

SLO Duplicate Bridge Club
Board of Directors

Minutes – May 18, 2021

Present: Don Alderman – Treasurer; Kathy Borland – Secretary; Jack Luxton, Bill Donavon

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|------------------------|---|---|---------------------------|---|
| I. Approval of minutes | Minutes from 3/16/20 approved | Approved | | |
| II. Treasurers Report | Total in account - \$17,711.95 No expenses for the past year as the club has been closed due to COVID. The club has 2 CD accounts each for \$5,000. | Information | | |
| <u>Old Business</u> | | | | |
| A. Banking | <u>Update:</u> The Franchise Tax Board told us we have been out of compliance for the past 8-9 years and he had to submit forms to bring us back in compliance. As soon as the paperwork is completed, we can purchase the (2) \$5,000 CD's. | Don brought the club up to date with the Franchise Tax Board. Coast Hills Bank paperwork is completed. Don opened the 2 CD accounts | Don Don Don | Completed Completed Completed |

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| B. Bridge-mates | Bridgemates need cleaning and refurbishing. Due to the closure for a year they have been at Bill Ringbom's house. | Don will pick them up from Bill and clean and refurbish them. | Don | July 1, 2021 |
| C. Purchasing new boards and bidding cards | Discussed the need for new boards and bidding cards. | Bill D will talk to Bill Ringbom | Bill D | June 15, 2021 |
| <u>New Business</u> A. Election of Officers | <p>Jan Zinner resigned from the board in May, 2020. Sadly, Leda Fields passed away. Bill Ringbom also resigned from the board.</p> <p>Kathy nominated Bill Donovan for President. Don seconded.</p> <p>Kathy nominated Jack Luxton to be Vice-President. Jack agreed on an interim basis. Don seconded.</p> <p>Kathy remains Secretary and Don remains Treasurer.</p> <p>Discussed recruiting new members. Everyone will think about possibilities.</p> | <p>Information</p> <p>Board approved</p> <p>Board approved</p> <p>Will discuss further at the next meeting</p> | Board | June 15, 2021 |
| B. Procedure for opening | <p>Discussed what needs to be done to prepare for opening the SLO Senior Center for bridge.</p> <ol style="list-style-type: none"> 1. Don needs to renew our Liability Insurance as soon as we get an opening date. | Don will renew | Don | TBD |

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| | <p>2. Kathy will be the contact for Parks & Rec to find out when the senior center will open.</p> <p>3. Discussed who has keys to the building and cabinet. Mike Shipsey and Bill Ringbom did much of the work and we need to reassign their duties.</p> <p>4. We need a club manager. Discussed asking John J. Fields..</p> <p>5. Discussed possible directors. Bill D does not want to do it. We have John Jr and possibly Mike S.</p> | <p>Kathy is trying to reach P & R</p> <p>Bill D will talk to Bill Ringbom about getting the keys to the building and status on the dealing machines and Bridgemates. Bill will contact Mike to see if he is interested in helping.</p> <p>Bill will contact John J</p> <p>Information</p> | <p>Kathy</p> <p>Bill</p> <p>Bill</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |
| D. Website sign-ups | <p>Kathy reported the Unit Board would like to see pre-registration completed on-line before the game. This will help the Director with setting up the game and not having last minute people walk in. Jim Borland was at our meeting and said he has completed the process for on-line sign-ups.</p> <p>The Unit Board also suggested not exchanging money at the club but developing a prepayment system.</p> | <p>Jim B will send the on-line pre-registration system to the SLO Board.</p> <p>Need to find someone willing to set up a system for prepayment.</p> | <p>Jim</p> <p>Board</p> | <p>ASAP</p> <p>June 15, 2021</p> |
| E. Report from the Unit Board | <p>Kathy reported that the Unit Board would like the SLO Senior Center to be the first facility to open.</p> <p>Carol R is starting to work on disbursements to all clubs from the virtual games.</p> <p>The Unit Board would like the SLO Club to not serve food as we have done in the past.</p> | <p>Information</p> <p>SLO Board can discuss and make the decision.</p> | <p>Board</p> | <p>June 15, 2021</p> |

