



Memorandum of Discussion

ACBL Unit 174 Board of Directors Meeting

February 6, 2017

Tracy Gee Community Center

Call to order

Bill

The meeting was called to order at 9:33 am. Directors present were: Bill Riley, Dianna Gittelman, Daniel Jackson, Dan Leightman, Ken Hudson, Nancy Strohmer and John Caudill. Director absent was Bob Armstrong. Also present were Gary Hercules and Paul Cuneo.

Bob Armstrong submitted a letter of resignation and the Board accepted his resignation as the Unit President, but he agreed to finish his term as a BOD. Bill Riley, Vice President, now acting President as of Bob's resignation as President, presided over the meeting.

Approval of minutes

Bill

The November, December and January Board meeting minutes were submitted.

Motion – Daniel Jackson made the motion to approve the November meeting minutes.

The motion was seconded by Nancy Strohmer and approved by all.

Motion – Nancy Strohmer made the motion to approve the December meeting minutes.

The motion was seconded by John Caudill and approved.

Motion – Daniel Jackson made the motion to approve the January meeting minutes.

The motion was seconded by Nancy Strohmer and approved by all.



The Board approved the October 2016 Minutes at the December 5 meeting without a copy of the Final version. Nancy requested the following updates:

1. A list of those Directors not in attendance.
2. Re-word paragraph regarding Westchase Marriott: Paul and Nancy met with the Marriott regarding lunches as follows:
3. Re-word paragraph regarding food: We pay for two cashiers for Thurs, Fri & Sat for the Aug Sectional & Fri & Sat for the April, June & Oct/Nov Sectionals.
4. Marketing Report--Report should be included as submitted by the chair, Paul Cuneo, electronically prior to the meeting.

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. The December verifier report has been received. There are year-end adjustments to be made and the Unit's tax return is also being worked. Gary asked that we table approving the December financial report until our next meeting.
2. The use of subaccounts and "big" accounts such as tournaments, committees and major activities was discussed. Question of how much detail is required and necessary in the financial reports and in our Board meeting minutes. Specifics and details are available by asking the Treasurer for information.

District Report

Paul Cuneo

District 16 Jan 28, 2017 Meeting Report as submitted by Paul Cuneo

- Officers for 2017 will be the same as 2016 and all were re-elected. D16 By-laws were amended during 2016 to allow the current President, Tomi Storey, 1st Vice President, Rebecca Brown, and 2nd Vice President Nancy Strohmer to serve another year. Lew Levy continues as Executive Treasurer and David Pearlman continues as Executive Secretary.
- The District is in good financial condition with assets over \$125,000.
- Bob Heller ACBL President and his wife Barbara Heller President of the ACBL Educational Foundation attended the meeting. Bob talked about the initiatives he is sponsoring in 2017. These include a two task forces, one to address the relationship with Clubs and the other to look at tournaments.
- The Board adopted policies which document how the District's subsidies will be distributed to NAP and GNT participants who represent the District in the National finals. The Board also adopted a Zero Tolerance policy for the same



participants with reduced/eliminated subsidies for initial and repeated offenses.

- The District will hold 4 days of Charity games in 2017. Dates are Mar 27 thru Mar 30 All clubs are eligible to participate.
- The Board agreed to renew the District's LBIAD license for another year.
- A new Unit in D16 has been formed in San Miguel. It is unit 254.
- We will be having GNT qualifying at the Club level in the 2018 cycle starting September 1.
- A list of open Sectional conflicts was distributed. There is some concern about Sectionals on the same weekend that would like to draw from the same major metropolitan area. One example is that both Longview and Temple would like to draw from the DFW area. A committee headed by Rebecca Brown was formed to look at the current guidelines and propose changes.

Old Business

2017 LSR

/Bill

Final Report and detailed discussion postponed until next meeting. Several topics relating to the LSR were discussed:

The cell phone policy was reviewed and Board agreed that the policy should be enforced and be enforced uniformly by all directors.

