

**Unit 207**  
**Board of Directors Meeting Minutes**  
**04/08/2021**

Meeting called to order: 2:31 PM (via Zoom Meeting)

**MEMBERS PRESENT:**

Pat Berry	X
Barbara Clements	X
Mickey Goldwater	X
Linda Griffith	X
Cheri Gross	X
Sharon Hoger	X
Nancy Joe	X
James Moody	X
Rita Wiegenstein	X

**ORDER OF BUSINESS:**

1. Approval of Unit Meeting Minutes

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

2. Financial Report

Financial report (Barbara Clements) compiled with information including a balance sheet and profit/loss statement for March provided to the BOD via email. Motion was made and seconded to accept the financial information – unanimously approved.

3. Club Coordinator Report (Rita Wiegenstein)

- All club owners/managers/representatives were contacted regarding information (per club) on the re-opening of face-to-face bridge and any applicable issues. Updates including facility status, participant surveys, and precautions/rules to be instituted for in-person play were discussed. Re-openings and facility requirements vary by club, and each club's owner/manager/representative will communicate to the club's members opening plans, as applicable.
- Thomas (Tom) Thomas is the new manager for the Bridge Center of Austin (BCA). Contact information for Tom Thomas will be obtained by Cheri Gross and forwarded to Rita Wiegenstein.

4. Membership Report (Linda Griffith)

- March: 4 new members and 7 transfers into Unit
- Emails continue to be sent to members regarding renewals and/or welcome to Unit 207.

5. Lecture Series Update (Linda Griffith)

- Good attendance and positive feedback continue to be communicated. Lecture series has been planned through September.

- Following discussion of obtaining alternative lecturers and/or of developing ideas for implementing back-up lecturers, the BOD decided that Linda Griffith, Lecture Series Coordinator, would determine whether an alternate lecturer is necessary and obtain an alternate, as needed.
- Upcoming lecture:
  - David Sokolow ~ Saturday, April 17, 2021

6. Mentoring Program Update (James Moody)

- Per James Moody, historically the Unit has sponsored two (2) programs per year. As such, the BOD will target fall for beginning the next mentorship program and will continue to develop opportunities for increasing bridge education and fostering newer and/or intermediate players.
- James Moody will continue to seek an individual to organize and coordinate the fall mentoring program.
- Pat Berry volunteered to assist with the facilitation of the next mentoring program.

7. Conflict of Interest Policy and Disclosure Statement (Cheri Gross)

- Signed copies of Conflict of Interest Policy Disclosure Statement have been collected from some BOD members. Outstanding statements will be forwarded to Cheri Gross. All applicable statements will be filed after a complete set is collected.
- IRS Form 900 must be filed yearly with the IRS as part of a non-profit's requirement for maintaining tax exempt status. This will be confirmed with Robert Donathan.

8. Event Planning (Sharon Hoger)

- The following chairpersons were nominated, seconded, and approved
  - Cheri Gross will chair the upcoming August 7-8, 2021 Sectional Non-Life Master Tournament with Sharon Hoger co-chairing.
  - Rita Wiegenstein will chair the upcoming September 23-26, 2021 Tournament with Barbara Clements and Julie McKenna co-chairing.
- Club allocation of the Unit's 24 championship games was discussed: 10 to be sponsored by Unit 207; 10 allocated to the Bridge Center of Austin; 2 allocated to Larry Davis; 1 allocated to Harry Ingham; and 1 allocated to Georgetown. This may vary due to Covid-19 restrictions.
- Motion made and seconded to hire Larry Davis as Director of August 7-8, 2021 Sectional Non-Life Master Tournament – unanimously approved.
- In anticipation of upcoming tournaments, chairpersons' duties and responsibilities were discussed. Sharon Hoger and Barbara Clements agreed to create a reference handbook for tournament chairpersons to use for planning tournaments.

9. Committee Chairpersons (Sharon Hoger)

- Supply Chairperson: Motion was made and seconded for James Moody to serve as Supply Chairperson – unanimously approved.
- Intermediate/Novice Coordinator Chairperson: TBD
- Education Coordinator Chairperson: TBD

10. Saturday Workshop Funding (James Moody)

- The four (4) Saturday workshops sponsored by Unit 207 (prior to new/intermediate player games) were sufficiently attended to warrant consideration of the Unit's

continued sponsorship of this program. A discussion of the benefits of this program occurred.

- Motion was made and seconded to continue funding this program at the BCA for four (4) additional weeks – approved by eight BOD members (Sharon Hoger abstained from discussion and vote due to conflict of interest as BCA owner).

11. Budget Discussion (Barbara Clements)

- Following discussion of the budgeting process, the BOD agreed to form a committee to evaluate the information provided by Barbara Clements and to draft a budget that will be presented to the BOD.
- Motion was made and seconded to form a Budget Committee with Barbara Clements serving as chair – unanimously approved. Nancy Joe and Sharon Hoger will also serve on the Budget Committee.

12. NABC Tournament Event Naming (Pat Berry)

- Pat Berry provided an update on amounts pledged to date.
- To meet the costs of the NABD Tournament, additional donations are being solicited along with evaluating whether an additional \$1.00 charge could be added to the tournament games.

13. NABC Charity

- For the NABC Tournament’s charitable donation, the ACBL has determined \$5000.00 may be donated to a local organization(s). Recipient recommendations included Central Texas Food Bank and Texas Parent to Parent. Discussion ensued about possibly splitting this amount between two (2) organizations.
- Sharon Hoger will determine if splitting is possible and communicate this information to the BOD.

14. New Business:

None

Meeting adjourned: 3:58 PM

Action Items	Responsible	Status	Comments
Consider alternatives and/or develop ideas for implementing back-up lecturers.	All BOD Members	Completed	Linda Griffith will determine if alternate may be needed.
Provide categorical budget information for BOD review.	Barbara Clements	Completed	Information emailed to BOD.
Plan budget review meeting.	Sharon Hoger/ Barbara Clements	Pending	
Seek individual to organize and coordinate Mentor/Mentee Program.	James Moody	Pending	
Obtain copy of signed Conflict of Interest disclosure statement from each BOD member and applicable	Sharon Hoger/ Cheri Gross	Pending	

committee members and file on Unit's website.			
Complete certificates for Ace of Clubs winners and distribute via email.	Cheri Gross	Pending	
Determine Chairs for September Sectional.	All BOD Members	Completed	Chairpersons appointed by BOD.
Determine allocation of Unit Championships for various clubs.	Sharon Hoger	Completed	Allocations noted above.
Fill Unit Committee Chairperson positions.	All BOD Members	Pending	
Provide contact information for Tom Thomas (BCA Manager) to Rita Wiegenstein for monthly club contact.	Cheri Gross	Completed	Information obtained and emailed.
Confirm IRS Form 900 has been filed yearly.	Cheri Gross /Barbara Clements	Completed	Robert Donathan confirmed this form is filed yearly.
Create reference handbook for tournament chairpersons.	Sharon Hoger /Barbara Clements	Pending	
Determine if NABC charitable donation may be split between two (2) organizations.	Sharon Hoger	Pending	
Determine which organization(s) will be the recipient of the NABC charitable donation.	All BOD Members	Pending	