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| <p>Merger with Morro Bay</p> | <p>The following is from our minutes in March, 2020. We need to revisit this possible merger. Jack had been working on it.</p> <p>1. <u>Merger</u> – MB Club has approached us about merging with them. Carol R said they are having difficulty getting people to volunteer to be on their board. Discussed how this would work.</p> <p>1. Change name of the 501-C-3 to reflect SLO affiliation. SLO gets discount on the senior center because of our SLO address.</p> <p>2. Change address of the 501-C-3 to SLO.</p> <p>3. Have representation on SLO Board from MB.</p> <p>4. MB could choose to continue to meet in MB.</p> | <p>Will discuss at our next meeting.</p> | | <p>June 15, 2021</p> |
| <p>Meeting Adjourned @ 5:30PM</p> | | | | |

Respectfully Submitted: Kathy Borland, Secretary

SLO Duplicate Bridge Club

Board of Directors

Minutes – July 1, 2021

Present: Bill Donovan-President; Don Alderman–Treasurer; Kathy Borland–Secretary; Jack Luxton; Linda Seifert

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|--|--|---|--------------------|----------------|
| I. Approval of minutes | Minutes from 5/18/21 approved as written | Approved | | |
| II. Treasurers Report | Total in account - \$17,710.30 \$7,638.80 checking account Union Bank The club has 2 CD accounts each for \$5,000 | Information | | |
| <u>Old Business</u> | | | | |
| A. Key retrieval | Keys to the Senior Center have been retrieved from Bill Ringbom, Mike Shipy, and Jan Zinner. | Information | | |
| B. Dealing machines and Bridgemates | Don picked up the Bridgemates from Bill Ringbom and will check to see if they are functioning correctly. | Don will check out the Bridgemates | Don | July 13 |
| | Discussed the status of the Bridgemates and the need for updating. | Don will research and find out if updating is necessary. | Don | July 13 |
| C. Purchasing new boards and bidding cards | Bill talked with Bill Ringbom and the boards, cards and bidding boxes are in good shape. Bill and Don will verify when they go to the Senior Center on Wednesday, July 7 th . | Bill and Don will inventory what the bridge club has at the Senior Center | Bill and Don | July 13 |

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| D. Linda Seifert | Linda has agreed to serve on our board and we very much appreciate her willingness to be on the board. She was voted in unanimously by email. | Linda has been approved to be a board member effective 6/23/21 | Board | |
| E. Procedure for opening | 1. Don is working on renewing our Liability Insurance for the Senior Center 2. John Fields accepted the position of Club Manager. He will be receiving \$200/mo and will be Directing Mondays and Fridays. 3. Bill circulated a Club Manager job description. We briefly discussed and will bring it to our next meeting.\ | Don Information To be discussed at the next meeting Information | Don Board | July 13 July 13 |
| 4. Opening date is July 19 th . The first week will be Free of charge and the playing dates are Monday the 19 th @ 12:30, Wednesday evening the 21 st @6:15, and Friday the 23 rd @ 12:30 5. We discussed what, if any, requirements would apply to players (food, masks, vaccinations, none of these, etc.) and agreed to seek more information and discuss further at the next meeting. | To be discussed at the next meeting | Board | July 13 | |
| F. Website sign-ups | Jim Borland has the website set-up to do on-line registration. He just needs the dates of the games. | Kathy will give Jim the dates | Kathy | ASAP |
| G. Directors | Bill reported John Fields is the Director for Mondays and Fridays. Jim Solomon will be the director on Wednesday nights. Bill Donovan will be the back-up Director. Discussed the registration deadline for on-line registration and set 11:00AM the day of the games as the deadline. This gives the Director time to in-put names into the computer. | Information Information | | |
| H. Payment system | Discussed different payment options. People can pay ahead and get a card for \$60 that will cover 10 games. The Director would punch the card. Also discussed cash to start. On-line payment is very difficult. | Will discuss further at the next meeting | Board | July 13 |

