

Minutes of the Annual Meeting
San Luis Obispo Unit 540
January 11, 2014

The meeting was opened at 12:20 PM by Unit President Fred Strong. Placed at each table were copies of the minutes of the annual meeting of January 3, 2013 and the 2013 annual Treasurer's report. President Strong asked if the membership wished for a reading of the minutes by Unit Secretary Charles Davis. It was waived by the membership, and was followed by a motion, seconded and approved by the members present, to accept the minutes as prepared. The reading of the Treasurer's report was also waived by the membership, followed by a motion, seconded and approved by the members, to accept the Treasurer's report as prepared by Unit Treasurer Pat Hallock. Treasurer Hallock's report reflected that at the beginning of 2013 the Unit had a balance of \$4721.76 in the bank, \$1347.49 in its checking account and \$3374.27 in its savings account. At the end of 2013, after generating \$7350.47 in revenue and having \$4077.34 in expenses, the bank account totaled \$7996.24. The checking account balance was \$4620.62 and the savings account balance was \$3375.62.

Election: There were five vacancies on the Board. Fred Strong, Charles Davis and Bill Ringbom decided to run again for positions on the board. The positions of retiring Board members Louise Abbott and Bob Clark were available for new candidates: Bob Karriker and Torre Houlgate-West. No further nominations were made by the members present. A motion was made and seconded to accept the five candidates comprising the candidate slate. It was passed unanimously by the members in attendance.

Joining Fred Strong, Charles Davis, Bill Ringbom, Torre Houlgate-West and Bob Karriker for 2014 are continuing Board members Bill Donovan, Doris Dunn, Pat Hallock and Bud Zeuschner.

Fred Strong asked whether members would like to bring up any other business. Hearing none, he called for a motion to adjourn. The motion was made and seconded, and approved by those in attendance. The meeting was adjourned at 12:25 PM.

Respectfully submitted,

Charles Davis, Unit Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
January 17, 2014

The meeting was called to order at 11:30 AM, by President Fred Strong. Present were Board members Pat Hallock, Bill Ringbom, Doris Dunn, Bill Donovan, Bob Karriker, Bud Zeuschner and Charles Davis. Absent was board member Torre Houlgate-West.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the December minutes. Charles Davis distributed draft copies of December's minutes. After a brief review it was determined by the board that the following would be added to clarify Executive Board succession issues: Gina announced that Torre Houlgate-West had agreed to join Bud Zeuschner as a candidate for Bob Clark's and her seat. Fred announced that Bob Karriker had also agreed to run for a seat on the board and Louise announced she had decided to resign. The board agreed to appoint Bud as of the end of the month to complete Gina's unexpired term and to present Torre and Bob Karriker along with incumbents Charles Davis, Bill Ringbom, and Fred Strong as candidates at the annual meeting on Jan 11. Gina presented draft biographies for candidates to accept/edit and Bill Ringbom agreed to post these on our website. Fred will print up ballots with places for write-in candidates should there be nominations from the floor.
3. Treasurer's Report for December. Pat Hallock reviewed the December Treasurer's report, noting that the Unit had \$4620.62 in its checking account and \$3375.62 in its savings account for a total balance of \$7996.24. The report was approved by the board.
4. Welcome New Board Members and Election of Officers for 2014. Fred welcomed new members Bud Zeuschner, Bob Karriker and Torre Houlgate-West, and announced that we would need to fill officer positions and key committee chairs on the board. The board approved unanimously the following officer appointments: Fred Strong, President; Bill Ringbom, Vice President; Charles Davis, Secretary; Pat Hallock, Treasurer.
5. Committee Responsibilities for 2014. After the election of officers the board discussed filling key committee assignments. The following were unanimously approved by the board: Bob Karriker, Membership Chair, and Charles Davis, Electronic Contact. Continuing as Webmaster is Bill Ringbom, as Disciplinary Chair is Bud Zeuschner, as Tournament Coordinator is Doris Dunn, and as Publicity Chair and Education Liaison is Torre Houlgate-West.
6. Old Business
 - A. Annual Meeting. Charles Davis presented a draft of minutes from January's Annual Meeting. After adding Treasurer Pat Hallock's annual numbers for the Unit's treasury for 2013, the draft minutes were approved for posting to the Unit website. Formal adoption of the minutes will occur at the Annual Meeting in 2015.

- B. Sectional Status Report. Doris Dunn advised the board that all planning was proceeding smoothly and only needed a name from each Bridge Club as to who was coordinating the food. Arroyo Grande will handle Friday, Paso Robles/Morro Bay will cover Saturday, and San Luis' club will do Sunday.
 - C. Mentoring Report. After a short discussion, it was determined that the Board would request an update for our March meeting from Torre Houlgate-West and Leda Fields on all aspects of our mentoring, education, and development activities.
7. New Business
- A. Housekeeping Items from the Election. Charles Davis committed to contacting Bruce Johnson to determine his willingness to continue as Recorder for the Unit. Upon hearing from him Charles will forward the necessary form to the ACBL advising them of the results of our election and appointments.
 - B. Unit Game Sanctions. Doris Dunn advised that all sanctions are in, but since the April Unit game is a STAC game it will free up one sanction.
 - C. Club Activity Reports. San Luis Obispo: Bill Ringbom advised that the SLO Club board would act shortly on moving the Dixie Lee recognition event and game from Monday, January 20 to Friday, January 24 to accommodate those wanting to attend and not miss club games in Paso Robles and Morro Bay. Morro Bay: Bob Karriker will assume responsibility for updating the Morro Bay Club activities in the future. Arroyo Grande: No report. Paso Robles: Fred Strong announced that in lieu of a STAC game in Paso in March there would be a Senior Game.
8. Adjourn. President Fred Strong adjourned the meeting at 12:15 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
February 14, 2014

