

Board of Directors Meeting Minutes

American Contract Bridge League of Santa Cruz, Unit 550

2022

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 13, 2022 (Zoom)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:50 pm.

Present: Carol Avenmarg, Leslie Davidson, Ken Gamble, David Harken, Josh Karter, Ken Llacera, Lester Loops, Robert Johnson, John Wesolowski

Absent: Ken Martin

2. Approval of Minutes: The November minutes were approved.

3. Treasurer's Report – David Harken

- Monthly and YTD reports continue to show losses.
- Another \$2700 was transferred from Vanguard to our checking account in early December.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

- a. Play Nice Reporting:** A player at the pro-am game was rude and was reprimanded. Play at the next game was much improved.
- b. Covid-19:** There was an exposure to Covid-19 at the game on December 8th. A player at that game tested positive for Covid-19 after the game. According to policy, the participants in that game were notified of the exposure, but the notification occurred after the next F2F game. An announcement was made at the December 9th game regarding the exposure the previous day.
- c. Vaccination Requirement:** Jan Winham in an email requested that the board rescind the vaccination requirement for access to the facility. The board discussed the suggestion and unanimously decided to keep the requirement for now.
- d. Distribution of Responsibilities**
 - David Harken led a discussion of the long-established goal of procuring a backup solution to many roles that Ken Llacera fills, emphasizing the webmaster role. He noted that the previous plan for Robert Johnson to learn the intricacies of the website and become the backup for Ken in this regard has not worked out.
 - Ken investigated a direct conversion to WordPress and built a small prototype. That 2+week effort convinced Ken that a direct approach had a non-trivial chance of a year+ effort without a successor replacement system on WordPress. After that assessment, David and Ken proposed a two-step migration: Ken would first add capabilities to the existing website to allow:
 - selected individuals (President and possibly others) to send emails to a filtered subset of the membership
 - the Secretary to post minutes on the website

- the Treasurer to post financial reports on the website

The second step would take these interfaces and the current user interfaces and migrate them to a WordPress based system. These current user interfaces include:

- Directors posting game results
 - Directors updating the calendar to add or cancel games
 - Instructors updating the calendar to add or remove classes
- David requested a cost estimate for the suggested enhancements. Ken estimated that the email enhancement could be completed by the end of March, 2023 (approximately 15 weeks) and that he estimates about 20 hours working on the project for \$200 per week. This sum would be in addition the \$80 per month that the Unit pays to Ken as webmaster to pay for the hosting of the website, regular maintenance, updating the news section, sending emails, updating the accolades section, etc.
 - David also requested that Ken continue investigating the transition of the website into a more universally known platform like WordPress. This has the advantage that outside consultants would be readily available to work on the website. Palo Alto unit and D21 have converted their website to WordPress. This transition took about a year and cost about \$8,000 to \$12,000. The Palo Alto transition did not include email. Robert pointed out this involves double counting Ken's time, as he can't do Step 1 (as outlined above) and do a detailed migration to WordPress estimate. That will come after the email interface at a minimum.

An outside consultant with expertise in WordPress would be required to help with Step 2, the migration of our website. Once the website was converted to WordPress, ongoing maintenance would require an administrator with WordPress expertise and someone to fulfill the server administrator role Ken plays today, which could be hired on an as-needed basis.

- The board approved a motion for the unit to fund the development of the email enhancement as Ken has outlined. Consideration of other enhancements, such as posting of information by the secretary and treasurer and the transition to WordPress will be deferred for now.

e. Game Update

- Some players at the Pro-Am complained that there were partnerships comprised of two "pros", defeating the purpose of the pro-am game. It was noted that this was a game during "Royal STaC" week and therefore had higher stratifications. All pairs met the stratification requirements.
- With Kris Smith no longer running the Mentor-Mentee partnership desk, Leslie Davidson agreed to take on this role.
- A weekend game has been requested by members still working. The unit will host a Sunday game on January 22, 2023 at 1:00pm as a trial game to see if this is a program we would like to continue.

f. Election of Officers and committee chairs

- After discussion it was decided to maintain the current leadership and committee chairs:
 - President – Carol Avenmarg
 - Vice President – Ken Llacera
 - Treasurer – David Harken
 - Secretary – Robert Johnson
- To replace Michael Burk as Facility Maintenance chair, John Wesolowski will identify a candidate

g. Policies & Procedures: Robert is updating the Policies and Procedures document and will present the revision to the board for discussion next year.

h. Education Update

- Total teaching hours will be reported next month. John reported that Nancy held 4 lessons in November and that Sydney has 1 -2 tables weekly.