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| <p><u>New Business</u></p> <p>A. 2 vacancies on the Board</p> | <p>Bill is talking to people who might be willing to serve on the board.</p> | <p>Information</p> | | |
| <p>B. Meeting with Parks & Recreation</p> | <p>Bill reported he had a meeting with the City P & R. Joan, who was the President of the Senior Center Board is moving and her replacement attended the meeting. Devin Highfield is the Facilities Coordinator for P & R and attended. Bill inquired about adding Tuesdays but they said we can only have the days we had before. They said there will be no food or kitchen access. Discussed having people bring their own drinks. Any food that people bring should be eaten outside due to the fact there is no custodian services on Mondays.</p> <p>The Senior Center is looking for volunteers. All board members are to ask members if they are interested.</p> <p>Membership renewals need to be done prior to the opening of July 19th. There will be no charge to existing members for the year 2021 due to losing 2020 to COVID. Membership fees and parking fees will be waived. The office is open from 9am to 1pm starting July 5, 2021, Monday through Friday.</p> <p>The P&R have requested no new memberships the first 2 weeks of opening.</p> <p>Discussed the fee for the game. Everyone agreed to keep it at \$6/game.</p> <p>Linda suggested we offer the first week free of charge.</p> | <p>Information</p> <p>Inquire as to who would be willing to volunteer in the Senior Center office.</p> <p>Board discussed and agreed to keep the fee at \$6/game.</p> <p>Board discussed and agreed it would be a good idea.</p> | <p>Board</p> <p>Approved by Board</p> <p>Approved by Board</p> | <p>ASAP</p> |

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| C. New Agreement with Parks & Rec | Tabled until next meeting | | | |
| Meeting Adjourned @ 5:47PM Next Meeting Tuesday, July 13 th @ 12:30. | Meeting at Jack Luxton's. 312 Ebb Tide Lane | | | |

Respectfully Submitted: Kathy Borland, Secretary

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SLO Duplicate Bridge Club

Board of Directors

Minutes – July 13, 2021

Present: Bill Donovan-President; Don Alderman–Treasurer; Kathy Borland–Secretary; Jack Luxton; Linda Seifert

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|--|---|---|------------------------|------------------|
| I. Approval of minutes | Minutes from 7/1/21 approved with changes | Approved | | |
| II. Treasurers Report | Total in account - \$17,541.66 \$7,638.80 checking account Union Bank The club has 2 CD accounts each for \$5,000 | Information | | |
| <u>Old Business</u> | | | | |
| A. Dealing machines and Bridegmates | Don picked up the Bridgemates from Bill Ringbom and checked them out and reported they are in good working order. Don updated the Bridgemates just to be sure they were current. | Information Information | | |
| B. Purchasing new boards and bidding boxes | Bill and Don reported they did an inventory and we do not need to purchase any more boards or bidding boxes. | Information | | |
| C. Procedure for opening | 1. Don reported he has received a quote for Liability Insurance for the Senior Center for \$550/yr. Linda brought up the need for a Directors and Officers policy to protect us from possible lawsuits. She is an attorney and worked with non-profits and is a firm believer we need to protect our personal assets. | Kathy and Linda will take to the Unit Board. Kathy will check with her insurance friend and ask about costs. | Kathy & Linda Kathy | ASAP ASAP |

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| | <p>We also discussed checking into the possibility of getting a D&O policy for the Unit Board, 5 Cities Board and SLO Board in one policy.</p> <p>2. Discussed the Club Manager Job Description. Bill will make a few corrections and send out to the board for final approval.</p> <p>3. Bill suggested we push back the opening date because we still have to work out liability insurance and many logistic issues. Decided to change the opening date to August 2, 2021. First week dates are Monday, August 2nd @ 12:30, Wednesday, August 4th @ 6:15pm, and Friday, August 6th @ 12:30pm. The first week will be FREE!</p> <p>4. Discussed guidelines for COVID. The Senior Center has no requirements. Don said we need to follow the science and the guidelines set by the CDC and California state guidelines. These guidelines are:</p> <ul style="list-style-type: none"> a. Vaccinated people do not need to wear a mask and can go anywhere. b. Unvaccinated people need to wear a mask when inside, otherwise they do not need to wear a mask. <p>Bill has heard from people that they will not play if unvaccinated people are in the room, even with a mask on. Discussed that people need to make their own decisions about safety, but the SLO Club will allow unvaccinated people with masks to play.</p> <p>Discussed the need to show proof of vaccine and it was decided that people need to show proof on their first visit to the Senior Center. It will be recorded.</p> | <p>Bill will send out revised job description</p> <p>Board approved</p> <p>Board approved: Vaccinated people need to show proof of vaccine on their first visit, and unvaccinated people need to wear a mask.</p> | <p>Bill</p> | <p>ASAP</p> |
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| | We will provide hand sanitizer at each table and E & W will carry their bidding boxes with them. Also need to provide masks. | Kathy will purchase hand sanitizer and masks. | Kathy | ASAP |
| D. Website sign-ups | Jim Borland has the website set-up to do on-line registration. Don wants to discuss a payment system with Jim linked to the website. | Don will talk to Jim B | Don | ASAP |
| E. Payment system | Discussed different payment options. People can pay ahead and get a card for \$60 that will cover 10 games. The Director would punch/mark the card. Also discussed cash to start. On-line payment is very difficult. Don wants to explore Pay Pal and Venmo options. We need someone to sell cash cards if online doesn't work or for those who won't pay online. | Will discuss further at the next meeting | Board | July 20 |
| F. Board vacancy | Bill has talked to several people about serving on the Board. Kathy suggested we are not in a hurry as we have a good functioning board now. | Bill will continue to explore new board members. | Bill | July 20 |
| G. Review Parks & Rec agreement | <p>Bill is continuing to work with P & R and also the Senior Center Board. The agreement is new and they have more stipulations than before. Bill is working it through with them and will report at the next meeting.</p> <p>Membership renewals need to be done prior to the opening of August 2nd. There will be no charge to existing members for the year 2021 due to losing 2020 to COVID. Membership fees and parking fees will be waived. The office is open from 9am to 1pm starting July 5, 2021, Monday through Friday.</p> <p>The P&R have requested no new memberships the first 2 weeks of opening.</p> <p>The Senior Center is looking for volunteers. All board members are to ask members if they are interested.</p> | | | |

