



## Memorandum of Discussion

### ACBL Unit 174 Board of Directors Meeting

August 7, 2017

### Tracy Gee Community Center

#### Call to order

Bill

The meeting was called to order at 9:25 am. Directors present were: Bill Riley, Daniel Jackson, Nancy Strohmer, John Caudill, Nancy Guthrie, David Henke and Ken Hudson. Members not present were Dianna Gittelman and Lauri Laufman. . Also present was Paul Cuneo.

#### Approval of minutes

Bill

The July meeting minutes were prepared and emailed to the Board

The Board agreed that the July meeting minutes should be amended to state that the 2017 June Sectional Tournament reported a loss of \$2,500 which was ~ \$1,000 less than the June 2016 Sectional tournament.

**Motion – That the July 2017 Minutes be approved with the addition of the wording noted above.**

The motion was seconded and approved by all.

#### Treasurer's Report

Gary

The July financial reports were submitted by Gary Hercules prior to the Board Meeting. Gary was not present at the Board Meeting, but there was little financial activity in July and there were no questions from Board Members present.

**Motion – That the July 2017 Financial Statement be approved.**

The motion was seconded and approved by all.

#### Old Business

2017 LSR Surprise

Bill



The Westchase Marriott submitted an invoice for \$1,500 for room costs for the tournament chairpersons. After review and discussion with the Marriott, it was determined that the Unit was not given credit for comped rooms. After the comped rooms were applied to the balance due, the amount due the Marriott for the chairperson's rooms was \$41.12. This amount was approved and paid.

The learnings from this were to ensure Marriott points for the Unit account are used to pay for chairperson's rooms and photographer. Also use the Unit Marriott points for rooms for other guests such as the ACBL President or CEO. The Unit Marriott points are currently held in Daniel Jackson's name – Marriott points cannot be kept in a business account. Gary Hercules now has a Marriott Rewards account and the points from Daniel's account will be transferred into Gary's unit account. In the future, the Unit's Marriott's rewards account will be held by the Treasurer.

**Motion – To use Bill Riley's Hilton Rewards account to accumulate Hilton reward points from the October 2017 Sectional. The Hilton points earned by Bill from this event will be transferred to the Unit's Marriott account on a one-to-one basis.**

The motion was seconded and approved. Bill Riley abstained from voting on this motion.

#### **August Sectional**

**Nancy G.**

Delivery of supplies to the Westchase Marriott has been confirmed and will be made on Tuesday August 8<sup>th</sup>. Arrangements have been made and confirmed for the pick-up of the cleaned bidding boxes from Dianna Gittelman's house and delivered to the Marriott on August 8<sup>th</sup> as well.

Set-up will be Wednesday August 8<sup>th</sup> starting at 7:00.

Table set-up has been sent to the Marriott and will include a 5X18 in the foyer.

Wireless mike testing will take place and also will replace all decks of cards used in the team game.

#### **2018 LSR**

**Bill**

Sam Khayatt has volunteered to be the Hospitality Chair. She has also agreed to take on the task of making labels.

The Directors course has been approved and will be subsidized by the District. The Unit will charge \$50.00 for attendees.

Note – the Directors course and the Directors refresher course subsidy from the District is on a first come / first approved basis. Once the District's budget for these courses is spent for the year, the District will not subsidize any other courses. As soon as the board decides whether it will host a Directors and/or Directors Refresher course(s) each year, the chair needs to submit a written request to the Unit 174 district rep requesting the D16 subsidy.

#### **October 2017 Sectional**

**David**

Sam Khayatt has volunteered to be the Hospitality Chair. She has begun to investigate the purchase of candy for the event and will need the Unit's Tax Id number.

The flyer for the Sectional has been submitted to the Scorecard.



## New Member Recruitment / Retention

Nancy G.

Nancy Guthrie received an email from a Unit member suggesting that the

ACBL institute the game of bridge as a school recognized activity. This recognition would be similar to sports, drama, chess etc. competitions. This would increase interest and participation in the game and be a great new member recruitment tool. Nancy G. took the action to talk to member and see if he knows of a way to implement in the school system. Nancy will also provide the Unit Board a copy of the letter.

## Committee Reports

### Marketing Committee Report

There was not a Marketing Committee report to review.

### Website and Information Committee Report

The Committee report filed by Carol Winograd is as follows:

Webmaster report

Unit 174 Board meeting Aug 4, 2017

I am hopeful that I have found an assistant/substitute! Allison Oschner is interested in learning how to maintain the website. I have been working with her over the last few weeks to teach her how to do various tasks. My goal is to have her proficient enough to substitute for me as needed and to assist me on an ongoing basis. Currently she is the point person to troubleshoot when people have difficulty uploading scores.

