



## Memorandum of Discussion

### ACBL Unit 174 Board of Directors Meeting

December 1<sup>st</sup>, 2008

### Houston Bridge Studio

#### Call to order

The meeting was called to order at 7:10 pm. Present were Jolie Hess-President, Pat Levy-Vice President, Bert Onstott-Secretary, Paul Cuneo, Joyce Ryan, Bob Dowlen, John Erickson, Lauri Laufman, and Karen Nimmons. Also present for the start of the meeting were Jim Woodward-Treasurer, and Dan Morse, ACBL President and District 16 representative to the ACBL Board of Directors.

#### Guests

##### Dan Morse – ACBL President & District 16 representative to the ACBL Board of Directors

###### *ACBL Bridge Column*

The ACBL will start offering a monthly bridge column that will be downloadable free of charge from the ACBL web site. The intention is that units and/or clubs can download it, add contact information, and offer it to the local community newspapers as a way of getting publicity in the local media.

###### *MindSports*

Dan suggests that publicity for 'Mindsports' might be more easily available than for bridge. China just held the First International MindSport Games, which was put together by the World Bridge Federation.

#### Minutes of November board meeting

**Bert**

The minutes were approved via on-line poll.

#### Treasurer's Report

**Jim**

##### December Financials

Jim presented the December financials. Some highlights:

- Current total assets are \$174,591.29. Of that total, \$77,000 is in NABC checking and CD's.
- Net income through November is \$13,078.07.



- Jim rolled over the smaller of the two CDs (~\$13,000) into another CD, but cashed in the larger one (~\$70,000) and deposited the funds in the checking account.
- Jim sent a check for \$17,927 to Carlyne Fox, representing all cash reserved for the NABC.
- A cash flow projection for 2009 indicates that in order to keep approximately \$10,000 in the checking account, about \$35,000 should be put in another CD; Jim will do so.
- Jim will set up a separate accounting to manage the money collected for Lynne Graham.

**Motion: That the treasurer’s report be approved as submitted.**

The motion was seconded and approved.

## Budget

Jim also presented the budget for 2009.

A summary of the proposed budget is shown in the following table:

	Income	Expense	Net Income
G&A	\$8,700	\$23,000	(\$14,300)
Education	\$6,000	\$6,000	\$ -
STAC/ GNT/NAP	\$11,000	\$8,000	\$3,000
Regional	\$109,000	\$113,300	(\$4,300)
April Sect	\$23,800	\$23,600	\$200
June Sect	\$21,500	\$21,500	\$ -
August Sect	\$23,000	\$22,300	\$700
October Sect	\$20,400	\$19,300	\$1,100
Total	\$223,400	\$237,000	(\$13,600)

It is projected that the Unit will lose \$13,600 in 2009, mostly due to the expected loss on the 2009 Lone Star Regional, for which attendance is expected to drop due to the Nationals in March.

**Motion: That the budget be accepted as proposed.**

The motion was seconded and approved.

## 2007 Audit

Jim reported that no preparations have been made for auditing the 2007 books. Jim normally gets prompted for the audit by David Miller’s firm in August; since Jim did Form 990 for the Unit in 2007, saving the unit ~\$750, the audit process was not triggered this year. Since we are almost at the end of the year, it makes more sense to wait and have both the 2007 and 2008 books audited at the same time.



## Report from the Verifier

Jolie received the following from the Financial Verifier, Norm Gautier:

*This is to confirm that the Verifier functions were performed for Unit transactions from 7/1/08 through 9/30/08 and there are no exceptions to report. Please provide this information to other board members.*

## Committee Reports

### Awards/Flyers

**Karen**

#### *Flyers*

Bert gave 100 more flyers to Karen. Karen sent flyers to all regionals that are happening between now and next February.

#### *Awards*

There were no Life Master plaques given out this month.

### Bridge in Schools

**Joyce and John for Natalie Wernet**

Joyce and John both spoke to Natalie about bridge in schools for Westchester Academy. We have a great opportunity to support the school in teaching bridge in schools.

### Communications Committee

**Jolie (for Betty Freedman)**

Betty Freedman sent a report to Jolie; things are rolling along normally.

### Membership

**Bert**

Membership is up 11 to 2,347. We had 11 new members. There is a web page on the unit web site with the charts.

### Fund Raising

**Bob**

Randall's still had Jolie down as the contact person; Bob sent them another copy of the letter requesting that make him the contact person.

