

Board of Directors

American Contract Bridge League of Santa Cruz, Unit 550

2011 Meeting Minutes

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the entire set of minutes.*

Board of Directors Special Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 30, 2011
Minutes

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

Present: Irma Andrews, Wayne Boss, Bruce Dau, John Hadley, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger

Absent: John Hadley

The purpose of the Special Meeting was for the Board to receive an update of the status of negotiations with Bruce Canepa about the current lease and the issues surrounding entering a new lease, whether continuing in the present location or moving to a new facility.

However, as a first order of business the Board Directors approved by unanimous vote the following officers and committee chairs: Ken Llacera, President and Webmaster, Sanctions Chair, District 21 Rep (backup), Fundraising Chair; John Hadley, First Vice President and Facilities Chair and Special Projects Chair; Wayne Boss, Second Vice President and Bylaws Chair; Susan Slinger, Secretary and Nominations Committee Chair; Bruce Dau, Treasurer and Finance Committee Chair; Ken Martin, Assistant Treasurer; Mary Pulliam, Hospitality Chair and District 21 Rep; Dick Wasserstrom, Membership Chair; Virginia Calhoun, Surf's Up Chair; Shirley Llacera and Lani Ray, Co-Chairs, Rising Stars Sectional; Irma Andrews, Forum Editor; Phil Johnson, Club Owner Liaison; Diana Schilling, Sunshine Committee Chair.

Ken Llacera and Wayne Boss reported on their recent meeting with Bruce Canepa concerning the possibility of renewing our lease. They reported the meeting was cordial. However, Mr. Canepa was not willing to negotiate beyond the \$300 per month reduction in rent he had already offered. Ken and Wayne told Canepa we would need additional rental credits in order to make improvements and upgrade maintenance in the amount of \$20,000. Mr. Canepa refused to talk further. Wayne read aloud to the Board a letter he had drafted advising Mr. Canepa of our intent not to renew the lease. It was moved, seconded and passed unanimously to send this letter to Mr. Canepa. Ken Llacera signed the letter and Susan agreed to take the letter immediately to the post office, obtaining evidence of the date of mailing to avoid any possibility of the notice being considered untimely.

In light of on-going concerns, the Board had been looking for an alternative location for some time. A likely location has been found. The Board agreed

unanimously (a hand vote was taken) to sign a letter of intent with the highly probable outcome being relocation of the Bridge Center to the West Marine Building located at 2450 17th Avenue, Santa Cruz. The Bridge Center will be on the second floor above the West Marine store. A new elevator has been installed. A letter giving more detail of the pros and cons of this decision will be sent immediately to the membership by electronic mail.

Ken Llacera acknowledged the value of Wayne Boss's experience and expertise in accomplishing the process of dealing with the current landlord as well as the potential new landlord. Wayne will take the lead in discussions on the new lease and negotiations with the new landlord. Ken Martin will assist Wayne in this effort.

A new lease will require making changes in the Expense Sharing Agreement with the club owners, which is coming up for renewal in any event. The Board agreed to start that process right away. It was moved, seconded and passed by unanimous vote to establish a small advisory committee to review and propose changes to the Expense Sharing Agreement relative issues related to the new lease and any other issues. Ken Llacera, Wayne Boss, Bruce Dau and Susan Slinger will serve on this advisory committee.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550

December 9, 2011
Minutes

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

Present: Bruce Dau, Wayne Boss, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger and Dick Wasserstrom.

Absent: John Hadley, Phil Johnson

Also Present :

1. **Approval of Minutes:** The November 4, 2011 minutes were approved by unanimous vote.

Treasurer's Report: Bruce Dau presented the Treasurer's Report for September-October, 2011. As of October 31, 2011 there is a budget surplus of \$2355 for the period -- \$648 better than projected. This is primarily due to a successful sectional (126 tables vs. 110 tables last year) and generous member donations for the electronic scoring system. As of October 31 our net worth is \$354,612. On January 1st 2011 our net worth was 361,280. It was moved, seconded and passed by unanimous vote to approve the Treasurer's Report.

New (or continuing) Business:

1. Wayne Boss reported on his work to evaluate renewing our current lease, vs. looking at new locations. The commercial rental market has come down significantly due to recent market conditions. Wayne has looked at space on Soquel Avenue in Santa Cruz and at West Marine near the Soquel Exit from Highway 1. We must give written notice of our intent to extend the current lease by December 31, 2011 (or, under another interpretation, by January 2, 2012). Wayne and Ken Llacera are the committee on this project and will keep the Board informed of their progress.