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|---|---|--|--|--|
| <u>New Business</u> | No new business | | | |
| Meeting Adjourned @ 2:30PM Next Meeting Tuesday, July 20th @ 4:15pm | Meeting at Kathy Borland's 655 Buckley Rd. SLO | | | |

Respectfully Submitted: Kathy Borland, Secretary

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SLO Duplicate Bridge Club

Board of Directors

Minutes – July 30, 2021

Present: Bill Donovan-President; Don Alderman–Treasurer; Kathy Borland–Secretary; Jack Luxton; Linda Seifert

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|---|--|--|--|--|
| I. Approval of minutes | Minutes from 7/13/21 approved with changes | Approved | | |
| II. Treasurers Report | Total in account - \$7,591.52 checking account Union Bank The club has 2 CD accounts each for \$5,000 Total CD's - \$10,014.50 | Information | | |
| <u>Old Business</u> A. Procedure for opening | 1. Don reported he has secured a Liability policy that meets the requirements of the Parks & Recreation Department of SLO City, and it will go into effect Monday, August 2, 2021.. He also added to the same policy Directors and Officers coverage. General liability is \$469/yr and D & O is \$420/yr. The combined rate for both policies is \$889/yr. We also discussed checking into the possibility of getting a D&O policy for the Unit Board, 5 Cities Board and SLO Board in one policy. 2. Discussed the Club Manager Job Description. Discussed the need to be more specific in the job description of our expectations of the Club Manager. The Club Manager needs to attend our Board meetings. | Information Kathy and Linda will take to the Unit Board. Board will continue to work on the job description. | Kathy & Linda Board | 1 year renewal ASAP |

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| | <p>3. It became clear we are not ready for the opening on Monday. Don called Bill Ringbom and John Jr on a conf call that we all listened to and Bill is willing to make our boards for this next week. It is still unclear who will make the boards in the future. Also discussed using Deal Master Pro to obtain the dealer files for the dealing machine. The computer transfer of files was also discussed.</p> <p>4. Discussed changing our earlier decision to allow unvaccinated people to play with a mask. Board agreed only vaccinated people can play.</p> <p>Discussed the need to show proof of vaccine and it was decided that people need to show proof on their first visit to the Senior Center. It will be recorded.</p> <p>We will provide hand sanitizer at each table and E & W will carry their bidding boxes with them.</p> <p>Monday's game:</p> <ol style="list-style-type: none"> 1. Linda will check for vaccinations 2. Don will help people with Pay Pal 3. Jack will help set-up tables <p>5. The Senior Center is requesting membership renewals to be done prior to the opening of August 2nd. There will be no charge to existing members for the year 2021 due to losing 2020 to COVID. Membership fees and parking fees will be waived. The office is open from 9am to 1pm starting July 5, 2021, Monday through Friday.</p> <p>The Senior Center has requested no new memberships the first 2 weeks of opening.</p> | <p>Don and Bill will work with Bill Ringbom and John Jr to work out the details for obtaining the dealer files.</p> <p>Board approved: only Vaccinated people can play at the Senior Center and need to show proof of vaccine on their first visit. Linda will check for vaccine cards on Monday and record.</p> <p>Kathy bought the hand sanitizers and gave to Bill D.</p> | <p>Bill, Don, John Jr and Bill Ringbom</p> <p>Board</p> <p>Linda</p> <p>Bill</p> | <p>\</p> <p>August 2, 2021</p> |
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| D. Website sign-ups | <p>Jim Borland has the website set-up to do on-line registration. Don Talked to Jim B and the Pal Pal link is on the website.</p> <p>Linda said the Wednesday night game has a 6PM start time and also a 6:15PM start time. Jim B said he cannot control that because his software will only allow times on the half-hour.</p> | Information | | |
| E. Payment system | <p>Don has set-up Pay Pal which is on the website. We will not do cash payments. Punch card is only for players to keep track of their game expenses/usage to compare with our records.</p> <p>Don has set-up a spreadsheet that can be used to record vaccinations and payments.</p> | <p>Kathy will make the punch cards.</p> <p>Information</p> | Kathy | August 2, 2021 |
| F. Board vacancy | Tabled | | | |
| G. Review Parks & Rec agreement | <p>Bill is continuing to work with P & R and also the Senior Center Board. The agreement is new and they have more stipulations than before. Bill is working it through with them and will report at the next meeting.</p> <p>The Senior Center is looking for volunteers. All board members are to ask members if they are interested.</p> | No new updates. Bill has not received the final agreement. | | |
| <u>New Business</u> | No new business | | | |
| Meeting Adjourned @ 12:45PM | | | | |
| Next Meeting | | | | |