Next board meeting: Tuesday, January 10, 2023, at 2:20 pm (SCBC)

Meeting adjourned at 4:00 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Annual Meeting

American Contract Bridge League of Santa Cruz Unit 550

December 3, 2022

2023 Board of Directors:

- President – Carol Avenmarg (2023-24)
- Vice President – Ken Llacera (2023-24)
- Treasurer – David Harken (2022-23)
- Secretary – Robert Johnson (2022-2023)
- Member – Leslie Davidson (2023-24)
- Member – Ken Gamble (2023-24)
- Member – Josh Karter (2023-24)
- Member – Lester Loops (2022-23)
- Member – Ken Martin (2023-24)
- Member – Steve Smith (2023-24)
- Member – John Wesolowski (2023-24)

Financial Report

- The pandemic had some major negative impacts on our play and financials
- Our landlord gave us free and reduced rent.
- Our Vanguard funds held up well.
- While we needed to withdraw from Vanguards repeatedly to fund our cash flow, our current Vanguard fund balance was very close to where it was 3 years ago.
- Our 2022 table count continues to grow though we expect a \$50,000 loss for 2022.
- We have a new short-term lease through August of 2024 with a 3% CPI cap which is a positive based on recent inflation numbers.
- The board is discussing raising table fees in the new year.

Memoriam

- Irma Andrews
- Dick Arthur
- Jeff Belden
- Ane Gade
- Mark Hasey
- Jack Simon

Achievements

- | | | |
|---------------------|---------------|-------------|
| • Jim Miller | Junior Master | Club Master |
| • Jeanne Jorgensen | Junior Master | |
| • Barbara Rodrigues | Junior Master | |
| • Katherine Stone | Junior Master | |
| • Amos Hahn | Club Master | |

- Albert Low Section Master
- Jared Boggs Section Master
- Marilyn Calciano Section Master
- Gina Brown NABC Master
- John Wesolowski Advanced NABC Master
- John Walker Life Master
- Howard Feldstein Life Master
- Bette Harkin Bronze Life Master
- Rick Zinman Silver Life Master
- Janet Tainty Ruby Life Master
- Claire Swetland Ruby Life Master
- Diana Schilling Ruby Life Master

Respectfully submitted, **Robert Johnson, Secretary**

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

November 8, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:50 pm.

Present: Carol Avenmarg, Ken Gamble, Ken Llacera, Kris Smith, Steve Smith, Robert Johnson, John Wesolowski, Rich Hill (President of the Unit 550 Santa Cruz Bridge Education Foundation (SCBEF))

Absent: David Harken, Lester Loops, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The October minutes were approved.

3. Treasurer's Report – David Harken

- Monthly and YTD reports show losses but better than budget based on Surf's Up contribution.
- Online Table Fees continue to decrease as the F2F Table Fees increase.
- \$53,000 has been transferred year-to-date out of Vanguard to fund our cash needs. I would expect another \$8-10,000 of cash transferred to operations by December 31.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

i. Education Foundation: Rich Hill

- The Santa Cruz Bridge Education Foundation (SCBEF) of Unit 550 is a non-profit with 501.c.3 certification benefiting bridge education in high schools, colleges and independent classes.
- The SCBEF board members are Rich Hill, Susan Slinger, David Harken, Ken Llacera, Dick Wasserstrom and Josh Karter. The board holds annual meetings, accepts donations, files annual 990 tax forms, and files required paperwork for the transition of members.
- The SCBEF treasury has about \$6,000 in liquid assets.
- SCBEF recently approved the transfer of its board responsibilities to the ACBL Unit 550, subject to the approval of the Unit Board.
- A motion was made to:
 - Approve that the Unit 550 Board assume the Board responsibilities of the Santa Cruz Bridge Education Foundation;
 - Direct the Unit Board Treasurer to prepare and file all appropriate paperwork with the appropriate administrative agencies.
- The Unit 550 board unanimously approved this proposal.

j. Play Nice Reporting: none reported

k. Mentoring Report

- Ken Llacera is mentoring Kathy Stone and John Walker

I. Game Update

- The fall sectional was successful, with a total of 62.5 tables (counting 2 sessions each on Saturday and Sunday) and netting a profit of \$767.
- The annual Dolores Abrams game and holiday party will be held on December 3rd. Lunch will be provided, including Lox, Bagels and salad.
- The board discussed a memorial game for Jeff Belden, recognizing his contribution to the Año Nuevo docent program. Carol will check with Jeff's daughter. Ken L. will contact Año Nuevo.

m. Board Election

- Unit 550 Board of Directors election is approaching. The board recognizes three candidates for open seats: Leslie Davidson, Ken Martin and Josh Karter.

n. Distribution of Responsibilities

- Carol read an email from David, who was not present at the meeting. The topic was the variety of roles that Ken Llacera plays and the degree to which the unit is dependent on his services. David would like to distribute these responsibilities so that we have appropriate backups for Ken's many roles.

o. Website Maintenance Priorities

- Ken Llacera offered a choice of projects that he could undertake to improve our website and distribute control over certain aspects of website information. To wit:
 - Transition the website to WordPress to allow separate roles (such as President, Secretary and Treasurer) to have the ability to maintain those separate areas of the website.
 - Develop, in the context of the current website programming, a texting capability so that members can communicate relevant information such as their availability to partner in a game.
- The board moved and voted in favor of putting resources into the WordPress transition.

p. Education Update

- 170 teaching hours were added in October bringing the total to 1700.

Next board meeting: Tuesday, December 13, 2022, at 2:20 pm (SCBC)

Meeting adjourned at 4:00 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

October 11, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:25 pm.

Present: Carol Avenmarg, David Harken, Ken Gamble, Ken Llacera, Kris Smith, Robert Johnson, Lester Loops, John Wesolowski

Absent: Steve Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The September minutes were approved.