2. President Ken Llacera raised the issue of Director compensation at Unit games. Unit games are a major source of revenue for the Unit. Reducing the expense for directors, even by a small amount, enhances this revenue. Prior to the meeting Ken had sent out a proposal to the Board that set out the issues. The essence of the proposal is that it allows a director to both play and direct and accept a reduced fee. (Some have already provided director services without any charge.) The ACBL allows playing directors. After discussion and revision to the draft proposal, it was approved by a unanimous vote of the Board. Ken said the policy will be available on the Unit website and will be added to the Unit's Policy and Procedures. Any members who have concerns should review the policy and may direct questions to any Board member.
3. Election Results. Susan and Jim Slinger will count the ballots and advise the Board of the results before December 10, 2011.
4. Goodwill Nominations. The meeting extended too late to consider this issue. Susan Slinger polled the Board after the meeting and there was unanimous agreement to name Ken Llacera as the Unit 550 nomination for the District 21 Goodwill Award for 2011. (The nomination letter is attached to these minutes.)
5. Under Committee Reports, Dick Wasserstrom asked whether there is anything else he can do to acknowledge members who have received elevated status. He noted as an example that Bronze Life Master sometimes gets overlooked. Dick also said he will have a proposal for a new mentor program at the January meeting.

The meeting was adjourned at 4:20 p.m. by unanimous vote.

Respectfully Submitted,

Susan Slinger

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550

November 4, 2011
Minutes

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

Present: Wayne Boss, Bruce Dau, Phil Johnson, Ken Llacera, Mary Pulliam, Susan Slinger, Dick Wasserstrom.

Absent: John Hadley, Ken Martin

Also Present : None

2. **Approval of Minutes:** The October 7, 2011 minutes were approved by unanimous vote.

Treasurer's Report: Bruce Dau submitted the Treasurer's report for September 1, 2011 to October 31, 2011. Bruce pointed out that our successful sectional together with member donations for the electronic scoring system are primarily responsible for the period's surplus (\$2355) being \$648 better than projected. It was moved, seconded and passed by unanimous vote to approve the Treasurer's Report.

New (or continuing) Business:

2. The Agenda was adjusted to allow Wayne Boss to present his report about efforts to find a new location. Wayne has found several places (including our current location) with adequate parking that are located between Santa Cruz and our current location. As soon as the Board for 2012 is elected, the Board will visit the possible new sites. We must give notice to our landlord by January 31, 2012 if we intend to renew our lease at this location.
3. **Bridgemates Status.** The Bridgemates are running. All is going well.
4. **Shutters (Front Door).** Jack Simon installed the wood shutters. Bruce Dau agreed to take the lead on buying half blinds for the top half of the doors.

Committee Reports:

1. Webmaster (Calendar enhancements). Ken Llacera advised the Board of a recent calendar enhancement he has added to the Unit's website. He will begin providing a weekly report of winners in each game, in each stratification.
2. Hospitality. There was a short discussion about planning the food for the Holiday potluck. Mary and Susan will bring turkey and trimmings, rolls and butter.

After a unanimous vote, President Ken Llacera adjourned the meeting at 4:15 p.m. The next regular meeting of the Board of Directors will be December 9, 2011.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

October 7, 2011 Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:43 PM at the Santa Cruz Bridge Center.

Present: John Hadley, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger and Dick Wasserstrom.

Absent: Bruce Dau, Wayne Boss

Also Present : Virginia Calhoun, Nancy Wainer

3. **Approval of Minutes:** The August 26, 2011 minutes were approved as corrected by unanimous vote.

Treasurer's Report: Because Bruce Dau was still on vacation, no report was given.

New (or continuing) Business:

1. Virginia Calhoun, Surf's Up Sectional Chair, presented a report on the upcoming sectional. She noted that it looks like the rent will be the same as last year. A decision has been made to keep the tournament money separate from money paid for food in order to facilitate a better understanding of tournament proceeds.
2. 2012 Board of Directors Nominations: In addition to John Hadley, Ken Martin, Dick Wasserstrom and Mary Pulliam, who will all run for re-election, Irma Andrews will be a candidate for election to next year's Board of Directors. Ken Llacera agreed to prepare and circulate the ballots.
3. Free plays at Unit games: After discussion, it was moved, seconded and passed unanimously to establish a policy to give a free game to pairs who earn a 70% score at Open Unit games. Pairs with fewer than 500 masterpoints held by each player will receive a free play for achieving a 60% game at an Open Unit game.
4. Dealer4 Maintenance: We have had 16,500 deals so far. To date, Ken Llacera has done cleaning and maintenance. The alternative is to send Dealer4 away, which is costly and time-consuming. Ken says he would like to delay this as long as possible.

