

# SALEM BRIDGE CLUB BOARD OF DIRECTORS

## MINUTES OF REGULAR MEETING, May 15, 2018.

**Call to Order, Attendance:** At 10 a.m. on May 15, President Paul Graham called the meeting to order. **Present:** Paul, Dave Astle, Zina Galaka, Susan Palmer, Joan Page, and Anita Walker. **Also present:** Jean McKinney, Club Manager; Judy Lathrop, Unit 490 Treasurer.

**Approval of Minutes.** The minutes of the April 17 regular meeting were previously approved by email.

**Financial Report/Table Count.** Anita presented the club's financial reports for April. The club gained \$750.77. Table count for April was 167-1/2 vs. 173 in 2017. Our bank balance as of 4/22/18 was \$14,244.18, up from \$14,231.02 on 3/20/18.

### **Other Financial Issues:**

1- **Should we include rental cost as a factor in table fees?** At present, our table fees for games held at Capital Manor (Wednesday and Saturday evenings) are \$4.00 per player vs. \$5.00 at our other games. The difference is based on the fact that we pay no rent to Capital Manor. To help analyze this issue, Anita calculated our profit and loss from each SBC-sponsored game: TUESDAY: \$16.00 loss (includes \$20 table set up cost). WEDNESDAY DAY: \$8.00 gain. WEDNESDAY EVENING: \$15.00 gain. THURSDAY EVENING: \$20 loss. FRIDAY: Breaks even. SATURDAY: \$3.00 loss. -- From this, it appears we are losing money at a rate of over \$60 per month. **Note:** In January (1/16/18 minutes), Dick Pitzer proposed we raise table fees at CapManor games. -- No action was taken on this issue at this meeting.

2- **Who will do the ACBL monthly report?** Jean McKinney (see item below) believes she can perform this task. She will let us know later if she is comfortable doing this.

3- **Paying for bridge lessons given by game directors.** Anita asks us to consider adopting a new procedure for compensating game directors for bridge lessons they give at club-sponsored games. On 8/22/17, the Board adopted the following policy: "Pay persons who regularly provide bridge instruction at club-sponsored games \$130 every three months." Anita prefers that **at the end of each month, we pay \$10 for each lesson given.** She gets a monthly report which includes this information, so this procedure would be easy to implement. **MOTION:** PG/DA. ***"Adopt the procedure set forth above (underlined) for reimbursing game directors for bridge lessons given."*** The motion passed unanimously.

4- **Should we charge non-ACBL members \$1.00 more per game played?** A few of our regular players do not belong to ACBL. We may incur additional costs when they play. Jean will check into this issue and report back at our next meeting.

**Appointment of Club Manager.** Dick Pitzer resigned as Club Manager and regular game director, effective April 30. Jean McKinney has agreed to become our new Club Manager. **MOTION:** DA/JP. ***"Appoint Jean McKinney our Club Manager."*** The motion passed unanimously.

**Game Director Assignments.** (Also see Club Manager's Report.) Dick's resignation leaves all Tuesday game director slots open, although Dick will fill in when necessary, if available. Miriam Brand has been filling in on Tuesdays temporarily, but does not want to continue to direct each Tuesday. Also, she does not want to continue to direct games at Capital Manor.

## Minutes of SBC Board Meeting, 5/15/18, page 2.

The Club Manager hires our game directors and make their assignments. Jean says our Tuesday games now are covered as follows: Miriam will direct two, Bob Peery one, and Gayle Goodman-Wilkins one. Miriam will also direct on fifth Tuesdays. In addition to Bob, our current director pool consists of: Gayle, Miriam, Jerry Gordon, Courtney Percy, Brian Breckinridge, and possibly Irva Neyhart. Bob, Brian, and Irva are not members of Unit 490 and their availability for regular directing assignments is not known. We need to recruit more game directors. Jean will initiate a recruiting campaign.

**Recording Opening Leads; Streamlining the Dealing Process.** Loren Meyer, SBC dealing manager reported these two subjects: (1) What software/equipment/training do we need to record opening leads to each hand (if we decide we want to do it), and (2) How can we speed up the dealing process (making it less time consuming for our dealing volunteers)?. **RECORDING OPENING LEADS.** Some clubs in our District-- Albany and Seaside among them--record opening leads on the BridgeMates and print them as part of the results for each hand. Albany has two computer experts among its membership and is considerably ahead of us in the application of computer technology-- including showing each hand played pictorially on their game results.. Jean recommends we get more information about how we can improve our results reporting. Loren will follow up. **EXPEDITING DEALING HANDS.** (*Also see Club Manager's Report.*) Jean and Loren report that we can speed up the dealing process from 45-60 minutes per game set to 15-20 minutes if we purchase boards capable of receiving cards directly from the dealing machine. Jean says it will cost \$480 for six sets of new boards with this capability. -- No decision was reached.