3. Treasurer's Report – David Harken

- Monthly and YTD reports show losses with online and F2F table fees lower.
- Other Assets:
 - The AED, Dishwasher, and Facility Improvements have been written off in total.
 - Pre-paid Tournament Expense has increased as the \$1450 deposit for the Surf's Up at the Mid County Senior Center with a possible refund of \$1000.
- Just a reminder our present lease will expire in 22 months, or August 31, 2024, with no extensions.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported (a chair-throwing accusation was not at our center!)

b. Mentoring Report – Kris –pro-am game draws 3 to 5 tables.

c. Game Update

- Focus was on the sectional.
- A proposal was made to move the pro-am game from Thursday to Wednesday. An informal poll will be taken to see if this is advisable.

d. Surf's Up Tournament

- Josh Karter provided the caddie for Sunday Swiss.
- Arrangements for ample bidding boxes and Bridgemates were made.
- Robert will get the hand records printed.
- Assignments were made to get all the equipment (tables, bidding boxes, Bridgemates, server, boards, signage, coffee, etc.) made-up, packed and delivered.

e. 2022 Goals Update – John No update

f. Education Update

- 1456 teaching hours YTD (not including an update from Nancy)

g. Board of Directors Election

- Continuing members: David Harken, Kris Smith, Robert Johnson, Lester Loops

- Term completed but staying on the board: Carol Avenmarg (but not as president), Ken Gamble, John Wesolowski and Ken Llacera
- The board will try to fill two board member positions to bring the board up to 10 members. (After the board meeting the board has identified two potential board members.)

h. Site Maintenance

- The raised linoleum in the kitchen needs repair. David has researched a solution that we could employ. Kris will contact a flooring person she knows.

Next board meeting: Tuesday, November 8, 2022, at 2:20 pm (SCBC)

Meeting adjourned at 3:40 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

September 13, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:30 pm.

Present: Carol Avenmarg, David Harken, Ken Gamble, Ken Llacera, Robert Johnson, Lester Loops, John Wesolowski

Absent: Kris Smith, Steve Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The August minutes were approved.

3. Treasurer's Report – David Harken

- August and YTD continue as losses. F2F revenue is improving.
- I will be making a rental deposit with Mid County Senior Center this week for our Surfs Up tournament on 10/22-23.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris – no report

c. Game Update

- No significant changes to BBO or F2F games.
- Heather MacGregor sent an email to the board with suggestions to increase our attendance. A committee will be formed to investigate these suggestions. **Action Item:** Carol to reply to Heather.

d. Surf's Up Tournament

- Flyers for the tournament have been printed and distributed to Palo Alto, Monterey and the Santa Clara regional.
- **Action Item:** Carol will arrange for caddies on Sunday.
- **Action Item:** Lester will arrange for transportation of the tables.
- Table count is estimated to be 24 for the morning session (16 open and 8 in the limited section).
- **Action Item:** Robert will inquire if Monterey can provide Bridgemates. John Wesolowski contacted Monterey and has a plan for delivery.
- **Action Item:** Ken Llacera will purchase new cards and get a crew to replace the cards and deal the hands for the tournament.
- Ken L confirmed that our insurance is covered.
- Lunch for both Saturday and Sunday will consist of a sandwich, chips, a cookie and a drink. We will charge \$10.
- **Action Item:** a crew will fold 15 tables and 120 bidding boxes and load them into the van on Friday afternoon after the game. We will also load 4 trash cans, Bridgemates, the Bridgemates server, boards, bidding boxes into the van.
- Saturday setup begins at 7:00am.
- John Wesolowski is in charge of hospitality.

e. 2022 Goals Update – John

- No update

f. Book signing party

- October 14 will be a book signing for Liesel Sabloff's book.

g. Education Update

- No update

Next board meeting: Tuesday, October 11, 2022, at 2:15 pm (SCBC)

Meeting adjourned at 3:00 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

August 9, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:00 pm.

Present: Carol Avenmarg, David Harken, Robert Johnson, Lester Loops, John Wesolowski, Heather MacGregor (guest), Lani Ray (guest)

Absent: Ken Gamble, Ken Llacera, Kris Smith, Steve Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The July minutes were approved.

3. Treasurer's Report – David Harken

- July and YTD continue as losses. BBO revenue continues to decline while F2F is starting to shows some gains.
- Recent Unit Owned F2F game growth is helped my providing lunch. Charges for lunches are netted against the lunch costs.
- Vanguard showed gains by overall market uptick.
- Purchases of 2 Club Owner sanctions (of 3) were completed
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris – recruitment for 8/11 pro-am game in progress

c. Club Owner Sanction Negotiations (now complete)

- Jonni Faircrest declined to accept the unit's offer for his sanctions.
- Mary Pulliam accepted \$2310 for her two sanctions.
- Robin Evenden accepted \$750 for her sanction.

d. Game Update

- Monday and Wednesday day games are discontinued for now. Wednesday evening game continues with modest table count.
- Heather MacGregor and Lani Ray continued to push for actions to increase attendance:
 - a. They would like access to the email to mail out information
 - b. Heather suggested that we do need to charge more money for the food. Others felt that right now we just need to encourage everyone to come back to F2F and charging more is inconsistent with that goal.
 - c. Heather is giving gluten free and vegetarian options which makes it easy for everyone to eat something except for those on KETO diets. This of course is more time consuming for her and costs more for the ingredients. She is out of town now until September. She will come again on September 9th which is the second Friday of the month. She would like us to run a game on Wednesdays as that is her day off so it is easier for her.