The meeting was called to order at 11:12 AM, by President Fred Strong. Present were Board members Pat Hallock, Bill Ringbom, Doris Dunn, Bill Donovan, Bob Karriker, Bud Zeuschner and Charles Davis. Absent was board member Torre Houlgate-West.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the January minutes. Fred Strong distributed draft copies of January's minutes. After a brief review the board made a final change to January's discussion clarifying the Executive Board succession issues. The minutes were then approved by the board.
3. Review and Approval of Treasurer's Report. Pat Hallock reviewed the January Treasurer's report, noting that the Unit had \$3796.66 in its checking account and \$3375.62 in its savings account for a total balance of \$7172.28. The report was approved by the board.
4. Old Business
 - A. Bruce Johnson's status as Unit Recorder. Charles reported to the board that after January's meeting he contacted Bruce to determine his willingness to continue in that role. Bruce reaffirmed his willingness and Charles then completed the necessary paperwork to advise the ACBL of the positions occupied by all the new officers/committee chairs. Fred also clarified that in any disciplinary hearing should the Unit Recorder not be available the Unit President had the authority to name a replacement. Charles volunteered to serve in that capacity, if needed.
 - B. Sectional Status Report. Doris Dunn led a discussion on the final preparations for the upcoming Sectional Tournament. She emphasized the early arrival times for board members each day to help prepare and Fred asked each board member to wear their name badges identifying them as Unit Board members. Charles noted he will purchase extra beverages and ice because of the change in lunch for Sunday (lunch and drinks provided in the players' card fees).
5. New Business
 - A. Sanctions for Unit Games falling on STAC weeks. Doris led a short discussion on how to handle these sanctions. The board authorized her to use her best judgment in dividing them between the county's clubs. She also clarified that it is the May Unit game that is a STAC game, not the April Unit Game.
 - B. Longest Day ACBL Fundraiser. After a short discussion Bill Ringbom volunteered to check if the SLO club was available for a June 22 game.
 - C. Mini McKinney and Ace of Club Awards. Fred advised he had all the medallions for the Mini McKinney winners. After a short discussion the board agreed to fund the purchase of coffee mugs for the Ace of Club winners. Both sets of winners will be recognized at the March Unit Game (March 8).

- D. Club Activity Reports. San Luis Obispo: Bill Ringbom reiterated that the Pat McDonald recognition lunch was scheduled for February 14; Morro Bay: Bob Karriker had no new updates; Arroyo Grande: Doris confirmed that the move from the current location would not occur until the day after the Sectional---the first game at the Vets Hall in Pismo would be on February 27; Paso Robles: Fred Strong announced that the new window shades were installed at the club.
 - E. Date/time of Next Meeting: Fred announced the next meeting would be on March 14 at 11:30 AM, and asked that any requested changes in starting time be sent to him well in advance of that date.
6. Adjourn. President Fred Strong adjourned the meeting at 11:50 AM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
March 14, 2014

The meeting was called to order at 11:30 AM, by Vice President Bill Ringbom, filling in for the absent Fred Strong. Present were Board members Pat Hallock, Bill Ringbom, Doris Dunn, Bill Donovan, Bob Karriker, Bud Zeuschner, Torre Houlgate-West and Charles Davis. Absent was board member Fred Strong.

1. Call Meeting to Order. Bill Ringbom called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the February minutes. After a brief review the board approved the minutes from last month's meeting.
3. Treasurer's Report and Pertinent Financial Matters. Pat Hallock reviewed the February Treasurer's report, noting that the Unit had \$7768.43 in its checking account and \$3375.62 in its savings account for a total balance of \$11,144.05, the bulk of the additional revenue since the January report being the income from the Sectional Tournament in Arroyo Grande. The report was approved by the board. Pat then briefed the board on the status of our liability insurance policy for the Unit Games, indicating that she was researching the opportunity for obtaining a lower cost policy. Lastly, Pat stated that the board needed to update our records so that Rabobank had current names for those members authorized to access our checking and savings accounts. The board voted to authorize the following individuals: Fred Strong, President; Pat Hallock, Treasurer, and Bud Zeuschner, Board Member. Bud will get together with Fred and visit Rabobank in Paso Robles to update signature cards.
4. Old Business
 - A. Sectional Tournament Wrap-Up. Doris Dunn led a lengthy discussion of the tournament, naming and thanking various board members for their contributions. There was a brief discussion on the distribution of free plays for those helping on the food tables and the board authorized additional recognition for Trish Aldred and Lee Kanehl for their superior assistance in that effort. It was also discussed that next year we appoint a Food Chairperson to coordinate the activities of the different clubs---a final determination being deferred until next year. Doris advised she had gathered a folder of materials, including room lay-out for next year's event. The board then recognized and applauded her leadership during this event. Guest Leda Fields commented and made specific recommendations on how the food program could be improved, the board postponing any decision making until next year.
 - B. Mentoring Program Update. Leda Fields and Torre Houlgate-West led a discussion of the status of the current program with the board concurring with all the activities.
 - C. Unit Game Sanctions Clarification. Doris handed out a list of all 24 sanctions for Unit 540 games in 2014 and how they are distributed to the various clubs, as well as the Unit games. Correcting and clarifying what was contained in

