

Unit 207
Board of Directors Meeting Minutes
10/08/2020

Meeting called to order: 2:48 PM (via Zoom Meeting)

MEMBERS PRESENT:

Barbara Clements	X
Mickey Goldwater	X
Linda Griffith	X
Cheri Gross	X
Sharon Hoger	X
James Moody	X
Sandy Potts	X
Dean Truair	X
Rita Wiegenstein	X

ORDER OF BUSINESS:

1. Approval of Unit Meeting Minutes

Verified during Board of Directors (BOD) Meeting - September Minutes approved electronically and filed on Unit's website

2. Financial Report (Barbara Clements)

Financial information including a balance sheet and profit/loss statement were provided to the BOD via email by Barbara Clements. Motion was made and seconded to accept the financial information – unanimously approved.

3. Membership Report (Linda Griffith)

4 new members and 4 transfers into Unit

4. Club Report (Rita Wiegenstein)

Clubs are contacted every other month; next contact will be prior to the November Board Meeting

5. Free Play Policy Update (James Moody)

Review, discussion, and editing of draft free play policy provided to BOD ensued via screen share. Policy was finalized. Motion was made and seconded to accept the Free Play Policy – approved with Sharon Hoger abstaining.

6. Mentoring Program Update

Written plan for Mentor/Mentee Program (James Moody)

James is working on a draft plan for an online Mentor/Mentee Program for Unit members. Information about the plan will be distributed via an email blast, with a target launch of November 2020. Ideas were offered from BOD's, and plans were discussed including the following:

- 3-month program with target of at least 6 playing times
- Mentees will be NLM with <500 points

- Mentors will have at least 100 points more than mentees
- Coordinate 1 LM games with Unit clubs
- Limit to virtual club games vs. robot play instruction
- Up to 2 free play coupons for Mentor

A meeting prior to the next BOD's meeting to discuss the program will be scheduled by James.

BBO\$ to support Mentor/Mentee Program (Sharon Hoger)

Sharon confirmed BBO\$ can be added to individual accounts.

7. Partnership Effort Update (James Moody)

James confirmed contact with Pat Berry regarding stipend for BBO partnerships. Pat agreed to continue handling the BBO partnerships.

8. Membership Retention & Renewal Report

Email correspondence with 2nd notice of renewal to ACBL members (Linda Griffith)

Many people were contacted via email from the "2nd renewal notification" list and inactive list. The email seemed to be helpful in increasing the number of active ACBL members. For members with email returned as "undeliverable," Linda will work with an ACBL representative to obtain mailing addresses and send a letter. The ACBL representative expressed appreciation for the Unit's attempt to retain membership.

Contact Jean Durocher regarding helping with the recognition of milestone advancers (Barbara Clements)

Contact pending with Jean Durocher to discuss helping with Milestone Luncheon and recognition of milestone advancers during online play, with stipend of \$35/month and/or free play coupons.

9. Educational Plans

Membership Initiative

• **Online Teacher Certification Update** (Sandy Potts)

Sandy Potts and Linda Griffith are attending classes for teacher certification/online teaching that includes learning technology for Shark Bridge, Zoom, and Bridge Base Online. The goal is to have teachers available to facilitate online bridge education.

• **Workshops and District Plans** (Sandy Potts)

A free "Bridge in a Day" program (1.75 to 2 hours) is being taught by Patty Tucker on Saturday, November 7, 2020 at 2:00 p.m. An email will be distributed to the Unit clubs, and a flyer will be posted on the District website, Unit website, and BCA website. Unit members are asked to market the workshop to various groups including the YMCA, schools, churches, synagogues, friends, etc. within District 16. The recommendation is for each member of Unit 207 to contact at least one person to sign up for this workshop.