d. Bette Harken and Carol have discussed having a 49-er game Wednesday AM.

e. Surf's Up Tournament

- Flyers for the tournament will be printed asap for distribution at the Santa Clara Regional and at neighboring bridge centers. Robert will inquire with Ken Llacera about updating old flyers. (Subsequently received)
- We should have a class/lecture during the lunch break on Saturday
- John Wesolowski has agreed to be the hospitality chair. This will involve:
 - Contacting Nob Hill ahead of time
 - Collecting lunch orders (David volunteered Bette for manning the desk) and informing Nob Hill of exact numbers
 - Creating a sign-up for various tasks like set-up, clean-up, snacks
 - Arrange for cookies, chips, drinks to go with lunch
 - Arrange for coffee
- Lester and Robert to meet with Mid-County Senior Center to see the layout and table & chair availability.
- Tom Burke has been asked to provide a poster but not to start yet.

f. 2022 Goals Update – John

- No update

g. Education Update

- No update

Next board meeting: Tuesday, September 13, 2022, at 2:15 pm (SCBC)

Meeting adjourned at 3:00 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

July 12, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:25 pm.

Present: Carol Avenmarg, Robert Johnson, Ken Gamble, Ken Llacera, Lester Loops, John Wesolowski, Kris Smith, Lani Ray (guest, representing Heather MacGregor)

Absent: David Harken, Steve Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The June minutes were approved.

3. Treasurer's Report – David Harken

- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris – recruitment for 7/14 pro-am game in progress

c. Covid-19 – Ken

- The board discussed how we should proceed with regard to Covid. Both Monterey and Palo Alto are running F2F games, with reduced table counts. The Sacramento regional had about 66% of previous attendance. Masks were not required. Should we reopen the center even though the community case count has not dropped to our previous threshold?

d. Club Owner Sanction Negotiations

- Jonni Faircrest did not respond to the unit's offer to compensate him for his sanctions. The offer has been rescinded.
- Mary Pulliam seems agreeable to relinquishing her sanctions according to the offer by the unit. She will sell back two new sets of cards (36 decks each) for \$60 and will leave her boards. The fee assessed for cancelled games will be forgiven.
- The terms and conditions section of the Service Level Agreement (SLA) will be updated to cover new situations like the one we are in now. No new action taken here.

e. Game Update

- Monday and Wednesday day games are discontinued for now. Wednesday evening game continues with modest table count.
- We will open for regular games on Tuesdays and Fridays starting on June 28th and July 1st.
- The pro-am game will resume F2F on July 14 and July 28. The game on the 28th will have the theme of thanking Mary for her years of helping the unit.

- Lani presented suggestions from Heather MacGregor on ways to increase our table count.
 - a. Heather has been providing very nice lunches and guest speaker Gary MacGregor to increase attendance at F2F games. More lunches with rotating responsibility will help. Rich Hill has offered a lox & bagels lunch. We have started charging an additional \$5 to cover *part* of the cost of these lunches.
 - b. She recommends reaching out to San Jose and Monterey units. (Our game announcements already go out to “associative members.”)
 - c. Heather also suggests raffles to promote games.
 - d. Free games can be offered for frequent attendance.
 - e. Phone circuits can be organized to get players engaged.
 - f. Emails for special games can start further in advance of the game.
- The unit will host a F2F sectional in October (tentatively October 22 & 23). We have engaged an ACBL director. Promotion of the sectional should begin as soon as possible. Lunch will be provided by the Nob Hill delicatessen. We need to confirm table availability.

f. 2022 Goals Update – John

- No update

g. Education Update

- No update

Next board meeting: Tuesday, August 9, 2022, at 2:15 pm (SCBC)

Meeting adjourned at 3:25 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

June 14, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:20 pm.

Present: Carol Avenmarg, Robert Johnson, Ken Gamble, Ken Llacera, Lester Loops, John Wesolowski, Joanne Wicker (District 21 representative)

Absent: David Harken, Steve Smith, Kristin Smith

2. Approval of Minutes: The May minutes were approved.

3. Treasurer's Report – David Harken

- May and YTD reports show losses.
 - The Member Benefits category shows a large expense in May as a result of the Ukraine donations collected previously, and charged to our unit credit card, and paid 30-60 days after.
- Transfers from Vanguard to our checking account continues, especially in light our recent suspension of the bridge center due to Covid.
- My best estimate of our year end operations is still a \$50,000 loss. However, income must average \$1700 per month from online and F2F games. Any month we don't realize \$1700 per month will increase our operational loss.
 - The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris – no new report

c. Covid-19 – Ken

- The board discussed how we should proceed with regard to Covid. Both Monterey and Palo Alto are running F2F games, with reduced table counts. The Sacramento regional had about 66% of previous attendance. Masks were not required. Should we reopen the center even though the community case count has not dropped to our previous threshold?

