



## Memorandum of Discussion

### ACBL Unit 174 Board of Directors Meeting

December 3, 2012

### Tracy Gee Community Center

#### Call to order

Paul

The meeting was called to order at 9:30am. Directors present were: Paul Cuneo, Chuck Ensor, Joyce Gore, Jolie Hess, Kathy Hughes, Errol LeCesne, and Nancy Strohmer. Also present was Bert Onstott.

#### Approval of minutes

Paul

**Motion:** That the online November minutes be approved.

The motion was seconded and approved.

#### Holiday Party Subsidy

ACBL Unit 174 has decided to continue sponsoring Holiday parties at local clubs during the holiday period from November 19 thru December 31, 2012. The Board will provide a subsidy of \$10 per table played. Kibitzers are NOT eligible to be included in the table count.

For clubs that have multiple sanctioned games, the club is allowed reimbursement for one daytime game, one night-time game and one novice game. These parties must be held during regularly scheduled sanctioned games.

Receipts for expenses from each club will be required for reimbursement and turned in no later than January 31, 2013. These should be sent to Jim Woodward, our Unit Treasurer. His address is 2034 Addison Road, Houston, TX 77030.

#### Treasurer's Report

Jim

Paul presented the Treasurer's Report which included **Unit 174 Balance Sheet** as of December 1, 2012, showing Total Current Assets of \$69,034.12. It was decided that we will need to break a CD in January. We would like to increase our balance to 75,000-85,000, so we will discuss this next month.

**Motion:** That the Treasurer's Report be approved.

The motion was seconded and approved.



## Membership Bert

Membership is up 4 to 2,542 and 9 new members were added to the roster.

## District Report Bert

Bob Butterfield is resigning as Executive Secretary. His position will be filled by election at the January meeting.

## On-Line Partnership Desk Bert

The system is being used. Current usage statistics are as follows:

Total number of registrants:	626
Number of registrants who registered in the past month:	26
Number of requests submitted in the past month	
that have 'open' status:	13
that have 'filled using this system' status:	3
that have 'cancelled by user' status:	26
that have 'request expired' status:	13
that have 'request filled outside this system' status:	3
Total:	58
Number of open requests for events in the past:	28

**Motion: That the statistics be included in the minutes at least some of the time.**

The motion was seconded and approved.

## Old Business

### Lone Star Regional

Paul/Chuck

A flyer for Event Naming is being distributed. Kathy will arrange the speakers. Marriott is waiting for two proposals: 1. Hospitality night 2. Furnished items and caddy pass out.

Marriott proposed a 2% discount if we **pay up front for the Regional.**

**Motion: That we pay up front for the Regional in order to get the 2% discount.**

The motion was seconded and approved.

### April Sectional

Paul/Tom

A schedule was sent to ACBL, but we haven't heard back as yet.

### Clear Lake Update

Chuck/Kathy

Attendance was down.

**Motion: That we go back to South Shore Harbour in 2014, November 7-9.**



The motion was seconded and approved.

**Planning Meeting Action Items**

**Paul**

Margot Leonard is including a free play coupon for the Unit's tournaments in the new player packets each month. None were redeemed at the Clear Lake Sectional. Paul will contact the new members and invite them to use their coupons at the Regional.

**NAP**

**Paul**

Beverley will start calling to see who will be going to Austin.

**GNT**

**Paul**

Flyers are out now. See flyers for dates.

**STAC**

**Joyce**

The Unit STaCs will be in January and October of 2013. Peter Marcus will be the head director. The entry cost will remain the same. It was clarified that there will be no playing director with 7 tables or more.

**Bridge in Schools**

**Errol**

The focus is still on teachers.

**2013 Directory**

**Bert**

The directory will be finalized and sent to the printers by January 11, 2013.

A book has been prepared with everyone's name, address, email address, and phone number(s) for review by the membership. I was taken to South Shore Harbour, and will be making the rounds of the Houston Bridge Studio, Tracy Gee, JCC, Sosa, Bridge Club of Houston, and Clear Lake Bridge Center during the month of December. Members are encouraged to review their information, and if it is incorrect, to correct it with the ACBL prior to January 1, 2013.

