

2018 Board of Director Minutes

No Meeting in December This Year

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, January 11, 2018 at 4 p.m.

CALL TO ORDER: Debbie Davis

ESTABLISHMENT OF QUORUM: Debbie Davis, Mary Quenette, Susan Mazzei, Scott Hanham, Bill Breen, Donna Jett, Susan Mehra, Kurt Schnebele

APPROVAL OF MINUTES OF LAST MEETING: Susan Mehra
Approved as written: M/S/C: James/Susan Mazzei

TREASURER'S REPORT: Mary Quenette/Bill Breen

- Monthly income/expense report: Report accepted; M/S/C Susan Mazzei/Scott
- Signature card for Unit Account—problems with getting signature card updated with Union Bank. Discussion about changing banks. Currently at Union Bank. Motion to authorize Mary to check out Wells Fargo, Chase and other banks re account policies and CD accounts; M/S/C Bill/James
- Also need to update account info and signature card for Facility Account at Union bank (need minutes to verify account changes. Motion to update account (and add needed signatures); M/S/C Susan Mazzei/Bill.

BUILDING MANAGER'S REPORT: Kurt Schnebele

- Building Operations report: little has changed from same time last year. Motion to accept report: M/S/C; Bill/Donna.
- Sewer repairs: large roots were found in sewer system: has been cleaned out, but workers still need to pour concrete over access site to sewer line.
- Number of people coming to play bridge has stayed the same despite additional games—Larry and Betty have noticed attrition for their games. Membership has gone down from 400 to about 380 (may be due to month of December and rains).
- Roof: cost/work changes: Debbie was told that the roof has gotten worse and roofer now recommends putting on a cap for whole roof. About the same cost.
- Review of kitchen cleaning options research: current crew cleans on Sundays. Other cleaning people are scheduled for Monday/Thursday, but show up at different times. Discussion ensued about whether or not we should increase our \$ cost for games to cover added cleaning crews.
- Light replacement—need to determine which ones have bad ballast. Look into replacement with LED fixture.
- Drawer replacement—Kurt will try to replace it himself.

- Refrigerator replacement: Donna recommended getting a refrigerator without a freezer because the contents of the freezer tend to accumulate. Kurt will check out costs for refrigerators similar in size to our current one. Debbie will work on writing a contract for directors that will include director responsibilities for cleaning up and taking out trash after games.

RECURRING BUSINESS:

- Holiday party: Debbie, Mary: Debbie handed out a preliminary financial report, but financials are not complete: it was noted that the refundable \$250 check has been rolled over to reserve same space (Elks Club) for 2018. Discussion: the Christmas Party game went OK. We had a couple of tables less than last year. Discussion: there were some complaints about the food and service. Should we look into changing sites or holding it here at the Bridge Center next year with a hired caterer.
- Sectional: Debbie Davis—flyers are out for the upcoming sectional
- Goodwill: James Pond: Olivia Bigelow died: Konnie Murry, Peter DeGregorio, James Pond all got life master status at the Clam Bake
- Membership: Susan Mazzei: 4 new members, 1 reinstated member : total down about 10 members over past month
- Education: no report
- District 21 report: Richard Papst/Debbie Davis: Richard seated as our district 21 rep. Got goodwill pin for Heddy. There will be a report from Richard in the newsletter. There has been a change of numbers to reach life master status from 500 to 300 if member prior to 2010. Charitable contribution 501 3C to go to people impacted by Santa Rose fire area. Decided that at regional 21 games latest evening game will start is 7 p.m. In Modesto trying new format called “choice event” where you get to choose 2 out of 3 games instead of playing all three—have to identify which ones when you sign-up. Modesto will probably not be part of regional rotation next year. Problem with needing to have clean playing cards—ongoing issue.
- Charity: Donna Jett: we could collect books for Marina library

OLD BUSINESS:

- Club owner contract update: Debbie Davis no report
- Zero tolerance policy for our unit update: Debbie Davis and Mary Quenette: will have updated recommendations by next month
- Term length for board members update: Bill is off the board after June meeting. Donna’s term is up in June also.
- Nomination Committee candidates: Debbie: Mary Block and Kathy Phitzer and Heide Holman have agreed to be committee. They can seek minimum of 3 candidates
- Board member non-attendance: no report
- Cleaning support from students: no report

NEW BUSINESS: None

ADJOURNMENT 5:50 p.m.

NEXT MEETING: 4 p.m. Thursday, Feb. 8, 2018

Respectfully submitted: Susan Mehra, Secretary

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

MINUTES

DATE: Thursday, February 8, 2018 at 4 p.m.

CALL TO ORDER: Scott Hanham

ESTABLISHMENT OF QUORUM: Scott Hanham, Mary Quenette, Susan Mazzei, Susan Mehra, Jerry Cox, James Pond, Donna Jett; Kurt Schnebele

APPROVAL OF MINUTES OF LAST MEETING: M/S/C: James /Donna

PRESENTATION: Mary Block made a presentation to the board regarding the mentoring program for this year. She said she will handle the mentoring program (with help from Lyde). The format will be the same as last year; she expects there to be about 50 mentors each of whom will be paid \$4 for each mentoring session. Mary asked for authorization of \$600 to cover the costs. She hopes to start the program in April, 2018. She will post a list of players who want a mentor and she will work to get life master range player to be mentors. Approval to authorize the \$600: M/S/C: Susan Mazzei/Mary Quenette

The search committee for new board members was also discussed. The committee consists of Kathy Pfitzer, Heidi Hollmann and Mary Block. Mary reported that Fran Soskins has expressed interest in board. We will need to elect 3 new board members. Voting will take during month of May and up to General Meeting on June 10, at which time the results of the election will be announced.