d. Club Owner Sanction Negotiations

- The board will allow Jonni until Friday, June 17th to accept the board's agreement to terminate his relationship with the unit. Jonni communicated to the board that was agreeable.
- The same agreement will be offered to Robin and Mary. John will draft the agreement letters with the corresponding table counts. Carol will send the letters when the board approves the wording.
- The terms and conditions section of the Service Level Agreement (SLA) will be updated to cover new situations like the one we are in now.

e. Game Update

- The board decided to “test the waters” on June 21st, the Longest Day tournament. Lunch will be provided. Carol will pick up food at Costco. The table fee will be \$5. Ken Llacera will direct.
- We will open for regular games on Tuesdays and Fridays starting on June 28th and July 1st.
- The pro-am game will be online on June 16th. We may switch to F2F in July.
- The Wednesday F2F game will begin June 29th.
- Bette will begin a F2F game on Wednesday mornings. Date TBD.
- The unit will host a F2F sectional in October (tentatively October 22 & 23). David has reserved the Mid-County Senior Center for this event. Lester Loops has provisionally accepted the organizing lead position. Robert offered to co-lead. The board previously agreed that a one-day tournament might be preferable. We need to engage an ACBL director to advertise the tournament as an ACBL sponsored event. We need to decide how many days the event will have so that the director can make plans.

f. 2022 Goals Update – John

- There were 180 hours of student attendance in May; over 1000 hours YTD.
- The social bridge game on Tuesday nights has stopped.

g. Education Update

- Nancy’s class is continuing through the end of May.
- Bette’s class is continuing through mid-May.

Next board meeting: Tuesday, July 12, 2022, at 2:15 pm (SCBC)

Meeting adjourned at 1:20 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Special Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 24, 2022 (on Zoom)

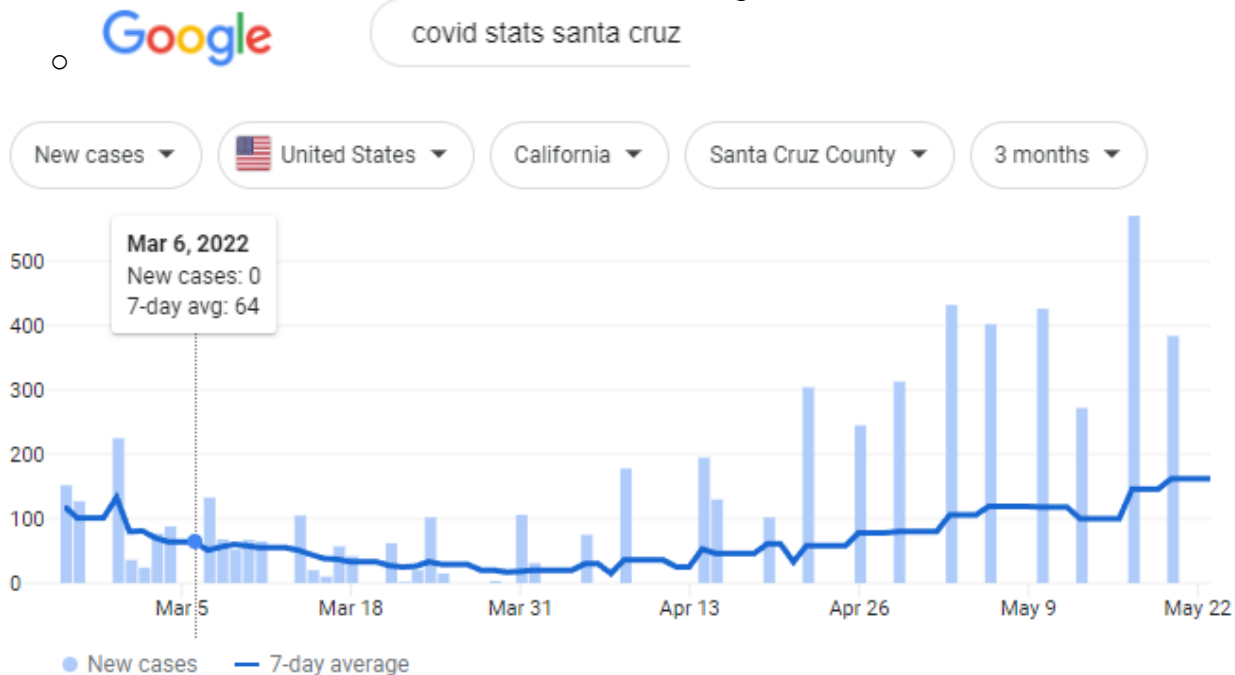
1. Call to Order: President Carol Avenmarg called the meeting to order at 12:30 pm.

Present: David Harken, Robert Johnson, Ken Gamble, Ken Llacera, Carol Avenmarg, John Wesolowski, Steve Smith, Kristin Smith

Absent: Lester Loops, Joanne Wicker (District 21 representative)

2. Covid-19 exposure at the May 13, 2022 game

- Current status
 - 9 people have reported back to Ken that they have tested positive
 - those who have tested positive have few if any symptoms
- When do we open?
 - We will reopen when the New York Times reports case rate 7 day average is less than 50 in Santa Cruz County.
 - The center will be closed at least until June 12th (earliest possible opening date will be June 13th).
 - We can all follow this criterium at the following web search:



- Masks be required when we reopen. The unit will provide N95 / KN95 masks.
- The board will reconvene on zoom at 12:30 on Tuesday, May 31.

