

Minutes of Unit 157 Board Meeting.....02 May 2015

Attendees:

Michael DeVivo, Unit President
Michael Lawson, Unit Vice-President
Len Block, Unit Treasurer
Iris Bjorn, Unit Secretary
Bee Chapman, BDBC Representative
Rory Henderson, BDBC Representative
Dennis Wammack, BDBC Representative
Sherry Kamber, BDBC Representative
Linda Goble, MGM DBC Representative
Jerri Taylor, MGM Representative
Frank Cook, MGM Representative
Ted Bjorn, Greater Tuscaloosa DBC and Bama DBC Representative
Clair Chisler, ACBL Representative, MGM
Robert Whiting, Riverchase DBC Representative
Don Kemp, Anniston Bridge Club Representative
Abe Zanayed, Abe's Bridge Club of Birmingham

The meeting was called to order by Michael DeVivo, Unit President. Mike invited all enjoy supper while the meeting was conducted.

Old Business:

- The minutes from previous board meeting were reviewed. Several editorial changes were noted and made. A motion to accept the minutes was made, seconded and passed.
- Len Block presented the treasurer's report, which included a balance sheet as well as a comparison from last year to this year. A motion to accept the report was made, seconded and passed.

New Business:

- There was talk of the Florida Panhandle becoming a part of this Unit. It appears that this is not going to happen.
- Re GNT qualifying game held in Tuscaloosa in April: Only three pairs participated at this club-qualifying level, one A team, one B team and one C team. Consequently, all three teams automatically qualified to go the the next step in the GNT, which is to play at the District level in Jackson in May. The B and C teams decided not to advance to the next level. However, the A team (Albert and Ann Lilly – Tuscaloosa, Don Haney -- Birmingham, and Perry Richardson, Montgomery) will advance to the play-offs in Jackson, MS. The Unit expressed its gratitude to all who participated and extended good luck wishes to the A team as they continue on to the play-offs.
- Among other questions for this board, the following seems of particular interest: How are the points for STAC determined? Don Kemp will look into this matter.
- Mike DeVivo reported that the Grass Roots effort raised \$8700 from the games it held. Participation in this program is highly encouraged.
- Mike went on to say that we no longer have to hold NAP/GNT (North-American Pairs/Grand National Teams) Unit-level qualifying games in order to advance to the District-level play-offs.
- Re the GNT qualifying effort, Ted is asking for reimbursement of room rent. Motion was made, seconded and passed to this effect. At this point, Ted passed a receipt for this fee to Len Block, Treasurer.
- Abe Zanayed's past due club fees resulting from tournament profits of \$563.00 were paid in full and Abe's Bridge Club of Birmingham has returned to its full status with all privileges restored.
- Mike DeVivo stated that there are two positions on the Board to be filled. 1) O. T. Johnson has been serving as alternate representative of our Unit to the District. Mike appointed Chuck Kelly to serve in this position and asked the Board to move to make Chuck a Member at Large of this Board. So done.
- Mike said that he has been asked by Sandy Smith, BDBC Club Manager, to act in regards to use of Club equipment that is loaned out for tournaments within our Unit. Mike said that he wants a contact person to oversee this effort, to ascertain that equipment is signed for when picked up and signed back to the Club when use is over. Also, this person would ascertain the state of the equipment when loaned out and the state of same when returned. Our past policy has been to allow clubs to borrow the tables and bid boxes with no charge. It is understood that this no-charge policy will continue but

that responsibility will lie with the borrower as to any damage incurred to the equipment.

- Mike then conducted a Unit policy review of policies he has recently put together. To this end, Mike handed out copies of the following policies, included here as Appendix A:
 - Unit 157 Policy for Reimbursement of Capital Expenses
 - Unit 157 Policy for Subsidizing GNT and NAP Expenses at Nationals.
 - Unit 157 Policy for Reimbursement of Teacher or Director Training Expenses
 - Unit 157 Mentor-Mentee Program Reimbursement Policy
 - Club Representation of Unit 157 Board of Directors
 - Unit 157 Regional Tournament Profit Sharing Policy
 - Unit 157 Sectional Tournament Profit Sharing Policy
 - Unit 157 Educational Reimbursement Policy

Changes, both major and minor were suggested to these policies as discussion ensued. Mike will incorporate these changes as appropriate and distribute final copies to all Board Members.

- Abe Zanayed then presented his views on the Unit's policy re profit-sharing per tournaments held by for-profit clubs, such as Abe's Bridge Club of Birmingham.
Much discussion ensued, at times highly charged, but always courteous. In the end, a motion was made, seconded and passed to the following effect: In the case of for-profit clubs, the first \$2000.00 of net profits will go to the club and over and above that, 50 per cent goes to the club and 50 per cent goes to the Unit.

There being no new business, Mike called for a motion to adjourn, which motion was seconded and passed.

