

Board of Directors

American Contract Bridge League of Santa Cruz, Unit 550

2012 Meeting Minutes

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Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 14, 2012 Minutes

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

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

Absent: John Benich

Also Present: Susan Slinger

1. **Approval of Minutes:** The December 5, 2012 Meeting Minutes were approved as revised.
2. **Treasurer's Report:** None.

New (or continuing) Business:

1. At the Annual Meeting held on December 8, 2012, Susan Slinger announced the results of the Board of Directors election. Jan Winham and John Benich were newly elected to the Board; Wayne Boss, Phil Johnson and Ken Llacera were re-elected to the Board. Their terms are two years, 2013-2014.
2. Susan Slinger introduced a proposed amendment to the *Bylaws* to temporarily add the two sectionals Chairs to the board during their sectional assignment. Wording of the amendment, which would add a new Section 7.3(c) was discussed and modified as follows:

Notwithstanding Section 7.3(b), the Board of Directors shall appoint, in a timely manner, Unit members to serve as Chairs of the Surf's Up and Rising Stars Sectional respectively. Each Chair shall also serve as a director with full rights and responsibilities from the date of the appointment to the date of the filing by the Chair of their sectional report.

The motion to add the amendment was passed unanimously. Ken Llacera will write up the amendment for signing by the Board at the January meeting.

3. The 2013 officers and Chairs for Advisory were nominated or self-selected. The names and contact information for each are listed on the *2013 Board Names and Addresses* dated December 14, 2012 and attached to these minutes. The members nominated or self-selected were approved by motion and unanimous vote.
4. There being no objection, the monthly meeting day and time was continued for the first Friday of the month following the Friday game, generally 2:30p.
5. The Board approved sending flowers to Nancy Wainer as recognition of her efforts as a Club Owner to attract and build up the well respected and enjoyable

Tuesday night game, including the newly introduced 99er Section. Ken Llacera was to write a letter to Nancy expressing the Board's gratitude.

The meeting was adjourned at 3:15p.m. The next meeting was scheduled for Friday, January 4, 2013.

Respectfully Submitted,

Ken Llacera
Acting Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 5, 2012 Minutes

Call to Order: President Ken Llacera called the Meeting to order at 3:45 PM at the Santa Cruz Bridge Center.

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

3. **Approval of Minutes:** The November 16, 2012 Special Meeting minutes were approved as revised.
4. **Treasurer's Report:** The treasurer's report was accepted by unanimous vote. It was reported that Ken Martin has a debit card for use in buying supplies. Bruce Dau said he will prepare the 2012 Year End Budget Report and the Budget for 2013. Bruce Dau also informed the Board that he has received correspondence from our insurance company making two changes that we requested and assuring our coverage has been continuous since the move from Capitola Avenue.

New (or continuing) Business:

1. President Ken Llacera reported on a fall that occurred on November 20th. A guest of one of our players fell on the stairs in the main entrance area as she was preparing to leave the building. She was hospitalized for several days and we understand she is now convalescing at home.
2. Holiday Party & STAC games. Ken Llacera announced that signups indicate there will be no wait list for the party. Everyone may play in both sessions. He also told us there were no sign-ups for our proposed '99er section.
3. Election Process. Susan Slinger announced that the process is in place and voting is occurring. Irma Andrews and Ken Martin have agreed to help count ballots after the game on December 7th.
4. Sectionals. Susan Slinger reported that she has not yet drafted a proposed bylaw amendment to provide that those who serve as chairs of the two sectionals will be ad hoc members of the Board during the period of their service. She will do so before the next board meeting.
5. Monday Night Game. Ken Llacera announced that the Monday night game at the Live Oak Senior Center will be closing. Many if not all of the players from there will come to Jane Jennings' Monday night game and pre-game lesson at the Santa Cruz Bridge Center. We have guaranteed that a director will be available for the Monday night game when Jane is gone. Ken Llacera plans to come on December 10th to welcome the new players to our club. Susan will be there to help if needed.

6. Unit Game Advisory Committee. The purpose of this committee is to encourage participation in Unit games and arrange partnerships where needed. Susan has agreed to chair this advisory committee. Ken Llacera will assist.
7. Clothes and Refrigerator Policies. Ken Llacera gave our proposal to the club owners for their comments. Ken has incorporated their suggestions and will prepare the policy, bringing it back to the Board for final approval.
8. Finance Committee Report. Bruce Dau had circulated a fixed asset policy to the Board via email. The purpose of the policy is to designate certain Board expenditures as fixed assets, thus allowing depreciation over a 10 year period to mirror our lease with West Marine vs. the 39 year straight line schedule allowed by tax law. This will provide the Board and membership with a more realistic appraisal of our finances. It was moved, seconded and passed to approve this Fixed Asset Policy.
9. Directory. There was a brief discussion of the new "hard copy" directory. One page has disappeared and some people were left out of the first draft for some unknown reason. Ken will post a new draft of the directory for members to review for accuracy.
10. As a final item, Phil Johnson brought up an email we all received from Karen Shamberg about the use of fragrances. We have a no fragrances policy, but somehow our signs have been misplaced. We agreed we will put up new ones.

The meeting was adjourned at 4:50 p.m. The next meeting will be on Friday, December 14th

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

November 16, 2012 Minutes

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

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

5. **Approval of Minutes:** The November 2, 2012 minutes were approved as revised.

New (or continuing) Business:

1. **Holiday Party.** The Holiday Party will be held on December 8. There will be both a morning and an afternoon session and we will follow the same rules as in previous years. The first game will begin at 9 a.m. We will attempt to have both an open section and a 99er section in each session, 14 tables in the open section and 6 in the 99er. However signups will indicate that adjustment may be required if not enough sign up for the 99er section. Ken Llacera will put up the signup sheets for both the bridge and the potluck. Bruce Dau will figure out what we may need to buy in terms of tables and chairs. Bruce will also shop for hooks for hanging decorations and buy an artificial tree. Mary Pulliam and Susan Slinger will examine the old decorations to see if any are re-useable. Mary will order prepared turkeys from Costco.
2. **Election Process.** Ken Martin and Irma Andrews agreed to help Susan count the ballots after the game on December 7. Susan will inform all the candidates of the results before the games on December 8.
3. **Sectionals.** Bruce Dau had submitted preliminary results from the Surf's Up Sectional. Although there were about the same number of tables as last year, there was approximately a \$1600 shortfall compared to last year: We netted roughly \$800 this year, compared to \$2400 last year. This can be attributed to the fact that there were no lunch profits, having only one sponsor and no memorials or donations. Jane Jennings has suggested we should have pre-made boards for our sectionals. Ken Llacera agreed to survey the Club Owners to see if we can use their boards for the sectional in order to have pre-made boards. on this. We agreed to post notice on the bulletin board and on the website about both corporate sponsorships (\$150) and memorial contributions (\$150). There was discussion about making section chairs ad hoc board members of the Board. Susan agreed to review the bylaws and recommend a bylaw amendment to accomplish this.
4. **Monday Night Game.** Ken Llacera reported that he has sent Betty Wilkinson an email in which he suggested that an ongoing Monday night game at the Live Oak Senior Center is not an effective use of resources. Ken noted in his email that Jane Jennings' Monday evening game at the SCBC would welcome new