Respectfully Submitted: Kathy Borland, Secretary

Bill Donovan

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SLO Duplicate Bridge Club

Board of Directors

Minutes – August 20, 2021

Present: Bill Donovan-President; Don Alderman–Treasurer; Kathy Borland–Secretary; Jack Luxton; John Fields – Ex-officio, Gina Kirk

Absent: Linda Seifert

Zoom meeting

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|--|--|--|--------------------|--------------------------------|
| I. Approval of minutes | Minutes from 7/30/21 approved with changes | Approved | | |
| II. Treasurers Report | <p>Total in account - \$8,736.97 checking account Union Bank. Income - \$2,057.18 for game fees Expenses - \$889 for insurance</p> <p>The end of the month there will be expenses for StaC games, director fees, ACBL table fees and Parks & Rec fees.</p> <p>The club has 2 CD accounts each for \$5,000 Total CD's - \$10,014.50</p> | Information | | |
| III. <u>Old Business</u> A. Procedure for opening | <p>We discussed checking into the possibility of getting a D&O policy for the Unit Board, 5 Cities Board and SLO Board in one policy.</p> <p>1. Discussed the Club Manager job description. Discussed the need to be more specific in the job description of our expectations of the Club Manager. We also need to review the Directors job description.</p> | <p>Kathy and Linda took it to the unit board. Unit board will consider when renewal comes up.</p> <p>Don sent both job descriptions to the board members for review. Board members need to respond to Bill ASAP.</p> | Board | <p>Review 7/22</p> <p>ASAP</p> |

