## 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.

- i. Paul Pugsley has located unsigned by-laws dated December 8, 2018 which he feels are the most recent ones.
  - 1. Vickie Rowe moved to ratify the By-Laws dated December 8, 2023
    - a. Second by John McCall
    - b. Motion passed
- d. Status of assets of the unit
  - Club purchased Bridgemates for Top of the Wheel club (Incline) which as disbanded. Arrangements to get these from Ed Gould are being made. They will be passed on to the new club forming on the North side of the lake.
  - ii. A time clock is on loan to Reno.
  - iii. Unit owns 27 card tables -20 are at Douglas Community/Sr Center and 7 in storage in \_\_\_\_\_\_ garage.
  - iv. Dealing machine ownership questionable
    - 1. Originally there was a partial ownership of a machine with the Reno unit.
    - 2. Reno bought our unit's interest in the machine. That money went towards the cost of unit 465's machine
    - 3. Remainder of the cost of unit 465's machine came from donations.
    - 4. Top of the Wheel club had their own machine which was purchased through donations of their membership.
  - v. Paul Pugsley will develop a written list of assets own by the unit and by the individual clubs.
- 5. New Business
  - a. Appoint individual to establish a formal letterhead for the unit.
    - i. Glen Rowe volunteer to develop the letterhead.
    - ii. Permission from ACBL for their logo is needed if it is added to the letterhead
  - b. South Lake Tahoe Bridge Club request for Bridge Mates and Server
    - i. Reno has an extra unit which will be borrowed. It may need to be temporarily returned if needed for sectionals, etc.
  - c. Determination of an "agent of record" with the NV Secretary of State.
    - i. Does not need to be a member of the board.
    - ii. The agent of record is the person that the state can contact if needed.
    - iii. There is a \$50 filling fee which is required only when the agent of record is changed.
    - iv. Paul Pugsley volunteered
    - v. Glen Rowe moved name Paul Pugsley agent of record and to reimburse any one who pays the \$50 filing fee.
      - 1. Second by Jane Mallony
      - 2. Motion passed
- 6. Discussion of responsibilities to be performed by officers/members of the board (all volunteers)Not discussed fully do to lack of time.

- a. Need to establish position of Archivist
  - 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 reimbursed if personal credit card is used.
    - 1. Seconded by Vickie Rowe
    - 2. Motion carried
  - ii. \_\_\_\_\_\_ to reimburse Paul Pugsley \$153.75 for current filling 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,