5. Shutters (front door): There will be a short delay in fixing these.
6. District 21 has solicited nominations for a Good Will Award from each Unit. An email will be sent soliciting nominations for this award from Unit 550.
7. Unit Game Sanctions: We will continue to use Bill McIntosh's club number when we report Unit masterpoints to ACBL.
8. Expense Sharing Agreement: All Board members have received a report on the Special Meeting held September 23 regarding issues related to renegotiating the Expense Sharing Agreement with SCBC.
9. BridgeMates Fundraising: Ken Llacera has solicited donations to help pay for the new BridgeMates. So far \$1000 has been contributed toward the approximate \$2700 cost. We will continue solicitations at Unit games, except for the NAP game on October 22.

Committee Reports:

1. Membership & Fundraising: Ken Llacera reported that the QUIP report once again reveals that Unit 550 is number one in the District in terms of improvement in the number of members.
2. Education and I/N (intermediate/novice): Nancy Wainer announced that Peggy Dilfer is teaching a beginner class on Wednesday evenings. Because of large attendance, Nancy Wainer has divided her intermediate class into two sections. The same class is repeated, typically on the first and third Mondays from 6:30 – 8:30. Students may choose which section to attend. Jane Jennings has a class for advancing beginners on Tuesday afternoons at 3 p.m. Bill McIntosh conducts supervised play for intermediates on Monday mornings from 9:30 – 11:30.

Dick Wasserstrom has submitted a written report on the Mentor Program. It is attached to these minutes. It was agreed the program was a great success and that we will repeat it or a similar one soon. The special games planned by some of the club owners enhanced the success of the program. We agreed to continue discussion before beginning the next mentor program.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 26, 2011
Minutes

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

Present: Wayne Boss, Bruce Dau, John Hadley, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger, Dick Wasserstrom.

Absent: None

Also Present : None

4. **Approval of Minutes:** The corrected August 5, 2011 minutes were approved by unanimous vote.

Treasurer's Report: Bruce Dau submitted the Treasurer's Report for August. Because the report was prepared on August 25, 2011, cash flow numbers are estimates. When facility improvements, maintenance and Surf's Up expenses are taken into account, we are actually running about \$600 over budget. Bruce recommended that we postpone any facility improvement expenses until we receive Surf's Up proceeds and are able to evaluate maintenance expenses for September and October. It was moved, seconded and passed by unanimous vote to adopt this recommendation. Bruce informed the Board that we are required to submit federal tax form 1099's for the directors of Unit games who receive more than \$600 in compensation from the Unit. To facilitate record keeping, Bruce will provide cash receipts when he pays these directors. It was moved, seconded and passed by unanimous vote to approve the Treasurer's Report.

New (or continuing) Business:

5. Goals review was deferred to a later meeting.
6. Wayne Boss reported on his investigation of the possibility of leasing a new facility. We are paying \$1.50 a square foot at our current location. Wayne has found good space available for from \$.90 to \$1.00 a square foot, however, it is difficult to find a well-located facility which that has adequate parking. Finding a cheaper space could result in lease savings of about \$1000 per month. The Board agreed not to start negotiations with the current landlord until a specific replacement facility is identified.

7. The Expense Sharing Agreement (ESA) with the Santa Cruz Bridge Association (SCBA) comes up for renegotiation in 2012. The Board agreed to hold a Special Meeting on September 23, 2011 to discuss the issues before entering negotiations. All Board members were asked to review the current ESA before the Special Meeting.
8. The carpet cleaning expense issue was tabled for now.
9. Wayne Boss made a motion that the Board is authorized to buy 72 new decks of cards for the Unit's boards. It was moved, seconded and passed by unanimous vote to approve this motion. Any members who are interested in the old decks should contact any member of the Board.
10. There was a motion to purchase electronic scoring machines (BridgeMates) for an amount of approximately \$2000. It was understood by the Board that the cost might be somewhat higher. The motion was seconded and passed by a unanimous vote. Following a general discussion of fundraising to pay for this expense, the Board decided to "spread the word" that donations to defray this cost are welcome and may be given to any Board member. The Unit will send a solicitation email to the membership within the next month.

Committee Reports:

3. Education & I/N: Ken Llacera noted that the chairs of the 2012 Rising Star Sectional are Lani Ray and Shirley Llacera. They are considering raising the point limit to 499 masterpoints or non-life master status. This will be determined after further discussion and consideration.
4. Finance: Bruce Dau announced that he intends to have a meeting of the Finance Committee soon.
5. Webmaster: Ken Llacera noted that due to some programming work, it is now possible to see all games and results by clicking "Calendar" on the Santa Cruz Bridge Center home page. When the calendar comes up, click on the red diamond or the black club next to the particular game you are looking for. That will bring up the results and the hand records for the game. Ken also said that members can generate their own monthly game schedule for automatic entry into their personal online calendars, such as Outlook, Google or Apple iCal.
6. Nominations: There was discussion about nominations for next year's Board of Directors. John Hadley, Ken Martin, Dick Wasserstrom and Mary Pulliam all indicated their interest in running for another term. Ken Llacera

said he would canvas the membership on the website (on behalf of Susan Slinger, Nominations Chair) to seek out others who might be interested in serving on the Board of Directors. Board members should also discuss possible Board service with members they think might be interested in serving.

