

SBU Board Meeting Minutes

Meeting held: 1/7/2019, Seattle Bridge Center

Board members in attendance: Ann, Ray, John, JC, Bill, David, Eric, Lane, Mike, Monty*, Patti, Tom

1 SUMMARY OF MOTIONS

An asterisk indicates a vote in which late-coming board members (also indicated with an asterisk in the attendee list) were not present.

Ref	Motion	Moved By	Seconded By	Vote Result
20190107-1	Approval of November meeting minutes	Ray	Mike	12-0
20190107-2	Adopt the 2019 budget proposed by John (appended to these meeting minutes)	John	Mike	12-0
20190107-3	Change the session schedule for the Saturday of the Suntan Sectional to an aft/eve schedule.	Eric	JC	11-0*
20190107-4	Set the session times for the Saturday of the Suntan Sectional to 1:30pm & 7pm (aligned with Friday's times).	Lane	JC	10-1*
20190107-5	Set the session times for the Saturday of the Harvest Sectional to 10:30am & 3:30pm, to better align with the I/N regional.	JC	Eric	10-1*
20190107-6	Set the session times for the Friday of the Harvest Sectional to 10:30am & 3:30pm, to better align with the I/N Regional.	<i>Withdrawn following discussion, in recognition that ferry travelers and out of town regional attendees will struggle to make a Friday 10:30am start.</i>		
20190107-7	Set the Friday 7pm session of the Suntan Sectional as IMP pairs and return the Friday 7pm session of the Harvest sectional to a single session Stratified Pairs.	Ray	Eric	11-0*
20190107-8	In light of the concurrent I/N Regional and voiced interested from "open" level players, change the Harvest Sectional A/X and 0-2500 Stratified Swiss to a 2-session BAM Swiss Teams event.	Mike	Ray	9-2*
20190107-9	Authorize expenditure of \$50 for first year of new phone system (day of tournament phone).	Ann	Mike	9-2*
20190107-10	The unit will cover test fees for tournament directors when the director is a member of the unit and recommended by at least one TD currently serving the unit.	Ann	Bill	10-1*

20190107-11	The unit authorized David Dailey to pre-buy 1-2 rolls of stamps for membership letter mailings before the February rate increase.	David	Ann	11-0*
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2 SUMMARY OF ACTION ITEMS

2.1 SWEETHEART SECTIONAL ACTIONS (TO BE CLOSED ASAP)

Action	Assigned To
Bridge mates for Sweetheart: Check with David Taylor to see how we will be covered, can we dovetail with the Portland regional happening the week following	Ann
Design and print sectional media for Sweetheart: <ul style="list-style-type: none"> • Zero Tolerance • Photography for winners • Hospitality signs 	JC
Confirm caddy assignments	Patti
Check on insurance certificate	Ann
Confirm if we need to pay site fee to Vasa in advance	Ann
Set up tournament phone (Google Voice), review last year's Sweetheart postmortem (use mail list search tool and posted meeting minutes), prepare announcement notes	Ray, Mike
Setup Crew – plan to be at the site no later than 8:30am on Friday Feb 15 th	Ray, Bill, Ann, David, Mike

2.2 ACTIONS CONTINUING (STILL OPEN)

Action	Assigned To
Provide an if/then designation for how Swiss Teams are to be run at our sectionals (to be approved by the board)	Eric for the Competition Comm.
Discuss I/N welcome party and bring proposal to the board.	Patti, Ann
Bridge mates for Sweetheart: Check with David Taylor to see how we will be covered, can we dovetail with the Portland regional happening the week following	Ann
Design and print sectional media for Sweetheart: <ul style="list-style-type: none"> • Zero Tolerance • Photography for winners • Hospitality signs 	JC
Revisit whether \$1000 is a sufficient fee for SBC for 2019	NLM Chairs for 2019 (TBD)
Investigate an insurance policy for the trailer, bring proposal back to the board	John, Monty

2.3 NEW ACTIONS (OUTSIDE THE SWEETHEART SECTIONAL)

Action	Assigned To
Reach out to ACBL counsel for guidance regarding local tax and regulatory requirements for operating events.	Monty
Update tournament flyer drafts based on board discussion and re-publish.	JC
Investigate Swiss qual KO format recently approved with TDs, to potentially replace the Open KO at the KO sectional	JC, Eric

3 SUMMARY OF AGENDA AND DISCUSSION

3.1 APPROVAL OF NOVEMBER MEETING MINUTES

Moved for approval by Ray and seconded by Mike, approved unanimously (Motion 20190107-1).