- the previous board minutes (February 2014) the following Unit Games are sanctioned as STaC games: March 8, May 10, July 12 and December 13, 2014.
- D. Renew Stipend for Director candidates in Unit 540. Discussion was postponed until the next board meeting.
 - E. Update on the Longest Day ACBL Fundraiser. Bill Ringbom advised he would update the board at the next meeting on the availability of the SLO Club to hold the event.
5. New Business
- A. Discussion of the disposition of excess drinks from the Sectional. Charles asked the board for guidance and direction on how to handle 93 drinks left over from the Sectional. After discussion it was determined that they would be given at no cost to the Unit Game attendees in May.
 - B. Club Activity Reports. San Luis Obispo: Bill Ringbom had no new updates; Morro Bay: Bob Karriker advised that Ron Sheldon was the new club manager, replacing Louise Abbott; Arroyo Grande: Doris Dunn advised that the move into the Vets Hall in Pismo Beach went smoothly, but they were still working on table layout issues; Paso Robles: No new updates.
 - C. Date/time of Next Meeting: Bill Ringbom announced the next meeting would be on April 11 at 11:30 AM.
6. Adjourn. Vice President Bill Ringbom adjourned the meeting at 12:15 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
April 11, 2014

The meeting was called to order at 11:30 AM, by Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bud Zeuschner, Torre Houlgate-West and Charles Davis. Absent were board members Bill Ringbom, Bob Karriker and Bill Donovan. Louise Abbott joined the meeting partway through to discuss the Unit telephone list, which she oversees on behalf of the Unit.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the March minutes. After a brief review the board approved the minutes from last month's meeting.
3. Treasurer's Report. Pat Hallock reviewed the March Treasurer's report, noting that the Unit had \$7092.54 in its checking account and \$3375.87 in its savings account, for a total balance of \$10,468.41. The drop in the checking account balance from last month reflects a final accounting for the expenses related to the February Sectional Tournament. Pat also prepared and distributed, at the board's request, a separate tournament-only expense report, reflecting income of \$6117 and expenses of \$4412.65, resulting in a net profit of \$1704.35. Both reports were approved by the board.
 - a. New Resolution for Check Signing Authorization. Fred briefed the board on his progress in updating and securing bank authorization for board members Pat Hallock, Bud Zeuschner and himself to sign checks. He distributed for signature the authorization documents, which were then signed. Fred will return them to Rabobank, finalizing the process.
 - b. Other Financial Matters of Importance. Fred asked Pat Hallock to pursue the filing of necessary tax documents for the Unit for Calendar Year 2013, noting that it must be completed prior to May 15. Charles advised that Carol Raimundo has offered to assist in submitting to the IRS the required simplified form.
4. Old Business
 - A. Stipend Renewal for Directors and/or Teachers. Fred led a discussion regarding renewing the Board's previous program for increasing the number of directors at the club level in the Unit. The board approved the reopening of the reimbursement program, advertising it in the monthly minutes, on the Unit's web site, and at games within Unit 540, with the following stipulations:
 1. The Unit will advertise its desire to qualify new directors, effective immediately.
 2. Applications will be accepted from any Unit 540 member in good standing with the ACBL. They should be submitted to Fred Strong.
 3. The board will evaluate the applications to determine which candidates best meet the needs of the Unit.
 4. The successful candidates will be advised of their selections and asked to sign acceptance letters which will contain the following stipulations: The

candidates agree to attend a venue offering the test within the next 12 months; the candidates must take and successfully pass the director's test; the candidates must agree to make themselves available on an ongoing basis to serve as a director for club games within Unit 540; the Unit will pay the candidates upon the passing the test and agreeing to these conditions the sum of \$400 to cover the costs of certification if the candidates travel to a testing venue away from home, or the \$25 fee if the candidates have the test proctored locally by a certified director.

B. Longest Day Game Location. Bill Ringbom was to brief the board on the status of the SLO Senior Center's availability on June 21st for this event. In his absence, discussion was postponed, but Fred emphasized that individual bridge clubs needed to decide quickly if they wanted to host the game, should SLO be unable to.

5. New Business

A. Status/Renewal of Reimbursement to Clubs for Capital Expenses. Charles briefed the board that the minutes of last July's meeting make no mention of the board renewing this offer for the current fiscal year. After discussion, the board determined that it did want the program continued for the fiscal year and voted to authorize it. The offer is that the Unit will match bridge club expenses for capital purchases up to \$400. Louise Abbott advised that the Morro Bay Club would be submitting a request to cover half the costs of a new \$414 laptop for their club.

B. Additional Action Items from board members.

1. Doris Dunn expressed concerns regarding whether the Arroyo Grande venue would be ready for the Sectional Tournament by next February. She will contact the ACBL and see what our requirements are in terms of identifying a specific venue.
2. Louise Abbott made a short presentation on the difficulty of keeping the Unit Phone List up to date. On her behalf the Board is requesting that the club managers make an extra effort to send to Louise updates on their changing membership.
3. Torre Houlgate-West asked for Board permission and funding for renewing her One Day Learn to Play/E-Z Bridge lessons throughout the Unit. She wants to do three separate classes in South County, SLO and North County and feels she can bring in at least 20 new players. The Board authorized up to \$1000 in expenses to conduct these classes.
4. Charles Davis verified the electronic reports were coming to him from the ACBL and agreed to send copies of the In and Out Reports to each board member.