**Unit Championships and Tournament Schedules**

**Chuck**

Tournament schedules were distributed.

**Unit Sponsored Lessons**

**Paul**

The Marriott has space available on May 4 and 5. Our cost for space will be \$550/day plus 23% service charge plus tax. The game on Sunday will be a Unit Championship game.

Shawn Quinn, Eddie Wold and Robert Morris will develop a flyer for the event with lesson schedule etc. The Unit will share revenue from the event 75% to the pros and 25% to the Unit until all of the Units expenses have been covered.

**New Business**

**Marriott Contracts**

Paul has proposed extending our Marriott contracts for 2019 and 2020. The Marriott has agreed, but wants to wait until 2015 to discuss further extensions beyond 2020.

Paul will send sample Regional and Sectional Contracts to the Board. Subject to the Board's review of these contracts, the Board voted to agree to extend the contracts with the Marriott through 2020.



## Electronic Voting

Electronic Voting Dates: Will take place March 12-April 2.

**Motion:** That the proposed electronic voting dates be accepted.

The motion was seconded and approved.

## Life Master Plaques

Nancy suggested that the Board members present the Life Master plaques in the future to the members. Jolie will organize this effort.

**Motion:** That Board members, when possible, present the plaques to the new Life Master members.

The motion was seconded and approved.

## Amendments to Unit Bylaws

It was proposed that the Board of ACBL Unit 174 present two proposed amendments to the Unit's by-laws at the annual meeting on April 7, 2013. The annual meeting will be held between sessions at the Election Sectional at the Marriott Westchase Hotel.

**The first amendment will amend Article VI, Section 3, to change the minimum number of candidates for the Board that the nominating committee must generate. Currently it is 6.**

Current wording is:

**Said Nominating Committee shall meet prior to the mailing of notices of the annual meeting, and shall prepare a slate of Nominees at least twice the number of vacancies to be filled.**

The proposed wording is as follows:

**Said Nominating Committee shall meet prior to the mailing of notices of the annual meeting, and shall prepare a slate of Nominees with between four and six candidates. With no incumbent elected directors running for re-election, the minimum would be 6 candidates. The minimum would be reduced by 1 for each incumbent elected director seeking re-election.**

Recent nominating committees have voiced concern about recruiting candidates to stand for election. Since incumbent elected directors have been re-elected for many years, the nominating committees feel they are recruiting too many candidates that have only a small chance of being elected. The proposed change recognizes that incumbents have a very high probability of re-election while still providing for contested elections.

The second change is to Article VI Section 9 d concerning annual audit of the Unit's finances. The change would allow either an audit or a financial review with timing at the discretion of the Board.

Current wording is:

**To provide for an annual audit of all receipts and disbursement of the Unit by a Certified Public Accountant**



The proposed wording is:

To provide for an audit by a Certified Public Accountant or a review of Unit financial procedures, books and records by a competent independent reviewer. The frequency of the audit or review will be determined by the Board of Directors.

The Unit has had the Financial Verifier position for many years. This individual receives the Unit's bank statements and verifies that the financial statements presented to the Unit Board accurately reflect all of the transactions. With this safeguard in place, recent audits have found nothing material.

A "review" is less expensive than an audit and the Unit Board recommends changing the by-laws to allow for a review, while retaining the option for a full audit. In addition, with the Financial Verifier position on place and functioning, the Board believes that an annual frequency of audit or review is excessive. Since circumstances may change in the future, the proposed wording would allow the Unit Board to make the frequency decision.

**Motion:** To bring before the membership the proposed two by-law changes for vote.

Motion seconded and accepted.

### **Executive Session**

The board was in executive session for 3 minutes.

### **Future Meeting dates**

The next meeting will be held on Monday, January 7, at 9:30am in the library at Tracy Gee's.

### **Adjourn**

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

The motion was seconded and approved at 11:12am.

Respectfully submitted,

Nancy Strohmer, Secretary