### Goodwill

**Pat**

Pat sent condolence cards to the families of Hampton Gillespie, Milton Freedman, Harriet Leo and Gay Robertson.

### I/N, Education & Book Sales

**Joyce**

#### *Book Sales*

There were no book sales in November.

#### *Programs for Clubs*

No news. Joyce will send out a letter to the clubs in January reminding them of all the programs that are available.



## NAP

The Unit level NAP games were held November 15<sup>th</sup> and 16<sup>th</sup>. Participation was up substantially from 2007: there were 29, 41 and 24 pairs that competed in flights A, B, and C, respectively.

The unit cleared \$1,512 on the events; the following is a summary of the income/expense:

<b>Income</b>	<b>\$3,760</b>
<b>Expense</b>	
BCOH Rental	(\$400)
BCOH Caddying	(\$100)
HBS Rental	(\$400)
BCH Caddying	(\$100)
Director Fees	(\$200)
Director Transportation	(\$200)
Director Hotel	(\$70)
Hand Record Copies	(\$80)
Refund to Ineligible Players	(\$40)
Sanction Fee	(\$658)
<b>Total Expense</b>	<b>(\$2,248)</b>
<b>Net Profit/(Loss)</b>	<b>\$1,512</b>

There were two players who played in the Flight C game despite being Life Masters, and thereby ineligible. Those players were refunded their entry fees.

John asked Memphis how to handle the qualification situation; Rick Beye reported that the two ineligible players would have to be disqualified, but that the Unit Coordinator had the discretion to allow the non-offending members of the partnership to have special qualification for the District Final. John informed a member of each partnership of this; the non-offending members of the partnerships are intending to form a partnership to compete at the District level.

John also spoke to Patty Taylor in Memphis about revised scoring, master point awards, and qualifications of the event. She emailed John a copy of a revised scoring sheet which indicates:

1. Second overall is now Jim McCormick - Richard Wright
2. All overall winners who move up in rank receive correspondingly higher master point awards
3. The partnership of Muriel Gilmour - Yin Choo now has the sixth and final overall award
4. The partnership of Steve Varner - Paul Cuneo is now qualified for District competition
5. Debra Bellan, Elizabeth Jackson, Ellen Greenfield and Marvin Greenfield will each receive .78 red points

John Zilic, our District NAP Coordinator, helped me do a "due diligence" search of all the other competitors in Flights B and C. We did not find any other ineligible players.



The lists of qualifiers come from the clubs; the offenders' names were on the list of those qualified reported by the Houston Bridge Studio, even though they should not have been eligible to qualify in C. It's unclear how this happened.

### *GNT*

Pat corresponded with Sue Williams about using the Studio for the February GNT unit qualifying games. Sue indicated that we could use the Houston Bridge Studio for the GNT for a charge of \$400 plus \$100 for caddy services.

### **New Player Services**

**Paul**

Paul reported nothing new. He will be ready for the Regional.

### **Pro-Am**

**Paul**

Karen got nice trophies for the overall winners, and they were given to the winners during the Mentor game at the BCOH. The NABC committee also donated NABC t-shirts to the winners.

### **STAC**

**Bob**

Several clubs have complained about the requirement for non-playing directors. Bob recommended that the Unit adopt the ACBL guidelines, which allows non-playing directors for games of less than 17 tables and with no more than one section.

**Motion: That non-playing directors are encouraged but not required for games of no more than one section or fewer than 7 tables. Non-playing directors are required for Unit STaC Games larger than 7 tables.**

The motion was seconded and approved.

### **Supplies**

**Lauri**

Lauri counted trash cans; she thinks there about 210 good ones. Since we will need a total of about 460 for the regional, we need to obtain more. Lauri has found a source for 5 quart paint pails for about \$1.79 each; 250 paint pails will cost upwards of \$400.

**Motion: That Lauri be authorized to spend up to \$500 to purchase plastic trash cans.**

The motion was seconded and approved.

Lauri will be getting together with John and Bob to do inventory this week.

### **Tournament Coordination**

**Pat**

Pat applied for a sanction for the Bridge Club of Houston 299r tournament to be held Sept 25, 2009. They also want a tournament in the spring and are looking for a date that won't conflict with other tournaments.

Pat received approval from Memphis of the schedule submitted for the Election Sectional.

The Unit can have up to 24 Unit games in 2009, which is up from 2008. The clubs like these games, since the players get extra points but don't cost the clubs extra. Pat will apply for those sanctions.

Joyce noted that some club owners wanted more of the Unit games held during the day; Pat noted that all but three of them are already held during the day.