players. There was also discussion about a possible conflict in use of the SCBC on Thursday nights. The Sublease Agreement (SLA) provides: "If Club Owner Game is initially assigned to the Main Room but does not require more tables than the Classroom provides and there is a Club Owner or Instructor who requires the larger space of the Main Room, Club Owner may be reassigned to the Classroom. Club Owner Game must have required more tables than the Classroom provides in at least two of the last ten sessions to maintain the Main Room assignment." Ken Llacera said the SLA will be posted to the Unit information section on the website.

5. Unit 550 Responsibilities Under Sublease Agreement. Ken Llacera presented a proposed policy on the clothes rack and upkeep of the refrigerator. There have been problems of "build up" in both so that others do not have room for their items. The proposal for the clothes rack is: There are three racks: (1) "Today's", which is the one in the main room on the immediate right as you walk in; (2) "Just in case I get cold" (Cold) which is one-half of the white hanger in the Classroom; and (3) "Unclaimed" which is the other half of the white hanger. On a regular basis, perhaps every Friday, all the clothes on Today's rack are moved to Unclaimed. At the conclusion of each month's board meeting, all the clothes on Unclaimed are moved to Lost and Found and given to a charity whenever someone can take them. Each item on the Cold rack must be identified by the owner with a tag on the hangar/clothes item. Clothes not identified are subject to the same rules as Unclaimed.

Regarding the refrigerator: All items must have an "Expiration By" tag on them. The Unit will provide small, stick-to-anything tags. No item may have an expiration date greater than 30 days, unless a specific exception is granted by the BOD. Any item past its expiration date, any item that smells, is rotting, or is without a tag on the Tuesday morning before the Board meeting on the following Friday would be thrown away.

It was moved, seconded and passed by unanimous vote to give provisional approval to this policy and provide it to the club owners, seeking their feedback. Once feedback is received, the policy will be voted on for final approval by the board.

Facilities Sub-committee. Wayne, Phil, Bruce and Susan will serve on the Facilities Sub-Committee. This committee will decide the best time for the cleaning people to come and other matters related to on-going maintenance. Regarding upkeep of our facility, Ken Llacera reminded the Sub-committee of club owner responsibilities under the sublease agreement. He recently sent club owners a similar reminder.

6. New location. Wayne reported on "punch list" items. The outside blinds will be installed by West Marine (WM). The window frames have been painted by WM. The Unit is responsible for any interior blinds. We are paying for those and they will be installed soon.

7. A few last minute items: Bruce commented that it's very important to have a beginner/intermediate class. Nancy Wainer plans to do this on Wednesday evenings. We will wait for the installation of a new BOD and we expect to plan for an education subcommittee. Ken Llacera announced that he will prepare a new

“hard” roster. Everyone said Huzzah! We agreed to take the old, large coffee pots to Grey Bears. Bruce passed out a copy of the Certificate of Liability for all BOD members to insert in their Board Binders so they are up to date. It was decided to have another Board Meeting on December 5, 2012 after the game in order to reach closure on some outstanding issues.

The meeting was adjourned at 4:10 p.m

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

November 2, 2012 Minutes

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

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

Absent: John Hadley, Irma Andrews

- 6. Approval of Minutes:** Secretary Susan Slinger advised the Board that she was late in preparing and circulating minutes for the August 27, 2012 meeting. The September 7th minutes reported the August 27th minutes had been approved. That was an error. Susan circulated draft minutes for the August 27th meeting to the BOD on October 30, 2012. Those minutes were revised to state that Ken Llacera will be in charge of scheduling at the new facility. Vice President Wayne Boss conducted the Board meeting that was held on October 19, 2012 and circulated draft minutes for that meeting to the BOD. The Board agreed to revise the October 19 draft minutes to indicate that the August 27, 2012 minutes were not approved at the September 7th meeting. It was moved, seconded and passed to approve both the August 27th, 2012 minutes as revised and the October 19th, 2012 minutes as revised.

Treasurer's Report: After discussion, it was moved, seconded and passed to accept the Treasurer's Report submitted by Bruce Dau.

New (or continuing) Business:

1. New location. Wayne Boss reported on the "punch list" of items still to be accomplished related to our new location. The windows in the classroom still have not been painted. It is not clear who is responsible for interior blinds. Wayne will talk with West Marine about these two items. The mailbox is done, except for arranging for the key with the post office. Several miscellaneous matters were discussed. Ken Llacera will reprogram the thermostat. Bruce Dau will remind the club owners not to prop open the door to the elevator. Wayne has a list of everyone who has keys. Spare keys will be kept in an envelope along with a sign-out sheet. Owners of night games must close the downstairs door when the game starts.
2. Sectional. Ken Llacera reported that we did not make as much from the Surf's Up Sectional as we expected. Ken also reported that there were some complaints from the I/N section about the directors. Ken said he will share Virginia Calhoun's report with the BOD. We do not yet have a chair for the Rising Stars Sectional scheduled to be held March 9 and 10, 2013 at Harbor High

School. Harbor High has been reserved, but further discussion was postponed until the next meeting of the BOD.

3. Monday Night Game. As discussed and approved on October 19, 2012 the BOD will guarantee Jane Jennings \$80 per game for three months' operation of a beginner game on Monday nights. We have also agreed to a \$20 allotment for food until the end of January. Mary Ann Van Gelder, who is temporarily directing the Monday evening game at the Live Oak Senior Center has suggested to the players there that they come to play at the Santa Cruz Bridge Center. Mary Ann also suggested that Jane Jennings come to introduce herself the next time Mary Ann directs. Ken Martin and Susan Slinger agreed to get Jane's Monday evening game at the SCBC started on November 12th, to allow Jane to visit the Live Oak game.