TREASURER'S REPORT: Mary Quenette

- Mary presented a draft budget for 2018. There was discussion about what should appear on the budget. Mary will present a proposed format at the next board meeting. The current budget report was approved: M/S/C: James/Susan Mazzei
- Update: Discussion about progress in updating signature card for Unit Account at Union Bank: Mary and Susan Mehra have all forms in, but still need forms for Debbie. Further discussion about changing banks. Mary has started the process of exploring other options and will report her suggestions at the March meeting. Update: Facility Account : do we want to continue having two separate accounts—one Unit 530 that covers unit and one that is a facilities account. We should have another signer on that account.

BUILDING MANAGER'S REPORT: Kurt Schnebele

- Building Operations report: We paid for sewer repairs and roof repairs in the past month--\$7555.38. Our current ice maker has failed. Kurt has ordered a countertop model to replace (although the old one has mysteriously started working again).
- Update: Kitchen cleaning: this Sunday we will have people in to clean the kitchen and bathrooms. We are now scheduling cleaning as needed.
- Update: No update on replacement of ceiling lights:
- Update: No update on replacement of kitchen drawer
- Update: Refrigerator replacement: Kurt said he had not had a chance to look for a new refrigerator, but will do so soon as the current one is very old.
- Kurt reported that the estate of Olivia Bigalow, who died Jan. 4, 2018, has given \$10,000 to Lyde with the directive that she will distribute the money as she sees fit for needed help with ongoing expenses for Unit 530. It is suggested that some of the money be spent on a new refrigerator. Lyde has also applying the funds to new drawers, shelves and lights.

RECURRING BUSINESS:

- Holiday party update: Mary Quenette said that Debbie will write up report for the event. Mary has figures showing \$3047 in income and \$2815 in expenses. Mary says that Debbie thinks we should refund the money for people who did not play (due to illness etc.—there would be 8 people for a total of \$64). Debbie will discuss this at the March meeting.
- Sectional: Our unit sectional will be in May. Debbie and Eby Ewan will be organizing.
- Goodwill: James Pond : Bob Sokol has died. A card was sent out to his wife, Phyllis.
- Membership: Susan Mazzei: No new members in the past month; we have 2 people transferring out and one reinstated. We have lost 6. Current total: 376 paying members. Susan plans to go over list to make sure it is up to date.
- Education: See above presentation by Mary Block
- District 21 report: none
- Charity: Donna Jett: Donna suggests we clean out the collection of non-bridge related books that has accumulated. To see about donating to a library.

OLD BUSINESS:

- Club owner contract update: Mary reported that there has been a request from a club owner for something for written guidelines regarding her responsibilities to the facility. Debbie is still working on a draft document.

ADJOURNMENT 5:00 p.m./NEXT MEETING: 4 p.m. Thursday, March 8, 2018

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

MINUTES

DATE: Thursday, March 8, 2018 at 4 p.m.

CALL TO ORDER: Debbie Davis

ESTABLISHMENT OF QUORUM: Debbie Davis, Bill Breen, Kurt Schnebele, Scott Hanham, Jerry Cox, Susan Mehra

APPROVAL OF MINUTES OF LAST MEETING:

Approved as written: M/S/C Jerry/Bill

TREASURER'S REPORT:

- Monthly report submitted by Mary Quenette. Approved M/S/C: Bill/Debbie
- Obtaining the updated signature card for Union bank no longer needed as we will be transferring our fund to a new bank. We will need new signature cards for the new bank
- Facility Account : we will also transfer our facility account to the same new bank
- Mary did a survey of possible new banks and thought both Wells Fargo and Chase would work well for us. Debbie moved to adopt Wells Fargo as the new bank for our Unit 530 account and for our facility account: M/S/C Debbie/Bill. Once the new Unit 530 account is opened, Debbie will notify club owners of the change of banks and new bank account number.

BUILDING MANAGER'S REPORT: Kurt Schnebele

- Kurt reported no unusual expenses this past month. We had a net income of \$126.00. Number of tables stayed stable.
- Kurt will look for an electrician to do the needed repairs/parts replacements for the ceiling light fixtures, to have this done prior to the April sectional.
- Drawer replacement update: we have the drawers, but need slides. Scott has a recommendation for a handyman—will send name to Kurt
- Refrigerator replacement: Kurt is still looking for an appropriate one
- Cleaning report: a supplemental facility cleaning was done on March 11.
- Discussion of how to distribute the \$10,000 in funds that has been entrusted to Lyde. Debbie reports that Lyde wants to be used for a new refrigerator, new drawers in the kitchen, a new ice machine (if our old one dysfunctions), and replacement windows. Lyde also indicated the funds could be used to pay for the roof repairs recently done, plumbing/sewer repairs recently done, and also for the replacement and repairs of ceiling lights.

- It was decided we will have one port-a-potty as backup for the April Sectional. Also, we will need to do a facility cleaning just before the event and arrange for an additional 10 bridgemates to be available.

