics" course. Both of these are scheduled to begin in October.

h. Bikes in building (added): Jabico asked the Unit if we would support having a bike rack within the building. After discussion, including reviewing the location of the two external bike racks, the Board rejected supporting having a bike rack within the building.

6. Advisory Committee Reports

No reports were given.

The meeting was adjourned by President Ken Llacera at 4:15 p.m.

Respectfully submitted,

Phil Johnson, Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

October 8, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:37PM.

Present: John Benich, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Jan Windham, and Virginia Calhoun

Absent: Irma Andrews, Wayne Boss, John Hadley

2. Approval of Minutes: The September 17 minutes were approved by unanimous vote.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin. It was accepted by unanimous vote. Ken will change the 2014 Budget to account for Unit Games not running every month and correct how the revenue is accounted for in the budget. Note there is no issue with the Actuals reported, it is only in the Budget where there was an issue. The Dolores Abrams game costs will be assigned to Member Benefits since the Unit does not charge for the game.

Ken Martin prepared a table count comparison of August & September 2012 vs 2013. Here is the table and additional comments by Ken Llacera:

2012	Tables	2013	Tables	99ers	2013 less 99ers
Aug	311	Aug	348.5	38.5	310
Sep	286	Sep	308	40	268
Total	597		656.5		578

However, some of the 99ers played on Tuesday Night in 2012 so it may not be a valid comparison to remove all 99er tables. It must also be considered that both Jane and Robin have not implemented an increase; however, many of them assumed their Table Fees were going up also, but found out at the first game in August that their Table Fees weren't going up. In other words, they would have come anyway.

4. New or Continuing Business:

a. Surf's Up Review: Virginia Calhoun provided a final report of the October sectional. It made a profit, however not as much as last year (\$approximately \$1,000 less) due to a couple of additional expenses: (1) The cost of copies were \$250 higher than last year's; (2) there was no money earned by providing lunch this year; and, (3) director fees now are 33% of the income from the sectional. Ken Llacera noted that the directors' fee

increase was set by the district. Ken Llacera will raise this issue with D21 at the next regional meeting.

b. Special Member Bylaw Amendment: The amendment, which had been previously approved, was signed all the remaining members.

c. Fall/Winter Mentor Program: Jan Winham discussed aspects of the Mentor program, including the observation that there were not enough mentors. She agreed to run two programs next year, instead of trying to rush a program this fall and winter. One would be in the early Spring (Mar, Apr, and May) and the other in the early Fall (Sep, Oct, and Nov).

Ken Llacera agreed to contact Nancy and/or survey the 199ers for another time for an "Expert At Your Elbow" session which was very popular with this level of player.

d. 99ers at Instant Matchpoint Game: Ken reported that 5 pairs of 99ers participated in the Instant Matchpoint Game.

e. Dolores Abrams Memorial Game Review: Ken Llacera reported that 0-199ers turned out for this game, likely due to the promotion by Jane and Nancy. The Board agreed that future games would have no food other than cake and champagne; game times were set at 9:30AM and 1:30PM.

f. NAP Unit Qualifier: This a two session event will be held on Saturday, November 9th at 10AM and 2PM.

6. Advisory Committee Reports

No reports were given.

The meeting was adjourned by President Ken Llacera at 3:30PM.

Respectfully submitted,

Phil Johnson,

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

November 12, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:30PM.

Present: John Benich, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Jan Windham, Irma Andrews, and Virginia Calhoun. Also present was Irene Hashfield

Absent: Wayne Boss, John Hadley

2. Approval of Minutes: The October 8 minutes were approved by unanimous vote with changes discussed and incorporated.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin. The Unit's net income is \$3,404 but the accrued deficit is \$9,272. It was accepted by unanimous vote.

Ken Llacera will send out a reminder to the Club Owners that the Table Charges will go to \$2.75 on January 1. He will also contact Jane and Robin regarding their decision to raise their Table Fees to \$8 and to notify them that their renewal date after this January 1 will move to August 1, 2014 in line with the lease and the other Club Owners.

4. New or Continuing Business:

a. Game Timer: Jane Jennings requested a game timer to help newer players get used to finishing boards/rounds on time. A discussion ensued on what kind of timer to acquire and how to integrate it with the existing computer system. Ken Llacera agreed to research this request further and implement a timer if the Board agreed the cost was reasonable.

b. Rising Stars Hospitality Chair: Irene Hashfield reported she was ready to be the Rising Stars Chairperson provided someone could be found to be the Hospitality Chair (HC). Jan Winham and Irma Andrews volunteered their services as HC and Assistant HC for the event. Irene also requested the fliers to be ready for the Monterey Regional which begins December 31.

c. Surf's Up Final Review: Virginia Calhoun provided a final report on the sectional. She noted janitor, bathroom and kitchen problems with Harbor High. This suggests the Unit search for another location for the next sectional. A discussion about a possible site then took place. Josh Karter, a Unit member, will be contacted about Kirby School, as he is headmaster there and the amenities are better than and perhaps as much as half the cost of Harbor High. The issue of lead time was brought up and discussed for the March date. There is already an agreement with Harbor High for this March.

d. Holiday Party: The Annual Meeting and Holiday party will follow the Unit Game on Saturday, December 7th. This arrangement allows more time for members to ask questions and/or make comments to the Board.