Ken Llacera noted that our Unit has just had the largest influx of new members ever. In light of the fact that Nancy's Bridge House (NBH) has closed and our awareness that NBH had a great deal to do with the Unit's increase in membership, Bruce Dau suggested that the BOD send a letter of appreciation to Nancy Driscoll and Mary Peterson. Bruce agreed to draft such a letter. The letter will be circulated by email to the entire Board. When approved, it will be signed by Ken Llacera, Board President.

A potential Thursday conflict has arisen between Nancy Wainer's lessons and Mark Hasey's game. Ken Llacera said he will check the rental agreement language regarding the use of the small room and the use of the larger room.

Regarding Tuesday night, the BOD agreed that there will be no additional game charge for Nancy Wainer's 49'er section.

4. Unit 550 Responsibilities Under Sublease Agreement. Most of this agenda item was skipped. There was a motion that was seconded and passed to get a Bank One debit card as soon as possible for use at COSTCO. Bruce agreed to talk to COSTCO about this. Also, once a month we need to clean out the refrigerator. People who leave items there should label them "keep until (date)." We will attempt to clean out on BOD meeting days.

Regarding the item ACBL Payments and Masterpoint Recording, Bruce Dau agreed to take on the task of paying the Unit's ACBL fees on the computer. Ken Llacera agreed to help Bruce.

5. NAOP Game qualifications. Ken Llacera informed the BOD that he has learned from the District that we must have a unit level qualifier for the NAOP. We will have a two session game on Saturday, November 10.

6. NABC Volunteer Day. Ken announced that our Unit needs to provide volunteers for the upcoming Nationals in San Francisco.

7. Mary Pulliam noted that we need to buy a new Christmas tree. We will have a BOD email discussion about this.

The BOD decided to have another meeting on November 16 in order to take care of matters that need to be dealt with.

The meeting was adjourned at 4:30 p.m. at which time the BOD went into Executive Session.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550

October 19, 2012 Minutes

Call to Order: Vice-President Wayne Boss called the meeting to order at 2:35 PM at the Santa Cruz Bridge Center.

Present: Wayne Boss, Bruce Dau, Phil Johnson, Irma Andrews, Ken Martin and Mary Pulliam

Absent: John Hadley, Susan Slinger and Ken Llacera

Others Present: Jane Jennings

Approval of Minutes: The Sept 7, 2012 minutes were approved except the portion indicating approval of the August 27, 2012 minutes.

Treasurer's Report: No report

Announcements: The preparations for SC Sectional were discussed. Virginia Calhoun and her team have done a great job, all appears to be ready.

New Game: The Board discussed and approved the establishment of a new weekly 99er game directed by Jane Jennings beginning Monday night, October 29, 2012. Jane will sign the sub lease agreement that all other directors have signed. By separate letter, Jane will be guaranteed compensation for a three month period as if the new game was a Unit game.

Costco Credit Card: The Board discussed creating a petty cash fund or applying for a Costco credit card to more effectively purchase the supplies needed for the Bridge Center. It was unanimously decided to get a credit card. Bruce Dau and Mary Pulliam will be responsible for getting the card.

Executive Session: The Board met in executive session to discuss a member complaint. A committee was appointed to investigate the complaint.

Next Meeting: November 2, 2012, was set as the next meeting.

The meeting was adjourned at 3:20 PM.

Respectfully Submitted,

Wayne Boss for Susan Slinger, Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

September 7th, 2012 Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:35 PM at the Santa Cruz Bridge Center now permanently ensconced at the West Marine location. Meeting was on an impromptu agenda to finish up unsecured matters at the August 27th meeting.

Present: Wayne Boss, Bruce Dau, Phil Johnson, Irma Andrews, (**can't remember**), Ken Llacera, Ken Martin, Mary Pulliam

Absent: John Hadley, Susan Slinger

Others Present: Bill McIntosh

Approval of Minutes: The August 7, 2012 minutes were approved as revised. The minutes of the August 27, 2012 meeting were also reviewed and approved.

Treasurer's Report: Bruce Dau had earlier promulgated a budget report for YTD through August, 2012. It appears that we will be \$1,632 over budget at present. This should be self-correcting as the budget report for August was also reviewed and \$1,000 was allocated for the Surf's Up meals, which would not be an income item this year. It was moved, seconded and passed unanimously to accept the Treasurer's Report. **NOTE:** (my notes are garbled here; \$2000 was suggested as an expenditure item but I do not have what happened).

Because an emergency required the purchase of more Bridgemates in August to accommodate the new location, it was moved, seconded and passed unanimously to authorize the funds to do this in the amount of \$1500. This would be added to the 2013 fiscal year budget

New (or continuing) Business:

- a. Bill McIntosh presented a request for advertising an Alaska bridge cruise on the Holland line for May, 2013. He wanted to have an information table at the Surf's Up sectional in October. After discussion and noting that time pressures requiring a sign-up and pre-payment to the cruise director would unduly interfere with policy about advertising, it was suggested that the fliers for the cruise be allowed only, not a sign-up option. Bill withdrew his request as he commented that this would not meet Holland's requirement for down payment on a cruise.
- b. Ken presented an impromptu agenda: NABC, game running scheduling

and D-21 meeting issues to be discussed. These were taken up later.

c. Wayne Boss reported that the new site inspection was done on August 15th. A “punch list” of items was presented, including that the next door vacant area would have to be cleaned out by 9/15. The electrician would finalize any electrical wiring issues, including a GFI plug, to comply with code. Blinds for the four windows (which need cleaning) would be installed, as well as a rail for the stairway. For the present, two sets of two keys are available; Ken and Wayne will each have a set.

d. Ken presented a task list discussion for priority items. This included replacing all 1 club and ‘pass’ bidding cards; Pam Benz had agreed to do this. Mary Pulliam requested input on microwave and shelving in the kitchen to accommodate meals for Sherry’s game. Board agreed to finalize this arrangement after a Friday lunch, since it was only being used once a week for meals. She mentioned that a garbage disposal was in storeroom, but someone noted that there was one installed already. Jack Simon had volunteered to do the necessary shelf and fixture woodworking in the kitchen. Nancy Wainer, Bruce and Ken agreed to put up the bulletin boards. The placement of the member plaques would be next. Dolores Abrams’ picture location discussed. Two clocks were to be used in the playing area for easy time viewing, instead of just one.