RECURRING BUSINESS:

- Holiday party update: As Mary was absent, we will look at the final accounting next meeting.
- April Sectional: Debbie is waiting to hear from ACBL who will be the director(s)
- Goodwill: James Pond--absent
- Membership: Susan Mazzei--absent
- Education: no update from Mary Block
- District 21 report: no update
- Charity: no update

OLD BUSINESS:

- Club owner contract: no update
- Nomination Committee: Debbie pointed out that candidates need to be identified by April 15.

NEW BUSINESS:

- Annual Brad Dow Appreciation game and General Membership game: Scott said we need to schedule these games right away as there are several conflicting dates in the coming months. Scott said Larry has agreed to be director of the Brad Dow game. Scott will send out proposed dates to board members for their approval.
- Wednesday's open game will be discontinued by the end of this month. Lyde has been asked if she could accommodate players with over 600 points to join her Wednesday game and to consider asking them to partner with a non-life master in a teaching capacity.

ADJOURNMENT: 4:50 p.m.

NEXT MEETING: 4 p.m. Thursday, April 12, 2018

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes of the Meeting

DATE: Thursday, April 12, 2018 at 4:10 p.m.

CALL TO ORDER: Susan Mehra

ESTABLISHMENT OF QUORUM: Susan Mehra, Susan Massei, Mary Quenette, Bill Breen, Jerry Cox

APPROVAL OF MINUTES OF LAST MEETING:
Approved as written; M/S/C: Bill/Mary

TREASURER'S REPORT: Mary Quenette

- Mary reports that there has been little activity in account. She is holding some checks that amount to only \$14, waiting to deposit them until our new account at Wells Fargo is opened to avoid a deposit fee at Union Bank.
Approval of Treasurer's report as submitted: M/S/C: Bill/Susan Massei
- Update: transfer of Unit 530 accounts to Wells Fargo bank. The following resolution was approved unanimously by the Unit 530 Board of Directors:
M/S/C: Susan Massei and Bill Breen
- Members of the American Contract Bridge League Unit 530 Board of Directors, elected by the general membership, are listed below. Officers were elected by the Board members.
Deborah Davis, President
Scott Hanham, Vice President
Susan Mehra, Secretary
Mary Quenette, Treasurer
Susan Mazzei
James Pond
Bill Breen
Donna Jett
Jerry Cox
Kurt Schnebele, Building Operations Manager
- Resolution: The Board hereby authorizes Deborah Davis and Mary Quenette to open accounts at Wells-Fargo Bank, Alvarado Street office, as may be necessary for conducting the unit's business; including but not limited to checking, savings, and certificate of deposit accounts. Further, Deborah Davis and Mary Quenette are both authorized to sign all documents related to opening such accounts and all documents involving on-going business related to the accounts, including signing checks written on the account. All documents require only one signature. The Board hereby authorizes Kurt Schnebele and Mary Quenette to open such accounts as necessary to manage funds for the Facility at Wells-Fargo Bank,

Alvarado Street office. Further, Kurt Schnebele and Mary Quenette are both authorized to sign all documents related to opening the accounts and all documents related to on-going business involving the accounts, including signing checks written on the account. All documents require only one signature.

BUILDING MANAGER'S REPORT: Kurt Schnebele

- Building Operations report: Kurt was absent for the meeting, but sent in a written report.

RECURRING BUSINESS:

- Holiday party update: Mary Quenette: report deferred to next meeting
- Goodwill: report deferred to next meeting
- Membership: Susan Mazzei : There are 2 new members , 2 reinstated, 2 who transferred into unit. Currently, 378 members total. Susan will go through list to eliminate any members who are deceased.
- Education: Susan Massei reports that Mary Block has put up signup sheets for mentorship program.
- District 21 report: deferred to next meeting
- Charity: deferred to next meeting

OLD BUSINESS:

- Club owner contract update: Bill talked with Alan about putting together a draft contract.
- Nomination Committee: Update: at this point there appears to be 3 candidates running for the 3 seats at our next election—we will verify that they are all are planning to run.

NEW BUSINESS:

- Next meeting needs to be rescheduled due to several time conflicts. Susan Mehra will poll members to see if the first Thursday (May 3) would work.

ADJOURNMENT/NEXT MEETING: 4 p.m. Thursday, May 3, 2018 (pending)

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, May 3, 2018 at 4 p.m.

CALL TO ORDER:

ESTABLISHMENT OF QUORUM:

Present: Scott Hanham, Mary Quenette, Susan Mazzei, James Pond, Susan Mehra

Absent: Debbie Davis, Bill Breen, Donna Jett, Kurt Schnebele

APPROVAL OF MINUTES OF LAST MEETING: Minutes were approved as written:

M/S/C: Susan Mazzei/James

TREASURER'S REPORT: Mary Quenette

- Treasurer's report: approved: M/S/C: Susan Mehra/Susan Mazzei
- Report on Brad Dow Appreciation Game: Mary distributed an Income/Expense sheet. Net income for the event was \$224 (less than last year). There were 58 players/14.5 tables.
- Update on bank transfer of accounts to Wells Fargo: The bank is ready to open our two accounts; unfortunately, the meeting at the bank set for last Tuesday to get the accounts open had to be postponed because Debbie was not present (Mary and Kurt attended). Mary arranged for another meeting for Tuesday of next week. Authorized to open account currently is; President, Debbie; Treasurer, Mary; facilities manager, Kurt. Mary introduced an alternative "clarification" to the bank resolution concerning opening of new bank accounts that states "officers/positions empowered to open and sign for account(s) are Treasurer, Facilities Manager, and one other board member to be chosen by the board." A motion was adopted to accept this new wording: M/S/C: Susan Mazzei/James
- Mary reported that Union bank issued a new debit card to our account that we did not request. It was sent to Barbara Genovese. Mary got the card, went to the bank and talked to manager. Turns out Barbara used to be on the account and the bank just renewed the card. The card is now canceled.