After a unanimous vote, President Ken Llacera adjourned the meeting at 3:40 p.m. The next regular meeting of the Board of Directors will be October 7, 2011.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 5, 2011
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:45 p.m. at the Santa Cruz Bridge Center.

Present: Bruce Dau, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger, Dick Wasserstrom.

Absent: Wayne Boss, John Hadley

Also Present : Nancy Wainer, Virginia Calhoun

5. **Approval of Minutes:** The corrected July minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report for June/July was presented by Bruce Dau with some explanatory items. It was moved, seconded and passed unanimously to approve this report. There are two outstanding financial issues between the Unit and the club owners: 1) whether carpet cleaning is "janitorial" and thus should be paid for by club owners and 2) how much the Unit should be paying for the AT&T bill. (We are currently paying \$35.) Nancy Wainer said she has an industrial size carpet cleaner she is happy to loan for cleaning the carpets. The carpet cleaning issue was not resolved at the meeting. Bruce Dau and Ken Llacera will review past records in order to assess what amount the Unit should be paying of the AT&T bill.

New (or continuing) Business:

1. Susan Slinger gave copies of the formal amendment to the bylaws, paragraph 12.6, to all board members who were present. Board members were asked to keep amendments in their Board binders, in the front of the Bylaws section. Paragraph 7.4 will be cleaned up and ready for signature by the Board at the next meeting.
11. We discussed the first four bullet points in the list of 2011 Goals Review which were attached to the agenda. The Board agreed that we are all ambassadors charged with accomplishing bullet item #2: improving our reputation as a friendly, fun place to learn and play bridge. We agreed that we have accomplished bullet item #3, to execute one new member recruitment program, through the mentor/"mentee" program instituted by

Dick Wasserstrom and participated in my many club members. Dick said there have been 106 mentor/"mentee" games played as of the date of this meeting. The program will run through September 15th. If there is sufficient interest, we may begin a new program in January. The fourth bullet item, to increase member participation in Unit Games, has not been achieved. In fact, Ken said Unit Game attendance is down. We are hopeful that the addition of a 299er award at the Dolores Abrams Memorial Game will encourage more new-player participation in Unit Games.

12. We saw a drawing of what Jerry Goodell and Jack Simon have designed to solve the issue of the front door blinds. Jack and Jerry are hopeful they can even salvage the current blinds.
13. The Board should review the draft Policy and Procedure section and submit editorial changes to Ken Llacera. Ken will maintain this section temporarily, until a committee chairperson is assigned. One substantive addition was also agreed to: There are to be no sales or soliciting at the Bridge Center. Commercial advertising is limited to the small bulletin board near the restrooms. Submissions for that bulletin board must be approved by a Board member. The approved item must be dated and it may be on the bulletin board for one month, at which time it will be removed
14. Susan Slinger, Phil Johnson and Ken Martin will serve on the nominations committee. Ken Llacera has a copy of last year's ballot which he will provide to the committee. He will also solicit the general membership, encouraging participation on the Board. The committee will review the bylaws to ascertain deadlines.
15. Mary Pulliam said she could attend the District 21 Meeting in Santa Clara on September 4 at 10 a.m.

Old Business:

7. Virginia Calhoun gave the Board an update on the Surf's Up Sectional. The Sunday Swiss will be stratified this year. Nancy Boyd will direct and she will have an assistant. John Hadley will barbeque again this year and the price will be the same as last year: \$8 for burgers, beans, chips and a drink.
2. Ken Llacera told the Board that the lawyer for the Unit's insurance company has informed us that he has made the file for Nancy's Bridge House inactive.

After a unanimous vote, President Ken Llacera adjourned the meeting at 4:20 p.m.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

July 1, 2011
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:43 p.m. at the Santa Cruz Bridge Center. Ken welcomed Ken Martin to the Board.

Present: Wayne Boss, John Hadley, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam, Susan Slinger, Dick Wasserstrom.

Absent: Bruce Dau

Also Present : Nancy Wainer

6. **Approval of Minutes:** The June minutes were approved by unanimous vote.

Treasurer's Report: There was no formal Treasurer's report because Bruce Dau was on vacation. Wayne Boss provided an update: As of end of June, 2011 the checking account balance was \$1830.39 and the Vanguard balance was \$361,283.22.