e. Gala opening was discussed as firm for 22nd of September, according to Rachel, who is conducting the logistics for it. Board confirmed that the two sessions for play would permit only one free session per player; the second one would cost the regular fee. We will need a list of supplies and a committee to accomplish this.

f. Ken raised the issue of running games at the new location under the auspices of “Santa Cruz Duplicate Bridge Club”. Bill McIntosh will still have the Saturday sanction for Unit games, will be reimbursed for his ACBL sanction fee when his permission is given to run them in his time slot. He also proposed that a “Charity Game” under Unit auspices be promulgated and advertised for early sign-up. He also brought up the D-21 goals for each unit. One of them is to recruit 10 new ACBL members per unit and to expand regional events by one per year.

g. Ken also raised the issue of D-21 voting by board members for the alternate representative for ACBL. The deadline was November 1st and BM could go online to vote for the two candidates.

h. Ken raised the Clambake (Monterey) regional in January issue. It would be at the Portola site this year. Parking would be less of an issue.

i. Ken also mentioned that a volunteer sign up sheet for the Unit’s date of 1 December for the NABC in San Francisco would be posted. Unit requirements were 14 hours volunteering at two desks that day (1 hour each

member), and carpooling was recommended as an option.

The meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

Phil Johnson
For Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 27, 2012 Minutes

Call to Order: President Ken Llacera called the meeting to order at 10 a.m. 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

Also Present: Nancy Wainer

Approval of Minutes: The August 3, 2012 Minutes were approved.

Treasurer's Report: Bruce Dau submitted in advance a revised budget that regrouped facility expenses to take into account the terms of the new agreement with the club owners and to provide for the move. Wayne Boss pointed out that costs connected to the West Marine facility should be depreciated. Bruce agreed. Discussion about expensing will continue next month. It was moved, seconded and passed to approve the revised 2012 budget.

New (or continuing) Business:

1. Surf's Up Sectional. Ken Llacera reviewed a report submitted by Sectional Chair, Virginia Rodriguez. There was discussion about elevating the assignment of Section Chair to a Board level position, but no final decision was made.
2. New Location.

Wayne Boss reported on the status of the West Marine facility. The contractor is working on a "punch list" of items yet to be addressed, e.g. a sign directing players to the elevator. The problem of odor from the carpet and air circulation was discussed. There was also discussion about dealing with stuff in the extra room because West Marine wants to rent that space.

A variety of small items must be purchased to operate the new facility. It was moved, seconded and passed unanimously to approve expenditure of up to \$2000 to buy items necessary to operate in the new facility.

There was discussion about Grand Opening Day. The Board agreed to hold the Grand Opening on September 22nd. There will be both a morning session and an afternoon session. Each session will have an open section and a non-life master section with separate sign-up lists. If sign-ups are not completely filled, players may play in both sessions, but only one game will be free. After discussion it was moved, seconded and passed to approve expenditure of up to \$400 for purchase of supplies and amenities for the Grand Opening. Because of an ACBL rule, it was decided that Bill McIntosh may not set up a table at the Grand Opening, but may leave flyers advertising his cruise.

c. Unit 550 Responsibilities Under Sublease Agreement. For the time being, we agreed that Mary Pulliam will take the lead of keeping track of supplies and note what we need to replenish. Bruce Dau, Ken Llacera and Susan Slinger will be on the list to purchase needed items. John Hadley will be in charge of facility management. Bruce mentioned the need for a billing system to keep track of expenses to facilitate billing the club owners and those who give lessons. He will set up unit and club owner in-boxes for the exchange of information. Ken Llacera is responsible for scheduling. Club owners should ask Phil Johnson, club owner liaison, if they have questions regarding systems.

d. Nominations Committee and Candidate's Day. We agreed that candidates for the 2013 Board of Directors may come to Unit games to introduce themselves and make a "pitch" to those in attendance.

Wayne noted, as an added item, that we are paying a severance of \$70 to the folks who cleaned the facility in Capitola. Ken Llacera told the Board that Saturday, December 1 is our assigned day to help at the Nationals in San Francisco.

There being no further business, the meeting was adjourned at approximately noon.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 3, 2012 Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:41 PM at the Santa Cruz Bridge Center in the temporary Research Park location.

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

Absent: John Hadley

Others Present: Rich Hill, Virginia Calhoun

Approval of Minutes: The July 6, 2012 minutes were approved as revised.

Treasurer's Report: Ken Llacera asked Bruce Dau about accounting for capital expenses in the Treasurer's report, as opposed to expensing everything on a cash basis. Bruce agreed that we need to depreciate certain items as on-going capital expenses to more accurately reflect the Unit's financial condition. Bruce said he will work with the Financial Committee to formulate a procedure to do this. Bruce recommended that once established, this should be in the Policy and Procedure. It was moved, seconded and passed unanimously to accept the Treasurer's Report.

New (or continuing) Business:

- a. Virginia Calhoun, chair of our Surf's Up Sectional, gave a report. Barbara Shepardson will not be doing hospitality this year. She has turned in her apron after years of dedicated service. Virginia is asking others to take over this job. The very heavy coffee pot has been a problem. Virginia recommended we use smaller pots. The Board agreed. Also she is still working on a lunch to be available during the Sunday Swiss. It's possible a school club may be interested. There are no corporate sponsors yet. Virginia also needs to get the flyers before the Santa Clara Regional. Directors will be Nancy Boyd and Marianne van Gelder. Lani Ray will do Partnerships.
- b. Wayne Boss reported that the inspection should be done by August 15th. The cabinets are ready. Wayne will discuss the need for a vent in the kitchen with the contractor. Wayne noted that the shelves in the coffee area will allow room for the microwave. There was a discussion about mail and informing certain entities of our new address.

