



## Memorandum of Discussion

### ACBL Unit 174 Board of Directors Meeting

January 9, 2017

### Tracy Gee Community Center

#### Call to order

Bill

The meeting was called to order at 9:30 am. Directors present were: Bob Armstrong, Bill Riley, Dianna Gittelman, Daniel Jackson, Dan Leightman, Mildred Breed, Nancy Strohmmer and John Caudill. No Directors were absent. Also present were Gary Hercules and Nancy Guthrie.

#### Approval of minutes

Bob

The September and October meeting minutes are to be completed for approval for next month's meeting.

The November minutes were not complete for Board approval. Ken Hudson working to correct and will have to the Board for approval this week.

The December minutes were being worked by Daniel Jackson and will be submitted to the Board for approval.

#### Treasurer's Report

Gary

Gary stated December is a high activity month and the December report is being completed. Gary had several items for discussion:

1. Holiday Party reimbursement. Gary had reviewed the Unit's reimbursement for Holiday Parties and noted the buying of gift cards, gifts and giveaways. The Board discussed this and determined this was within the spirit of the holiday party reimbursement.
2. Inventory of textbooks – There is approximately \$140.00 of inventory in older textbooks and the board approved giving these books to the I/N Coordinator to give to the novice group.
3. STAC Reconciliation needs work to finalize. The issue is that the table count reported from Westside Bridge Club does not match the table



count from the DIC – Peter Wilke. The correct count needs to be determined between Westside and ACBL director so the exact amount owed by Westside can be paid. John Caudill has the action to get resolved.

4. A check for \$1,550.00 was received from the ACBL Educational Foundation for reimbursement for MiniBridge expenses. A one-time payment for reimbursement.
5. Dianna had questions regarding 2 expenditures from the 2016 Regional – expenditures of \$750.00 and \$500.00 – Dianna to send email to Gary requesting information.
6. Gary advised that the Holiday party subsidy reimbursement expense was approximately \$3,300.00

### **District Report**

**Nancy**

No Report was submitted

### **Old Business**

**2017 LSR**

**Bob/Bill**

Bob Heller – the new President of the ACBL is coming to play in LSR. Will arrive Tuesday evening and play Wednesday thru Friday. Bob Armstrong has requested a room for Tuesday through Saturday as Bob Heller will attend the District meeting on Saturday morning. Bob Armstrong is working on reception plans to honor Bob Heller.

Bob and Bill have met with Speedy Printing and discussed expectations for the Daily Bulletin. Have preliminary strawman information to Speedy Printing ready for printing and Tournament Director will provide daily results to Speedy Printing for inclusion. Dianna to provide nearby restaurant information and discounts to include in Daily Bulletin.

Dianna has session top envelopes and will have them ready for Hospitality Desk. Leftover candy from recent Sectionals to be given to the Hospitality Desk. The Westchase Marriott is sold out during the week of the LSR. Bill to provide list of nearby hotels for players wanting to stay close to the tournament. Board may want to review room reservations for next year.

Floor plans for the LSR have been set and reviewed. The pairs game will be moved to the foyer. The Rosegarden will be used for the I/N game. The tables in the Pavilion arranged to accommodate team games. The partnership table moves into the Grand Foyer.

The Richmond Room will be used for the TAP accreditation course and Director refresher course. These courses will begin Sunday evening and will be completed Monday morning.

The Marriott will be requested to have Marriott's "sound" personnel turn on the Marriott's sound system to make sure that it is functioning properly and at the

proper sound level.

Supply delivery will be made Saturday morning. This will include the 38 boxes of attendance prizes to be given away. Set-up is tentatively scheduled for Monday starting at 11:00.

**Motion – Approve the LSR schedule dated 1/1/2017.**

The motion was seconded and approved by all.

**April, 2017 Sectional**

**Nancy/Ken**

All is going as planned. .

Hospitality Chair named.

The configuration used at the 2016 Annual Meeting will be used again on Sunday for the 2017 Annual Meeting.