New (or continuing) Business:

1. Ken announced his completion of a review of the history of our bylaws. Susan Slinger will update the bylaws as they have been amended. The secretary will keep an updated copy of the bylaws and provide one to the unit's Webmaster who will maintain the updated bylaws on the unit's website.
2. **Unit Game Hospitality:** Board members will rotate hosting the Unit Games. The Unit will provide \$30 toward snacks. John Hadley will barbecue for the July Unit game and the Unit will host the food. August 22 begins STAC week. Ken Llacera and Dick Wasserstrom agreed to provide the snacks for the two games on Saturday, August 27th. The Dolores Abrams Memorial game was discussed. We will have the traditional cake and champagne. To increase the interest of newer players, it was moved, seconded and passed to buy a second plaque that will acknowledge the 299er pair placing highest at this annual event. Dick Wasserstrom agreed to purchase this plaque.

3. 2011 Goals review: Ken Llacera asked board members to review the 2011 goals. We will discuss and evaluate them at the next Board meeting. In this regard, Ken Llacera suggested that we consider buying BridgeMate II to accomplish the goal to "improve the playing environment." (BridgeMate II are the recorders placed on each table that allow hand-by-hand automated scoring.) These cost somewhere between \$1800 and \$2000. No vote was taken, but there was general agreement that BridgeMate would be a valuable addition to the club. Wayne Boss noted that we might consider having a fundraiser to support this project.
4. Flyers for the Sectional are ready. Lani Ray has agreed to be Partnership Chair.

Old Business:

1. Wayne Boss reported about the upcoming lease renewal. Under the terms of the lease we must give notice six months ahead of our intent to renew/not renew the lease. That will be on February 1, 2012. Wayne is exploring other facilities that might be available, satisfy our needs, yet be less expensive. Wayne also informed us that he will follow up on the front door blinds.
2. There was general discussion of the Unit Policy Section we have been working on. We expect to insert that section in the Unit Handbook.

Committee Reports:

1. Dick Wasserstrom reported that there are 36 mentor/mentee pairs participating in the Mentor Program. They have played more than 100 games during the program so far.

After a unanimous vote, President Ken Llacera adjourned the meeting at 3:35 p.m.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

June 10, 2011
Minutes

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

Present: Bruce Dau, Wayne Boss, Phil Johnson, Ken Llacera, and Dick Wasserstrom.

Absent: Mary Pulliam, John Hadley, Susan Slinger

Also Present : Virginia Calhoun, Jim Slinger

7. **Approval of Minutes:** The May minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. As of May 31, 2011 our net worth is \$373,822, with \$4996 at Union Bank and \$368,826 at Vanguard. The Unit had requested an extension for filing 2010 Federal and State tax returns, plus a related return. Those returns have now been filed. The Treasurer's Report was approved by unanimous vote.

New (or continuing) Business:

1. The ACBL has a new policy of being willing to pay 75% of all advertising costs incurred by instructors of beginning games and for recruitment. The Board voted 4-1 to pay half of the remainder (12 ½%), up to a maximum of \$50 per class and two classes per teacher per year. This policy will be retroactive to the beginning of 2011.
2. Teri Handzel has resigned from the Board of Directors. The Board unanimously approved Ken Martin to replace Teri.
3. The Surf's Up Sectional will be held October 8-9, 2011. Virginia Calhoun has volunteered to act as Chair of the Sectional. The Unit will make an effort to get personal and corporate sponsors for the tournament. Other planning for the event was accomplished.
4. The issue of Unit Game hospitality was discussed. Board members were reminded to check the signup sheet and see how many people have requested lunch and to purchase the required number of lunches. Dick Wasserstrom volunteered to do Hospitality for Saturday, June 11.

5. Front door blinds were discussed. They wear out quickly and the Board discussed replacing them. It was agreed the first step is to talk to Jack Simon and Jerry Goodell.
6. The Board has been notified that change in the officer authorized to receive service of process must be given to the Secretary of State's Office.

Old Business:

2. Our lease comes up for renewal in August, 2012. If we continue with the lease, rent will go up a maximum of 12%, based on the Consumer Price Index (CPI). Commercial rents in the Santa Cruz area are declining, and it seems that we can do significantly better elsewhere. If we do not renew the lease, we must give six months' notice. Wayne Boss is heading up the search for a new place. Anyone aware of a good prospect for a new clubhouse should contact Wayne.
3. Phil Johnson has put together a first draft of a Policy Manual for Board members. Board members were asked to review it and email suggestions to Phil and Ken Llacera.

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

Respectfully submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 6, 2011
Minutes

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

Present: Bruce Dau, John Hadley, Phil Johnson, Ken Llacera, Susan Slinger and Dick Wasserstrom.

Absent: Wayne Boss, Mary Pulliam, Teri Handzel

Also Present : Nancy Wainer.