Paul Cuneo, Bill Riley, Bob Armstrong & Nancy Strohmer met with Romy Botello at the Marriott Westchase concerning opportunities for improvement. Lighting in the Pavilion was discussed because it was the biggest concern for player at the LSR. Additional money was expended to bring in temporary lighting due to darkness in the rear of the Pavilion. Hotel stated that they were going to replace light bulbs in the rear of the Pavilion prior to the April Sectional and this should eliminate the lighting concerns. Nancy stated she would check on this prior to the April Sectional.

The Marriott staff did not have the correct table layout when setting up tables. Some concern regarding tripping hazards due to closeness of tables. Board agreed that daily announcements to move large items under chairs should help reduce tripping risk,

April, 2017 Sectional

Nancy/Ken

All is going as planned and on schedule. . .

A caddy tip jar was suggested and Board thought this would be a good idea to show gratitude for the hard work the caddies do. Caddy Chair to distribute tips based on number of shifts worked by each caddy.

A suggestion to hold a hospitality event Friday after the second session was brought up. Nancy to investigate and propose a plan for discussion at the March meeting.

June, 2017 Sectional

John

John presented the schedule, budget and game fee proposal. The dates for the sectional are 6/9 – 6/11. Game times will be 10:00 AM and 3:00 PM. No night games will be



held.

Single session pairs games to be included in the open events. Bill to provide John wording to be used on the flyer.

Motion – Daniel Jackson made the motion to approve the June Sectional Schedule with the updated wording for the stratified pairs game.

The motion was seconded by Dianna Gittelman and approved by all.

Discussion on the amount to charge for game fees was held. Most Sectional tournaments held in Texas at non-club locations charge more than \$10.00 per session.

Motion – Nancy Strohmer made the motion to charge \$10.00 per session on Friday and Saturday games and \$15.00 per session for Sunday's events.

The motion was seconded and approved by all.

John presented the budget for the Sectional

Motion – Nancy Strohmer made the motion to approve the budget for the June Sectional with changes to be made to reflect the approved game fees.

The motion was seconded by Daniel Jackson and approved by all.

Selected Areas of Emphasis for 2017/Board Assignments

Bill

No discussion was held for this topic.

Marketing Committee Report

Nancy and Paul Cuneo

The Marketing Committee Report as submitted by Paul Cuneo for February ACBL Unit 174 Board meeting is as follows:

Lone Star Regional Event

- Over 70 people attended the MiniBridge party on Saturday evening. Of that we had 15 volunteers.
- For this event, the committee partnered with Westside Bridge Academy to provide volunteers, solicit attendees, and to follow up with those who attended the event. Westside has two MiniBridge events scheduled at their club on Feb 11 at 11 am and March 12 at 1pm.
- The cost of the event was under \$500.

BCOH is having MiniBridge parties on February 12 and 19 at 1 pm.

April Sectional

- The Committee is planning another event for Saturday evening at the April Sectional and will partner with WBA again.

Longest Day



- We plan to hold another Longest Day event at Memorial City Mall and will include MiniBridge as well as fundraising for the Alzheimers Association. In discussion the date was announced for June 17, 2017.

Summer Camps

- We will be approaching organizations that host summer camps for students about including MiniBridge in their programs this year.

Unit 174 Website

- A big thanks to Carol Winograd and her sons for making the videos about their MiniBridge experience for posting on YouTube.
- All of our resources for MiniBridge are now available on the website.

District 16 Director Discussion

Paul Cuneo

Paul Cuneo is now the District 16 district representative on the ACBL Board of Directors as of January 1, 2017. Paul has been appointed to the Finance, Governance and Strategic Review committees and the Clubs and Tournaments Task Force. Paul gave the Unit Board a brief recap of the state of the ACBL, met all the directors at the Orlando Board meeting. Visited the ACBL headquarters. Paul also reviewed his emphasis areas for 2017 with the Unit Board.

Communication Report

Nancy

Communications Committee Report submitted by Nancy Strohmer, 2/2/17

The committee met on January 14, 2017. In attendance were: Bert Onstott, Nancy Strohmer, Bob Armstrong & Jeff Parker. Not in attendance were: Gary King, Daniel Jackson & Shawn Quinn. Guests in attendance: Carol Winograd & Paul Cuneo.

There was discussion regarding the issues affecting late submittal of Board Meeting minutes. There was also discussion regarding the work load currently being placed on the Webmaster. Routine updates are not being made in a timely fashion, specifically the Unit masterpoint list, membership directory, etc.