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| | <p>Dealing machine – Bill reported that John Fields Sr is willing to make the boards for all games in SLO. Discussed allowing him to play for free for this service.</p> <p>Discussed whether the Director should play if needed to complete a table. Bill suggested the Director needs to make the call if he can both direct and play. Director will not play if it results in a sit-out.</p> <p>Discussed Directors eligibility for ACBL points. According to ACBL rules, the Director can receive points in a local game but not in “Overalls”.</p> <p><u>2. New Issues</u></p> <p>Discussed the issue of a player who was in SLO playing bridge on Monday, August 16th and tested positive for COVID on Wednesday, August 18th (day of test, results came back Friday, August 20th). Many players did not have masks on.</p> <p>Don’s medical opinion is that we are exposed to the virus every time we leave our houses, and people can spread the virus and be asymptomatic and also be vaccinated. State guidelines require someone to self-quarantine for 10-14 days after the date tested for COVID.</p> <p>Jack said this virus is here for a long time and we need to not close every time someone gets sick or has a positive test.</p> | <p>Bill will verify the Club Manager job description is most recent.</p> <p>Board voted and approved John Sr to play for free.</p> <p>Board agreed the Director should make the call.</p> <p>John agreed to these rules.</p> <p>Need to enforce masks</p> <p>After much discussion it was decided that we will not close the SLO Bridge Club and the game will go on for Monday, August 23rd. Don will send out an email to the club addressing our concerns and guidelines for moving forward. He</p> | <p>Bill</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Don</p> | <p>ASAP</p> <p>ASAP</p> |
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| | <p>Bill reported that Mary Vandenberg (Senior Center President) thinks the city may close the Senior Center soon. If this happens discussed the possibility we can still play there since everyone playing is required to be vaccinated. Another option is to get another venue. John suggested the Grange Hall.</p> <p>Discussed the need to have our own waiver that releases SLO Bridge Club from liability. Currently the Parks & Rec have a waiver that everyone is supposed to sign for each game. Waiver needs to include that the player is asymptomatic that day and will notify the board if they test positive.</p> <p>Jack suggested we make a COVID policy. Kathy agreed it would be a good idea.</p> | <p>will send to the board for approval before sending out to the club.</p> <p>Bill will call Parks & Rec and ask if we can continue to play if they close the Senior Center.</p> <p>Bill will get the waivers to John and he will be sure everyone signs at each game.</p> <p>Bill will talk to Linda about getting our own waiver which will only need to be signed once.</p> <p>Will discuss at the next meeting</p> | <p>Bill</p> <p>John & Bill</p> <p>Bill</p> <p>Board</p> | <p>ASAP</p> <p>August 23rd</p> <p>ASAP</p> <p>9/24/21</p> |
| B. Payment system | <p>Don has set-up Pay Pal which is on the website. We will accept check payments. Punch card is only for players to keep track of their game expenses/usage to compare with our records. Don is helping members figure out their payment system.</p> <p>Don has set-up a spreadsheet that can be used to record vaccinations and payments.</p> | Information | | |
| C. Review Parks & Rec agreement | <p>Bill is continuing to work with P & R and also the Senior Center Board. The agreement is new and they have more stipulations than before. Bill is working it through with them and will report at the next meeting.</p> | <p>No new updates. Bill has not received the final agreement.</p> | | |

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| | The Senior Center is looking for volunteers. All board members are to ask members if they are interested. | | | |
| IV. <u>New Business</u> | | | | |
| A. Approval of Gina for the board | Bill moved that we accept Gina Kirk on the Board | Board approved Welcome Gina!! | | |
| B. Wednesday night game | Gina suggested the Wednesday game be cancelled by noon if there are not enough tables. Also discussed having the game every other Wednesday. | Bill agreed game should be cancelled by noon. Will discuss further at the next meeting. | Bill | Ongoing |
| C. John L | Discussed the history of John being banned from the SLO Bridge Club permanently. Bill talked with several people who confirmed. | The board is upholding the decision to ban John L from playing at the SLO Bridge Club | Board | |
| Meeting Adjourned @ 2:15PM Next Meeting is September 24 th at 11:15 on Zoom. | | | | |

Respectfully Submitted: Kathy Borland, Secretary

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Gina Kirk

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SLO Duplicate Bridge Club

Board of Directors

Minutes – September 24, 2021

Present: Bill Donovan-President; Don Alderman–Treasurer; Kathy Borland–Secretary; Linda Seifert; John Fields – Ex-officio (Club Manager), Gina Kirk

Absent: Jack Luxton

Zoom meeting

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|--|---|---|--------------------------------|----------------|
| I. Approval of minutes | Minutes from 8/20/21 approved with changes | Approved | | |
| II. Treasurers Report | <p>Total in account - \$18,728,597 checking account/savings account Union Bank. September, 2021 Income - \$583.33 Expenses - \$978.21</p> <p>Don reported we are breaking even with income and expenses overall.</p> | Information | | |
| III. <u>Old Business</u> A. Procedure for opening | <p>1. Discussed the Club Manager job description. Discussed the need to be more specific in the job description of our expectations of the Club Manager. We also need to review the Directors job description.</p> <p>2. SLO Club waiver The waiver is done and all players need to sign only once. The waiver will release SLO Bridge Club from liability. Currently the Parks & Rec have a waiver that everyone is supposed to sign</p> | <p>Bill will send both job descriptions to the board members for review. Board members need to respond to Bill ASAP.</p> <p>Linda put together our SLO Club waiver and it has been implemented.</p> | <p>Bill</p> <p>Information</p> | ASAP |

