

Unit 207
Board of Directors Meeting Minutes
11/12/2020

Meeting called to order: 2:39 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 - October 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)

2 new members and 10 transfers into Unit

- In October, the new members were contacted and sent Welcome Package that included free play coupons. Some players are already playing on BBO.
- Email with letter planned for players due for renewal; Rita Wiegenstein, Barbara Clements, Sandy Potts and Cheri Gross will help on distributing these emails.

4. Club Coordinator Report (Rita Wiegenstein)

Club directors were contacted prior to this board meeting re:

- Asking if any help could be provided by Unit 207 to the individual clubs
- Reminder of availability of online partnership
- Online lessons being offered by BCA
- Following limited games, Zoom sessions will be offered for discussion/questions
- Saturday lecturing series
- Mentor/Mentee program to be launched

5. Free Play Expiration Discussion

Discussion occurred regarding extending the expiration date on free play coupons provided by Unit 207. Motion was made and seconded to extend the expiration date to December 31, 2022 – approved with Sharon Hoger abstaining due to conflict of interest.

6. Mentoring Program Update (James Moody)

Launch discussion included:

- Email blast to be sent to Unit 207 members
- Sign-up link will be included with the email
- Form completion/match will provide information for matching mentors and mentees
- BBO participation names will be obtained so that BBO\$ can be deposited into Mentors' accounts

7. Membership Retention & Renewal Report (Sandy Potts and Linda Griffith)

- District 16 hosted "Bridge in a Day" with 61 online attendees. Some technical problems occurred, and lessons learned were shared at a follow-up discussion meeting. The participants' names were forwarded to Unit teachers for additional class opportunities. Lessons learned include:
 - ✓ Attending a tech workshop prior to the "Bridge in a Day" seminar should be mandatory for future participants
 - ✓ Seminar teacher should provide handouts and tech support to participants
 - ✓ A mentor should be available at every practice table.
- Milestone Advancers received an email congratulating each person for receiving a higher ACBL level. Plans to recognize all milestones at the Unit's annual meeting to be further discussed by the BOD. A Zoom meeting followed by free play on BBO is being considered. Due to no in-person bridge games, a stipend for coordinating Milestone Advancer Recognition will not be paid at this time.

8. Educational Plans Update (Sandy Potts and Linda Griffith)

- Sally Sassen is the District's Education Liaison.
- Saturday lectures are scheduled through 1st Quarter 2021. Some lectures will be in two parts (consecutive Saturdays) due to length of material to be presented.

9. Nomination Committee Update (Sharon Hoger)

Each BOD member suggested names for potential board candidates. Sharon Hoger will provide names to the Nomination Committee.

10. Tournament Planning Update (Sharon Hoger)

2021 Championship Dates are scheduled but are dependent upon when in-person play will begin due to COVID-19.

11. Conflict of Interest Policy (Sharon Hoger)

- Draft Conflict of Interest Policy with Disclosure Statement was discussed and reviewed. Motion was made and seconded to accept the Conflict of Interest Policy with Disclosure Statement – unanimously approved.
- BOD Members will forward a signed disclosure to Cheri Gross for filing on the Unit's website. Additionally, a copy of the policy will also be included on the Unit's website.

12. Miscellaneous / New Business

None

Meeting adjourned: 3:40 PM

Action Items	Responsible	Status	Comments
Discuss recognition of Milestone Achievers at Unit's annual meeting.	Sharon Hoger	Pending	
Obtain copy of signed Conflict of Interest disclosure statement from each BOD member and applicable committee members and file on Unit's website.	Cheri Gross	Pending	
Contact Jean Durocher regarding coordinating recognition of Milestone Advancers with stipend of \$35/month and/or Free Play coupons	Barbara Clements	NA	Due to no in-person bridge games, a stipend for coordinating Milestone Advancer Recognition will not be paid at this time.
Ask Larry Davis to work on 2021 club championship dates (no games in Jan./Feb. & potentially none in Mar/Apr).	Sharon Hoger	Completed	Games scheduled.
Provide on-line Mentor/Mentee Program write-up (Person responsible updated from October Minutes).	Sharon Hoger	Completed	Sent to membership.
Plan interim meeting to discuss online Mentor/Mentee Program	James Moody	N/A	Determined not necessary.
Contact potential members for Nomination Committee.	Sharon Hoger	Completed	Nomination Committee formed.
Ensure email blast for announcing "Bridge in a Day" workshop sent and notification posted on websites.	Sharon Hoger	Completed	Notifications provided.
Provide draft copy of Conflict of Interest Policy to BOD for review.	Sharon Hoger/Cheri Gross	Completed	Copy provided prior to Nov BOD Meeting