**Consumer Satisfaction.** There were no new suggestions from the membership.

**Club discipline,** Dick Pitzer is no longer our club disciplinarian. Accordingly, the board believes this is a good time to develop and adopt a club discipline policy. Below is the policy/procedure the board is considering adopting:

**A- Player Discipline.** (1) **Role of Game director.** The game director is responsible for on-the-spot discipline. Normally, this would involve requiring a player to leave a game in progress for committing a serious infraction.

2) **Role of Club Manager.** If the game director believes an offense is serious enough to require suspension for more than one game, he/she will refer the matter to the Club Manager. The Club Manager will assess a suspension penalty believed to be appropriate to the offense. However, if the Manager recommends a suspension from play for more than \_\_\_\_days, the Manager must receive board approval before it can be imposed.

**B- Game Director Discipline.** The Club Manager will recommend to the board any discipline proposed for a game director. The board, or a committee composed of board members, must approve any discipline to be imposed on a game director. (Also see "Game Director Contract" below.

**C- ACBL regulations.** Offenders must be notified in writing of the discipline levied against them, with copies of the notification to the Unit, Club, and ACBL. Major infractions include cheating and walking out of a game. **Note:** Dick Pitzer has said that the Unit is responsible for disciplining its members. If this is the case, we may need to go back to the drawing board.

## **Minutes of SBC Board Meeting, 5/15/18, page 3.**

**Contract for Game Directors.** To assist in evaluating the performance of game directors In the future, each game director will sign a contract setting forth the duties of and performance expectations of that position. Paul will draw up a proposed contract for board review. This contract will serve as an aid to the Club Manager in assessing game director performance and in identifying and dealing with any performance shortcomings. When a final contract form has been approved, the club's Bylaws will be amended accordingly.

## **Club Manager's Report for April.**

Managers Report--May 15, 2018

I would like more information from Dick. So far, I have information on STAC games and his letters to Gayle. I have met with Miriam. We discussed several items. Mainly her willingness to direct two Tuesday games per month and how to handle Capital Manor (CM) games. She is no longer interested in directing those games or obtaining partnerships for them. Getting the hands there is now a problem since she will no longer be going. Courtney and Brian pretty much self manage how directors are scheduled. *etc.* I have spoken to Bob Perry and Gayle. They have agreed to direct two Tuesday games per month. Marion would like to do 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup>. Gayle and Bob can choose 1<sup>st</sup> or 4<sup>th</sup>. I will confirm this with them. Dick will fill in as needed if available. He is planning to do lots of traveling. Miriam has offered to give me help in getting the hand records printed if needed. That is currently done by the Tuesday director for the entire week.

I have also observed how to send the monthly report to ACBL. I can do that.

I have checked with Barron Barkley about the cost of board trays that open and can be filled automatically by the dealing machine. Bob Perry says they take about 15 –20 minutes per set as opposed to the 45 min to an hour for the current trays. They cost \$79.98 for a 36 board set and less for a smaller set. I recommend that we purchase 6 sets. It would make it much easier on the volunteers .

I am checking with Office Max to find out how much of a discount we could receive with a nonprofit account. I'll let you know next month. I'll also check with Costco to see if they offer one.

I plan to meet with the directors sometime in the next few weeks to get their input and discuss issues,

Jean McKinney, Club Manager

**Unit Liaison.** Susan and Judy reported the Unit 490 is developing a program to mentor new players.

**Radio Advertising.** The board decided not to do any more radio advertising at this time.

## **Follow-up on Previous Board Actions.**

1- COMMEMORATING DECEASED MEMBERS. In April, the board passed the following motion: *"To honor our deceased members, we will create and maintain a Memory Book, a web page, and observe a moment of silence at the Unit Christmas Party."* Anita will start the memory book. There is no assignment as yet for creating the web page. .

**Minutes of SBC Board Meeting, 5/15/18, page 4.**

2- TELEPHONE IN PLAYING AREA. Susan will make sure the club's telephone is placed in the playing area before and during games.

**Computer Check-up.** Our computer needs a tune-up. Jean will get this done.

**Adjournment.** The meeting was adjourned at 11 a.m. The next regular Board meeting will be held Tuesday, June 19 at 10 a.m.

David Astle, Secretary