3.2 FINANCIAL REPORT (JOHN)

Reviewed Treasurer's report, including EOY status (appended to these meeting minutes for reference). Noted anticipated lift from I/N Regional in the fall. Interest from the new CD is also now projected into budget. Reviewed the 2019 budget as prepared by John. John moved and Mike seconded to approve the budget, approved unanimously (Motion 20190107-2).

3.2.1 Tax & Regulatory Requirements (Monty)

Investigated at a high level. Board agreed as a next step for Monty to reach out to the ACBL General Counsel for support and guidance. (Note: this was handled as the first agenda item as Monty had to leave early.)

3.3 2019 OFFICERS & APPOINTED ROLES

3.3.1 2019 Officer Elections

PRESIDENT	Ann Romeo
VICE PRESIDENT	JC Chupack
SECRETARY	Monty Gray
TREASURER	John Weinberg

3.3.2 Committee Chairs & Other Appointed Roles

ROLE	PRIMARY/CHAIR	APPRENTICE/BACKUP OR COMMITTEE MEMBERS
TOURNAMENTS COORDINATOR	Lane Galloway	Tom Land
PUBLICITY, WEBMASTER, & ELECTRONIC CONTACT	JC Chupack	David Dailey
EQUIPMENT COORDINATOR	David Taylor (non-board member)	TBD
NEWSLETTER (SUN)	David Wright (non-board member)	Overrun pickup will be handled by Ray Miller & Tom Land
PARTNERSHIP	Bill Campbell	David Dailey (I/N)
CADDY COORDINATOR	Patti McCallum	Tom Land

I/N COORDINATOR	Patti McCallum	David Dailey
MEMBERSHIP	Patti McCallum	David Dailey
BUILD THE UNIT COMMITTEE	David Dailey	Ann Romeo, John Weinberg, Patti McCallum
HOSPITALITY	Ann Romeo	Tom Land
SITE SELECTION	TBD	
YOUTH COORDINATOR	Patti McCallum	David Dailey
RECORDER	Ray Miller	n/a
DISCIPLINARY CHAIR	Henry Lortz	n/a
UNIT EVENTS	Eric Sieg	Ray Miller
SECTIONAL EVENTS COMMITTEE	Eric Sieg	Mike Christensen, Ray Miller, David Dailey

3.4 PUBLICITY REPORT (JC)

Sweetheart flyers (150) printed and given to board members to distribute at this meeting as we're still getting reports that clubs don't have sufficient flyers. Email blasts have been sent for Sweetheart, including 2 to the area (Pianola) and 1 to the unit (Mailchimp).

3.5 TOURNAMENT FLYER REVIEW

JC prepared drafts of all 2019 flyers for board review, as there were inter-related changes between the events. The board thoroughly discussed the event schedules and timing for our 2019 sectionals, including interactions with the I/N Regional in the fall.

No event flyers were approved. JC noted that the Spring NLM and KO Sectional flyers must be approved by the next board meeting for distribution at the Sweetheart Sectional.

Motions made and approved during the tournament flyer review are captured in the summary of motions at the top of this document. (Note that several schedule changes were made to align our fall open tournament with the concurrent I/N regional and thus may not be carried "as is" into 2020.)

JC took an action to update the flyers based on the discussion and re-issue to the board via email.

3.5.1 Summary of 2019 Tournaments for Reference

Tournament	Dates	Location	Primary Chair	Secondary Chair
Sweetheart Sectional	Feb 15-17	Vasa Park (Bellevue)	Ray Miller	Mike Christensen
Spring NLM	May 4-5	SBC	Patti McCallum	Ann Romeo
KO Sectional	May 24-27	Bothell	Eric Sieg	JC Chupack
Suntan Sectional	July 5-7	Islander Middle (M.I.)	John Weinberg	Tom Land
Harvest Sectional	Sept 20-22	Bothell	Mike Christensen	Lane Galloway
I/N Regional	Sept 20-22	Bothell	Ann Romeo	Patti McCallum

Note: The I/N Regional committee includes Lane Galloway (chair), Ann Romeo, Patti McCallum, Julie, and David Dailey.

3.6 SWEETHEART (FEB 15-17)

- Already discussed flyers and email blasts
- Patti to check on caddies
- Ann to check on insurance certificate
- Ann to confirm if we owe site fee in advance
- Ray, Mike – tournament phone setup, read through postmortem, have announcement notes printed and planned
- Setup crew: Ray, Bill, Ann, David, Mike
- Bridgemates – still an open question, has not been resolved. But it is likely that TournTables' contract with D19 & D20 might provide Bridgemates so long as we don't conflict with a district event, but that is pending district approvals. Ann will follow up (action continuing from the last meeting).
 - Will be resolved by Bellingham

3.7 TOURNAMENT PHONE NUMBER

David reviewed features available to the unit by adopting FlyNumber as our tournament phone, including a virtual phone with tree and forwarding. The service costs \$3/mo, plus a \$0.01/min if the call is forwarded to another phone. David suggested funding the account with \$50 to start and monitoring for any need to add more funds. Ann moved and Mike seconded for the board to switch to FlyNumber for tournament and unit contact phone, effective starting with the May sectionals. The motion was approved by a majority vote (motion 20190107-9).