Respectfully submitted,

Iris Bjorn, Unit 157 Secretary

Appendix A

Unit 157 Policy for Reimbursement of Capital Expenses

Depending on availability of funds, Unit 157 may reimburse member clubs up to 50% of bridge-related capital expenses for items such as bridgmates, card sorting machines, computers, or major facility repairs or improvements. Prior approval for planned expenses would help insure availability of funds, but is not a requirement.

Unit 157 Policy for Subsidizing GNT and NAP Expenses at Nationals

Unit 157 will provide reimbursement of up to \$125 per person for players from Unit 157 who qualify and travel to play in the GNT event at Nationals. A maximum of three teams from Unit 157 could qualify.

Unit 157 will provide reimbursement of up to \$100 per person in each stratum for players from Unit 157 who qualify and travel to play in the NAP event at Nationals. A maximum of 6 pairs could qualify.

These reimbursements of GNT and NAP travel expenses will be funded by holding a week of games throughout the unit during which there would be an extra charge of \$1 per player payable to Unit 157. The Unit GNP/NAP Coordinator will confer with clubs to determine the best week to schedule these games. Without such funding from member clubs, the unit will not provide GNT/NAP travel expense reimbursement to its players competing at Nationals.

References:

Unit 157 Board Meeting Minutes – April 21, 2007

Unit 157 Board Meeting Minutes – October 13, 2007

Unit 157 Board Meeting Minutes – May 1, 2010 (GNT increased from \$100 to \$125)

Unit 157 Policy for Reimbursement of Teacher or Director Training Expenses

Unit 157 will reimburse the course costs of becoming a certified ACBL teacher. Travel, meals and other incidental expenses are not covered. There is not a policy to cover the costs of director training, only the course for teacher training.

References:

Unit 157 Board Meeting Minutes – February 13, 2010

Unit 157 Board Meeting Minutes – May 1, 2010 (Clarification that director training is not covered)

Unit 157 Mentor-Mentee Program Reimbursement Policy

Mentor-Mentee programs conducted by member clubs within Unit 157 are eligible for financial assistance from the unit under the unit's Educational Reimbursement Policy. The goal of this reimbursement is to offset some of the costs that clubs incur by allowing free play to mentors.

Unit 157 will reimburse clubs for advertising expenses in accordance with the unit's Educational Reimbursement Policy, including prior approval by the unit's Educational Liaison. Member clubs should submit a list of itemized advertising expenses along with documentation of ACBL compliance and reimbursement. ACBL policy is to reimburse 75% of eligible expenses (maximum reimbursement \$750). The unit will then reimburse the club the remainder of advertising expenses and seek district 10 reimbursement for half of its payment to the club.

In addition to eligible advertising expenses, the unit will reimburse ACBL table fees and game director fees directly attributable to the free play given to each mentee. Documentation should include the number of mentors that play and the date(s) of play. Other expenses such as food and beverage expenses will not be reimbursed by the unit.

Example:

Assuming 100 mentor free plays occur during the program, this equates to 25 tables. If the game director were paid \$7 per table, then eligible unit reimbursement would be \$175. In addition, the unit would reimburse the ACBL table fee (currently \$0.74 per table) for 25 tables.

References:

Unit 157 Board Meeting Minutes – November 21, 2009

Club Representation on Unit 157 Board of Directors

Representation on the Unit 157 Board of Directors is based on the size of its member clubs. Each club within the unit will be entitled to one representative on the Unit 157 Board of Directors with the exception of the Birmingham Duplicate Bridge Club which shall have seven members and the Montgomery Duplicate Bridge Club which shall have three members. This representation is in addition to the elected offices of President, Vice-President, Secretary, and Treasurer as well as the Immediate Past-President (ex-officio). Additional At-Large members may be appointed by the Board as needed or desired.

Reference:

Unit 157 Board Meeting Minutes – November 21, 2009

Unit 157 Regional Tournament Profit Sharing Policy

Unit 157 receives a share of profits from District 10 for any regional tournaments held within District 10 but outside Unit 157. However, District 10 does not share regional tournament profits with Unit 157 in years when a regional tournament is held within Unit 157. To make up for this lost revenue, Unit 157 member clubs that hold a regional tournament are required to share any profits with the unit as well as District 10. The unit shall receive 20% of net profits in excess of \$2,000 from any regional tournament held within the unit. Any profits paid to the district will be considered as an expense item before calculating the percentage of net profits due to the unit.

The district provides a spreadsheet for gross income and expenses to calculate gross profit. The district does not allow clubs to charge themselves rent for using their own supplies and equipment, like Bridgemates or bidding boxes. However, these items can be used to decrease the club's out-of-pocket expense. Lost revenue from cancelled games normally scheduled to occur during the tournament cannot be charged as a tournament expense. The same rules will apply for calculation of the unit's share of profits.