Approval of Minutes: The April minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. As of April 30, 2011, the Unit's net worth is \$376,391, with \$4,480 at Union Bank and \$371,911 at Vanguard. In order to retain check writing privilege in the Vanguard Prime Money Market Fund, that deposit must be kept at a \$1000 balance, which Bruce recommended that we do. Bruce also noted receipt of a \$100 donation in memory of Midge Bigante. It was moved, seconded and passed by unanimous vote to accept the Treasurer's Report, including the request to maintain the \$1000 balance in the Prime Money Market Fund.

New (or continuing) Business:

- a. The remainder of the meeting was devoted to a proposed Rental Agreement with Nancy Driscoll. The Board had agreed to facilitate a sublease agreement under which Nancy's Bridge House would use our facility on Monday evenings and some Thursday afternoons for a one year period. A draft agreement had previously circulated to Board members by email. Outstanding issues were discussed on May 6 and agreement reached on how to proceed. Because of the perceived urgency of this matter, other agenda items were postponed.

The meeting was adjourned by President Ken Llacera at 4:00 p.m.

Respectfully submitted,

Susan Slinger,

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

April 1, 2011
Minutes

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

Present: Bruce Dau, John Hadley, Teri Handzel, Phil Johnson, Ken Llacera, Susan Slinger and Dick Wasserstrom.

Absent: Wayne Boss, Mary Pulliam

Also Present : Jane Jennings and Nancy Wainer

8. **Approval of Minutes:** The revised March minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report for March was submitted by Bruce Dau. As of March 31, 2011 our net worth is \$371,812. The Treasurer's report was approved by a unanimous vote. President Ken Llacera thanked Bruce for providing the Board with Monthly Budget Summary and Detail for March as well as Year to Date Summary and Detail. There was discussion about keeping the drinks restocked and the need to be diligent about paying for drinks because drink sales are down.

New (or Continuing) Business:

1. Jane Jennings submitted a report on the 299'er Rising Stars Sectional Tournament which was held on March 19 and 20 at Harbor High School. Attendance was up slightly this year and profit was about \$1800. Attendees appreciate pre-duplicated boards. Next year we may need volunteers to assist with this effort.
2. There was discussion of Clean-up Day (April 9), what needs to be done and what supplies are needed.
3. Dick Wasserstrom presented a proposal for a Unit 550 Mentor Program. The proposal was accepted and it will be posted on the Unit Bulletin Board where interested players may sign up. Dick will pair mentor volunteers with mentees who sign up. Dick agreed to keep track of masterpoints won by mentor/mentee pairs and there will be a prize awarded for the high

masterpoint pair. Nancy Wainer said she and Bill McIntosh will include appropriate games for this program in their schedules.

4. There was discussion about the desirability of providing food at Unit games. There is tension between our goal of attracting as many players as possible, especially newer players, and having these games provide a source of revenue. The Board agreed that, starting May 7, there will be sign-ups for the Unit game with an optional meal available for \$3.00. Now and then we will have a special-occasion potluck.
5. April 23 will be a Recognition Game, with announcement of Mini-McKinney and Ace of Clubs awards.
6. Phil presented an initial draft of Unit policies. The Board agreed to review and discuss at a later meeting.

There being no further business, the meeting was adjourned at 4:30 p.m. by unanimous vote.

Respectfully submitted,

Susan Slinger,

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

March 4, 2011
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:23 PM at the Santa Cruz Bridge Center.

Present: Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Phil Johnson, Ken Llacera, Mary Pulliam, and Dick Wasserstrom.

Absent: Susan Slinger

Also Present : Jane Jennings and Pam Benz

Approval of Minutes: The February minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. A motion to approve by Teri Handzel was seconded by John Hadley. Approval was unanimous. Bruce announced that future reports will be emailed in PDF format for easier use.

Continuing Business:

2. The Annual Report will be posted on the Unit bulletin board.
2. The Clean-up Day will be held April 9, 2011. The game that day will be free for those who work and there will be a potluck lunch. Work begins 2 hours before the game. Teri will get an easel and post a sign-up sheet for volunteers. It will indicate tasks that need to be done and materials needed.
3. Pam Benz announced that her Monday night game is for sale. Calculations indicate a value of \$1000. Pam thinks this is too high. She welcomes all offers.
4. Bruce Dau announced that he will not investigate completing the corporate tax returns himself.
7. The Board accepted the final budget presented by Bruce Dau. A copy will be emailed as a separate document to the Board. It should be attached to the March minutes. There was discussion about the new expense of

paying the directors to set up the hands for the dealing machine and to print hand records. It was agreed we should find a cheaper way to get this work done

6. The Board agreed to develop a Policy Manual. Phil Johnson agreed to prepare an initial list of current policies and bring it back for further discussion by the Board.
7. There was discussion of the 299er Survey concerning their attendance at Unit Games. The responses were informative. Various ideas were discussed by the Board, including Dick Wasserstom's suggestion to restore the Mentor Program. Bruce will discuss the options with the committee and bring proposals back to the Board.
8. Jane Jennings reported that to date volunteer sign-ups for the Rising Star 299er Tournament are low. Cash donations also help support the tournament.