BUILDING MANAGER'S REPORT: No report

RECURRING BUSINESS:

- Holiday party: upcoming 2018 game—report from James about a vendor who does a nice barbecue offering. If we used this vendor we would need to hold game at the bridge center. Discussion about organizing the event at the center. Scott suggested we could make a one-time purchase of Christmas themed plates etc. that could be used in future years.

- Sectional: Planning discussion. James is putting up signup sheet for bringing food. Debbie is in charge and Ewan has agreed to help her. The board members present were unsure how to proceed. There was a general discussion about what all we need to do for preparation.
- Goodwill: James Pond: Tom White passed away—former player. Helen Rubin's health is improving.
- Membership: Susan Mazzei : 5 transfers into Unit 530 and 3 out
- Education: signups ongoing for mentors
- District 21 report: no report
- Charity: no report

OLD BUSINESS:

- Club owner contract update: no report
- Nomination Committee: current candidates for upcoming elections are: Fran Soskins, Bill Cohen, Trulee Rickets. Susan Mehra will prepare ballots.

NEW BUSINESS:

- We received a letter from Don Graham saying that he will no longer do the watering required for plants as of June 1, 2018. Scott suggested we ask Don if he would continue the watering if we paid him \$50/month. If not, we will seek another member to take over this job.
- Discussed a problem that arose recently at a Friday game. There was some conflict due to some overlap between the 10 a.m. to 1:30 p.m. games. It was recommend that the game directors work to improve communication in order to facilitate both games.

ADJOURNMENT: 5:30 p.m.

NEXT MEETING: 4 p.m. Thursday, June 14, 2018

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Tuesday, July 10, 2018 at 4 p.m.

CALL TO ORDER: Scott Hanham

ESTABLISHMENT OF QUORUM:

Present: Scott Hanham, Susan Mazzei, Fran Soskins, Bill Cohen, Mary Quenette, Susan Mehra

Also present: Kurt Schnebele, building operations manager, and Laura Gherman

Absent: Trulee Ricketts, James Pond

APPROVAL OF MINUTES OF LAST MEETING: Approved as written (had received unanimous approval prior to the board meeting via email)

INTRODUCTION OF NEW BOARD MEMBERS: Bill Cohen, Fran Soskins, Trulee Ricketts

APPOINTMENT AND APPROVAL OF NEW BOARD MEMBER: Laura Gherman appointed to board to complete Debbie Davis' vacant position—term for one year.

ELECTION OF BOARD OFFICERS: Election of Board of Directors Officers for the next year (July 2018-June 2019) were conducted. The new slate of officers is:

- President: Susan Massei (nominated by Susan Mehra/Mary: M/S/C)
- Vice President: Scott Hanham (nominated by Bill/Laura: M/S/C)
- Secretary: Susan Mehra (nominated by Bill/Laura: M/S/C)
- Treasurer: Mary Quenette (nominated by Bill/Laura: M/S/C)
- Membership Chair: Fran Soskins (nominated by Susan Mehra/Mary: M/S/C)

BUILDING MANAGER'S REPORT: Kurt Schnebele

- Monthly Building Operations report:
- Discussion of how "Olivia" funds, being administered by Lyde McReynolds, will be spent (there is still about \$6000 unspent. Lyde's priorities are to have kitchen drawers repaired/replaced, to purchase a new coffee machine, and to repair overhead lights.
- Update on kitchen drawer and cabinet shelves repairs: work expected to be done soon
- Update on repair of light fixtures: Kurt reports that Janet Kanstrup has said she would get an estimate for repairing the lights.
- Discussion about possible future increase in game rent fee to cover ongoing costs.

TREASURER'S REPORT: Mary Quenette

- Monthly report: Mary submitted the monthly income/expense report. It was suggested she change the wording on the transfer of \$5000 from Union Bank to Wells Fargo to "Asset transfer out" (Union Bank account) and "Asset transfer in" (Wells Fargo account): with this change the report was approved: Scott/Laura M/S/C
- Our CD accounts have come due. Motion was made to move CD funds to a savings account attached to our Unit checking account at Wells Fargo: Laura/Bill M/S/C
- Update: Transfer of Unit 530 accounts from Union Bank to Wells Fargo. We have opened two new accounts at Wells Fargo. The transfer of all the money in our Union Bank accounts will take place during the coming month.
- There was a discussion about our responsibility to report our unit financial transactions with the I.R.S. Susan said that she has not been able to find the articles of incorporation for our individual unit. We have been informed by our past Treasurer (Bill Breen) that we do not need to file tax returns. Bill asked about what insurance coverage for our unit and our building. He will research this issue. We need to get clarification on both of these issues.