C. Club Activity Reports. Due to time constraints no new updates were presented.

D. Date/time of Next Meeting: Fred Strong announced the next meeting would be on May 9 at 11:30 AM.

6. Adjourn. Fred adjourned the meeting at 12:22 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
May 9, 2014

The meeting was called to order at 11:30 AM, by Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bud Zeuschner, Torre Houlgate-West, Bill Ringbom, Bob Karriker and Charles Davis. Absent was board member Bill Donovan. Former board members Gary Yant and Gina Kirk attended part of the meeting to address the board on ACBL's Longest Day event in June.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the April minutes. After a brief discussion the board approved the minutes from last month's meeting, with one adjustment: Torre Houlgate-West's commitment in teaching the One Day to Learn/EZ Bridge lessons is to bring at least 20 new ACBL members into the Unit in total in all three classes, not 20 in each class.
3. Treasurer's Report. Pat Hallock reviewed the March Treasurer's report, noting that the Unit had \$7422.55 in its checking account and \$3375.87 in its savings account, for a total balance of \$10,798.42. .
 - a. Calendar Year 2013 Tax Preparation. Pat briefed the board that all necessary non-profit tax documents for the Unit had been prepared and submitted to the IRS. Fred asked that he be provided a copy to share with our bank, noting our non-profit status.
4. Old Business
 - A. ACBL's Longest Day Event. Bill Ringbom briefed the board that the SLO Senior Center was available to use on June 21, but not at the discount rate. Charges would be \$374, plus a \$75 deposit. The board approved this expenditure. Gina and Gary then made a presentation to the board, requesting an additional \$600 to fund the cost of putting on this event. Bridge Pro Eddie Kantar has agreed to attend and give a talk and lessons in support of the ACBL's Alzheimer's program, waiving all fees if we would cover his basic costs. Gina and Gary further advised we had received a \$1500 anonymous donation to cover our costs of putting on this event, with the stipulation that members be allowed to attend at no cost (table fees). Gary and Gina advised that the entire event, with four short and long games from 7 AM to 10 PM, could be done within this \$2100 budget, including providing refreshments and covering our table fees owed to the ACBL. The board approved their proposal; Gina will provide the necessary oversight to plan and implement this event. Fred Strong added that a Longest Day game would, in addition, be held in Paso Robles on June 21. Details for both events will be posted by Bill Ringbom on the Unit's web site.
 - B. Stipend Renewal for Directors and/or Teachers. Fred shared with the board applications received from Bill Woodson and Jim Parks. After a discussion about the program and our need for two additional directors the board voted to approve both candidates and asked Fred to notify the two of our decision.

and get their written agreement to our conditions for reimbursement of costs associated with taking and passing the examination. After a lengthy discussion the board agreed to amend its previous conditions as follows: (1) rather than approving a blanket \$400 to attend an out of town training session, the board agreed to fund up to \$400 to reimburse the candidates for authorized expenses. (2) If the candidates take the test locally the board further agreed that rather than reimbursing only the \$25 fee to take the test, it would reimburse for fees and materials. Fred will send the two successful candidates a letter spelling out these new requirements.

5. New Business

A. Board resignation and replacement. Fred advised he had received a written resignation from board member Bill Donovan, advising he would not be seeking re-election at the expiration of his term and requesting to be relieved of his position as soon as a replacement is selected. The board agreed to accept his request, and with thanks for his contributions. Fred Strong was authorized to approach former board member Bill Woodson and determine his willingness to fulfill the remainder of Bill's unexpired term.

B. Additional Action Items from board members. There were none.

6. Club Activity Reports. Arroyo Grande---Doris followed up on last month's discussion, advising she had contacted the ACBL and we would not need to identify a specific venue for the Sectional until December. Morro Bay---Bob Karriker advised the club would be hosting a Pro-Am game on May 20. SLO--- Nothing new. Paso Robles---Fred advised he would be getting additional details worked out on the Longest Day game as soon as possible.

7. Date/time of Next Meeting: Fred Strong announced the next meeting would be on June 13 at 11:30 AM. Bud announced that he would be out of town and miss the meeting as well as the following one in July.

8. Adjourn. Fred adjourned the meeting at 12:12 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
June 13, 2014

The meeting was called to order at 11:35 AM, by Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bob Karriker and Charles Davis. Absent were board members Bill Donovan, Bud Zeuschner, and Torre Houlgate-West. Former board members Gary Yant and Gina Kirk attended part of the meeting to update the board on Unit 540's June 21st Longest Day events in support of the Alzheimer's Association. Board member Bill Ringbom joined the meeting at 12:05 PM.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the May minutes. After a brief discussion the board approved the minutes from last month's meeting.
3. Treasurer's Report. Pat Hallock reviewed the May Treasurer's report, noting that the Unit had \$6865.35 in its checking account and \$3375.87 in its savings account, for a total balance of \$10,241.22. The board approved her report. Additionally she presented, at Bill Ringbom's request, a comparison of the board's yearly supply expenses from 2010-2014. Her analysis showed that after a spike in 2012, supply expenses are now on a three year downtrend, on course to equal what was spent in 2010. Pat committed to providing a better break-out of supply expenses in the future. Pat concluded her report by requesting board permission to purchase either an accounting software program and/or a computer to assist in the preparation of her Treasurer's report. The board authorized her to evaluate the costs for both options and present her findings and recommendations at our next board meeting.
4. Old Business
 - A. ACBL's Longest Day Event. Gina and Gary briefed the board in depth on the progress of their arrangements for the June 21 event in San Luis Obispo and Paso Robles. There will be five games that day, four in San Luis and one in Paso Robles, with lessons offered at both venues. Unit members and their friends and family have donated over \$5000 so far for Alzheimer's research. Pat Hallock was asked to work with directly with Gina and Gary to set up a Longest Day accounting of expenses and the disbursement of the \$1500 in underwriting we've received, as well as the \$600 we've contributed, and agreed to do so. Gina reviewed the handling of refreshments for the events and the board confirmed that drinks would be provided at the usual cost of \$.50/apiece. Gina shared the advertisement that the Tribune had agreed to run on both its online and in its print editions. Gina asked and the board approved combining the 9 AM Paso Robles and San Luis Obispo games into a two-section single event, to increase masterpoint awards, both as sections and overall.
 - B. Stipend Renewal for Directors and/or Teachers. Fred shared with the board that Jim Parks had already completed his director's certification and that Bill Woodson was planning on doing so this summer. .