Two sign up lists will be provided: one for game (one session) and one for potluck contributions. Mary will buy the meat and cook the turkey. The Board thanked her for taking this responsibility again this year.

Mary may need help in assembling the Christmas tree and putting up the decorations.

e. Election Process: Phil Johnson and Susan Slinger will count the ballots for the election on December 6th, after the Friday game.

f. Instant Matchpoint Game: Ken Llacera reported that the results were not reported to the ACBL until after the October deadline. Masterpoints earned will show up in member's December reports.

g. Dolores Abrams Memorial Game Review: Ken Llacera reported that it was a total success.

h. NAP Unit Qualifier: Ken Llacera reported that the issue of showing overall results from the two-session NAP Unit Qualifier had been resolved the next day and results posted to the website.

i. (Added item) Art for the SCBC: Ken Llacera brought up a donation from Bruce Dau of Santa Cruz posters. These should be framed before hanging. The discussion about these lead to a suggestion that the Board ask members for their art instead. This had been done by Nancy Wainer at the Capitola location. The art would, of course, be returned to the members after a period of time. Irma agreed to head up this project.

6. Advisory Committee Reports

No reports were given.

The meeting was adjourned by President Ken Llacera at 3:20PM.

Respectfully submitted,

Phil Johnson,

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 10, 2013 Minutes

1. Call to Order: President Ken Llacera called the meeting to order at the Santa Cruz Bridge Center at 2:20PM.

Present: John Benich, Ken Llacera, Wayne Boss, Ken Martin, Irma Andrews.

Absent: Phil Johnson, Jan Winham, Mary Pulliam, and John Hadley.

2. Approval of Minutes: The November 12 minutes were approved by unanimous vote with changes discussed and incorporated.

3. Treasurer's Report: The Treasurer's Report was submitted by Ken Martin. The report was accepted with the correction that the Total Assets were \$402,062.79 on November 30.

There was a short discussion around the 2014 Budget preparation and reducing the Vanguard withdrawal rate once Jane and Robin's additional revenue to the Unit starting flowing in during January. Ken Martin will adjust the withdrawal rate accordingly, i.e. the rate will be reduced by the estimate of additional revenue.

4. New or Continuing Business:

Game Timer (added by Ken): Ken Llacera reported that the new Game Timer, which uses the existing computer and free software, cost \$51 for a new video card and the monitor stand. The feedback has been almost universally positive; Robin and Mark Hasey are not using the timer.

Board of Directors Handbook (added by Ken): Ken Llacera is conducting a review and update of the handbook materials. The updated documents will be distributed for review and additions.

New Sectional Location (added by Ken): Ken Llacera reported that The Kirby School had not yet made a decision about the March dates. (Later in the week, the school did confirm the March dates.)

a. Election Results: Annemarie Moller, Rich Hill, Ken Martin, Nancy Wainer and Bette Harken were elected to two year terms as Board Directors for 2014-2015. John Oppenheimer and Marilyn Diola have agreed to serve as Alternates. A discussion about when Board of Directors terms begin and end determined that this issue was not addressed by the Bylaws. Wayne suggested he prepare an amendment to clarify Director terms.

b. Holiday Party: The feedback was extremely positive on having the Annual Meeting and Holiday party following the Unit Game to allow more time for members to ask

questions and/or make comments to the Board, rather than between STaC games later in the month. There was a concern about the turkey running out and the length of the line. It was suggested that the table set up allow two sided lines, as it was in Capitola. Given the number of tables in play, this seemed an effective solution. The Board thanked Mary for the preparation of the turkey and ham.

c. Deadline for Changing Scores: After a discussion on how long scores could be changed after a game, the Directors adopted a guideline of 48 hours. This would apply to Unit Games with the suggestion to other Club Owners that they implement the guideline.

d. Review of 2013 Goals: The Board reviewed if the goals set in the early part of the year had been accomplished. Here is a summary:

- ✓ Host two successful sectionals, generating profits equal or better than 2012. [Although the Open Sectional did not meet the profit objective, it was seen as successful.]
- ✓ Improve reputation as a friendly, fun and pleasant place to learn and play bridge.
- ✓ Review and update the Strategic Financial Plan
- ✓ Review SLA initial year and make adjustments as necessary for operational and financial objectives. [Negotiating the Table Fees increase and Unit receiving 50%, as specified in the SLA, was a major 2013 achievement. This puts the Unit (and the endowment) on a firm financial basis for the future.]
 - Increase member participation in Unit Games, especially the number of NLM players.
 - Recruit an Education Liaison who will develop an Education Plan for all members between Life Master and Silver Life Master.
 - Add Unit Board Calendar to Board Handbook.
- ✓ Implement changes to allow accessing Results from all SCBC websites.

6. Advisory Committee Reports

Ken Llacera, webmaster, reported he was working on a fix to allow iPhones and iPads to use the Results drop-down on the home page. He expects the implementation before the next meeting.

The meeting was adjourned by President Ken Llacera at 3:30PM.

Respectfully submitted,

Ken Llacera (acting for Phil Johnson, Secretary)