



Board of Governors' Meeting Minutes

August 14, 2023

4:00 p.m. – Meeting called to order by President Knyvett Lee

Board members present: President Knyvett Lee, Vice-President Bella Ionis-Sorren, Treasurer Rick Shapiro and Governor Mark Yeager (Daniel Tordella & Jonathan Salt absent.) Club Insurance Agent Len Miller was also present. Club Manager Emilio Lopez and members Allen Bozek and Michael Schneider were present for some or all of the meeting as well.

- 1. President Lee announced her plan to appoint Allen Bozek for remainder of Deborah Branch's term this year, motion to approve the appointment was passed. Allen Bozek will serve as a governor through 2023.**
- 2. Len Miller presented several insurance matters that need to be addressed, including:**
 - Anticipated increase in property insurance coverage, perhaps doubling.**
 - Need to obtain worker's compensation coverage for all independent contractors and**
 - Need to obtain "host liquor" license for events serving alcohol.**

Discussion ensued regarding the club's current hurricane protections (no shutters for windows) and need to obtain a proposal for replacement coverage cost as well as a wind mitigation and 4-point inspection of the building. A motion to approve the costs associated with these two items as well as the addition of the host liquor coverage was approved. President Lee will arrange for proposal/inspection as well as provide Len Miller with an updated board list. Further discussion points included:

 - Need to establish a reserve fund for expensive but necessary maintenance/repairs/replacements i.e., new roof every 20 years, upgrade of HVAC, electrical and plumbing systems, furnishings, etc.**
 - Need to [re]convene an insurance committee.**
 - Obtain an estimate for hurricane shutters/impact-resistant windows.**
- 3. Treasurer Shapiro provided an overview of the month's financial report, advising there is \$60,185.14 in the treasury (up from the previous month.) He also reported the payment from Allegro for their two sponsorships have not yet been received. President Lee advised she is following up on this.**

Treasurer Shapiro voiced his desire to move to a cashless system as more daily transactions are via credit card, zelle and in-house pre-paid game fees than cash. President Lee then raised the subject of increasing membership fees and/or game fees as well as income from educational



events and director fee rates. Any votes on these topics were deferred until next month due to missing board members at this meeting.

4. Emilio provided the monthly Club Manager's Report and advised that the Mahjong Club canceled their August event due to low attendance.
5. President Lee reviewed the following committee reports.
 - Education – new beginner class starting 9/10/23: Dave LeGrow canceled the last three sessions of his advance player lessons due to low attendance: there is no one currently willing to re-start the face-to-face mentor game for open players.
 - Events – Jonathan Salt volunteered to run the events committee due to Bella's recent resignation: the joint game with Quick Tricks was well-received, but not a money-maker: President Lee would like to offer another meal during the Labor Day weekend if we can get volunteers to help: Tracey Tordella will provide a training for club members on the AED system on 9/4
 - Grievance & Ethics – there are two outstanding issues: how to address complaints about the club manager and how to address a club member's lack of response to the G&E committee. After some discussion it was agreed that the G&E committee will review any complaints against the club manager and then either address the issue directly or make a recommendation to the board as to how to address it. The board will then determine if the manager review committee will need to be notified of the incident. Regarding the players non-response to the G&E committee the board suggested the committee chair notify the player that he is not welcome to the club until he meets with the committee.
 - House - no formal report was received. There is concern about the emergency lighting system in the club as one seems to be making a noise and batteries may need to be changed. President Lee will contact committee chair Kimbrough regarding the matter.
 - Manager Review - the committee met for the first time in July and identified 20 areas that can be used for Manager performance evaluation. They then met with the manager in August to review the items as well as listen to the club managers response. Another meeting is scheduled for September so a report can be presented at the October board meeting.
6. President Lee asked the board about the proposed club rental flyer presented at last month's meeting. The members in attendance advised they were not comfortable with renting the club to any organization but preferred to limit it to either an event hosted by a club member or to another organization specifically focused on a specific game. President Lee will draft a proposed policy for presentation at the next meeting. Club manager Emilio Lopez will reach out to other organizations about their interest in renting the club for gaming purposes.
7. A review of the proposed club sponsorship flyer then commenced. There were no further additions or changes to the proposed flyer except for ensuring that the sponsorship is paid in full prior to the event.



8. Calendar Items discussed included the club's 65th anniversary events throughout the year, a membership drive and the Annual Meeting and related events. President Lee pointed out we still need a Membership Committee Chair and members for the Food Service Committee. She also requested the implementation of the standing policy to have contracts with all independent contractors (which is not currently being enforced.)
9. The final topic of the meeting was about increasing our advertising/marketing of the club. After some discussion it was agreed to implement the following tactics:
 - Purchase a sign to hang on the southwest fence – the club manager will contact ____ with the City Parks Department to obtain permission for this prior to implementation.
 - Make Flyers & cards about the club's activities for members to share at their communities and with friends – the club manager will prepare for the president to approve prior to release.
 - Consider an "advertising blitz" for all of the four entities using the club right now.
 - Consider offering a free lesson before Tuesday and Thursday games – Mark Yeager agreed to offer a lesson on Thursday using Rosemary Boden's curriculum.
 - Sell raffle tickets (\$5 for 1 ticket or \$20 for 5 tickets) for free pre-paid game card during Monday and Wednesday's games with a monthly drawing at the Friday mentor Game.
1. Consent Agenda was approved by all members accepting the Minutes from July 10, 2023, meeting and the Financial Report presented today. President Lee reminded all attendees of the September meeting date change to 9/18/2023. Meeting was adjourned at 6:15pm

Submitted by Knyvett Lee, FTLBC President
(with grateful assistance from Mark Yeager's indispensable notes!)