Bob appointed Carol Winograd as Website Project Manager and will now be a committee member. Carol's role is to facilitate daily operations of the website and to organize a fact-finding mission to consider whether to utilize a content management system such as WordPress in the future. Due to Jeff's busy schedule, he does not have time to make all the changes needed on a daily basis; additionally, his interest lies more in the area of the possible redo of the website.

While the committee is considering the bigger picture, Carol has suggested that we make some immediate changes/steps which will greatly enhance the look of our website and she has already accomplished most of the items listed below:

1. Adopt a standard design for links within our site. Items that are links will be in blue and underlined. This will make these links recognizable as such.



2. Change the background color (body element) from the dark grey to the same grey as the background of the content (content element). This will make the page appear more uniform when it is opened on a large screen.
3. Remove the Non-bridge Links tab.
4. Move all tabs onto the same line (will be accomplished automatically if we do #3).
5. Add boxes around buttons that have a white background to improve their appearance.
6. Remove old content (not scores from prior games).
7. Reach out to ACBL to learn about their website construction and resources that they have to help us.

Jo Anne Knodel and Tom Romz were offered up by Paul as backup resources. The committee agreed to invite Jo Anne to assume the responsibility of daily updates to the site and to ask the BCOH webmaster if she declines. Jo Anne is interested and is considering whether she has time to commit to this position.

We all agreed that putting the Unit's best foot forward by having an up-to-date website is important and this involves frequent, almost daily, updates.

Other current updates that need to be made periodically are as follows:

Board election candidate page

MiniBridge flyer

Search engine updates (Google)

Photo gallery for tournaments

Having the webmaster on the Unit BOD email "group" is overload – it was agreed to remove the webmaster from the Unit BOD email "group."

Paul mentioned that he has a relationship with UH through Executive Service Corps Houston where student teams could undertake the website update as a project. The next opportunity is the Fall Semester and we would have to compete to be assigned a team. This is certainly an option for the Unit website.

The WordPress design service has already been committed (Bluehost). Bert mentioned that the only issue he had with moving to WordPress was whether or not the Scores process could be made to work. This will be discussed after Carol's son, Evan, looks into whether or not the Scores page could be made to work in WordPress. WordPress dev site can be reached at www.test-acblunit174.org/dev/

Bob, Carol & Jeff were to have met on 1/31/17 but the meeting was cancelled due to Jeff's illness. The purpose of the meeting was to clear up any misunderstandings regarding the responsibility of the webmaster, project manager and whoever else will be brought on board to keep the website current and relevant.

Nancy recommended that Carol Winograd be appointed Communications Committee Chair in addition to Carol's current position of Website Project Manager. Carol has been a great asset to the committee and will bring much expertise to the position. Nancy will continue to serve on the



Committee as the Board representative.

Motion – John Caudill made the motion to approve Carol Winograd as Chairperson of the Communications Committee.

The motion was seconded by Daniel Jackson and approved by all. Bill Riley to inform Carol of the Board's decision.

2017 Club Connection

Bill

No Board discussion was held for this area.

New Business

GNT Qualifier

John

The GNT qualifier will be held Sunday February 26th starting at 10:30 AM at BCoH. Flyers have been printed and a director has been named. Information is on the website.

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

ABA/ACBL Game

John/Nancy

A brief discussion was held about the game held Saturday February 4th. Game had a \$32.00 profit after expenses which was split equally between ABA and ACBL.

The ABA does not want to chair next year's ABA/ACBL game and further discussion needs to be held regarding next year's game.

Bidding Box Refurbishments

Daniel

Discussion to be held on this item at next month's meeting

Executive Session

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

The Board spent 8 minutes in Executive Session.

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

New Business – Additional Discussion

After ending our Executive Session Discussion, the following motion was made:



Motion – That Lauri Laufman be appointed to fill the open board position which was vacated by Mildred Breed.

The motion was seconded and approved by all.
Bill Riley to inform Lauri of the Board's decision.

Future Meeting Date

The March Board Meeting will be held March 6th 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 11:40 AM.

Respectfully submitted,

Ken Hudson, Secretary