Meeting adjourned at 1:15 pm

Respectfully submitted, Robert Johnson, Secretary

Minutes of Board of Directors Special Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 18, 2022 (on Zoom)

1. Call to Order: President Carol Avenmarg called the meeting to order at 12:35 pm.

Present: David Harken, Robert Johnson, Ken Gamble, Ken Llacera, Carol Avenmarg, Lester Loops, John Wesolowski, Steve Smith, Kristin Smith, Joanne Wicker (District 21 representative)

Absent: Lester Loops

2. Covid-19 exposure at the May 13, 2022 game

- Current status
 - 8 people have reported back to Ken that they have tested positive
 - those who have tested positive have few if any symptoms
- When do we open?
 - New York Times reports our testing positivity rate is 2% in Santa Cruz County.
 - California state reports that Santa Cruz has the second highest positivity rate in the state.
 - Suggestion: wait 3 weeks (June 6th)
 - Suggestion: wait until positivity rate is below a threshold (e.g. <1%)
 - Suggestion: combine these two criteria
 - Ken will get feedback from the county health officials
- What are our policies when we reopen?
 - Will masks be required?
- The board will reconvene on zoom on Tuesday, May 24.

Meeting adjourned at 1:20 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Special Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 13, 2022 (on Zoom)

1. Call to Order: Vice President Ken Llacera called the meeting to order at 5:30 pm.

Present: David Harken, Robert Johnson, Ken Gamble, Ken Llacera

Absent: Carol Avenmarg, Lester Loops, John Wesolowski, Steve Smith, Kristin Smith, Joanne Wicker (District 21 representative)

2. Covid-19 exposure at the May 13, 2022 game

- A player in the Friday game felt very tired after the game and decided to take a rapid antigen (home) Covid test. The test was positive for Covid and they contacted Ken Llacera as co-director for the game.
- Ken prepared an email message that will be sent to the Unit membership.
- The board members in attendance plus Carol (consulted prior to the meeting and agreed to the proposed plan):
 - The members approved the content of the email.
 - The center should be shut down for the week of 5/15 to 5/22.
 - The email should recommend that members who played on the day in question should take Covid-19 test(s) with negative results before returning to the center. The first test should be on the 3rd or 4th day after exposure.
 - A single negative PCR test is adequate. A negative rapid antigen test should be followed by another test of the same type two days later.
 - The infected individual will personally contact their recent partners.
- The message will be (and was) sent out as soon as possible.
- The board will reconvene on zoom on Tuesday, May 17.

Meeting adjourned at 6:30 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

May 10, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:20 pm.

Present: Carol Avenmarg, David Harken, Robert Johnson, Ken Gamble, Ken Llacera, Lester Loops, John Wesolowski

Absent: Steve Smith, Kristin Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The April minutes were approved.

3. Treasurer's Report – David Harken

- April and YTD reports continue to reflect an annual loss of \$50,000
 - July 2021 game income was \$2073 (\$1613 BBO and \$415 Unit Owned) compared to April 2022 game income was \$2987 (\$791 BBO, \$307 Club Owner, and \$1859 Unit Owned).
- We have transferred \$15,000 YTD from Vanguard to help with cash flow
- Union Bank
 - US Bank merger has now been signed and we should expect more information in the near future.
 - Ordered new checks as supply is every low
 - Need to have Carol, Ken and I arrange UB meeting to renew authorized signors
- Our 2021 tax returns prepared by our CPA have been filed and I will have on hand for anyone to review
 - The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris – no new report

c. Covid-19 – Ken

- Ken has prepared a refresh to the center's Covid policy and sent to the board for approval. Some small updates were suggested. For example, prior to returning to the center after infection or exposure, the member should receive two negative rapid antigen tests or one negative PCR test.

d. Club Owner Sanction Negotiations

- Jonni Faircrest returned his set of keys to the center.
- A proposed reimbursement scale to club owners Jonni, Robin Evenden and Mary Pulliam will be based on the table count at their games in the period preceding the Covid shutdown. In the past club ownership values have been based on a \$100 per table estimate. The board approved an offer of \$150 per table to retire the existing club ownerships. John Wesolowski will propose the wording of the offer.

- The terms and conditions section of the Service Level Agreement (SLA) will be updated to cover new situations like the one we are in now.

e. Game Update

- The unit will host a F2F sectional in October (tentatively October 22 & 23). David has reserved the Mid-County Senior Center for this event. Lester Loops has provisionally accepted the organizing lead position. Robert offered to co-lead.
- Attendance at the bi-weekly pro-am game is increasing. This is a very popular game.
- The unit runs two BBO games weekly: Tuesday night and Saturday.
- Table fees will remain at \$5 per player for now.
- We are eagerly looking forward to the Friday (5/13) game where Heather MacGregor has offered to provide lunch and her husband Gary will provide expert analysis of the hands played. Subsequent 'special Friday' games with lunch will probably ask for a \$10 table fee. A lesson before the game will be included.

f. 2022 Goals Update – John

- There were 204 hours of student attendance in April; 826 hours YTD.
- The social bridge game on Tuesday nights has diminished to 2 tables and may not continue.

g. Education Update

- Nancy's class is continuing through the end of May.
- Bette's class is continuing through mid-May.