Upon request, Unit 157 will provide tables and bidding boxes for use at the tournament at no cost to the host club. It is the responsibility of the host club to transport unit equipment and return it in the same condition less normal wear and tear. The unit will be reimbursed by the host club for any lost or damaged equipment.

References:

Unit 157 Board Meeting Minutes – May 19, 2007

Unit 157 Sectional Tournament Policy

Most units hold sectional tournaments themselves and keep the revenue. Unit 157 allows its member clubs to hold these tournaments and keep some or all of the profits. Any member club in good standing may request permission from the Unit Tournament Coordinator to hold a sectional tournament. All such requests for tournament sanctions should be made at least one year in advance to be consistent with ACBL policy. Once the Unit Tournament Coordinator and host club agree on a date, a tournament sanction will be obtained from ACBL. The host club will follow ACBL and Unit 157 guidelines regarding sectional tournaments.

Not-for-profit clubs will be allowed to keep all profits from the conduct of these tournaments to be used to advance the game of bridge in their geographical area (such as advertising and promotion, education, facility improvements, purchase of new equipment, etc.). For-profit clubs will share 50% of net profits with the unit. The rationale is that if the unit gives up its ability to run tournaments and generate profits to be redistributed to clubs for the advancement of bridge within the unit, then it should receive a share of profits from for-profit clubs that hold tournaments to use for that purpose. Non-profit clubs should reinvest all profits to promote the game of bridge as the unit would do, so profit sharing is not necessary.

The district provides a spreadsheet for gross income and expenses to calculate gross profit that can also be used by for-profit clubs when determining what is owed to the unit for sectional tournaments. The unit does not allow clubs to charge themselves rent for using their own supplies and equipment, like Bridgemates or bidding boxes. However, these items can be used to decrease the club's out-of-pocket expense. Lost revenue from cancelled games normally scheduled to occur during the tournament cannot be charged as a tournament expense. Tournament director fees by owners should be computed at the ACBL rate for local directors.

Upon request, Unit 157 will provide tables and bidding boxes for use at the tournament at no cost to the host club. It is the responsibility of the host club to transport unit equipment and return it in the same condition less normal wear and tear. The unit will be reimbursed by the host club for any lost or damaged equipment.

Unit 157 will only allow member clubs to sponsor Non-Life Master Tournaments where the maximum allowable point holding for any individual participant is less than 500 master points.

Presently, the usual entry fee for sectional tournaments conducted within Unit 157 is \$11 for single session events and \$25 for two session events with lunch provided. While this is not a requirement, every effort should be made to conform to these rates. However, entry fees should be set so as to be sufficient to cover anticipated costs of the tournament.

References:

Unit 157 Board Meeting Minutes – April 21, 2007 (Original Discussion Regarding Tournaments Held by For-Profit Clubs)

Unit 157 Board Meeting Minutes – March 1, 2008 (Profit Sharing Original Motion Adoption)

Unit 157 Board Meeting Minutes – October 15, 2011 (Profit Sharing Subsequent Discussion)

Unit 157 Board Meeting Minutes – November 19, 2012 (Profit Sharing Subsequent Discussion/Clarification)

Unit 157 Board Meeting Minutes – May 3, 2003 (Scheduling One Year in Advance)

Unit 157 Board Meeting Minutes – March 1, 2008 (Scheduling One Year in Advance)

Unit 157 Board Meeting Minutes – October 9, 2010 (Original Discussion of NLM Point Limit)

Unit 157 Board Meeting Minutes – November 12, 2010 (NLM Point Limit Motion Adopted)

Unit 157 Board Meeting Minutes – February 13, 2010 (Discussion of Standardization of Entry Fees and Stratifications)

Unit 157 Educational Reimbursement Policy

A goal of Unit 157 is to support clubs in good standing within the unit that promote growth in membership through education programs. The primary support mechanism is its educational reimbursement program which aims to return to a club the expenses of running an education program that are not reimbursed by ACBL.

Eligible expenses for the reimbursement program are net expenses over any income received and include instructor's fees, advertising and marketing costs (that are not reimbursed by ACBL) and reasonable refreshment costs.

Any club wishing to conduct an education program should notify the unit's Education Coordinator in advance to verify that the unit will pay the eligible costs of the program. The Education Coordinator will consult with the Treasurer as needed before approval is given. If

costs are substantial, the Education Coordinator should bring the proposal to the Board of Directors for preapproval. Once the program has been held, fees that can be recovered from the ACBL should be recovered and noted on an itemized list of costs of the program. This list (and applicable receipts) should be submitted to the unit along with a description of positive benefits the program has had for the club or unit (such as increased table count or increased membership). The Treasurer will then be authorized to reimburse eligible preapproved expenses to the club.

The unit Education Coordinator will then submit all documentation to the District 10 Education Liaison for potential reimbursement of the unit. Current District 10 policy allows reimbursement of up to 50% of unit outlays for educational programs conducted by clubs within the unit.