- c. Rich Hill gave a report from the Move Committee. The current target date for the move to our new location on 17th Avenue is Friday, August 17th. Rich reported on several logistical issues. He asked for the help of a club owner to assist with where to put things. Nancy Wainer will do this. Sixteen tables will fit in the large area permanently and four or five more in the classroom. Phone installation is scheduled. We will have the same phone and DSL number. Wayne said everyone who needs access must have two keys -- one for the front door and one for the interior door leading to our space. Certain thank you notes need to be written. Ken Llacera agreed to give Susan Slinger a list so she can write the notes.
- d. Sublease Agreement. A new sublease agreement has been signed by all club owners. It is effective August 1, 2012. For the first year the Unit guaranteed the club owners will not have higher expenses than they had the previous year. The Unit is now buying supplies. We will need a list of supplies and a committee to accomplish this.
- e. Nomination Committee. Susan Slinger reported from the Nominations Committee. Current Board members Ken Llacera, Wayne Boss and Phil Johnson will run for reelection. Other candidates for the Board are John Benich, Marilyn Diola, Irene Hashfield, Wally Goldfrank and Jan Winham. Susan has prepared a FAQ sheet for candidates who will be new to the Board. It circulated to the Board by email and Susan will incorporate the changes. Susan also agreed to research the language of our current ballot form. We will also provide an opportunity for candidates to speak to the membership.
- f. Cleaning. There was a discussion about cleaning at the new facility. Wayne Boss agreed to get a couple of proposals of companies who provide cleaning services.

The meeting was adjourned at 4:28 p.m.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

July 6, 2012 Minutes

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

Present: Irma Andrews, Wayne Boss, Ken Llacera, Mary Pulliam, Susan Slinger, Phil Johnson

Also Present: Rachel Spencer

Absent: Bruce Dau, John Hadley, Ken Martin

Approval of Minutes: The June Minutes were approved as revised at the meeting by unanimous vote.

Treasurer's Report: Although Ken Martin was absent, he had submitted the June Financial Report by email. It reflected an increase in cash flow of \$1158 due to rummage sale proceeds of \$2064. As of June 30, 2012 our net worth is \$353,195. It was moved, seconded and passed to accept the June Financial Report.

New (or continuing) Business:

3. New Location. Wayne Boss reported on the status of our new location. The building permit has been approved and is ready for West Marine to pick up. The contractor is ready to schedule inspections as soon as the permit is issued. West Marine is working diligently to get us moved in by August 1st. We will get a regular sized dishwasher, rather than the short one discussed earlier. It was moved, seconded and passed to buy a banner identifying the Bridge Center. It will be put up above the awning to identify our exact location in the center. Rachel Spencer reported, on behalf of Rich Hill, on the Move Committee status. She also reported on plans for Grand Opening Day. Rachel said the move can happen quickly. Rich will meet with Wayne to finalize shelving decisions. The sense of the BOD is that we will figure out how to compensate any club owner whose game is cancelled because of the move. Phil Johnson will keep club owners informed about the specifics as we learn them. The plan for the Grand Opening is to have two games, free for members of Unit 550. There will be a potluck between the games.
4. Nomination Advisory Committee. Susan Slinger will solicit suggestions for non-life master candidates for the BOD from Nancy Wainer and from others. Phil Johnson and Ken Martin have agreed to assist. This committee will also reach out to other members to recruit candidates and will report back to the August Board meeting with a list of suggested nominees.

5. Sublease Agreement Report. Ken Llacera reported that he has verified ACBL policy that no person can receive a game sanction at the West Marine location without entering a sublease agreement with the American Contract Bridge League of Santa Cruz County, Unit 550
6. NABC Volunteer Day. Ken Llacera announced that December 1 is Unit 550's day to volunteer at the Nationals in San Francisco.
7. In his role as Webmaster, Ken Llacera reported he has solved problems with the website that will occur because of our move. Ken has also formatted the website so it can contain multiple games and classes at the same time.

Remaining agenda items were deferred to the next meeting. The date for the next meeting is August 3rd. The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

June 8, 2012 Minutes

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

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

Also Present: Nancy Wainer, Tad Sterling, Ginger Stone

Absent: Bruce Dau, Irma Andrews

Approval of Minutes: The May Minutes were approved.

Treasurer's Report: The Financial Report for May, 2012, prepared by Bruce Dau, was presented by Ken Martin. Ken noted that the deficit amount of \$1895 was over budget due to purchase of appliances for the new clubhouse. Ken Martin also said he had talked to our insurance agent. Our fee will be increased by \$30 per month to include uninsured auto coverage. The Financial Report was accepted by the Board.

New (or continuing) Business:

8. Wayne Boss reported on the status of our new location. We don't have a building permit yet due to issues beyond our control having to do with fire safety and the dropped ceiling. When the permit is issued we will have a move-in date -- roughly three weeks after permit issuance. Wayne also reported on signage at the new location. There is a monument sign on 17th Avenue listing all occupants of the shopping center. Wayne talked to Palo Alto Medical Foundation (PAMF), one of the occupants. They have agreed to allow the Bridge Center to be third on the list with PAMF moving lower down on the sign. The monument sign will say "Bridge Center" and have the ACBL logo. There will be three additional signs: one to the panel to the right of the front entrance and two upstairs. The cost for the signs is \$440.64. It was moved, seconded and passed unanimously to approve this expenditure. Wayne also informed the Board that the plan for dealing with the end of our lease on Capitola Avenue is to assume a pay-as-you-go approach +10%, sending a letter of explanation to our landlord. The Board also discussed the possibility of having a charity game in the future with PAMF as the designated charity. Although
9. Ginger Stone presented a Move Committee Report. There was discussion about hooks for jackets that was not resolved. Ginger recommended that we consider second hand shelving. Nancy Wainer agreed to check at Costco about the cost for one or two additional white boards. Ginger said after the

rummage sale the committee will ask for suggestions about the move celebration from the membership.