CHAIR PERSON REPORTS

- Goodwill: James Pond (absent): It was noted that Bill Shreve died suddenly in the past week—to let James know that he needs to send Bill's stepdaughter a card. Suggested he get her address from Don Graham
- Membership: Susan Mazzei : reported in the past month there were 4 reinstated members, 4 transfers into our unit and 2 transfers out. There was also one deceased member (Ron Lawson). 377 current members.
- Education: need to fill this chair
- District 21 report: Richard Papst—no report
- Hospitality: Donna Jett—no report

RECURRING EVENTS:

- Sectionals: scheduled for May 17-19, 2019. This is our biggest fundraiser. Susan suggested we get sponsors/underwriter for food. Bill and Laura agreed to be co-chairs of the event.
- Unit 530 Pro-Am game: game is set for Sunday, September 9, 2018: director will be Larry Slayton. Need to have someone to set up pairing of pro/am players—Lyde has done this in the past—Scott will ask her to do it again. Plan to begin sign-up process in early August.
- Brad Dow Unit game—no report
- Unit NAP game (North American Pairs): Scott reported that June/July/August—each unit can run 2 games per month. It was decided this year we will not hold a unit qualifier for the NAP
- Clambake: Donna Jett has committed to organize for the Clambake in January 2019
- Holiday party: Date set for Sunday, December 2, 2018. Discussion about location for the party, food costs. No decision made about whether we hold the party at the Elks Lodge as we have in past years or have the party at our

bridge club site and bring in a caterer. Cost per plate for a barbecue caterer, discussed at the last board meeting, has proven to be too great. Laura has been talking to the caterer at Elks Lodge: could serve pasta and salad at \$24 or chicken breast with pasta salad at \$24 per plate. We have the Dec. 2 date reserved at Elks Lodge. Susan requested we have a planning meeting on Tuesday, July 17 at 4 p.m. to make decisions about the party.

- General meeting and election of new board members: no report. Next General meeting and election of board members will take place in June 2019

OLD BUSINESS:

- Club owner contract update: no report

NEW BUSINESS:

- Unit facebook page: Susan Massei—no report

ADJOURNMENT: 6:10 p.m./NEXT BOARD MEETING: 4 p.m. Thursday, August 9, 2018

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, August 9, 2018

CALL TO ORDER : 4:05 p.m.

ESTABLISHMENT OF QUORUM: Susan Mazzei, Bill Cohen, Laura Gherman, Scott Hanham, James Pond, Fran Soskins, Mary Quenette, Susan Mehra, Kurt Schnebele

APPROVAL OF MINUTES OF LAST MEETING: Laura, Scott M/S/C

PRESENTATION BY MONTEREY BRIDGE EDUCATION FOUNDATION:

- Doug Halleen, Hetty Eddy, Barbara Genovese. Larry announced that Barbara is resigning from the foundation. Larry explained that the foundation is a 501-3C non-profit and was set up for members of Unit 530 to be able to make tax-deductible donations to benefit the unit.
- A primary goal of the foundation is to teach youth and others new to the game of bridge how to play bridge.
- Foundation fundraisers include the Easy bridge series; shuffle and play and the annual Halloween sanctioned game (this year to be held on Sunday, October 28, 2018).
- The foundation advertises in the Pinecone, The Herald and The Weekly.
- There is currently about \$25,000 in the foundation fund. Plan to hold future fund-raising events such as a large “garage sale”.
- Discussed insurance coverage for the foundation. Bill Cohen said we could not add them to our coverage and they would have to pursue their own policy.

BUILDING MANAGER’S REPORT: Kurt Schnebele

- Monthly Building Operations report: Table count is up for July. Transfer of building operations account from Union Bank to Wells Fargo is in process. The new Wells Fargo account is open; the Union Bank still has some funds in it until all prior transactions are cleared.
- We pay \$350.00 per month rent to City of Marina for the land on which our building is located.
- Lyde talked to Susan Mazzei about replacement of overhead lights. Plan is to see if new lights could be LED lights—perhaps put up one row of LEDs and then decide if we like how they illuminate the room. Need bid from electrician to do the job.
- Other ongoing items for repair/replacement: no progress on drawer replacement; need to replace icemaker (Kurt has a new one and is looking into how to install it). Also need to purchase new coffee machine. Outside

doors need replacing. Fran will work with Lyde to try and expedite the Olivia Fund items.

- Discussion about combining building operations bank account with unit 530 bank account.
- Looking for a replacement for Kurt as Building Manager as he would like to resign from this job. Susan has been looking for possible replacements.

TREASURER'S REPORT: Mary Quenette

- Monthly report: Accepted report as written: Laura/Bill M/S/C
- Update: transfer of Unit 530 accounts to Wells Fargo has been accomplished.

BOARD REPORTS

- Goodwill: James Pond: was not able to contact Bill Shreve's family. Annette Smith is not well.
- Membership: Fran Soskins : 1 new member, 2 transferred out, 1 reinstated: total 374 as of Aug. 1, 2018
- Education: no report
- District 21 report: Richard Papst & Susan Mazzei: no report
- Hospitality: Donna Jett: no report

RECURRING EVENTS:

- Sectionals: will be in May 2019: Bill and Laura are chairs
- Unit 530 Pro-Am game: Lyde has been working on matching pairs
- NAP games (North American Pairs): Alan Hedegard has held qualifying games.
- Clambake: no report
- Holiday party: Susan has explored two possible catering options: Wild Thyme catering could provide an Italian style lunch for about \$17 each. Lala Grill could provide a pasta buffet (3 choices) \$16 each; we would need to pick it up. Both in our price range. Motion to go with Lala or Wild Thyme and cancel our reservations with the Elks club caterer: Bill/James M/S/C.
- General meeting and election of new board members: no report