**Selected Areas of Emphasis for 2017/Board Assignments**

**Bob**

**Marketing Committee Report**

**Nancy**

**Chuck**

The Marketing Committee Report as submitted by Paul Cuneo is as follows:

The marketing committee is focused on the event on January 28 at the LSR. We are actively publicizing it at club games and are meeting with WBA to insure that follow-up communications and events will be held. Total budget for the event is \$700.

BCOH has integrated MiniBridge into their marketing efforts and are planning future events.

We've recruited Jane Boozalis and Carol Jewett for the committee. Both are working on the LSR event.

Carol Winograd talked about playing MiniBridge with her family over the holidays and has asked her 3 sons to make short videos about their experience. Carol has also made a video and we hope to get these edited and posted on the Unit website soon.

Our future plans are focused on the following:

- Exploring other venues for events such as country clubs and sports clubs.
- Investigating summer "camps" for school age children to offer a MiniBridge day as a part of their camp.
- We've received a \$1550 grant from the ACBL Educational Foundation to start 2 programs in after school care facilities in the next two years.

**Board Members Election Procedure Petition**

**Daniel/Bob**

Vote to occur at the Annual Meeting in April.

Notification to member at the Lone Star Regional tournament in the Daily Bulletin to be made and specific information petition will be made available at the Hospitality Desk.

Write-up of the petition has been submitted to the District Scorecard to satisfy written notice to members.



An e-mail blast prior to the Sectional will be sent reminding members of the petition vote.

**Communication Report**

**Nancy**

Minutes of the January 3, 2017 Communication Committee meeting submitted by Bill Riley are as follows:

Attending: Daniel Jackson, Bert Onstott, Jeff Parker, Shawn Quinn, Bill Riley and Nancy Strohmer

Jeff reported that he met briefly with Blue Host – the web design group we have hired – The template was chosen.

Jeff discussed using the new template but linking to the old content. Bert asked if the template using Word Press was compatible with the script using the current program DreamWeaver. He was going to identify several questions that needed to be answered to determine the feasibility of this approach. He was skeptical that the two systems would be compatible. If this approach is not feasible, Bert said that rewriting the code and redoing the website in Word Press would cost ~\$10,000 and considerable effort by the webmaster.

The current problem is that Jeff has limited time to maintain the current website because of his job. Shawn's priority is to improve the website for marketing purposes, particularly her effort in promoting MiniBridge. Bert suggested that this could be done with the current structure. Bill volunteered to contact a friend to address the questions created by Bert immediately following the meeting.

Bert and Jeff are to meet to discuss the issues.

Future meeting will be scheduled after action items are completed.

Bob and Nancy took an action to discuss the website re-write options and will bring information back to the next Board meeting.

**2017 Club Connection**

**Bill**

The first Club Connection of 2017 is today (1/9) at Tracy Gee's community center. The next Club Connection is scheduled for Wednesday January 18 at Lake Jackson. The Lake Jackson bridge club will hold a celebration for one of its members who is turning 100 years old. A club connection is tentatively planned in College Station in March and at BCoH in April for its 15<sup>th</sup> anniversary.

## **New Business**

**GNT Qualifier**

**John**

A preliminary plan to host the GNT Qualifier for B and C flights is a Sunday in April at BCoH club. John is working to get a Director.

Nancy verified that the Unit is required to host a GNT Qualifier.

**ABA/ACBL: Game**

**John/Nancy**

The Board discussed the need to take turns hosting the ABA/ACBL goodwill / outreach game. Discussion regarding director pay occurred.

**Motion – to have John and Nancy meet with the ABA to propose alternating hosting game every other year.**

The motion was seconded and approved by all.

**2017 District Schedule to Clubs**

**Bob and Bill**

The Unit Championship games have been sanctioned for Feb and Mar - rest of year schedule approved at previous meeting needs to be sanctioned by Daniel with ACBL. The first 6 months have been sent to the club managers by Bill.

### **Executive Session**

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

The Board spent 15 minutes in Executive Session.

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

### **Future Meeting Date**

*The February Board Meeting will be held February 6<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 11:25 AM

Respectfully submitted,

Ken Hudson, Secretary