5. New Business
 - A. Replacement for outgoing board member Bill Donovan. The board voted to accept Bill Donovan's resignation effective on June 13 and to appoint Bill Woodson to complete the remainder of his unexpired term, effective immediately. Charles advised he would notify the ACBL of the change in Unit board membership.
 - B. Additional Action Items from board members. Pat advised the board that all paperwork had now been completed with Rabobank.
 - C. District 22 Election. Fred discussed the upcoming District 22 election for a representative to the national board. Charles confirmed that his notification to the ACBL will allow Bill Woodson to vote as a part of the board in this election. After discussion the board authorized Fred to notify the ACBL that we would like the election ballots sent to the board so we could vote as a part of a board meeting between August and October.
6. Club Activity Reports. Arroyo Grande and Morro Bay---no new reports. Paso Robles---Fred handed Bill Ringbom a calendar of club events for the next two months. SLO---Bill Ringbom advised that next week would be Jim Carpenter week at the SLO club.
7. Date/time of Next Meeting: Fred Strong announced the next meeting would be on July 11 at 11:30 AM.
8. Adjourn. Fred adjourned the meeting at 12:12 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
July 11, 2014

The meeting was called to order at 11:30 AM, by Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bob Karriker, Bill Woodson, Bill Ringbom and Charles Davis. Absent were board members Bud Zeuschner, and Torre Houlgate-West. Former board member Gina Kirk attended the meeting to give the board a report on Unit 540's June 21st Longest Day events in support of the Alzheimer's Association.

1. Call Meeting to Order. Fred Strong called the meeting to order and briefly reviewed the agenda.
2. Review and Approval of the June minutes. After a brief discussion the board approved the minutes from last month's meeting, with additional language clarifying the sources of the funds which comprise the budget for the Longest Day. The board gave \$600 to support the event and the remaining \$1500 came from an anonymous donation.
3. Treasurer's Report. Pat Hallock reviewed the June Treasurer's report, noting that the Unit had \$8365.36 in its checking account and \$3376.12 in its savings account, for a total balance of \$11,741.47. Pat advised that the expenses for the Longest Day Events had not yet been booked. The board approved her report. She also advised the board she was still working on the evaluation of software and computer options to aid in the preparation of her monthly treasurer's reports and that she would present her findings and recommendations at our next board meeting.
4. Old Business
 - A. ACBL's Longest Day Event. Gina presented the board a lengthy and detailed preliminary report (see attached) on the Longest Day events sponsored by our Unit on June 21st. Highlights from her report were that 46-1/2 tables were played in SLO and 2-1/2 in Paso Robles, that approximately 135 individuals attended one or more of the events, including five tables of learners, and that while a final accounting had not yet completed the events appear to have been conducted within the budget approved by the board. Particularly noteworthy is the fact that members of Unit 540, their friends and families, joined by members of Santa Barbara County's Unit 543 (Santa Maria) and Unit 528 (Lompoc/Vandenberg) donated almost \$12,000 to the Alzheimer's Association. Gina presented to the board a lengthy list of individuals who played critical roles in the events' success and asked that they be recognized. Charles advised he would prepare thank you letters for Fred's signature to each of these contributors, voicing the board's appreciation for their work. Gina concluded with the recommendation that if we participate in this ACBL-sponsored event next year we allow for more planning time in advance of the event. Fred and the rest of the board extended their appreciation to Gina for assuming a leadership role in these events and for the quality of her work.
5. New Business

- A. District 22 Election. Fred advised that he will contact the ACBL shortly to advise how we would like the ballots handled for the upcoming October election. Charles advised that the ACBL now has a current and up to date list of board members for voting in the election. Fred acknowledged and thanked the board for expediting approval for moving July 10's game from Pismo Beach to Morro Bay (there was a conflict in the Vets Hall in Pismo which would have precluded us playing the game there).
- B. Bill Woodson, noting the Unit's bank balance, raised the question of the Unit supporting the replacement of bidding cards in the Morro Bay club. The board agreed to add it to the next meeting's agenda.
6. Club Activity Reports. Morro Bay---Now that Bill Woodson has joined the board he volunteered to assume responsibility for providing the monthly reports for this club. He advised that the July 10 game went well in Morro Bay. Arroyo Grande and San Luis Obispo---Doris and Bill Ringbom jointly advised that due to continuing venue issues with the Pismo Beach Vets Hall, the Five Cities Thursday Game will be relocated to the SLO Senior Center beginning July 31 for a maximum of 14 weeks while the Vet's Hall is being remodeled. Paso Robles---Fred advised that the club would be evaluating a potential Wednesday day game at its next meeting and that the funeral service for Pat Twohey would be on July 12. Charles advised that he had contacted the ACBL and that her passing would be noted in the In Memoriam section of the next Bulletin. Bill Ringbom expressed his appreciation to Charles for his diligence in following through on these and his other responsibilities as Unit Secretary---and the board concurred.
7. Date/time of Next Meeting: Fred Strong recommended skipping the August meeting date due to a shortage of agenda items. After a short discussion the board concurred, so our next meeting will be on September 12, 2014 at 11:30 AM.
8. Adjourn. Fred adjourned the meeting at 12:20 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
September 12, 2014

The meeting was called to order at 11:30 AM, by Vice President Bill Ringbom. Present were Board members Pat Hallock, Doris Dunn, Bill Woodson, Bill Ringbom, Bud Zeuschner, Torre Houlgate-West and Charles Davis. Board members Fred Strong and Bob Karriker joined the meeting five minutes later.