OLD BUSINESS:

- Club owner contract update: no report
- Unit 530 insurance coverage: Bill update. We have liability coverage from ACBL for sanctioned events up to \$1 million. That includes all unit games for which we get a sanction number. We have a business owners package policy on the building: includes host liquor. We haven't had coverage for club owners: we, as board members, are protected, but they are not protected. We can add club owners to our policy at no extra cost. Motion that Bill talk to club owners to get them signed up: Laura/James M/S/C. We also have coverage for Directors and Officers through ACBL up to \$5 million.
- Disciplinary issue arose at a game last week. Discussion about the fact that club owners are responsible for setting and enforcing their own Zero Tolerance Policies.

- Building: our position with Marina. We accepted an option to buy our building for \$101 in 2001. Prior to that we were paying \$2500/month rent. We currently pay the city of Marina \$350 for use of the land upon which the building sits. Discussion re our responsibilities toward repair/upkeep of the building and possible future land use issues. Bill proposed we explore these issues with the city of Marina. Motion for Bill to pursue options with Marina: James/Laura M/S/C. Kurt will contact someone for an estimate for making building improvements.

NEW BUSINESS:

- Unit 530 Facebook page: no report
- Unit zero tolerance policy: no report

ADJOURNMENT/NEXT MEETING: 4 p.m. Thursday, September 13, 2018

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, September 13, 2018 at 4:10 p.m.

CALL TO ORDER

ESTABLISHMENT OF QUORUM: Present were Susan Mazzei, Scott Hanham, Mary Quenette, James Pond, Fran Soskins, Bill Cohen, Trulee Ricketts, Laura Gherman, Susan Mehra

APPROVAL OF MINUTES OF LAST MEETING: Approved as written M/S/C Scott/Laura

Visitor: Allen Hedegard asked to address the board: Allen requested that he be sent the meeting agenda and minutes of the prior meeting in advance of board meetings. Allen said he held unit 530 club games for players to qualify for this year's North American Pairs finals. Since our unit did not hold finals games this year, qualifying players would have to seek out games in other units. Allen would like to see Unit 530 hold a unit final game next year and has volunteered to organize it. In a subsequent discussion the board asked Scott to find out if we can get approval for a unit finals game from ACBL even though the deadline for requesting the game has passed. The game would need to be scheduled in October or November of this year.

BUILDING MANAGER'S REPORT: Kurt Schnebele absent from meeting: sent in his report

- Monthly Building Operations report: there was a discussion about how our accounting methods are currently reported and suggestions were made about different ways to handle accounting. Mary said she would be addressing this issue.
- Discussion re current/future issues related to our building. Scott had ceiling tiles tested—results are no asbestos in the tiles. As a result, the board hopes to begin the process of changing ceiling lights. Lyde will organize this activity. She plans to put in one new set of LED lights to see if this type of lighting will be effective in our building.
- We have hired a new building manager named Maja (no last name). She is a club member and life master. Starting this month she begins a month of training with Kurt. Maja will take over the building operations job in mid October. We will be paying them both for the month of transition. As Maja begins the job she will be working with Mary to coordinate reporting of finances.

TREASURER'S REPORT: Mary Quenette

- Monthly report: approved M/S/C Fran/ Scott

- Update: transfer of Unit 530 accounts to Wells Fargo is complete: we currently have \$51,828.68 in our account.

BOARD REPORTS

- Goodwill: James Pond—Some deaths of family members for some of our members--James has sent cards. Discussion of Annual District 21 Goodwill Awards—do we have anyone to nominate this year. James will make recommendations at our next meeting. Ewan Eby was suggested as a good candidate.
- Membership: Fran Soskins reported that we have no new members, 4 from the past reinstated and 3 transferred out. Fran brought up idea that we create a flyer for the Post Office to include in the packet that is distributed to people who have a change of address. This could be a good way to recruit new members who move to the area. Fran will look into it further.
- Education: no report
- District 21 report: Richard Papst & Susan Mazzei: Richard Papst attended current meeting and sent board members a report. It was noted that we can have up to 6 NLM sectionals per year. In addition, this coming year (Nov. 2019) the NABC tournament will be held in San Francisco. As a unit we will be required to provide 25 people to help out on one of the days.
- Hospitality: Donna Jett: no report

RECURRING EVENTS:

- Sectionals: Bill handed out a form to collect sectional sponsors @ \$100 each (could be in honor of a family member, etc.): doing this through the Monterey Bridge Education Foundation. Names should be turned in by next board meeting or emailed to Bill in advance.
- Unit 530 Pro-Am game: was well attended. We made approx. \$377 after expenses (though we need to transfer \$100 to the building fund).
- NAP games (North American Pairs): no report
- Clambake: no report
- Holiday party: Bill gave us the name of a delivery man who would transport food if we need delivery. Mary will contact Elks Club to cancel our date and to get back our \$250 deposit.
- General meeting and election of new board members: discussion about how we solicit new board members. Bill suggested choosing names off of our member roster, somewhat like Jury duty. Scott suggested handing off this discussion to the nominating committee.