3.8 NEW CARDS

Sharon Erwin requested that we purchase additional decks of cards. The board agreed to purchase high-quality replacement cards as needed.

3.9 OTHER BUSINESS

- Board member badges have been ordered, will be ready for Sweetheart
- Ann moves and Bill seconded that the unit cover the directorial test fee for tournament directors when the test is taken by unit member and a current TD recommended. This motion, 20190107-10, passed with a majority vote.
- David moved and Ann seconded that the unit pre-buy stamps before the February rate increase, to support mailing of membership letters.

Appendix A – 2018 EOY Financial Status

4 SEATTLE ACBL UNIT #446 TREASURER'S REPORT, DECEMBER 31, 2018

Current Financial Status, and Receipts and Expenditures During Calendar Year 2018

Checking Account and Certificate of Deposit Balances, 12/31/18

Checking (per bank, adjusted for one outstanding check)	\$ 13,871.72
Certificate of Deposit (at Charles Schwab)	35,000.00
Total	48,871.72

Receipts and Expenditures by Category, during Calendar Year 2018

Receipts and Expenditures from Competitions (Tournaments, Unit Games and Round Robin)

February 2018 Tournament (Vasa Park)	(830.43)
May 2018 NLM Tournament (Seattle BC)	+ 351.37
May 2018 KO Tournament (Bothell)	+ 1,587.68
July 2018 Suntan Sectional (Kent)	(436.12)
September 2018 Tournament (Bothell)	+ 454.12
November 2018 NLM Tournament (SBC)	(293.14)
February 2019 Tournament	(38.54)
Round Robin 2016 (addtl rent, party)	(80.00)
Round Robin 2017 (party)	(454.93)
Round Robin 2018 (entry fees deposited, to date)	+ 1,160.00
Unit Game Trifecta	(17.08)

NET RECEIPTS FROM COMPETITIONS + \$ 1,402.93

Receipts and Expenditures, Not From Competitions

Received from ACBL, share of membership fees	+ \$ 5,839.41
Awards	(3.30)

Banking (New Checks, Stop Payment Fee)	(112.33)
Board Administration	(497.00)
Contribution, SeattleNextGenBridge	(500.00)
Contribution, Bridge4Youth	(750.00)
Equipment and Supplies	(512.93)
Interest Received on CD, less Penalty for early redemption	(15.12)
New Members (Net of payment from ACBL)	(125.01)
SUN Newsletter	(3,130.86)
Sec'y of State Annual Report Fee	(10.00)
Website	(192.00)
NET DEFICIT FROM NON-COMPETITION ITEMS	(9.14)
Net of Receipts less (Expenditures), Calendar Year 2018	+ \$ 1,393.79

VERIFICATION

Total Bank Balances, 01/01/18	\$47,477.93	
Net Receipts, Calendar Year 2018	1,393.79	
Projected Total of Checking Account and CD, 12/31/18		\$ 48,871.72

(This corresponds to actual total 12/31/18, see above)

Treasurer's Notes:

The last Treasurer's Report was submitted as of November 11, 2018. The most significant financial event for the Unit since then was the early redemption of our CD at Key Bank, netting proceeds of over \$15,000, and the purchase of a CD at Charles Schwab in the amount of \$35,000. We moved from a negligible rate of return to an annual rate of 3.1%. My thanks to Monty Gray for taking the lead in closing this transaction. Other major events during the interim include payment for this year's final issue of the SUN, \$521; the Unit reception at the NABCs, \$292; the board's holiday party, \$200; and an interest penalty of \$100 for early redemption of our CD.

Comparison to Budget:

As Treasurer, I presented a 2018 Budget to the Board in May of 2018. That budget projected an excess of expenditures over receipts of \$ 89 for 2018. In fact, we realized a surplus for the year of \$1,393.79. The major individual variances were:

Competitions. In total, we did \$630 better than budgeted.

Kent in July exceeded expectations by \$ 824, and Bothell in September by +\$354.

The Fall NLM (November at SBC) was \$683 below what we had hoped.

The Unit Game Trifecta fell \$292 short of what we budgeted.

Non-Competition Items. We did about \$850 better than budgeted, in total.

We received \$240 more from the ACBL than budgeted.

Our Awards cost \$197 less than budgeted.

Contributions to Young People's Bridge were \$250 below budget.