- b. Rummage Sale, June 23rd. Ginger Stone also gave an update report on the rummage sale. She recommended that we use some of the proceeds to purchase small tables to be placed next to card tables. Many other clubs have such tables. They are convenient and avoid some spills on the tables. It was moved, seconded and passed to approve the purchase of these tables.
- c. Fundraising Program. Tad Sterling presented a proposal offering donation opportunities to our membership to help enhance our new facility and bridge programs. The Board discussed Tad's proposal. The Board decided to rework the proposed flyer and then to post it on the website via email and to have hard copies available at the Bridge Center.
- d. Sublease Agreement Committee. Ken Llacera reported that the proposed expense sharing agreement has had legal review. The attorney noted that what we have called an expense sharing agreement is really a sublease agreement. The Board advisory committee working on this (Ken Llacera, Wayne Boss, Bruce Dau, and Susan Slinger), recommended accepting this change in name. The advisory committee has had two meetings with the club owners reviewing the agreement and hearing club owner concerns. Two changes have been made to the agreement since the last version was sent out to the Board: one related to equitable compensation and the other to terminology in Exhibit B. It was moved, seconded and passed to approve the revised sublease agreement, giving the advisory committee authority to negotiate the final agreement, provided that if there are any material changes, the committee will come back to the Board for approval.
- e. Committee Reclassification. Upon a closer look at the bylaws, the Board decided that a bylaw amendment is not necessary. Rather, Susan Slinger will revise relevant pages in the Board Binder to clarify that all committees described therein are in fact advisory committees and are not authorized to take action independent of the Board of Directors. Thus, advisory committees may include unit members as well as members of the Board of Directors.
- f. Mentor/Mentee Game Classification. Ken Llacera announced a point of clarification: Games which are advertised as "Mentor-Mentee" games must be run (entered into ACBL score) as "Invitational" games, which means that Strat A winners will only receive 80% of the masterpoint award of an open game. If Life Masters play together in an Invitational game, for example to fill out a table, they must be marked "Not Eligible" and will not receive masterpoints. Otherwise, games must be advertised as Open. Mentors and Mentees, of course, may play in any open game
- g. District 21 Report. Ken Llacera gave a report from District 21. He noted that the new President of District 21 welcomes articles for the Forum. Ken also reminded the Board that our Unit will be asked to volunteer during the San Francisco Nationals. Ken also announced changes in Sectional dates: Surf's Up will be October 20-21 and Rising Stars will be March 9-10. Further, the

Monterey Regional will not be at the Hyatt this year due to remodeling construction. Instead it will be held at the Portola Hotel on Cannery Row.

The remaining agenda items were deferred to a later meeting. The meeting was adjourned at approximately 4:30 p.m.

Respectfully Submitted,

Susan Slinger

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 4, 2012 Minutes

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

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

Also Present: Nancy Wainer, Rich Hill, Teri Handzel, Ginger Stone

Absent: John Hadley, Phil Johnson

Approval of Minutes: The April Minutes were approved.

Treasurer's Report: The Financial Report for April, 2012 submitted by Bruce Dau was accepted. Bruce informed the Board that he needs to rebalance the portfolio and withdraw some cash to pay upcoming bills. It was moved, seconded and passed unanimously to approve this, allowing a withdrawal of up to \$10,000 and rebalance of the remaining portfolio so 50% is in bonds.

New (or continuing) Business:

10. West Marine Lease Status. Wayne Boss reported on the current status. It is expected the move will occur around June 20th. Wayne reported that we will have a separate gas meter. A contractor will install our new appliances. We have the signed lease and the use permit. West Marine has filed for the building permit.
- h. Move Committee Report. Rich Hill had submitted specs to the Board on the various appliances via email. He reviewed those at the meeting. It was moved, seconded and passed to approve the committee's recommendation. The total cost should not exceed \$2500. The Board selected a color scheme from options provided by Jacci Sterling. Jacci will inform the contractor of the choices.
- i. Rummage Sale, Saturday, June 23rd. Teri Handzel reported on the upcoming rummage sale. Members are encouraged to donate good quality items and to volunteer. There is a list of desired items on the bulletin board, in addition to items that will not be accepted. Ginger Stone will be the volunteer coordinator and Teri will handle publicity. The committee is looking for volunteers to make signs and help put them up.
- j. Expense Sharing Agreement Advisory Committee Report. This committee is made up of Ken Llacera, Wayne Boss, Bruce Dau and Susan Slinger. Ken announced that the committee will have its first meeting with the club owners on May 7th after the game. The first meeting will be exploratory, sharing

questions and concerns. Ken asked the Board to give any questions or comments to the committee members. Wayne has spoken with Virginia Calhoun and her firm will review the draft agreement. They anticipate it will take about one hour's time.

- k. Nomination Committee. The Board discussed modifying the bylaws in the case of the Nominations Committee in order to increase participation on the committee. An amendment would make the Nominations Committee an advisory committee to the Board; it would consist of Board members, but may include non-Board members. This advisory committee would be relieved of doing the record-keeping and notices required of other Board committees. The Nominations Advisory Committee would submit a proposed slate of officers to the Board for approval. Susan Slinger agreed to draft proposed language for this bylaws amendment.

The remaining agenda items were deferred to a later meeting. The meeting was adjourned at 4:08 p.m.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

April 13, 2012 Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:36 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.

Others Present: Ken introduced Tad Sterling, a Unit member who has agreed to help us achieve non-profit status and with fund-raising.

Approval of Minutes: The March 2, 2012 minutes were approved as revised.

Treasurer's Report: The Treasurer's Report and the Annual Report submitted by Bruce Dau were approved unanimously. Ken Llacera will post these at the Bridge Center and on the Unit Website.

Rising Stars Sectional Recap: Attendance was down from last year's Sectional; however there was still a \$1160 profit. It was acknowledged that Nancy Wainer made up for a mysterious \$40 shortfall from one of the sessions. Appreciation to Nancy was expressed by the Board. Possible improvements for next year: make use of a mass email to advertise the event that is available from the ACBL; consider expanding the sectional from a limit of 299 masterpoints up to a limit of 500 masterpoints. These changes may improve attendance.

New (or continuing) Business:

- a. West Marine Status. Wayne Boss reported on the current status. Wayne was able to get West Marine to agree to a provision allowing us to "buy out" of the lease after five years with one year's notice. In that event, the lease will provide that the Unit will pay for the unamortized amount spent by West Marine to accommodate our use of the facility. Wayne expects a signed copy of the lease soon.
 1. Copies of the floor plan were passed out. It was noted that each restroom will have 3 toilets, rather than 2 as originally planned. Ken will post the floor plan to the Website.
 2. We have received a use permit from the county. Although West Marine has not received a building permit yet, work on that is ongoing. Wayne informed the Board that construction work can proceed in advance of

receipt of the building permit.