1. Call Meeting to Order. Bill Ringbom reviewed the agenda and asked that we begin by reviewing and approving the July minutes.
2. Review and Approval of the July minutes. After a brief discussion the board approved the minutes from the July meeting.
3. Treasurer's Report. Pat Hallock distributed three handouts to the board: the July Treasurer's report, the August Treasurer's report, and a final budget report on the June Longest Day events in Paso Robles and San Luis Obispo. The most current treasurer's report (August) showed that the Unit had \$6047.11 in its checking account and \$3376.12 in its savings account, for a total balance of \$9423.23. This report was approved by the Board. Pat then reviewed the final expenses and income from the Longest Day Events, noting that after taking into account the \$600 subsidy provided by the board that the event came in \$153.75 over budget. Bill Ringbom advised that we still needed to be reimbursed \$120 for our deposit to the SLO Senior Center, which would bring the event to within \$33.75 of budget. The board approved her report with that revision.
4. Old Business
 - A. Phone Vote Report on Special Game in North County. Fred has the board to revalidate its prior authorization of this Special Game on August 21, 2014 in Paso Robles. The board voted again its authorization.
 - B. Update on the 2015 Sectional. Doris Dunn reviewed the results of her search for a venue for our February 2015 Sectional tournament, including her recommendation for the Elks Lodge in San Luis Obispo. The board voted to authorize that location. Doris further asked board approval to negotiate food costs with the Elks Lodge, removing the requirement that Unit bridge clubs handle that issue. The board authorized her to negotiate with the Elks Lodge the cost to provide refreshments for the event.
 - C. Director school reimbursement for Bill Woodson. Bill now has completed his certification and will be reimbursed by the board \$400 for his costs upon submission of his receipts.
5. New Business
 - A. Balloting for District 22 President. Charles handed out all the election materials sent to the Unit by the ACBL and reviewed the voting requirements for the position. Each board member then took a few minutes to cast their ballots and returned their sealed envelopes to Fred Strong for submission to the ACBL by the October 3rd due date.
 - B. Appointment of Nominating Committee for Annual Elections. Five board positions will be up for election in January 2015: Pat Hallock, Bud

Zeuschner (vice: Bob Clark), Torre Houlgate-West (vice: Gina Kirk), Bill Woodson (vice: Bill Donovan), and Doris Dunn. Fred Strong asked for volunteer among those board members not up for election/re-election to form a Nominating Committee. Charles Davis, Bill Ringbom and Bob Karriker agreed to serve and were appointed by the board.

- C. Discussion/decision on material/supplies to be provided by the Unit. Fred Strong led an extensive discussion on whether the board should expand its funding for local clubs. That funding currently covers the costs associated with the purchase of playing cards and convention cards/score sheets. After discussion the board decided it would limit any potential reimbursement to only bridge supplies (which would include the bidding box cards Bill Woodson asked about at our last meeting). The board further agreed that should a club ask for such reimbursement it should provide to the board justification of why there is a hardship the club cannot resolve on its own, and additionally provide the board a three month listing of its expenses so we can better understand the club's balance sheet.
 - D. Discussion/decision on reimbursement for the teaching of novice classes. Fred Strong led a discussion on whether and how much we should reimburse instructors for these classes. The board strongly agreed that such activities to increase the numbers of bridge players in the Unit is a principal priority and authorized the payment of \$50/class to the two instructors for the six classes taught (for a total of \$300).
 - E. Discussion/decision on reimbursement for club awards. Fred Strong led a discussion on whether the board should cover the costs associated with recognizing Ace of Clubs award winners and Mini-McKinney award winners within Unit 540. It was agreed to do so at the cost of \$10/ cup.
- 6. Club Activity Reports. There being no time left on the agenda this item was deferred until next month's meeting.
 - 7. Date/time of Next Meeting: Fred Strong advised that our next meeting will be on October 10, 2014 at 11:30 AM.
 - 8. Adjourn. Fred adjourned the meeting at 12:25 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
October 10, 2014

The meeting was called to order at 11:30 AM, by President Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bill Woodson, Bill Ringbom, Bud Zeuschner, Bill Ringbom, Bob Karriker and Charles Davis. Board member Torre Houlgate-West was absent.

1. Call Meeting to Order. Fred Strong reviewed the agenda and advised the board that an agenda item regarding the Fall Fling should be added.
2. Review and Approval of the September minutes. After a brief discussion the board approved the minutes from the September meeting.
3. Treasurer's Report. Pat Hallock distributed her September Treasurer's report to the board. It shows that the Unit had \$5608.36 in its checking account and \$3376.38 in its savings account, for a total balance of \$8984.74. After a brief discussion the \$300 noted in September for "Teaching Expenses" was amended to "Educational Expenses" as better reflecting the charges to this account. Charles asked about the absence of a line in the income section regarding reimbursement to the Unit of our \$120 security deposit to the city for our Longest Day event. After a brief discussion Bill Ringbom advised he would pursue this with Gina Kirk, as we may have already been credited with it. Pat's report was thereupon approved by the Board. Pat further advised the board that she had determined no need for additional software to produce her report and was declining the board's offer to consider a laptop computer.
4. Old Business
 - A. Update on the 2015 Sectional Tournament. Doris Dunn advised the board that the Elks Lodge would provide coffee, tea and water to the tournament attendees as a part of its room fee, but had no interest in submitting a bid for food. She advised that she would like assistance in managing the Food Committee for the tournament and Bud Zeuschner agreed to work with her on that as Co-Chair.
 - B. Further Discussion on Supplies Reimbursement. Bill Woodson updated the board on the discussion within the Morro Bay Club on requesting financial assistance from the Unit, and advised that he would have more information at our next month's meeting.
 - C. Nominating Committee Update. Charles verified that the following current board members whose terms are expiring wish to run again for election: Pat Hallock, Doris Dunn, Bud Zeuschner, and Bill Woodson. He committed to contacting Torre Houlgate-West to verify her interest, as well.
5. New Business
 - A. New Pianola Membership. Bill Ringbom made a presentation on the Pianola bridge software package being evaluated by the SLO Bridge Club, and recommended it be considered Unit-wide. His handout included costs and he led a discussion of the program's many features, including partnership management, individual player assessment of declarer play and defense,