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| | <p>for each game. Waiver needs to include that the player is asymptomatic that day and will notify the board if they test positive.</p> <p>3. Mask compliance There were many players on a Monday who were not compliant with their masks. As a result several people did not return on Friday. Discussed that John needs to enforce the mask mandate which the City of SLO requires. Kathy offered to get face shields as they are more comfortable.</p> | <p>Linda will record and monitor the SLO Bridge Club waivers.</p> <p>There has not been a problem since that Monday and John is reinforcing the mask requirement and Kathy supplied face shields to the club.</p> | <p>Linda</p> <p>Information</p> | <p>Ongoing</p> |
| B. Payment system | <p>Don reported the spreadsheet is working well and he is tracking all payments. Cash will be accepted on a limited basis. Kathy suggested we send an email out to the Unit email list telling people SLO Senior Center is open and list the game days and times. In addition the email needs to reiterate how to sign up ahead of time and the payment system.</p> | <p>Don will send draft email to board and if no comments in 24hrs he will send to Jim Borland to distribute. John suggested he tell people to arrive early if they have not signed up online.</p> | <p>Don</p> | <p>ASAP</p> |
| C. Review Parks & Rec agreement | <p>Bill reported he has not heard from Parks & Rec. Money for Monday and Fridays goes to the Senior Center. Money for Saturday Unit games goes to Parks & Rec.</p> | <p>Information</p> | | |
| IV. <u>New Business</u> | | | | |
| A. Wednesday night game | <p>Bill suggested we suspend the Wednesday night game due to lack of players until the first of November.</p> <p>John said we need a champion to make the Wednesday night game work. Linda and Gina said they would be willing to make calls.</p> | <p>Board approved unanimously</p> <p>Linda and Gina will make calls to encourage people to play.</p> | <p>Linda & Gina</p> | <p>Ongoing</p> |

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| <p>Added agenda item</p> | <ol style="list-style-type: none"> 1. Linda brought up the issue of stratification and that there does not seem to be any effort to stratify players. John said they need 7 tables to use the software to stratify players and most of the time there is less than 7 tables. 2. Bill sent an email to the Board asking that bidding boxes no longer need to go with the player but stay at the tables. 3. Kathy said that Tom Snow was willing to teach classes before the games on Mondays and/or Fridays. 4. Kathy also suggested we host the 99er game in SLO. Jim Solomon needs to be contacted. | <p>John will work on it and see if there is something to be done.</p> <p>The Board unanimously approved that bidding boxes can stay at each table.</p> <p>Bill needs to get approval from the Senior Center. He will contact them.</p> <p>Kathy will contact Jim.</p> | <p>John</p> <p>Board</p> <p>Bill</p> <p>Kathy</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |
| <p>Meeting Adjourned @ 12:00PM</p> <p>Next Meeting is October 22ndth at 11:15 on Zoom.</p> | | | | |

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| | October – 57.5 Table Count Unit Game November - 6 | | | |
| III. <u>Old Business</u> A. Procedure for opening | Director Job Description Gina has issues with this job description and wants to make revisions. Discussed changes and everyone agreed to have Gina revise and send to everyone by email. | Gina will email revised job description to the Board for approval. | Gina | ASAP |
| B. Wednesday Night game | Tabled | Linda and Gina will work on getting the night game started in January, 2022. Will discuss further at the next meeting. | Linda & Gina | January, 22 |
| C. Tom Snow Monday class | Tom's classes are going well. | Continue to monitor | Information | |
| F. 149er Game | The email was sent to the Unit announcing a 149er game on Mondays. There was no response so we tried a 99er game for Fridays. Still no response. Jim Solomon emailed his 99er group and they just were not interested. | Will revisit in January, 2022. | | January, 2022 |
| IV. <u>New Business</u> A. Christmas Party | Discussed having ice cream as a celebration. Friday, December 10 will be designated as the Christmas Party with ice cream. | Cathy M is working to buy the ice cream cups. | Bill | Dec 10, 2021 |
| B. Election of Officers | Bill Donovan resigned as President and will be the President of the Senior Center Board. He agreed to stay on the board. | | Board | |