The meeting was adjourned by President Ken Llacera at 3:40 p.m.

Respectfully submitted,

Susan Slinger,
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

February 4, 2011
Minutes

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

Present: Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Ken Llacera, Mary Pulliam, and Dick Wasserstrom.

Absent: Phil Johnson and Susan Slinger

Also Present : Jane Jennings, Nancy Wainer.

9. **Approval of Minutes:** The January minutes were approved by unanimous vote.

Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. It showed \$3677 income and \$3505 spent, leaving a surplus of \$172. Bruce suggested that we track unit game attendance, since it has dropped from 11 tables to 8.5 tables recently. The Treasurer's Report was approved by unanimous vote.

Bruce Dau then presented a proposed 2011 budget. He noted under the proposed budget that certain recurring capital expenses would be listed under maintenance rather than facility improvement. Henceforth, facility improvement would be limited to new additions to the facility rather than replacement of existing items (e.g. the dishwasher), which would now be treated as maintenance. He noted that under the assumptions he was using in constructing the proposed budget there would be a \$500+ surplus.

There was considerable discussion of these proposals and the general budgetary assumptions used to create a proposed annual budget – in particular, whether the appropriate budgetary assumptions should always result in a bottom line that showed neither a surplus nor a deficit. Wayne Boss proposed that what might otherwise have been shown as a surplus be changed to an item for contingencies. Nancy Wainer suggested that rather than a surplus the proposed budget include a specific item for new member benefits. Wayne Boss moved and Teri Handzel seconded that the proposed budget show a zero balance, with any surplus being added to the category member benefits. The motion was passed unanimously.

Wayne Boss suggested that the proposed budget use a portfolio withdrawal of \$17,000, which had been the historical withdrawal rate, rather than the more conservative 5% withdrawal rate used by Bruce Dau in preparing the proposed 2011 budget. Ken Llacera said this suggestion would be considered by the finance committee, but for the present the withdrawal rate used by Bruce Dau should continue to be used. It was moved by Wayne Boss, seconded by Teri Handzel and unanimously approved by the board of directors, that Bruce revise the proposed budget to incorporate the budgetary philosophy and additional budget categories identified in the discussion.

New (or continuing) Business:

1. There was a discussion of the 299er Rising Stars Sectional. Ken Llacera reported that he had written to District 21 asking if emails would be sent to everyone who is geographically close to Santa Cruz. Jane Jennings, section chair, reported that the ACBL will send emails to all 299ers in District 21. She also noted that ACBL has done this the previous two years.
2. Unit Goals. Ken Llacera suggested that whenever possible one board member should be assigned to monitor our degree of success in meeting each of the identified goals. He proposed that for the following goals the monitoring function be as follows:
 - a. Host two successful sectionals – the sectional chairs.
 - b. Improve the Unit's reputation -- the entire board.
 - c. Execute one new member recruitment program – Dick Wasserstrom.
 - d. Increase member participation in Unit games –Teri Handzel.
 - e. Develop an Education Plan – Jane Jennings.
 - f. Conduct Clean-Up Day – Ken Llacera will ask Pam Benz to do it again.
 - g. Improve bridge playing environment – Ken Llacera.
 - h. Add one new member benefit – the entire board.
 - i. Increase effectiveness of Unit website – Ken Llacera.
 - j. Identify and implement a new repeatable revenue program – Ken Llacera.
 - k. Recruit new Board members for 2011 election – Susan Slinger.
 - l. Simplify the investment portfolio – Bruce Dau.
 - m. Implement the Unit Board Calendar – Bruce Dau.
 - n. Complete the policy section of the Unit Board Handbook – Phil Johnson.
 - o. Explore feasibility of tax deductible contributions – Dick Wasserstrom.
 - p. Evaluate lease or new location option – Wayne Boss.