Next board meeting: Tuesday, June 14, 2022, at 2:00 pm (SCBC)

Meeting adjourned at 3:40 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

April 12, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:20 pm.

Present: Carol Avenmarg, Robert Johnson, John Wesolowski, Ken Gamble, Lester Loops, Ken Llacera, Steve Smith, Kristin Smith

Absent: David Harken, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The March minutes were approved.

3. Treasurer's Report – David Harken

- March and YTD reports continue to reflect an annual loss of \$50,000
- March's results show better against the budget as we reported the Ukraine donations as a reduction of expense in Member Benefits awaiting the credit card charges to be paid in 60-90 days.
- We received the 2012 CAM reconciliation of \$8,419 and that charge was offset by a withdrawal from Vanguard
- We also received 2021 PG&E charges of \$886 from our landlord. These charges are based \$.22 per kwh on the new solar equipment installed in 2020. We may see quarterly charges starting some time in 2022.
- Mary Pulliam's games are beginning to see some improvement, and we began billing her for March activity but will be reflected in April.
- We now have a signed lease agreement by the owners/landlord in file.
- We continue to transfer Vanguard funds to our center to help cash flow as needed.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris

- The pro-am game is very popular with beginner players. New partnerships are being formed. Several matches were discussed for the April 14th game.
- Kris will now step back and let players arrange their own partnerships for the Thursday pro-am games.
- Several newer players will be attending Nancy's bridge camp.

c. Covid-19 – no change

d. Club Owner Sanction Negotiations

- Mark Hasey has passed away. His boards will be discarded.
- Jonni Faircrest has been requested to return his keys and pick up his bin and other items. No word from Jonni in several months. Ken L. will ask John Walker to contact Jonni for return of the keys.
- Ken L. will remove Jonni's games from the game calendar on the website and remove his contact info from the website.

- Carol to also send an email to Jonni.
- Carol to ask Robin about her game and any plans.
- The Unit has been waiving the charges due to the Unit for Mary's cancelled games but this ended April 1. Carol to notify Mary that fees for canceled games will be assessed for the month of April and due May 1. A proposal was made to purchase Mary's games. This negotiation continues.

e. Game Update

- The Monday and Wednesday 12:00 games are struggling.
- For reference: San Jose has no F2F games; Palo Alto has 8 F2F game per week; Gilroy/Hollister has 1-2 F2F game per week.

f. Education Update

- Nancy's class continues.
- Nancy is planning a once-a-month bridge camp.
- Bette's class has completed.

Next board meeting: Tuesday, May 10, 2022, at 2:00 pm (SCBC)

Meeting adjourned at 3:30 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

March 8, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:00 pm.

Present: Carol Avenmarg, Robert Johnson, John Wesolowski, Ken Gamble, Lester Loops, David Harken, Ken Llacera, Steve Smith, Kristin Smith

Absent: Joanne Wicker (District 21 representative)

2. Approval of Minutes: The February minutes were approved.

3. Treasurer's Report – David Harken

- Our monthly financial reports reflect an annual loss of about \$50,000 unless our table play increases over the next year.
- Our new lease has been signed by us and we are waiting for the owners signed copy. The lease will run from March 1, 2022 through August 31, 2024.
- Mary Pulliam's games on Monday and Wednesday have yet to produce revenue for her or our unit due to lack of players.
- We had transferred \$9,500 from Vanguard to date in order to cash flow our bridge operations.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Kris Smith

- The Tuesday evening BBO game and the Thursday F2F game (on even Thursdays) are designed to help less experienced players.
- A letter will be drafted by Kris with Ken L.'s help to encourage more experienced players to help advance less experienced players.
- The Thursday games are pro-am, not necessarily mentor-mentee. Partnerships for this game may be intermittent, not long-term.

c. Covid-19 – No change: vaccination required, masks optional.

- Carol to contact Sara to see if we can get a HEPA filter installed.

d. Lease Negotiations

- Carol has signed the amended lease agreement.

e. Game Update

- To address the desire for an evening F2F game, Carol will direct an open game on Wednesday nights at 6:30. The first game will be April 6th. Board members are encouraged to bring a partner.
- Monday and Wednesday F2F games are being cancelled when insufficient players show up. Carol will remind Mary that the unit is currently waiving the fees for cancelled games.

- iii. Tuesday eve 399er is directed by Ken Gamble; Monday and Thursday eve games are directed by Jonni. Ken L. directs the Saturday morning game. These are vClub games.
- iv. The 99er BBO game on Monday night is still well attended.
- v. Ken L. is organizing a charity game to collect donations to the support of Ukrainian defenders and refugees.
- vi. Ken L. will get information from X (Xavier Prochaska) on the status of the UCSC club.

f. Education Update

- i. Nancy Wainer teaches a F2F class Mondays from 9:30 to 11:30.
- ii. Bette Harken teaches a F2F class on Wednesdays, 9:30 to 11:30.