partnership success rate, opening lead effectiveness, as well as all of the information currently supplied by Jim Solomon's program. After considerable discussion the Unit board voted to begin a trial use of this program within Unit 540, funded by the Unit (after a no-cost three month initial period), and asked Bill Ringbom to meet with the managers of M.B. and 5 Cities to solicit their support. Fred Strong committed Paso Robles' support of the trial and Bill said SLO was ready to implement, as well.

- B. Update on the Mentoring Program. Leda Fields updated the board on the mentoring activities being undertaken within Unit 540, including 2 over 1 lessons, and expanded E-Z Bridge classes. The board discussed additional emphasis on Zero Tolerance it would like to see included in all classes, and asked Bill Ringbom and Leda to constitute an Ad-Hoc Committee to meet with instructors and report back to the board with their recommendations.
 - C. Fall Fling. Doris Dunn led a short discussion on a need for a Food Chair for our event this year. At the board's recommendation she will ask Barbara Weiss to take on this position.
 - D. Club Activity Reports. 5 Cities: Doris Dunn advised that the Thursday games should return from SLO to Pismo Beach by the first week in November and that the club's holiday party would be on December 11. Paso Robles: Fred Strong advised that the club would be holding elections for new officers shortly. Morro Bay: Bill Woodson advised that the club was considering a Wednesday afternoon game, but was concerned about its impact on SLO's Wednesday night's game; he will discuss further with Barbara Weiss. SLO: no further update.
6. Date/time of Next Meeting: Fred Strong advised he would be absent for our next meeting and asked that Bill Ringbom conduct it in his absence. It will be on November 14 at 11:30 AM.
7. Adjourn. Fred adjourned the meeting at 12:10 PM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
November 14, 2014

The meeting was called to order at 11:30 AM, by Vice President Bill Ringbom. Present were Board members Pat Hallock, Doris Dunn, Bill Woodson, Bud Zeuschner, Bob Karriker, Torre Houlgate-West, and Charles Davis. Board President Fred Strong was absent.

1. Call Meeting to Order. Bill Ringbom reviewed the agenda and advised the board that we had a full agenda for the meeting, passing out copies of email correspondence from Bill Woodson that we would be reviewing under New Business later in the meeting.
2. Review and Approval of the October minutes. After a brief discussion, and an amended notation on how many free months the Unit would receive with the Pianola software the board approved the minutes from the October meeting.
3. Treasurer's Report. Pat Hallock distributed her October Treasurer's report to the board. It shows that the Unit had \$6126.36 in its checking account and \$3376.38 in its savings account, for a total balance of \$9502.74. In response to Charles' question regarding the refund of our security deposit for the Longest Day Event, Bill Ringbom advised the board that Pat Hallock's previous treasury report did in fact include that refund. With that clarification the Treasurer's Report was approved.
4. Old Business
 - A. Update on the 2015 Sectional Tournament. Doris Dunn advised the board that she will need assistance in moving the tables from both the Arroyo Grande and the Morro Bay clubs to the Elks Club in SLO for the tournament. Bill Ringbom suggested contacting Dick Rivera for the A.G. tables and Torre Houlgate-West volunteered to transport the Morro Bay tables in her vehicle. Doris advised that since food for the tournament would be reduced that the various clubs would not be asked to coordinate food for selected dates, but that we would accept donations in lieu of food or offer food provided voluntarily, but that we would be denied access to the Elk's kitchen. Bill Ringbom will provide Charles a copy of the tournament flyer and Charles will advise his unit mailing list recipients of these issues. Doris asked also to be relieved of her ancillary duties as Hospitality Chair for the many events sponsored by the Unit each year. It was determined that she would continue in her current capacity through the upcoming Sectional Tournament, and that Board President Fred Strong would solicit a candidate to serve as the board's Hospitality Chair beginning in March, 2015.
 - B. Nominating Committee Update. Charles advised that he had contacted Torre Houlgate-West after the last month's meeting and that she, too, would run for her seat on the board. With all five expiring board members electing to run again, the Board now has a full slate of recommended candidates to be presented to the attendees of the Unit's Annual Meeting in January, 2015. Nominations will also be taken from the floor during the meeting.

