

**Unit 207**  
**Board of Directors Meeting Minutes**  
**05/13/2021**

Meeting called to order: 2:35 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 – April 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 April provided to the BOD via email. Motion was made and seconded to accept the financial reports – unanimously approved.
- Money was received from NABC Tournament event naming as well as member dues from ACBL.
- Barbara is working with Robert Donathan and Sharon Hoger to set up checking account at United Heritage and will complete follow-up on linking checking account with Venmo and PayPal accounts.

3. Membership Report (Linda Griffith)

- April: 1 new member and 8 transfers into Unit
- In April, 30 letters/emails were sent to members regarding renewals and/or welcome to Unit 207, with nine (9) members no longer on the list. Linda requested help with sending 30 letters/emails to members for May.

4. Lecture Series Update (Linda Griffith)

- Lectures scheduled through November.
- Topic suggestions for future lectures should be sent to Linda.
- Upcoming lecture:
  - Mitch Towner ~ Saturday, June 5, 2021

5. 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. All clubs are expected to soon

resume or have resumed in-person play. Club representatives expressed concern that attendance will be less than prior to Covid. CDC guidelines may change which could help increase attendance.

- Charlene Sands is the new manager for the Bridge Center of Austin (BCA). Her contact information was provided to Rita.

#### 6. Event Planning (Sharon Hoger)

##### Venue Limitations:

- The Bridge Center of Austin (BCA) plans to re-open for in-person play in June. Guidelines for the re-opening are pending and will be communicated to Unit membership after they are finalized.
- Each individual club will have guidelines for in-person play.

##### Future Event Guidelines:

- Sharon Hoger and Barbara Clements continue to work on a reference handbook for tournament chairpersons to use for planning tournaments.

##### Upcoming Events:

- Discussion ensued about changing the order of upcoming tournaments. Motion was made and seconded to conduct the Unit Championship on June 19, 2021 and the City Championship on August 14, 2021 – unanimously approved.
- NLM Sectional Tournament planning is proceeding. Rita requested 50 flyers to distribute to various clubs as well as flyers about naming events for the NABC Tournament. Cheri will print and provide flyers to Rita. Additionally, Cheri will provide information to Rita to post on Facebook.
- North American Bridge Championship (NABC) planning is continuing. Pat Berry reminded the BOD that the NABC naming event payments must be received by July 25, 2021.

#### 7. Budget Awareness and Planning (Barbara Clements)

- Budget Committee met to discuss categories being funded and amount per category. Revenue projections from regional events and non-regional events were also reviewed. IRS reporting requirements were noted. The committee will continue to provide updates to the BOD, as applicable.

#### 8. 2021 BCA/Unit Agreement (James Moody)

- A draft agreement was reviewed with recommended updates/changes/questions noted. Finalization of the agreement is pending further clarification and resolution of recommended updates/changes, with James to follow-up with the BCA's representative, Sally Sassen.
- Per Conflict of Interest Policy, Sharon Hoger abstained from any discussion on this agreement.

#### 9. Free Play (James Moody)

- Discussion ensued regarding a request from the BCA for the Unit to sponsor free play at an upcoming in-person game. After reviewing the request, it was decided that offering some type of free play program to all clubs would allow the Unit to foster a return to in-person play among all members.
- Rita will provide a draft of a "Face-to-Face Bridge Week" free play program to the BOD for review and include a cost analysis for this type of program.

- Per Conflict of Interest Policy, Sharon Hoger abstained from any free play discussion due to potential increased revenue for the BCA.

10. BCA Re-opening Preparation (Sharon Hoger)

- The BOD Meeting for June will be held at the BCA.
- Photos of new BOD members will be taken by Alex Labry at the June Board Meeting.
- Plaques for the Unit's Star Award winner (Sandy Potts) and Goodwill Award winners (Billie Ogens and Dean Truair) are pending. Sharon Hoger will follow-up on obtaining the plaques.
- The Unit's bulletin boards located in the BCA will be updated with new information. Cheri and Barbara will coordinate the updates.

11. Jacoby Award Nominations (Sharon Hoger)

- Nominations were suggested and reviewed by the BOD. Motion was made and seconded for nominee selection – unanimously approved.
- James will complete the submission article about the nominee.

12. NABC Charity Selection (Sharon Hoger)

- Sharon determined that more than one charity could receive a contribution as part of the NABC Charity Selection. Discussion ensued about which charities to select. Motion was made and seconded to select the Central Texas Food Bank for a contribution of \$2,500.00 – unanimously approved. Another motion was made and seconded to select the Texas Parent to Parent for a contribution of \$2,500.00 – unanimously approved.

13. Old Business

Conflict of Interest Disclosure Statement

- Reminder to provide signed copy of latest Conflict of Interest Disclosure Statement to Cheri for filing.

Postponed: Committee Chairpersons (Sharon Hoger)

Chairpersons for the following are still needed:

- Intermediate/Novice Coordinator Chairperson: TBD
- Education Coordinator Chairperson: TBD

14. New Business

None

Meeting adjourned: 4:16 PM

Action Items	Responsible	Status	Comments
Plan budget review meeting.	Sharon Hoger/ Barbara Clements	Completed	Budget Committee meeting held.
Seek individual to organize and coordinate Mentor/Mentee Program.	James Moody	N/A	Determined Mentoring Program will be considered in the fall.

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	Pending	
Complete certificates for Ace of Clubs winners and distribute via email.	Cheri Gross	Pending	
Fill Unit Committee Chairperson positions.	All BOD Members	Pending	
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	Completed	Two charities allowed.
Determine which organization(s) will be the recipient of the NABC charitable donation.	All BOD Members	Completed	Vote held during meeting (see above).
Confirm link between checking account and Venmo and PayPal accounts.	Barbara Clements	Pending	
Print and provide NLM Sectional Tournament flyers and NABC Tournament naming event flyers to Rita.	Cheri Gross	Completed	Flyers delivered.
Provide information about NLM Sectional Tournament to Rita for posting on Facebook.	Cheri Gross	Completed	Information provided.
Provide additional budget planning information to BOD.	Budget Committee	Pending	
Obtain additional information/clarification from the BCA's representative, Sally Sassen.	James Moody	Pending	
Provide draft "free play" policy for "Face-to-Face Bridge Week sponsored by Unit 207 for review by BOD.	Rita Wiegenstein	Completed	Draft provided for review.
Follow-up on obtaining plaques for Star Award winner and Goodwill Award winners.	Sharon Hoger	Pending	
Update the Unit's bulletin boards at the BCA.	Barbara Clements /Cheri Gross	Pending	
Complete submission article for Jacoby Award nominee.	James Moody	Pending	