3. There was unanimous agreement that the annual clean-up day will be on April 9, 2011 before the unit game on that date.
4. February Unit games. Teri Handzel is doing the first game and Mary Pulliam the second one. There was discussion of what food should be provided, who should provide it, and how much funding the unit should provide for this purpose. It was unanimously agreed that the host will be reimbursed for up to \$60. for food purchased for unit games.
5. A suggestion was made that a board member should be available to oversee partnership requests for unit games. Dick Wasserstrom agreed to do this.
6. There was discussion of a proposed survey of 299ers. Ken Llacera prepared the proposal and he agreed to revise the survey in light of suggested changes and submit the revised survey to board members via email for approval.
7. Draft letter to Nancy's Bridge House (NBH). Ken Llacera explained the need to ask NBH about its future plans because of the unit's website's links to NBH. It is also useful to find out whether NBH is interested in participating in Jane Jennings' education efforts and Dick Wasserstrom's membership efforts. After discussion, Ken Llacera agreed to revise the letter in light of comments and send it to board members for final approval.
8. Ken Llacera reported that Roxanne Vatuone has donated a computer to the unit which can be used as a back-up, thereby enhancing the unit's computer capabilities.

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

Respectfully submitted,

Susan Slinger,

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

January 14, 2011
Minutes

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

Present: Wayne Boss, Bruce Dau, John Hadley, Teri Handzel, Phil Johnson, Ken Llacera, Mary Pulliam, Susan Slinger and Dick Wasserstrom.

Absent:

Also Present : Jane Jennings, Nancy Wainer.

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

Treasurer's Report: The Treasurer's Report was submitted by Bruce Dau. The deficit for 2010 was \$5,387. Bruce noted that our net worth increased by 7.1% over 2009. Bruce also submitted a proposed budget for the year using a 4% rate of return. There was discussion and comment. Wayne suggested and the board agreed that we use a 5% rate of return for the 2011 budget. Bruce will submit a revised budget proposal at the next Board of Director's meeting allocating the additional funds to capital and club improvements. The Treasurer's Report was approved by unanimous vote.

New (or continuing) Business:

1. Ken Llacera presented the year-end QUIP Report from ACBL. (This report reflects unit members lost/gained during a year.) The report indicates that 2010 was the best year Unit 550 has had in recent years with respect to adding new members. Also, we were 6th in the entire ACBL. Nancy Wainer agreed to review the list of new members in an attempt to learn where the new members came from. It was decided to continue to distribute only the new rank information from the *In and Out Report*. Revised responsibilities

of officers and other key positions on the Board of Directors were distributed. Bruce Dau reviewed updates to the Board of Director's Handbook. These will be posted on the Unit Bulletin board and on the Unit's website.

7. Jane Jennings is Chair of the Rising Stars 299er Sectional. Lani Ray is co-chair. This year the sectional will be held at Harbor High School. Jane reported there are two sponsors and unless others step forward, she will not be seeking additional sponsors.
8. There was discussion of 2011 Candidate Goals. Jane Jennings had submitted a suggestion that we add as a specific goal enhancement of Unit games, especially to increase participation of non-life masters. Teri Handzel pointed out that 65% of the unit's members are non-life masters. Several ideas were discussed that might attract these players to our unit games. Teri agreed to help with this effort. Ken reminded the board of the 2010 obligation to maintain a "calendar" of activities for our individual Board roles. We are to make note of everything we do in our particular role, by date and task. This information will be consolidated to put in place a board calendar, which will be added to Board of Director's Handbook. Wayne Boss brought up as a goal that we should review factors to determine whether we will renew our current lease or seek a new location. There was a discussion of whether having food would increase unit game attendance. There was disagreement about this, and no long-term decision was made, but Wayne Boss and Susan Slinger agreed to provide food for the January 22nd Unit game and Teri Handzel agreed to provide a Valentine treat for the February 12th game.
9. Nancy Wainer told us the Club Owners want to offer a free game to new members. The SCBA Club Owners will decide whether this offer is a free play from each SCBA Club Owner or only one free play. Ken clarified that Nancy's Bridge House has suspended operations temporarily and has not closed. He emphasized the importance of clearly communicating this to anyone who inquires.
10. The Board reviewed a list of interior assets at the Santa Cruz Bridge Center, which Nancy Wainer provided, clarifying who owns what. In addition to the list presented to the Board of Directors. Nancy added that the SCBA also owns the clock and timer and the two small white boards and the Club Owners own their boards and cards. In addition to the list of items Unit 550 presented, the unit also owns the kitchen cabinetry, the tall ladder, the large white board on the North wall and the fire extinguisher. The revised list is attached to these minutes.
11. The Annual Clean-Up Day will be held on May 30th (if Bill doesn't take the date).
12. Bill McIntosh submitted the following proposals: that the Unit buy a hand sanitizer, that the Unit underwrite the Pro-Am games by paying a portion of the pros' table fees, that the Unit develop a cell phone policy. After discussion, including the point that the Board has no jurisdiction over playing policies for a Club game, that being the provenance of the individual Club Owner, the Board decided not to adopt these proposals.

The remaining agenda items and committee reports were postponed for discussion at the next meeting.

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

Respectfully submitted,

Susan Slinger,

Secretary