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| | <p>Discussed how to proceed with board appointments and it was decided we will start over. Starting January, 2022 the members starting a 2 yr term are:</p> <p>Don Alderman – Treasurer Kathy Borland – Secretary Jack Luxton – President</p> <p>Mid-term members will be re-elected in January, 2023.</p> <p>Gina Kirk Linda Siefert Bill Donovan</p> <p>There is one vacant seat on the board and Jack will ask Carol Moss.</p> | <p>Board approved Don, Kathy and Jack for reappointment.</p> <p>Jack will contact Carol</p> | <p>Jack</p> | <p>ASAP</p> |
| <p>C. Directors Christmas bonus</p> | <p>Discussed the amount for the Christmas bonus given the club has been active for 4 months.</p> | <p>Board agreed on a \$50 bonus for John. Gina will get a card and give to John.</p> | <p>Gina</p> | <p>ASAP</p> |
| <p>Meeting Adjourned @ 12:00PM</p> <p>Next Meeting is December 17th at 11:15 on Zoom.</p> | | | | |

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SLO Duplicate Bridge Club

Board of Directors

Minutes – December 17, 2021

Present: Jack Luxton – President; Don Alderman–Treasurer; Kathy Borland–Secretary; Bill Donovan; Gina Kirk, Linda Seifert

Absent: John Fields (Club Manager)

Zoom meeting

| Agenda Item | Discussion | Action | Person responsible | Date Completed |
|------------------------|---|-------------|--------------------|----------------|
| I. Approval of minutes | Minutes from 11/19/21 approved | Approved | | |
| II. Treasurers Report | <p>Total in account - \$10,018.21 checking account Union Bank. CD 20 - \$5,043.15 CD 21 - \$5,043.15</p> <p>Don purchased another CD for \$5,000</p> <p>November, 2021 Income - \$8,338.99 Expenses - \$2,563.03 Net Income - \$5,775.96</p> <p>Year to Date, 2021 Income - \$13,614.82 Expenses - \$6,160.11 Net Income - \$7,4534.71</p> <p><u>November</u> Table Count SLO Bridge - 56 Table Count Unit Game - 6</p> | Information | | |

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| | <p><u>December</u> Table Count SLO Bridge – 19.5 Table Count Unit Game – 5</p> | | | |
| <p>III. <u>Old Business</u> A. Procedure for opening</p> | <p><u>Director Job Description</u> Gina presented her recommendations for the job description and the board discussed many issues. They include: 1. John needs to address software issues 2. Director needs to report to a board member 3. Seating of tables needs to be fair 4. Slow players may be given a “no play” to get the game back on schedule. If the slow players have already been given one “no play” then they should receive a half board penalty for each additional delay of the game. 5. Playing Director can earn points except in a STAC game they cannot earn extra points. 6. It’s up to the discretion of the Director if they can play and Direct at the same time.</p> <p>Discussed the maintenance of the dealing machine. The dealing machine has not had the recommended annual maintenance since December, 2019.</p> | <p>Board appointed Bill Donovan to be the Directors direct contact</p> <p>Gina & Bill will finalize the Director Job Description and the Club Manager Job Description</p> <p>Bill gave John the approval to move ahead with the maintenance of the dealing machine.</p> | <p>Bill</p> <p>Gina & Bill</p> <p>John</p> | <p>ASAP</p> <p>ASAP</p> |
| <p>B. Wednesday Night game</p> | <p>Discussed the importance of starting up a Wednesday night game. Many ideas were suggested including encouraging a Pro-Am game once a month and letting the Pro’s play for free.</p> | <p>Linda and Gina will work on getting the night game started in March, 2022. Will discuss further at the next meeting.</p> | <p>Linda & Gina</p> | <p>January, 2022</p> |
| <p>C. Tom Snow Monday class</p> | <p>Tom’s class was cancelled due to lack of participants. Will revisit in February, 2022</p> | <p>Information</p> | | |

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| F. 99er Game | The email was sent to the Unit announcing a 149er game on Mondays. There was no response so we tried a 99er game for Fridays. Still no response. Jim Solomon emailed his 99er group and they just were not interested. | Will revisit in February, 2022. | | January, 2022 |
| IV. <u>New Business</u> | | | | |
| A. Bill's email regarding masks | Discussed the Governors new mask mandate and it was decided Face Shields are not effective unless they have a drape/bib. The mandate is not a change for SLO County and will be in effect until January 15 th . | Don will draft an email notifying Unit 540 of this change and send to Jim Borland who will send it out. Email will go out at the end of December. | Don | ASAP |
| B. Plans for 2022 | Jack reported to asked Linda Siefert if she would agree to be Vice-President. Jack reported that he talked with Carol Moss for the final open position of the board but she declined. | Linda agreed and board approved | | |
| Meeting Adjourned @ 12:15PM Next Meeting is January 21st at 11:00 on Zoom. | | | | |

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