Equipment and Supplies was \$238 below budget.

Earned Interest (net) was below budget by \$115, due to our penalty

Reimbursement to clubs for New Members, \$125, was not in the Budget.

SUN publication cost \$170 less than budgeted.

If any Board member has questions, I would welcome receiving them as early as possible, so I can review the records and respond before or during the meeting.

Respectfully submitted,

John L. Weinberg, Treasurer

Appendix B – 2019 Budget

5 SEATTLE ACBL UNIT #446 BUDGET FOR 2019

As proposed by Treasurer January 7, 2019

Bank Account Balances, 12/31/18 (Total) \$ 48,871.72

Projected Receipts and Expenditures by Category

Receipts and Expenditures from Competitions (Note 1)

February 2019 Sweetheart Sectl (Vasa Park)	(1,255) (Note 2)
May 2019 NLM Tournament (Seattle BrCtr)	+ 200 (Note 2)
May 2019 KO Tournament (Bothell)	+ 912 (Note 2)
July 2019 Suntan Tournament (Mercer Island)	(662) (Note 3)
September 2018 Open Harvest Sectl combined with NLM Regional (Bothell)	+ 2,039 (Note 4)
Round Robin 2018 (cost of party, held in 2019)	(455) (Note 5)
Round Robin 2019 Entry Fees	+ 1,100 (Note 2)
Unit Game Trifecta	(10) (Note 5)

PROJECTED NET SURPLUS FROM COMPETITIONS + \$ 1,869

Receipts and Expenditures, Not From Competitions

Received from ACBL, share of membership fees	+ 5,840 (Note 5)
Awards	(200)
Banking Expenses – New Checks	(80)
Board Administration	(500) (Note 5)
Contribution, Bridge4Youth (Camp)	(500) (Note 6)
Contribution, Seattle NextGenBridge (Tourmt and Travel)	(750) (Note 6)
Equipment and Supplies	(600) (Note 5)
Interest Received on CD	+ 1,085 (Note 7)
Postage	(30) (Note 5)
New Members – Free Plays net of ACBL rebates	(125) (Note 5)
SUN Newsletter	(3,300) (Note 5)
Sec’y of State Annual Report Fee	(10) (Note 5)
Trailer	(150) (Note 5)
Website	(192) (Note 5)

PROJECTED NET SURPLUS ON NON-COMPETITION ITEMS + \$ 488

Projected Net of Receipts less (Expenditures), in 2019 + \$ 2,357

Projected Total Bank Balance, 12/31/18 \$ 51,228.72

Treasurer’s Notes:

- (1) Each figure in the “Competitions” portion of the budget is a predicted *net* surplus or expenditure from the specific competition. Many individual items of receipt and expenditure combine to form this amount. The component items are not separately listed in the Budget.

- (2) This budget assumes that total entry fees at the 2019 competitions will be 5% less than at the corresponding event in 2018. The same assumption was used in preparing the 2018 budget, at the direction of the Board.
- (3) Several unpredictable factors make it difficult to budget for our three-day Suntan Sectional in July of 2019. The venue will be Islander Middle School on Mercer Island – a new venue for our members. The 2018 tournament was in Kent, and was only for two days, so it does not offer a meaningful financial comparison. In July of 2017, we met for three days at Forest Ridge School. This perhaps presents the starting point in budgeting for our 2019 tournament. But in 2017 we incurred two major expenses we will not incur this year: (a) security services, \$590; and (b) net cost to the Unit on our lunch program, \$541. But our rental and other fees this year will be \$ 2,875, compared to \$500 at Forest ridge. These adjustments, and a projected decline of 10% in entry fees from two years ago, have all been factored into the budget for this year’s tournament.
- (4) Our tournament in Bothell in September of 2019 will combine two events: our traditional open Harvest Sectional; and an NLM Regional. We project an average of 15 tables at each session of the NLM event, for a total of 90 tables, although some of these players would otherwise have played in the open sectional. Despite that, the addition of the NLM Regional will substantially increase our attendance and the entry fees. At the same time, this will somewhat increase our expenditures for hospitality and some other expenses. This proposed budget attempts to allow for all of these factors.
- (5) Budget elements marked with “Note 5” have been entered at the same amounts as we experienced in 2018.
- (6) These two contributions to Youth Bridge programs constitute major items in our budget. At the time this budget was prepared, the Board had not yet received any specific requests for 2019 contributions. They have therefore been included in the budget at the amounts as we contributed in 2018.
- (7) We have shifted some of our funds to a certificate of deposit with an annual return of 3.1%. We should realize significantly higher interest income in 2019 than in 2018.

Respectfully submitted,
John L. Weinberg, Treasurer