There has been a drop off in user traffic since Apple departed. Apple posted scores online through the month of May. In June I think lots of people logged on to view their scores from Apple not realizing they weren't there, so my hypothesis is that traffic didn't slow that much in June but dropped off further in July when players from Apple realized the scores were no longer posted on the unit website. There is a link to the Apple website on the calendar page. Here are the numbers:

Month	# of users	# of sessions
Mar-17	4300	18000
Apr-17	3800	16000
May-17	4000	18000
Jun-17	3900	17000
Jul-17	3594	14912



I will continue to monitor this.

I was asked about possibility of having unit wide tournament results on the website. This information is readily available on acbl.org and would be difficult for me to recreate. I could provide a button with a link to the appropriate page on acbl, but my thought is that those who are interested in other tournaments are savvy enough to go to acbl to see the results.

Carol Winograd  
U174 Webmaster  
August 1, 2017

The Board would like to have one more month of information before any steps are taken to increase traffic to the website.

The Galveston club has been added to the Unit's website and this should increase traffic to the website. Carol will contact other clubs in the Unit who are not on the website.

The Board agreed that Carol is doing a great job as the Unit Webmaster. She is responsive and very timely in her updates.

#### **Club Connection**

The remaining schedule of dates/locations has been put together by Bill. The Board members will review and provide availability to Bill of dates that they wish to play. The revised Club Connection dates/locations as compiled by Nancy Guthrie are:

Friday, September 29<sup>th</sup>, Livingston Bridge Club

Monday, October 2nd, Tracy Gees (in conjunction with our Board Meeting), 11:45 am

Thursday, October 5th, Spring Branch, 11:30 am start of their 25th Anniversary celebration with game afterwards. Judith knows of our coming and we will discuss how many of us can come and the refreshments we will provide at our October 2nd meeting.

Friday, October 20th, Westside Bridge Academy, 10:30 am

Tuesday, November 14th, Bridge Club of Houston, 10:00 am

Wednesday, November 15th, Clear Lake Bridge Club, 10:00 am

**Unit Electronic Partnership Desk**

**Bill**



Bert Onstott is continuing to work on this.

**NAP 2017 Unit Qualifiers**

**John/David**

Date and Location for this event has been finalized and information is posted on the Unit Website.

**Unit Charity Games**

**Nancy S /Daniel**

The dates for these games will be December 11, 13, 14 and 15.

**Procedures Manual**

**Bill/Daniel**

Bill asked that any updates to the procedures manual should be to him. Daniel to insure most recent procedures manual is saved to the box.

**Promoting Tournaments/Distribution of Flyers**

**Bill**

If any Board member is attending a tournament, please be sure to bring upcoming Unit flyers to the tournament. This applies especially for the 2018 LSR.

**LBIAD Educational Grant Update**

**Nancy S**

The Unit will not be receiving 2014 grant money requested. The request was reviewed by the Educational Grant Committee in Toronto and our request was denied.

**GNT Qualification 2017**

**John/Bill**

The District Board is offering GNT qualifying at the club level this year. It was made possible that full service clubs could host GNT qualification events.

**Motion – Offer full service clubs \$100.00 / game – up to 3 games – for B and C flights to promote and host GNT qualifying games. Dates to be determined and must be held prior to May Sectional.**

The motion was seconded and approved.

John and Bill will approach the full service clubs to determine interest and availability.

**New Business**

**2021 and 2022 Regional Contract**

**Bill/Paul Cuneo**

Paul Cuneo is meeting on Wednesday August 9<sup>th</sup> with the Marriott Westchase staff in order to discuss the 2021 and 2022 LSR contracts. Dates and terms are to be discussed and the results of the meeting will be presented by Paul at the September Board meeting.

**Request from YMCA for Teacher**

**Bill**

No movement or takers for this position at the Kingwood YMCA.

**Paul Cuneo Request to Campaign**

**Bill**



Paul Cuneo is running for the ACBL District 16 Director position and presented to the Board his qualifications, activity and achievements since January 2017 and answered questions. The information presented by Paul was well received. Voting for the District Director position will begin August 15. The ACBL will be sending each Unit 174 Board member an email with instructions and voting must be completed by September 15<sup>th</sup>.

### **Executive Session**

**A motion was made and approved to go into Executive Session.**

The Board spent 10 minutes in Executive Session.

**A motion to end Executive Session was made and approved by all.**

### **Future Meeting Date**

The next Board Meeting will be held September 11<sup>th</sup> starting at 9:30 AM at Tracy Gee's Community Center.

### **Adjournment**

**Motion: That the meeting be adjourned.**

The motion was seconded and approved at 11:05 AM

Respectfully submitted,

Ken Hudson, Vice President

