

Minutes of Unit 157 Board Meeting.....10 October 2015

Attendees:

Michael DeVivo, Unit President
Iris Bjorn, Unit Secretary
Lee Stimson, WPCC Representative
Molly Currie, BDBC Representative
Janet Brown, Gadsden Representative
Dennis Wammack, BDBC Representative
Sherry Kamber, BDBC Representative
Linda Goble, MGM DBC Representative
Jerri Taylor, MGM Representative
Ted Bjorn, Greater Tuscaloosa DBC and Bama DBC Representative
Robert Whiting, Riverchase DBC Representative
Don Kemp, Anniston Bridge Club Representative
Chuck Kelly, District Representative
Bee Chapman, BDBC Representative

The meeting was called to order by Michael DeVivo, Unit President. Mike invited all to 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.
- In the absence of the newly appointed treasurer Gayle Morgan, President Mike DeVivo presented the treasurer's report. Gayle took over for Len Block, who has relocated outside of this Unit. This transition included a review of the books, which were found to be in excellent order. So far this year, the Unit is running a smaller deficit compared to last year, that is, \$139.50 to \$595.52. A motion to accept the treasurer's report was made, seconded and passed.

- Sherry Kamber tried to conduct a youth camp this past summer, but it did not materialize. The record shows that for expenses from Sherry totaling \$343.25, the Unit paid half and District paid half. Sherry also stated that she had submitted \$350.62 for expenses related to BDBC bridge classes, which she is not sure have been paid.
- Iris gave tournament report. All outstanding requests have been met.
- Robert Whiting attended the District meeting in Tunica. His report is included as Appendix A.
- Mike DeVivo has incorporated changes to the Unit 157 policies per discussions at the last meeting and has sent copies of same to all Board members. See Appendix B.
- There being no further old business, Mike then moved on to new business.

New Business:

- Gayle Morgan accepted the position as Unit Treasurer. Mike noted that Gayle has done an excellent job in the transition period.
- District 10 representative is now Chuck Kelly, which leaves us with an opening for an alternate representative. Robert Whiting has accepted this position as alternate.
- Mike DeVivo has received notification from ACBL that Alexander City has a new Bridge Club. Edith Blankenship is the representative for Alexander City.
- New requests for reimbursement:
 - Robert Whiting requests reimbursement for Bridge Mate scoring equipment. He submitted an invoice for \$1439.00 for same. A motion was made, seconded and passed to honor this request.
 - Montgomery submitted invoices for equipment totaling \$2434. A motion was made, seconded and passed to honor this request.
 - A bill was then submitted for the Board meeting supper expenses in Montgomery. Mike said that he would take care of it.
- Don Kemp noted that plastic inserts for bid boxes are now available. These inserts will last much longer than the traditional ones and will look much nicer. The cost is approximately \$30 for a set of four.
- Mike noted that the next meeting will be held in Birmingham at the Regional tournament on Saturday, 05 March 2016.
- There being no new business, Mike then called for a motion to adjourn, which was seconded and passed.

Respectfully submitted,

Iris Bjorn, Unit 157 Secretary

Appendix A

Highlights from District 10 Board of Delegates Meeting, Tunica MS 9/18/15

Report from D/10 Representative Russ Jones:

ACBL members have surpassed \$650,000 in fund raising for The Longest Day, supporting the Alzheimer's Association

Financial losses were very large for 2014. The tentative budget for 2015 includes a writeoff of \$4.1 million. Approximately half of that is due to the ACBLScore+ project that didn't go as expected. The other large portion is due to the payout of the employee private pension plan. Currently, a technology committee made up of heavy hitters from outside IT giants and a couple of insiders is investigating the ACBLScore project and hopes to have a plan on the table in the next few months on the path to proceed. The pension buy out was needed and will pay for itself over the next four years. Even with the \$4.1 million write-off, the league still has approximately \$12 million in ready assets. So we are not broke!! (these comments originally appeared in Russ Jones' 2014 end of year report)

Allocation of Non-Life Master Regionals has been increased from one to three per District per year. These Regionals pay 10% Gold points.

Russ Jones is soliciting recommendations for ACBL Charity Foundation contributions.

He is also looking for qualified candidates for appointment to the Goodwill Committee and Charity Foundation

Masterpoint awards at Regional tournament side games, that are not part of a side series, have increased by 15%

Online points continue to count towards lifetime earnings, along with face-to-face points

District 10 Financials (attached)

D/10 has a net loss of \$5883 year-to-date (YTD) through 8/15

GNT/NAOP expense is the largest contributor to this loss. Expenses exceed income by \$3186 YTD

These accounting losses may be timing issues, where expenses are reported before expected revenue sharing from 2015 Regionals are reported (Hot Springs, Tunica). D/10 received \$8432 in such revenue sharing during 2014.

The previous District 10 Treasurer has resigned and the District is searching for a replacement

Tournament Operations

Tunica Regional attendance has declined from 1725 tables last year to less than 1600 this year. The local Unit is negotiating to move the Regional from Sam's Town to the Gold Strike Casino next year.

The paperwork for the 2016 Birmingham Regional is in place with the District Tournament Oversight Committee (see attached Status Report)

Financial reporting is due at the District 6 weeks after the completion of the tournament. (See attached example from the Hot Springs 2015 Regional)

Memphis TN will host the March 2019 Nationals.

Appendix B

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 bridgemates, 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 Board Meeting Minutes – March 1, 2008

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

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.

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