3. The amount of kitchen cabinet space will be roughly the same as we currently have. Storage space will be as big or bigger than we have now.
- b. Rachel Spencer and Rich Hill have volunteered to chair the moving committee. They have recommended replacing the kitchen appliances. Ken Llacera has donated a new microwave. Rachel and Rich are targeting June 23 as moving day. An opening party is being planned, and we will invite the managers of Staples and West Marine as well as other neighbors in the building.
- c. Terry Handzel has agreed to chair another rummage sale fund raiser. Ken Llacera will speak to her about setting a date.
- d. Policy and Procedure Concerning Player Contact information. There has been ongoing discussion of this proposed policy and attempts to have dialogue with Nancy's Bridge House (NBH) about the policy. Irma Andrews went to NBH on March 15 to discuss the policy with Nancy Driscoll. Nancy did not want to talk about it. Phil Johnson also made two attempts to discuss the policy with NBH. Bruce Dau met with Mary Peterson to discuss the issues. Mary noted that she had not been sent a copy of the draft policy--that it had been sent to Nancy's Bridge House. The board agreed to contact Mary Peterson directly in the future on matters related to classes and games. Mary informed Bruce that she considers the names and addresses of her students to be proprietary information.

There was a motion and second to approve and procedure as drafted. After extensive discussion, the motion was passed by an 8-1 vote. The Board agreed to implement the new policy in a phased fashion. If an instructor or club owner refuses to provide the specified contact information, mass mailings will cease immediately. If the information is not provided by August 1, 2012, the remaining benefits specified in the Policy and Procedure item 4, subsections ii through vii will be withheld.

- e. Expense Sharing Agreement (ESA) Negotiating Committee Report. Ken Llacera reported to the Board on the work of the Negotiating Committee. (That committee consists of Wayne Boss, Bruce Dau, Ken Llacera and Susan Slinger.) The Unit will be seeking 50% of all table fee increases. The committee recommends retaining the current formula for determining how much club owners pay for expenses. The club owners will not pay more under the new ESA than they would under the old, assuming the same number of tables and games and adjusting for inflation. Club Owners will agree to run their games in accordance with guidelines established in the Unit Policies and Procedures.

The remaining agenda items were deferred to a later meeting. The meeting was adjourned at 4:29 p.m.

Respectfully Submitted,

Susan Slinger
Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

March 2, 2012
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:33 PM at the Santa Cruz Bridge Center.

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

Also Present: Nancy Wainer, Lani Ray

Absent: John Hadley

Approval of Minutes: The February Minutes were approved as revised. It was agreed that the sentence under ESA Negotiating Committee stating "Ken noted that the club owners' proportion of variable and fixed expenses will not change" was not approved. New language will be developed at the April Board Meeting.

The December 30, 2011 Special Meeting Minutes were approved as amended.

Treasurer's Report: The Treasurer's Report for February 2012 was approved by unanimous vote. The Unit's net worth as of February 29, 2012 was \$366,550. Bruce Dau also presented a proposed annual financial report. There is additional information Ken Llacera would like to see in the report. He and Bruce will work further on this. The Board postponed approval of the report.

Rising Stars Sectional Update: Lani Ray reported on the upcoming 299er Sectional. The biggest outstanding concern is food donations and serving, but numerous volunteers have stepped forward. Nancy Driscoll has asked to leave flyers for her classes at the sectional. The Board agreed that any bridge instructor may leave flyers. Debbie Rosenberg's classes will also be promoted. Shirley Llacera has picked up the trophies. Sponsors once again are JC Heating, Phil Johnson and Pasatiempo Golf Club. Honoraria will be gratefully accepted in memory of Mary Simoni and Doug Dilfer. Ken Llacera will send an email to the membership about this.

New (or continuing) Business:

11. West Marine Lease Approval. Wayne Boss reported on the on-going negotiations for a 10-year lease for space at West Marine. Wayne had e-mailed a copy of the proposed lease to Board members prior to the meeting. Attorney Edward Newman has reviewed the proposed lease on the Unit's behalf. A copy of his comments is attached to these minutes. Wayne made note of several items as he walked the Board through the proposal:

- 1) PacCom Management Services is who we deal with regarding the lease.
- 2) The Board must notify the Landlord 180 days prior to the end of the lease period of our intent to stay or leave.
- 3) The Unit has added a provision for a reconditioning allowance. After each 5 year anniversary of the lease, the Unit may deduct up to \$3000 from the rent for expenses to re-carpet, replace vinyl flooring and/or repaint the premises. This allowance must be used within three months of the five year anniversary date.
- 4) The main expense for the Unit will be installation of extra cabinets in the kitchen.
- 5) A buzzer system will be installed so members and expected guests can get into our premises after the downstairs is locked.

After discussion and questions it was moved, seconded and passed by unanimous vote to authorize: (i) Ken Llacera to sign a 10-year lease, recognizing that a cleaner version is being prepared, (ii) A check for the \$3400 security deposit, (iii) Payment of \$400 for a county use permit, (iv) Wayne Boss to negotiate, if possible, a 5-year escape clause as discussed in the meeting. That is, if we leave early, the Unit would have to pay the unamortized portion of Landlord improvements made for this lease.

12. Policy and Procedures regarding Providing Player Contact Information. Nancy Wainer expressed concern about the fact that SCBA club owners have willingly provided information about students and newer players to the Unit's data base. However, she noted Nancy's Bridge House has not responded in a similar way. Ken Llacera provided some background on this issue. He noted that the Unit must have a player data base as complete as possible to accomplish its mission. As Webmaster, Ken maintains a database of people playing duplicate bridge within Unit 550. They may or may not be ACBL members. Players may opt out of having their information displayed online or opt out of receiving email blasts. Any director or instructor in the Unit may request the Webmaster to disseminate mass emails regarding information about classes, lessons or other bridge related activities. An optional email charge may be assessed by the Board for multiple requests. To date, the Unit has complied with every request it has received to send out information related to bridge activities without charge. The Unit has asked for player contact information from Nancy's Bridge House (NBH) and none has been provided. The Unit has sent several emails to NBH with a draft of the revised policy and procedure related to provision of player information, requesting comments and questions. We have received no response. There was a motion by Phil Johnson, seconded by Wayne Boss, to send no further mass emails requested by club owners or instructors until the proposed policy on provision of player information is resolved. The motion passed by a 7-1 vote. Phil Johnson and

Irma Andrews volunteered to attempt further contact with NBH in order to request feedback on the proposed policy and answer any questions asked.

The remaining agenda items were deferred to a later meeting. The meeting was adjourned at 4:28 p.m.

Respectfully Submitted,

Susan Slinger

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550

February 3rd, 2012
Minutes

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

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

Absent: Irma Andrews, John Hadley

Also Present : Nancy Wainer

- 7. Approval of Minutes:** The minutes of the January 13, 2012 meeting were approved as amended by unanimous vote.

