

Unit 124 Board of Directors Meeting Minutes

4 January 2020

Attendance: Nalin Mehta, Potter Orr, Brenda Mehalko, Tom Mess, Mike Burns, Steve Moese, John Williams, Pam Campbell, Steve Messinger

Called to order at 12:04 PM

Meeting minutes as revised from Dec 11, 2019 were adopted unanimously. Discussion ensued about the compensation for Unit game directors. Steve Moese to review with Isaac. The Unit board will review the compensation for any adjustment in 3-6 months.

Board Records & Communication

The Board agreed to use the Unit Google Account cincybridge1224@gmail.com as the account of record for electronic copies of documents (Google Drive) and games scheduled in the Unit Google Calendar. The associated email account will be for Unit business only.

- The Unit meetings will run from the Google Drive with documents made available there for board members to review in advance of each meeting.
- This requires we remap the security for the Google Drive and the email account. Steve and Tom will review the contents of the Google drive and develop a security plan.
- Potter will monitor the email account for now.
- Steve Moese will provide Google Drive Training to the Board of Directors.

Steve Moese created an email account cincibridgedirectors@gmail.com for CBC inquiries by the public. Isaac Stephani will have access and can answer emails from members that are about CBC games. No board issues should be brought to this email address. Pam and Isaac can configure that Google Drive to meet their needs. The website reflects these changes.

The Board will continue to post many documents to the Unit website, including IRS form 990 for member review.

CBC Manager

The Board appointed Isaac Stephani as CBC Manager effective immediately by unanimous vote. He will receive the appointed compensation. All questions and issues about the operation of the CBC will go to Isaac. Isaac will attend Board Meetings and will take direction from Nalin Mehta, President, Board of Directors. Congratulations Isaac.

United States Bridge Federation Team 2

The Board by unanimous consent congratulates **Isaac Stephani** and his entire team that qualified to represent the USA in the Patiño Cup to be held as part of the Youth World Championships in Salsamaggiore Italy August 21, 2020.

2020 Planning Discussion

The Board shared the pro forma planning outline to support how we allocate effort throughout the year.

- The Board will create an announcement plan for key events in 2020 so that flyers and plans are ready on time. For example, STaCs need flyers done on time and printed and pushed to the website.
- Pam and Potter will create an announcement board to post announcements inside the CBC. Pam Campbell will control what can be posted.

- The Board confirmed Committee assignments for 2020 and posted same to <http://www.cincybridge.com/Committees.html>
 - Tom Mess to get Steve final Education Committee Membership
 - We need hospitality people to record what works and what doesn't, how much food to plan for and any other best practices so that future volunteers have a starting point. Pam Campbell will provide the hospitality expenditures for 2019 as a starting point.
 - Steve Moese to get the NAP/GNT Coordinator information to Brenda Mehalko.
 - Long discussions about
 - How to balance specific roles in the Unit with the CBC Manager role. Providing the CBC Manager with contacts in key roles makes startup more effective. Having the CBC Manager appoint individuals enlarges the role. For now we have roles identified and will engage Isaac going forward.

2020 Board Meetings

The Board agreed the following meeting schedule for 2020. This represents one more meeting than 2019.

| Date Day | Time (PM) | What Follows |
|-------------|---|--|
| Jan 5, Sun | Noon – 4:30 | N/A |
| Mar 5 Thu | 4:30 – 6:30 | 8 is enough |
| May 12 Tue | 4:30 – 6:30 | Awards/Medallion Games 7:00PM |
| June 18 Thu | 4:30 – 6:30 | 8 is enough |
| Aug 18 Tue | 4:30 – 6:30 | Open & U750 Pairs |
| Oct 6 Tues | 4:30 – 6:30 | Open & U750 Pairs |
| Nov 10 Tues | 4:00 – 5:30 5:30 – 6:15 6:30 – 9:30 | Board meeting Membership Meeting Unit Championship Game (Free) |
| Dec 9 Wed | 6 PM | Closed – Board Change & Officer Elections |

New Business

Nalin Mehta will have a modest number of **free plays** to award volunteers for extra effort as he judges appropriate.

Steve Moese asked for all Board Members to **contribute articles to the ALERT** quarterly News Letter. This is a great way to report progress, share ideas, seek feedback and engage our members.

Extra CBC Parking – We need to raise awareness of our members where extra parking is possible for our most crowded games. We have explored all nearby options and there are none that are available or affordable for us. Steve Moese will write an article in the ALERT Newsletter.

CBC Keys and Codes – Nalin asked Potter and Pam to draw up a policy for defining who should have keys to the building and access codes to the playing area. Pam will have the door code people in to train on Monday Jan 6 at 10:30 AM at the CBC.

Columbus NABC – We need to drum up more excitement for the event. AJ and Bob are preparing presentations for NLMs. Potter is extracting the schedule for I/N players to share with his students. We need to elevate the awareness and enthusiasm among our members to attend and support this important event. Potter will create a web tool to capture member's preferences for volunteer work in

Columbus this March. Brenda Mehalko will share the link to the application so it can be posted to the NKy website. Brenda will promote volunteers from NKy. Pam and Brenda will work on sharing the volunteer list. Steve will create a version of the volunteer list for posting to the website so all can see what's filled and where the gaps are.

How do we get people to use the Unit website more?

Mike Burns and Potter Orr will look into creating a "kiosk" in the CBC where i/N players can become familiar with the website. We all need to encourage all members to use their emails so they can receive our communications. 30% of our members do not provide us email addresses. Many do not visit the website. Steve Moese will publish a request in the ALERT.

Play Nice Table Mats

Nalin got approval from the Board to offer sets of these cards to NKy and Anderson for no charge if they want them. John W. suggested we review and improve the grammar on the cards before redoing them. We agreed we wanted stronger plastic lamination.

Pam will confirm the **building occupancy code** for our space with the Evendale Fire Department.

The Board will ask Isaac Stephani to coordinate an **AED training day** in May 2020 for interested members to train on this lifesaving device.

Discussion on the use of **security cameras** on site was tabled for the next Board meeting

Pianola – Steve is working to get emails purchased for the Unit. The Board decided to stop funding Pianola for Clubs in Unit 124 because of rising costs and decreasing demand.

There being no more business before the Board, we adjourned at 4:40 PM.

Submitted Respectfully,
Steve Moese, Secretary