OLD BUSINESS:

- Club owner contract update: no report
- Unit 530 insurance coverage update: established that insurance bills will be sent to Mary's email and address until we open a unit 530 P.O. Box . Discussion: three games that appear on our website are not held at the Unit Bridge club location. Bill reported that we should extend our insurance coverage to those sites as we could be held financially liable for any incidents

that might occur. The cost of the coverage would \$187 per year per site. Motion to add this coverage to our current policy: moved Scott/Mary; approved: Susan Mazzei, Susan Mehra, Mary, Scott, Trulee, Bill; abstention Fran; opposed Laura, absent James. Motion carried.

- Building issues: Discussion about pros and cons of talking to City of Marina right now about ownership of our building and/or the land it is on. At our last board meeting Bill had offered to talk to the City of Marina about possible changes. The board approved this action. However, subsequent to the meeting, Scott talked with Bill about his reservations about talking to the City of Marina at this point. Bill agreed to discuss the issue again at the current meeting. Now that we know the ceiling tiles are asbestos free, there is no urgency about possibly vacating the building and we can proceed with building repairs. The board discussed the possible disadvantages of bringing up property issues with the City of Marina. Motion to rescind approval from last month's board meeting of having Bill talk with the city: moved Susan Mehra/Mary; approved Susan Mazzei, Scott, Susan Mehra, Mary, Fran, Trulee; abstention Laura; opposed Bill, absent James. Motion carried.
- Unit 530 Facebook page: no report
- Unit zero tolerance policy: no report
- Fran suggests that we alert our unit members when there is a scheduled burn on Ft. Ord property. It was suggested we could send out an email blast to players who are scheduled for that day.

ADJOURNMENT/NEXT MEETING: Meeting adjourned 6:45. Next meeting Thursday, October 11, 2018 at 4 p.m. at the bridge center.

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, October 11, 2018 at 4:15 p.m.

CALL TO ORDER : Susan Mazzei

ESTABLISHMENT OF QUORUM: Susan Mezzai, Scott Hanham, Fran Soskins, Mary Quenette, Susan Mehra, Trulee Ricketts, Laura Gherman

Also in attendance: Kurt Schnebele (current Building Manager and website manager), Maja (transitioning into Building Manager position), and Charles Rauch (new appointee on board upon approval of board members).

APPROVAL OF MINUTES OF LAST MEETING: Trulee/Scott MSC

RESIGNATION OF BILL COHEN FROM THE BOARD: Acknowledgement of resignation letter from Bill Cohen. Appointment of a replacement board member: Charles Rauch: motion to approve: Fran/Scott MSC

BUILDING MANAGER'S REPORT: Kurt Schnebele/Maja

- Monthly Building Operations report: Kurt and Maja are working on transfer of responsibilities for Building Manager position. Maja needs to have her name put on building management bank account. Mary will be responsible for both of our bank accounts (unit account and building account). Susan will sign a contract with Maja to take on Building Manager position. Motion: resolution for Maja to be placed on building manager bank account in capacity of building manager; Scott/Laura MSC. It was suggested that Mary sets up online bill pay for regular bills with an upper limit signal.
- Kurt reports that Lyde told him she wants to turn over the Olivia funds to the unit. In that case, Maja will be in charge of getting repairs accomplished. We need to work on lights.
- Susan says she would like to get rid of bottled water. Fears they are a health hazard. Also suggested we save \$1000 annually and then that we buy bulk bottled water and sell it. Motion to stop water service and sell bottled water: Fran/Laura—all in favor with Charles abstaining

TREASURER'S REPORT: Mary Quenette. Motion to approve Treasurer's report: Charles/ Fran MSC

- Monthly report: little activity past month. Net loss of \$65.44. Got our twice annual rebate from ACBL of \$1147.29. Mary called Elks Club caterer re \$250 deposit—was told we would receive reimbursement check. Mary will follow up if check delayed.
- Transfer of Unit 530 accounts to Wells Fargo is complete.

BOARD REPORTS

- Goodwill: James Pond ; no report
- Membership: Fran Soskins : No new members in past month. Organizing mailer from post office that was discussed at the last board meeting has proven to be complicated. Need evidence that we are a non-profit organization and tax numbers. Fran suggests we look into putting up fliers to attract new players—she will work on that. Susan suggested we offer evening and weekend games and lessons to attract younger and working players. Fran looked up about getting notification for burns in Ft. Ord. Fran would like to add more of our names to her notification list. We could do an email blast to contact most players—Fran could pass on info to Kurt and Scott who both have online access to members.
- Education: no report
- District 21 report: Richard Papst & Susan Mazzei: no report
- Hospitality: Donna Jett: Susan asked Donna to reach out to the person who does a thorough cleaning of the facility—to prepare for our holiday party. Maja will look into new a cleaning service for our weekly needs.

RECURRING EVENTS: Susan plans to set up different bulletin boards for announcements/sign-up for various activities so that the information will be more organized for unit members.

- Unit Games and Activities:
 - Brad Dow - Feb/Mar: no report
 - Election of board members – June: no report
 - General Membership Meeting – June: no report
 - Swiss Teams – August: no report
 - Pro-Am – Sept.: no report
 - Halloween - October 31(run by the Foundation)
 - NAP – November: agreed to charge Alan Hedegard \$10/table up to \$100
 - Holiday Party – Sunday, December 2: Lala Grill will cater; pasta buffet and dessert: will; pay 12% fee for food delivery and setup. Final charge per person for lunch will be approx. \$25. Scott will get sanction for the game. Susan proposed we do lunch at 11:30 and begin game by 1 p.m—approved by board members.