- C. Education Scholarships. Bill Ringbom advised the Board that instructors for the Bridge-In-A-Day classes would now have to pay a \$75 accreditation fee. If the Unit wishes to provide that type of instruction in the future he recommended we reimburse the instructors their fee under our Education Scholarships program. After a brief discussion, the board approved his recommendation, provided that the recipients apply to the Unit in advance for approval and then would agree in writing to provide the classes as needed in the Unit. Bill further suggested our program for director reimbursements be revisited. After a brief discussion it was apparent that the issue was sufficiently complex that additional time was needed and the item was tabled to our next Unit Board meeting.
 - D. Mentoring. Leda Fields attended the Board meeting as a guest and briefed the members on mentoring activities planned for early 2015. She advised that beginning in January she would be offering a class on defense at her home. She further advised she was working with Gina Kirk and Torre Houlgate-West to offer a new mentoring program from January-April 2015.
 - E. Pianola Update. Bill Ringbom updated the Board on his activities in support of the roll-out of the Pianola software. All four bridge clubs have now agreed to use the program. The SLO Club will be the first to implement it, in January 2015. The other three clubs would be implemented on a rolling basis in the spring of 2015 rather than all at once to ensure a smooth transition and education of the affected directors. Bill also advised that the Board needed to agree to a date for the Annual Meeting in January at the SLO club. After a short discussion it was agreed to hold it in conjunction with the month's Unit Game on January 10, 2015.
5. New Business
- A. Support for Gina Kirk and Barbara Hardin's Tuesday bridge lessons in the Morro Bay club. Bill Woodson asked for the board's support for payment to these two instructors for their ongoing lessons. A lengthy discussion ensued regarding which classes were involved and whether they were covered by funds already authorized by the Board in September. Also the issue of Supervised Play was brought up and whether the Board's previous position on reimbursement for instruction at the local club level was sufficiently detailed to cover the complexities of this issue. Given the many questions which arose the Board declined at this time to approve any further funds for ongoing instruction being provided by Barbara and Gina, but agreed that our position on such classes needed further clarification to ensure that funding decisions were made on a consistent basis. Bill Woodson and Torre Houlgate-West were asked to chair a committee to draft a recommendation for board review and approval at our next meeting.
6. Adjourn. Bill Ringbom adjourned the meeting at 12:26 PM, advising the members that our next meeting would be on December 12, 2015 at 11:30 AM.

Respectfully submitted,
Charles Davis, Unit 540 Secretary

Minutes of Regular Meeting
San Luis Obispo Unit 540
December 12, 2014

The meeting was called to order at 11:30 AM, by President Fred Strong. Present were Board members Pat Hallock, Doris Dunn, Bill Woodson, Bud Zeuschner, Bob Karriker, Torre Houlgate-West, Bill Ringbom and Charles Davis.

1. Call Meeting to Order. Fred Strong reviewed the agenda and passed out copies of an email from the ACBL that we would be reviewing under New Business later in the meeting.
2. Review and Approval of the November minutes. After a brief discussion, the November minutes were approved as written.
3. Treasurer's Report. Pat Hallock reviewed with the board her Treasurer's report for November. It shows that the Unit had \$5539.63 in its checking account and \$3376.38 in its savings account, for a total balance of \$8916.01, with supplies expenses being the bulk of the reduction from the previous month. After a brief discussion, the Treasurer's Report was approved.
4. Old Business
 - A. Education Scholarships (Directors' Expenses)---Bill Ringbom. This was a carry-over item from last month's meeting. After a short discussion Bill Ringbom asked that further discussion be deferred until our January meeting, which was approved.
 - B. Request to Reconsider the Annual Meeting Date. Fred advised the Board that a request had been received from a Unit member to change the Annual Unit Meeting from January 10 to January 3, 2015. Bill Ringbom advised the Board that our agreement to use the Senior Center was for the second Saturday only, and even if the room were available on January 3, it would involve an additional \$350 expense. After a brief discussion the Board reaffirmed its previous decision; the Annual Unit Meeting will take place on January 10, 2015, in conjunction with the Unit Game.
 - C. Payment for Novice Lessons. Bill Woodson and Torre Houlgate-West presented to the Board their draft recommendations for a policy statement clarifying the Unit's position for compensating instructors. Their recommendations were divided into two sections: (1) A commitment by the Unit to advertise for and sponsor at least one Novice Class per year; and (2) Upon request from any of the four San Luis Obispo County bridge clubs, to evaluate extending the program for up to one additional class per club per year. Both sections of the proposal would include the Unit paying the ACBL-certified instructors \$50/session for up to six sessions. After a lengthy discussion and as a result of multiple questions, clarifications and suggested changes Bill and Torre agreed to revise their draft proposal and present the new one at the next Board meeting in January.
 - D. Request for Volunteer for Hospitality Chair. Fred Strong led a discussion on relieving Board member Doris Dunn, at her request, of these responsibilities as of March 1, 2015. The board knows of at least one interested party, and

- by copy of these minutes is asking any Unit 540 member to let Board President Fred Strong know of their interest (email address: fredstrong@me.com) by January 8, 2015.
5. New Business
ACBL Privacy Policy Changes. Fred asked Charles to review with the board the email message he received from Robert Hartman, addressed to all ACBL officials, of updates to this policy. Charles advised the Board that his principal concern was the statement that, effective January 1, 2015: "...Members must consent to have their name published in local membership directories." The Unit maintains a directory of players which includes telephone numbers and email addresses, and it is unclear if each and every name in that directory is a result of specific authorization being provided. Bill Ringbom agreed to draft a release form and provide it to each bridge club in the Unit to get releases from their members for inclusion in any future Unit Directory. Charles agreed to contact Louise Abbott and advise her no further work be done on nor any further release made of the current directory. Future directories will be limited to only those members specifically authorizing the Unit to include their names, telephone numbers and/or email addresses.
 6. Club Activity Reports. Morro Bay---Bill Woodson advised that as of February 2015 the MB club manager was resigning as were both the Monday and Tuesday game directors. The Unit will work to advertise new director position opportunities to all Unit 540 members and identify fill-in candidates until a more permanent solution is reach. The other local clubs had no updates.
 7. Fred Strong adjourned the meeting at 12:23 PM, advising the members that our next meeting would be on January 9, 2015 at 11:30 AM.

Respectfully submitted,

Charles Davis, Unit 540 Secretary