

**Unit 465 Board of Directors Meeting
Agenda
Douglas County Community & Senior Center
September 11, 2023
10:30 AM**

Attendees: Paul Pugsley, Vickie Rowe, John McCall, Jane Mallony, Glen Rowe, Barbara Jones (by phone). Jerold Zell (by phone)
Absent

1. Call to Order at 10:43 AM by Paul Pugsley
2. Minutes of Previous Meetings
 - a. June 14, 2023 read by Vickie Rowe
 - i. Moved to accept by John McCall
 - ii. Second by Paul Pugsley
 - iii. Motion carried
 - b. July 1, 2023 read by Vickie Rowe
 - i. Moved to accept by Glen Rowe
 - ii. Second by John McCall
 - iii. Motion carried
3. Financial Report (John McCall)
 - a. Balance as of June 2023: \$ 10,584.48
 - b. A check has been issued to Vickie Rowe for supplies for the shrimp boil in July
 - c. The check of \$500 for deposit of use of the Plaza Convention Center was cashed. They will be issuing a check for the return of the \$500.
 - d. Every January a check is received from ACBL of \$400 to \$500 based on the unit's membership.
 - e. Glen Rowe moved to accept the financial report
 - i. Second by June Mallony
 - ii. Motion passed
4. Old Business
 - a. Review arrangements for Non Life Master Sectional in October
 - i. Sectional has been approved for October 14, 2023 at Carson City Senior Center in the Cafeteria
 - ii. Glen Rowe to direct for fee of \$100.
 - iii. Vickie owed \$26.25 for flyers
 - iv. People needed to help with jobs such as registration, snacks, coffee, set-up and breakdown, moving boards – a sign-up list will be put out.
 - v. Pizza will be sold for \$5.00
 - vi. Will have 2 sessions - 9 AM and 2 PM
 - vii. _____ to pay Glen Rowe \$100 for directing
 1. Second by _____
 2. Motion passed
 - b. Fees for unit games
 - i. Glen Rowe moved that clubs sponsoring unit games will change \$1 extra for a total of \$6 per player. \$2.75 per table will be returned to the unit.
 1. Second by John McCall
 2. Motion passed
 - c. Ratify the authentication of the current bylaws of the Unit.

- a. Need to establish position of Archivist
 - i. Responsibility to keep historical information such as minutes, financial records (tax returns and bank statements), discipline issues, record of unit assets
 - ii. Discussed how records should be maintained-
 - 1. Google doc?
 - 2. Bank lock box?
 - b. Filing annual governing board with state
 - i. Glen Rowe moved the treasurer be responsible for the state filing and the unit will be reimbursed if personal credit card is used.
 - 1. Seconded by Vickie Rowe
 - 2. Motion carried
 - ii. _____ to reimburse Paul Pugsley \$153.75 for current filing of the current governing board by credit card
 - 1. Second by _____
 - 2. Motion carried
 - c. Annual tax filing as non-profit
 - i. Sent in by district
 - ii. Need to determine who sends information to district
 - d. Additional Board member responsibilities on agenda not discussed due to lack of time
 - i. Secretary - Board meeting minutes (12 months - older minutes go to archive), annual officer filings with the secretary of state (by May 31 each year), maintain Board of Director and officer listing on the ACBL web site.
 - ii. Treasurer - maintain check book, maintain banking relationship (currently Wells Fargo) confirm Districts annual filing of Unit tax form, keep bank banking records for 1 year running.
 - iii. President - schedule board meetings, establish agendas for board meetings
 - iv. Vice President - act in the absence of the President
 - v. Tournament Coordinator - coordinate tournaments
7. John McCall moved to adjourn at 12:02PM
- a. Second by Jane Mallony
 - b. Motioned passed

Respectfully submitted,

Barbara B Jones, Secretary