- New Year's Eve - December (run by Lyde)
- Sectionals: Laura reported that we have all 11 \$100 slots filled for sponsorships. As it turns out, some checks were made out to the Foundation and some to Unit 530. Monies paid to the Foundation are not transferable to Unit 530. As a result, there is \$400 made out to the foundation. Susan suggested we charge the foundation for running games to recoup the \$400. Table fees will be raised to \$12 (\$16 for non-members).
- Clambake: Donna will organize the hospitality table.

OLD BUSINESS:

- Club owner contract update: no report
- Unit 530 insurance coverage update: no report

NEW BUSINESS:

- Unit 530 Facebook page: no report
- Unit zero tolerance policy: no report

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Meeting adjourned 5:40 p.m. Next meeting scheduled for November 8, 2018 at 4 p.m.

MONTEREY BRIDGE CLUB
ACBL UNIT 530
BOARD OF DIRECTORS MEETING

Minutes

DATE: Thursday, November 8, 2018

CALL TO ORDER : 4:10

ESTABLISHMENT OF QUORUM: Susan Mazzei, Scott Hanham, Mary Quenette, Fran Soskins, Trulee Ricketts, Susan Mehra, Maja

APPROVAL OF MINUTES OF LAST MEETING:

Discussed Addendum to minutes re resolution for establishment of Well-Fargo bank accounts.

Motion to approve the minutes, including the addendum: Trulee/ Mary M/S/C

BUILDING MANAGER'S REPORT: Maja

- Monthly Building Operations report: Kurt's last report.
- Maja reported: Handy man fixed plumbing under sink and new flooring; serviced water heater; replaced water dispenser faucet. Maja says water cooler company agreed to replace dispensers when too old. Maja has organized all the bidding boxes that have been in storage. Maja will make an inspection with Janet Kanstrup of an existing light fixture to determine what needs to be done to replace lighting throughout. Janet offered to do the lighting work in trade for free bridge games for one year. Motion to give year of free bridge: Mary/SusanM—M/S. Motion passed with one abstention by Trulee
- Discussion re current/future issues related to our building: plan to replace exterior doors with fiberglass doors. Found that the faulty drawer in the kitchen cannot be fixed. Recommendation that we look into having new cabinets built because the current ones are very old. Maja discussed whether to refurbish the kitchen cabinets (as opposed to build new) and was asked to get a bid.

- Will need more folding chairs before the sectional. It has been determined that it is not feasible to add a door in the men's bathroom; instead we will get a longer curtain and also replace a floor mat.

TREASURER'S REPORT: Mary Quenette

- Monthly report: \$700 deposit for sectional sponsorships; remaining Olivia fund \$7100 was turned over by Lyde for deposit in our Unit 530 savings account. In addition we received \$1147.29 reimbursement from ACBL, \$700 for our sectional sponsorships, and interest of \$31.56. Currently our savings account totals \$56,581.00. Our total assets are \$60,994.53. Motion to approve treasurer's report: Fran/Trulee: M/S/C
- No word yet on refund for deposit for Christmas party at Elks Club. Mary will follow through on this matter.

BOARD REPORTS

- Goodwill: James Pond--no report
- Membership: Fran Soskins: Has notice that some members have not renewed membership. Will send emails enquiring and encouraging them to renew.
- Education: Trulee. Will explore encouraging students from CSUMB to come to our facility.
- District 21 report: Richard Papst & Susan Mazzei—no report
- Hospitality: Donna Jett—no report

RECURRING EVENTS:

- Unit Games and Activities:
 - Brad Dow - Feb/Mar--no report
 - Election of board members in June--no report
 - General Membership Meeting in June--no report
 - Swiss Teams - August--no report
 - Pro-Am - Sept no report
 - Halloween - October (run by the Foundation): We have no report yet from the Foundation on outcome of this event.
 - NAP - November: Alan will be running a NAP game this coming Saturday along with his regular game.

- Holiday Party – December: so far 40 people have signed up; Susan will ask for volunteers to help set-up and clean up.
- New Year's Eve - December (run by Lyde)—Lyde is doing a New Years Eve Eve game on 12/30 because the Clambake begins on 12/31
- Sectionals: Susan Mazzei reported that the issue around checks that were written for sponsorship of the last sectional games—whether the funds would go to the Foundation or to our unit—has been settled. She also reported that Foundation funds can only be spent on education and/or a facility for educational games.
- Clambake: signup sheet is posted for assisting at hospitality table.

OLD BUSINESS:

- Club owner contract update: no report
- Insurance update: Susan Mazzei spoke with our insurance agent about Unit 530 liability for injury or damages for games that are held outside our bridge center. Susan learned that we would only be liable if we paid for the building expenses at the outside centers, which we do not presently do.

NEW BUSINESS:

- Unit 530 Facebook page: no report
- Unit zero tolerance policy: report from Trulee. Looked at how to present the concept of our unit Zero Tolerance Policy. Discussed having a card stating our unit's Zero Tolerance policy that can be pulled from the bidding box. Also clarified that, if there is a problem at a table, we should call the director.

ADJOURNMENT: 6 p.m.

NEXT MEETING: 4 p.m. Thursday, January 10, 2018