Next board meeting: Tuesday, April 12, 2021, at 2:00 pm (SCBC)

Meeting adjourned at 3:20 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

February 8, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:15 pm.

Present: Carol Avenmarg, Robert Johnson, John Wesolowski, Ken Gamble, Lester Loops, David Harken, Ken Llacera, Steve Smith, Kristin Smith

Absent: Joanne Wicker (District 21 representative)

2. Approval of Minutes: The January minutes were approved.

3. Treasurer's Report – David Harken

- January and YTD are the same for the month of January, and both show a negative \$3,118
- Ken L and Ken G have agreed to drop their director fees for F2F games to \$35 per table versus the \$60 we had been paying.
- The director fees will be \$35 for up to 3.5 tables beginning in January and will be adjusted once we see table growth.
- Carol, Ken L and I met with Gregg Walsh who is representing our landlord in our lease negotiations. We arrived at a lease proposal that would start at \$1.25 per square foot with a CPI increase capped at 3%, and a 2-year lease extension. At the time of this report we have not heard any response. In the meantime, we are searching other alternative space in the area if we do not come to an agreement. Carol is looking at the Live Oak Community Resources, and I have spoken with the Mid County Senior Center.
- Our Vanguard assets dropped \$26,000 (including a \$4,500 withdrawal made in January for cash flow).
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Mentoring Report – Jared Boggs is looking for a mentor.

c. Covid-19 – [after the board meeting: the county relaxed the indoor mask requirement on February 16th and the unit followed suit as previously agreed.]

d. Lease Negotiations

- i. [after the board meeting: Gregg has agreed in principle with the 2-year, 3% CPI-cap proposal.]
- ii. [after the board meeting: The Live Oak Community Resources building is not available.]

e. Game Update

- vii. The Monday and Wednesday games have not achieved a quorum for several weeks.

- viii. Drew and Marilyn Calciano would appreciate a night F2F game.
- ix. Tom Motter and his group of social bridge players have used the center for a couple of Tuesday nights and they are happy to use the space. Carol has overseen the use of the center but would like to share the duty with others.

f. Education Update

- iii. Nancy Wainer has started a BBO bridge class with 4 members so far.
- iv. Bette Harken is planning a F2F bridge class.

Next board meeting: Tuesday, March 8, 2021, at 2:00 pm (SCBC)

Meeting adjourned at 3:15 pm

Respectfully submitted,
Robert Johnson, Secretary

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Minutes of Board of Directors Meeting

American Contract Bridge League of Santa Cruz Unit 550

January 11, 2022 (at SCBC)

1. Call to Order: President Carol Avenmarg called the meeting to order at 2:00 pm.

Present: Carol Avenmarg, Robert Johnson, John Wesolowski, Ken Gamble, Lester Loops, David Harken, Rick Zinman (guest)

Absent: Ken Llacera, Steve Smith, Kristin Smith, Joanne Wicker (District 21 representative)

2. Approval of Minutes: The December minutes were approved.

3. Treasurer's Report – David Harken

- December and YTD both had negative results. The YTD results are close to what we expected.
- I will bring a preliminary 2022 budget for review to the next meeting
- We need to get new bank signatures for authorized board members replacing Michael Burke with Ken Llacera. We need Carol, Robert, Ken L. and myself to arrange a convenient time to go to Union Bank.
- 2021 CAM reconciliation is usually presented the following June for payment. We normally pay this out of Vanguard funds and is not a budget item. 2020 CAM recon totaled \$7,803.
- I had heard from our former property manager that one of the tenants of our building had complained to our property manager that they had not had any PG&E bills since May of 2020. If there is late billing we are also in arrears. I estimate that amount could be \$5-6,000. However, we were told that the solar system installed in 2020 would reduce our electricity bills, so I surmised that there would be minimal charges in the future.
- The treasurer's report was accepted.

4. New (or Continuing) Business:

a. Play Nice Reporting: none reported

b. Member Survey – Rick Zinman

Rick presented his suggested survey questions. Some additional questions were suggested. An incentive of a free play at the center for completing the survey was approved. Rick agreed to finish the survey questions and send a report to the board.

c. Mentoring Report – no report

d. Covid-19 – no change

e. Lease Negotiations

- iii. Carol will continue to attempt resolution. Communication is slow.
- iv. Ken Llacera will meet with other members of the 'landlord group.'
- v. A social bridge group led by Tom Motter wants to use our back room for social bridge. We would charge them for the time at \$4 per person.

Carol will contact Tom to see if we can work out a night. David will contact Ken L. to get his input.

g. Backup for Software Maintenance – Robert

Robert presented an alternative to our current software and web infrastructure, should we need it in the future. The app/site is BridgeWebs.

h. 2022 Goals

New goals were discussed for 2022. These include:

- i. Teaching hours goal: 2500 hours
- ii. Add a new director.
- iii. Add one new F2F game on the weekend.
- iv. Add one new F2F game on a week night.

i. Game Update

j. Education Update

- v. Nancy Wainer has started a BBO bridge class with 4 members so far.
- vi. Bette Harken is planning a F2F bridge class.

Next board meeting: Tuesday, February 8, 2021, at 2:00 pm (SCBC)

Meeting adjourned at 3:15 pm

Respectfully submitted,
Robert Johnson, Secretary

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