## Old Business

### October Sectional

**John, Paul**

The tournament lost \$2,807.55.

Kenny Hunter with the Humble Civic Center contacted John, asking where they should send the refund of the deposit. John instructed them to send it to Jim Woodward.

### Election Sectional

**Lauri, Bob**

As noted in Pat's Tournament Coordinator report, the schedule approved last month was submitted to and approved by the ACBL.

### June Sectional

**Karen, John**

Karen presented the proposed budget for approval. After one minor correction, the proposed budget predicts net income of \$251.

**Motion: That the June 2009 budget be approved as revised.**

The motion was seconded and approved.

Karen also proposed a schedule for the tournament.

**Motion: That the June 2009 schedule be approved as revised.**

The motion was seconded and approved.

Pat will send the schedule to Memphis for approval.

### On-Line Partnership Desk

**Bert**

It's in use. 91 people have registered, 45 in the past month. 138 partnership requests have been submitted.

Bert has had little time to work on it in the past month. He did add a comments field to the users' profile where they can make any comments about other systems played, conventions played, or partnership preferences.

Bert has another dozen or so enhancements & bug fixes that need to be worked on.

Bert plans to put it on its own web server and register a domain name for it.

### Sectional Tournament Sites

**John**

*Sam Houston Race Park*

John reported that they would not rent part of the 20,000 sq. ft. site for less than \$3,000/day. That basically eliminates the site from consideration, as \$9,000 is too expensive.

### 2009/2010 Directory

**Bert**

No report.

### Social Bridge Events

**Bert**

*October 2008 event*



We received \$1,141.51 instead of the expected \$750 in CAP reimbursement. Dianna has decided to donate her costs for participant packets, so this should be the final P&L.

<b>Income</b>		<b><u>\$ 2,841.51</u></b>
	Registration Fees	\$ 1,700.00
	ACBL CAP funds	<u>\$ 1,141.51</u>
<b>Expenses</b>		<b><u>\$(4,599.41)</u></b>
	Hospitality	<u>\$(1,176.50)</u>
	Meals	<u>\$(1,116.50)</u>
	Pastries/doughnuts	<u>\$ (60.00)</u>
	Class handouts	<u>\$ (411.00)</u>
	Participant packets	
	Publicity	<u>\$(2,369.01)</u>
	Flyers	<u>\$(1,780.01)</u>
	Postage	<u>\$ (95.00)</u>
	Signage	<u>\$ (24.00)</u>
	Flyer enclosure fee	<u>\$ (20.00)</u>
	Houston duplicate bridge brochure	<u>\$ (450.00)</u>
	Playing site	<u>\$ (300.00)</u>
	Prizes	<u>\$ (81.00)</u>
	Bridge Supplies	<u>\$ (261.90)</u>
	Usage	<u>\$ (10.50)</u>
	Transportation	<u>\$ (251.40)</u>
	<b>Net Profit/(Loss)</b>	<b><u>\$(1,757.90)</u></b>

#### *April 2009 Event*

Bert is putting together the committee; planning to get started by mid-December.

### **2009 Lone Star Regional**

The I/N area will be moved to the south end of the Grand Pavilion, where the bookseller has been the past couple of years; the bookseller will be moved to the north side of the Grand Pavilion by the directors. Otherwise the layout remains the same as last year.

We now have events added to honor Gary King and Bertha Tucker, for a total of 15 named events.

Joyce is working hard to line up speakers for the event.

Bridgette Sandifer will be arranging the volunteer, I/N and teachers' reception on Thursday evening.

Pat and Jolie are meeting with the hotel next week to discuss hospitality arrangements.

Bert reported that he and Katherine have most of their partnership volunteers signed up.

### **Loan of supplies to the ABA**

Paul reported that he met with Robert Wallace of the ABA about furnishing supplies for their Houston National Tournament to be held in April, 2009 and the Westin Galleria. Paul made the ABA a proposal which is consistent with ACBL pricing for supplies and equipment rental which



should net the unit approximately \$1,000. Mr Wallace will present the proposal to the ABA Board with a recommendation to approve.

### Executive Session

The board was in executive session for 10 minutes.

### Future Meeting dates

Future board meeting dates are January 12<sup>th</sup>, 2009, February 9<sup>th</sup>, March 2<sup>nd</sup>, April 6<sup>th</sup>, and May 4<sup>th</sup>.

### Adjourn

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

The motion was seconded and approved at 10:30 pm.

Respectfully submitted



Bert Onstott

Secretary