• **Letter to potential speakers** (Linda Griffith)

The first online lecture (via Zoom) is scheduled for Saturday, October 10, 2020 at noon and will be given by Jack Lacy. A Zoom link to the lecture was provided via email blast to Unit members and will be re-sent prior to the lecture. Additional speakers are planned through March 2021. The time of the lectures may be adjusted to allow

anyone playing in an earlier virtual game to call-in for the lecture. For the upcoming lecture, James Moody and Linda Griffith facilitated the Zoom lecture with prior planning meetings to familiarize the teacher and host with Zoom procedures and to practice Zoom chat capabilities.

10. Nomination Committee Update (Sharon Hoger)

Appointment of Nomination Committee Members is not yet completed. James Moody contacted Rachell Jackson who declined being on the committee. Sharon contacted Mark McAllister who also declined. Pam LaShelle has agreed to serve on the Nomination Committee. Sharon will continue to contact potential committee members.

11. Unit Meeting Planning (Sharon Hoger)

The next Unit Meeting is scheduled for Saturday, February 20, 2020 at 1:00 p.m. If in-person play is allowed, Scott Humphrey and Larry Davis are scheduled to direct.

12. Tournament Planning Update (Sharon Hoger)

2021 tournament dates are not yet finalized. Sharon continues to work with Larry Davis on 2021 club championship dates.

13. Conflict of Interest Policy (Sharon Hoger)

Conflict of Interest Policy is an IRS requirement for non-profit organizations (not state requirement). Sharon Hoger and Cheri Gross will provide draft policy for BOD to review.

14. Miscellaneous / New Business

None

Meeting adjourned: 4:10 PM

Action Items	Responsible	Status	Comments
Provide final draft of Free Play Policy to BOD.	James Moody	Completed	Copy provided to BOD's for review prior to meeting.
Provide Free Play Policy with redemption guidance to Club Directors/Managers.	Cheri Gross	Completed	Free Play Policy distributed to Club Directors/Managers via email.
Provide draft Conflict of Interest Policy for BOD review.	Sharon Hoger	NA	Duplicate Action Item.
Update ACBL website with Officers and Committee Chairperson information.	Cheri Gross	Completed	ACBL Website updated
Provide letter to potential speakers for monthly lecture for intermediate/advancing players. Goal: first lecture planned for Saturday in Oct.	Linda Griffith	Completed	Lectures planned through March 2021.
Send 2 nd notice for renewal recipients an email to foster increased membership.	Linda Griffith	Completed	Emails sent to applicable members.
Contact Pat Berry to offer \$35/month stipend for making BBO partnerships.	James Moody	Completed	
Contact Jean Durocher regarding coordinating recognition of Milestone	Barbara Clements	Pending	

Advancers with stipend of \$35/month and/or Free Play coupons			
Ask Larry Davis to work on 2021 club championship dates (no games in Jan./Feb. & potentially none in Mar/Apr)	Sharon Hoger	Pending	
Write note to Larry Davis to thank him for helping with tournament scheduling and cancellation.	Cheri Gross	Completed	Note sent to Larry Davis
Confirm Texas requirement for Conflict of Interest Policy.	Barbara Clements	NA	Conflict of Interest Policy is required by IRS.
Provide on-line Mentor/Mentee Program write-up.	James Moody	Pending	
Plan interim meeting to discuss online Mentor/Mentee Program	James Moody	Pending	
Check on BBO\$ to support Mentor/Mentee Program.	Sharon Hoger	Completed	BBO\$ can be added to individual accounts.
Provide names of Goodwill Award Winner and Star Award Winner to Betty Starzec (updated from Scott Humphrey; Scott Humphrey copied).	Cheri Gross	Completed	Notification email sent.
Contact potential member for Nomination Committee (Rachell Jackson). (Item added from Sept BOD Meeting Minutes.)	James Moody	Completed	Rachell Jackson will not be member of Nomination Committee.
Contact potential members for Nomination Committee. (Item added from Sept BOD Meeting Minutes.)	Sharon Hoger	Pending	
Ensure email blast for announcing "Bridge in a Day" workshop sent and notification posted on websites	Sharon Hoger	Pending	
Provide draft copy of Conflict of Interest Policy to BOD for review.	Sharon Hoger/Cheri Gross	Pending	