Treasurer's Report: Ken Llacera asked Bruce if he could provide an analysis by profit center (drinks, sectionals, unit games, etc.). Bruce said he could do this on a quarterly basis. Bruce Dau presented the *Treasurer's Report* for January, 2012. It was moved, seconded and passed to approve this report. Bruce also presented the Unit's 2012 Budget. It was moved, seconded and passed unanimously to approve this budget.

Rising Stars 299er Sectional Update: Because Lani Ray was not present, Ken provided a brief report. Lani and Shirley Llacera met on February 1, 2012 to discuss outstanding issues. Things are going well. Debbie Rosenberg has agreed to give a lesson at the sectional. Also, they need to find someone willing to help with hospitality as Barbara Shepardson as resigned from this job after many years of dedicated service.

New (or continuing) Business:

- 13. New Location Status:** Wayne Boss reported on negotiations with West Marine. He and Ken Martin met with the lease people. The first draft of a lease proposal was poor. However, Wayne reported they are very cooperative. They are willing to follow the lease of another tenant, which is more of a "lessee's lease." West Marine will combine changes we want with changes West Marine wants, so work can be accomplished with one work order. The electrical panel will be changed so the Bridge Center will have its own panel. Several issues need to be decided: counter and cabinet space, a water source for coffee, placement of the Directors' desk, changing lighting to save electricity, paint, type of carpeting. Nancy Wainer provided input from the club owners. Wayne will meet with the landlord's representative and an architect to discuss these matters. Wayne will email a draft of the lease to Board members and to Ed Newman, the Board's real estate attorney.

14. **ESA Negotiating Committee Report:** Ken Llacera lead a discussion of the Expense Sharing Committee Report. Ken said the Unit wants flexible access to use of space in the new facility during times which do not currently have a regularly scheduled game. To this end, the Unit wants to enter individual, but identical, expense sharing agreements with each club owner. The Unit would also like the flexibility to assist a club owner for a limited period of time to get the owner's game up and going. Because we will have extra space, we could also run a class at the same time a regularly scheduled game is going on. Pam Benz will be invited to a planned meeting between club owners and Board representatives. Ken noted that the club owners' proportion of variable and fixed expenses will not change. Nancy Wainer said she will take these concepts to the club owners and report back to the Board. The ESA negotiating committee will report back to the full Board in April.
15. **Ad-hoc Development Committee:** Ken Llacera reported that he has talked with Tad Sterling who has played at the Bridge Center. He is also experienced in non-profit development. Tad has indicated a willingness to assist us in development and pursuing 501(c)(3) status so that donations to the Unit are tax deductible. He will come to our next Board meeting to lay out what he would expect from us.
16. **Election & Nomination Process:** There was a brief discussion of the nomination process for members to gain Board positions. There was a suggestion to have non-board members serve on the Nominations Committee to assure an infusion of new board members. Phil Johnson pointed out that our by-laws do not appear to allow this. We agreed to review the by-laws to learn what they provide regarding this issue, as well as term limits of Board members and membership on ad-hoc committees.

The meeting was adjourned at 4:30. The next meeting is scheduled for Friday, March 2nd.

Respectfully submitted,

Susan Slinger

Secretary

Board of Directors Meeting

American Contract Bridge League of Santa Cruz, Unit 550

January 13, 2012
Minutes

Call to Order: President Ken Llacera called the meeting to order at 2:32 PM at the Santa Cruz Bridge Center.

Present: Irma Andrews, Bruce Dau, Phil Johnson, Ken Llacera, Ken Martin, Mary Pulliam

Absent: Wayne Boss, John Hadley, Susan Slinger

Also Present : Nancy Wainer, Dick Wasserstrom

8. **Approval of Minutes:** The minutes of the December 9, 2011 and December 21, 2011 meetings were approved by unanimous vote.

Treasurer's Report: Bruce Dau presented the treasurer's report, showing a deficit for December, 2011 of \$1634, which was \$246 better than projected. At year end there was a budget deficit of \$47. As of December 31st, the unit's net worth was \$346,619, compared to \$361,280 on January 1st, 2011. The treasurer's report was moved, seconded and passed. There was some discussion on the 2012 budget as presented but it will be dealt with at the next meeting.

New (or continuing) Business:

1. **Mentor Program:** Dick Wasserstrom presented the 2012 Mentor program which he has agreed to organize. It is essentially the same as the 2011 program. The mentors will be Life Masters with a few non-Life Masters, at Dick's discretion. Nancy Wainer requested that those potential mentees who did not get matched with a mentor last year be given priority this year. Nancy's Bridge House has been given information about the program. It was moved and seconded, and passed by unanimous vote that the Mentor program, as presented by Dick Wasserstrom be adopted and begin no later than March 1, 2012.
2. **Rising Stars 299er Sectional:** Ken Llacera reported that Nancy Wainer will direct the tournament and she will be assisted by Jane Jennings. Arrangements will be made to use the unit Bridgemates and to borrow more to be used at tournament games, with the possible exception of novice games. Sponsors pay \$150 to be recognized at the tournament and in flyers prior to the tournament. Memorials are purchased for \$100.

Nancy Wainer suggested that games should also be named in honor of living persons. New flyers will be distributed at the Santa Clara tournament. Ken Llacera will look into the cost of business cards for the unit.

3. **New Location Status:** Ken Martin and Wayne Boss are reviewing the lease as proposed by the landlord. An attorney will check the leasing agreement. Security, as well as location of the water line and other utilities was discussed. It was agreed that input on these items is needed from club owners. Rachel Spencer has agreed to chair the opening event of the new facility.
4. **Disruptive Behavior:** There has been a recent case where a member became seriously upset and issued threats that frightened other players. It was agreed that this player should be banned from using the SCBC facility. Re-entry could be considered if the member petitions the board. This is in keeping with the ACBL zero tolerance policy. Phil Johnson will write a letter to the member, and will prepare an email to be sent to unit members. It was agreed that members be reminded that a goal of the game is to have a friendly atmosphere. It was agreed as well that there should be a policy in place for dealing with disruptive behavior.

The meeting was adjourned at 4:05. The next meeting is scheduled for Friday, February 3rd.

Respectfully submitted,

Irma Andrews
Secretary Pro Tem