

Unit 207
Board of Directors Meeting Minutes
06/10/2021

Meeting called to order: 2:35 PM

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	
Rita Wiegenstein	X

ORDER OF BUSINESS:

1. Approval of Unit Meeting Minutes

Verified during Board of Directors (BOD) Meeting – May Minutes approved electronically and filed on Unit’s website.

2. Treasurer’s Report (Barbara Clements)

- Financial reports including a balance sheet and profit/loss statement for May provided to the BOD via email. Motion was made and seconded to accept the financial reports – unanimously approved.
- Venmo account set up and linked with new checking account at United Heritage and with PayPal.
- Event naming contributions being collected.
- Storage costs payable to BCA for 2018-19 and 2019-20 have been paid. Fiscal year 2021 payment was made in May 2021.
- Annual reports have been revised due to additional funds being paid for previous years.
- Additional budget information being reviewed by Budget Committee.

3. Membership Report (Linda Griffith)

- June: 2 new member and 4 transfers into Unit
- In June, 14 renewal letters/emails sent to members regarding renewals and/or welcome to Unit 207.

4. Lecture Series Update (Linda Griffith)

- Lectures scheduled through February 2022.
- Mitch Towner completed recent lecture – recording available for review.
- Suggestion/feedback from Unit membership to ask people within Unit to serve as lecturers.
- Upcoming lecture:
 - Alex Labry ~ Lecture: *Voodoo Bridge* Saturday, July 3, 2021 @ 12:30 p.m.

5. Club Coordinator (Rita Wiegenstein)

- Face-to-face bridge attendance is decreased. Free Game Play has helped, but attendance was still decreased by approximately 50%.
- Georgetown Bridge Center will open end of August 2021.
- Bridge Center of Austin (BCA) has resumed in-person games.

6. Unit Chairpersons (Sharon Hoger)

- Education Coordinator Co-Chairpersons
Motion was made and seconded to nominate Nancy Joe and Linda Griffith as Education Coordinator Co-Chairpersons – unanimously approved.
The Education Coordinator determines requirements for Unit education events and manages those events. This includes hosting/subsidizing beginner and new member classes as well as events with expert and noted speakers/players for advanced/intermediate players.
- Intermediate/Novice (I/N) Coordinator Chairperson
Sharon Hoger will contact potential candidates regarding accepting this chairmanship.
The I/N Chair focuses on integrating students and new players into the local bridge family; is responsible for novice and beginner activities and coordinates with the Education Coordinator for classes; promotes new members for the Unit and ACBL; and coordinates and consults with the National Novice Chair and District Novice Chair concerning new or current novice programs in ACBL.

7. Tournaments / Related Activities (Sharon Hoger)

- Approved Tournaments 2022
 - July Regional at Holiday Inn
 - 1/6-9/2022 Sectional at BCA
 - 4/28-5/1/2022 Sectional at BCA
 - 9/22-25/2022 Sectional at BCA
 Sharon will confirm dates with BCA.
- NLM Tournament (August 7-8, 2021)
Larry Davis will serve as Director.
Barbara Clements will coordinate amount of change (money) needed for tournament with Larry Davis.
Publicity has been distributed (ACBL, Facebook, Flyer).
Email blast prior to tournament will be sent by Sharon Hoger.
ACBL COVID safety requirements are updated regularly on the ACBL's website and will be checked with the BCA prior to tournament.
- Open Sectional Tournament (September 2021)
COVID safety requirements will be review by Rita Wiegenstein with BCA.
Publicity being developed.
Melody Euler will serve as Director.
- Tournament Handbook Update
Zoom Meeting planned to discuss development of handbook and for review of available materials.
- NABC Charity Contribution
A copy of the draft letter notifying the chosen charities of selection will be sent to BOD members.

A letter will be sent to the two selected charities, Central Texas Food Bank and Texas Parent to Parent, notifying each of the pending donation and request for information prior to receiving the donation by Cheri Gross.

8. Jacoby Award Nominations (Sharon Hoger)
Sharon Hoger will write up information for nominee, with request for contributing information from BOD members. Information to be submitted to Sharon by June 17, 2021.
9. Award Updates (Mini-McKenney, Ace of Clubs, Goodwill) (Sharon Hoger)
Pins and/or certificates will be distributed to recipients at the BCA
10. Bulletin Board Update (Sharon Hoger)
Cheri Gross and Barbara Clements will meet to plan/create new life master bulletin board.
11. National Tournament Event Naming (Pat Berry)
 - Naming of event days and individual events are still available for the NABC Tournament scheduled for November 25-December 2021
 - Donations are requested to be paid by July 25, 2021 but may be made after that.
 - Contact Pat Berry with questions
12. BCA Agreement
Agreement reviewed during the meeting. Further discussion pending.
13. New Business
None

Meeting adjourned: 4:06 PM

Action Items	Responsible	Status	Comments
Obtain copy of signed Conflict of Interest disclosure statement from each BOD member and applicable committee members and file on Unit's website.	Sharon Hoger/ Cheri Gross	Completed	All signed copies received and added to Unit's website.
Complete certificates for Ace of Clubs winners and distribute via email.	Cheri Gross	NA	Certificates will be distributed at local clubs.
Confirm link between checking account and Venmo and PayPal accounts.	Barbara Clements	Completed	
Obtain additional information/clarification from the BCA's representative, Sally Sassen.	James Moody	Completed	
Follow-up on obtaining plaques for Star Award winner and Goodwill Award winners.	Sharon Hoger	Completed	
Complete submission article for Jacoby Award nominee.	James Moody	N/A	Duty updated to Sharon Hoger.
Provide additional budget planning information to BOD.	Budget Committee	Pending	

Fill Unit Committee Chairperson positions.	All BOD Members	Pending	
Contact potential candidates for I/N Coordinator Chairperson position.	Sharon Hoger	Pending	
Confirm 2022 tournament dates with BCA.	Sharon Hoger	Pending	
NLM Sectional Tournament (August 7-8, 2021) duties to be completed: <ul style="list-style-type: none"> • Confirm amount of money needed for change with Barbara Clements • Coordinate snacks with BCA • Confirm email blast with Sharon Hoger • Confirm ACBL COVID safety requirements prior to tournament 	Cheri Gross	Pending	
Create/finalize reference handbook for tournament chairpersons.	Sharon Hoger /Barbara Clements	Pending	
Provide copy of the draft letter notifying the chosen charities of selection will be sent to BOD members.	Cheri Gross	Completed	Forwarded after meeting.
Send letter to selected charities notifying each of selection and requirements for receiving donation.	Cheri Gross	Pending	
Complete submission article for Jacoby Award nominee.	Sharon Hoger	Pending	
Prepare envelopes for pins/certificates for award winners to distribute at the BCA.	Cheri Gross	Pending	
Update the Unit's bulletin boards at the BCA.	Barbara Clements /Cheri Gross	Pending	
Finalize BCA agreement.	All BOD Members	Pending	