

ACBL UNIT 508 BOARD OF DIRECTORS MEETING

Minutes of March 20, 2019

1. **Call to Order:** The meeting was called to order by President Gail Haar on Wednesday, March 20, 2019 at 3:35 p.m. in Terra Linda.
Directors present: Gail Haar, Judy Leedy, Hilde Meislin, Bob Thomson, Martha England.
Absent: Tracy Bauer, Melanie Haddad, Miriam Kaegi and Bill Yeast.
2. **Minutes:** Motion (Judy/Bob): That the Minutes of the Board Meeting for Unit 508 of February 27, 2019 be approved as distributed. **Carried.**
3. **Updated duties of Unit 508 Board:** Moved and seconded by Bob/Judy that the updated duties of members of the Unit 508 board be accepted as written. These updated duties are appended to these minutes as Appendix A. **Carried.**
4. **Unit Coordinator Position:** It was moved and seconded (Bob and Judy) that the new Unit Coordinator description be approved. These updated duties are appended to these minutes as Appendix B. **Carried.**
5. **Nominating committee:** Committee formed to nominate a new Board member for the position of treasurer to replace Hilde. Judy and Suzanne Clark (Board member and non-board member) are this committee. Nominees to be submitted at next meeting.
6. **Mentoring:** We have plenty of mentors. Now we need mentees.
7. **Election Party:** Ellen Coll has volunteered to be responsible for the food for this event, which takes place on June 30, 2019.
8. **Directory Update:** It was moved and seconded by Bob and Judy that instead of producing a brand new directory that we make up an addendum sheet for any additions or changes to the membership. Gail will discuss with Bill the mechanics of putting this addendum together and distributing to the membership.
9. **Special Events:** Martha reported that she has not had much enthusiasm generated for the Robert Todd seminar scheduled for April 25, 2019, having sold only 15 seats. It was suggested that she put flyers, with the permission of the directors, for this event at clubs in SF, Sonoma, Napa and East Bay to generate interest. Also tell our members in her, Martha's, presentations to our clubs his bio, his working with Larry Cohen, etc.
10. **Boards for Sectional:** The unit owns 15 sets and we need three more. Moved and seconded by Bob/Judy that we purchase these three additional sets. Henry K. will handle the mechanics of this acquisition. **Carried.**
11. The next Board meeting will be on Wednesday, April 17, 2019.

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

Judy Leedy, Secretary Pro Tem

Appendix A:

UNIT 508 ACBL – BOARD POSITION DESCRIPTION – ALL POSITIONS

The following are expected Duties of ALL U508 Board Members

- Attend and add value to the once-per-month Board meeting whenever possible; these are typically held on the 3rd Wednesday following play at Terra Linda.
- Support Unit activities by attendance as much as possible (club games, Sectionals, Charity events, etc.)
- Support Unit Sectional(s) and Special Events by:
 - Assisting with Set-up
 - Bringing snacks or other refreshments
 - Volunteering for other event-related activities
 - Assisting with Tear-down/clean-up
- Help with snacks for the **Sunday Unit Games** (provided by Board Members, so roughly twice per year).
- Chair or be a participant on one Unit sub-committee during your term
- Serve as liaison to our local clubs where you play as needed.
- Serve as ambassador of good will not only by practicing "zero tolerance" but by exemplifying it.

Appendix B:

UNIT 508 ACBL – BOARD POSITION DESCRIPTION UNIT COORDINATOR

The Unit Coordinator is an elected, 2-year-term position made up of 2 main areas of responsibility:

- Coordinate all Unit Games and Track and Report all NAP Games within the Unit; this requires working with all Clubs within the Unit, the District (21), and the ACBL.
- Assist the Sectional Chair in all aspects related to planning and executing the Unit's Annual ACBL Sectional Tournament(s).

COORDINATION

This position is responsible for coordinating between our Unit and other ACBL entities as needed to establish, maintain and distribute our Annual Calendar of Unit Games. The Coordinator will work with the ACBL-Sanctioned Clubs within the Unit, the Unit Board, the District (21), and other ACBL entities as needed to:

- Set the Dates for the **Sunday** Unit Pairs and Team Games, including North American Pairs (NAP) Qualifiers, the Unit NAP Final, the Annual Awards & Election Party, and the Holiday Party
- Once the Board has approved the Dates, Distribute the information to the Web Liaison for posting on the www.marinbridge.com Website's Calendar.
- Distribute printed versions of the Sunday Unit Game Schedule to the Clubs
- Obtain and Maintain Sanctions, including:
 - Unit Pairs Games
 - Unit Team Games
 - Unit STaC Games
 - Unit NAPQ & Unit NAP Final Games
- Track All NAP Qualifying Games in our Clubs and summarize for our Unit NAP Final Director

The person should be well organized, should be comfortable working alone to accomplish most of their responsibilities, and have computer skills with experience with Excel a plus!

UNIT SECTIONAL

This position is the right hand of the Sectional Chair on our Board and is expected to pitch in wherever needed to assist in the planning and execution of the Annual ACBL District 21 Sectional Tournament.

Additional Responsibilities:

- Attend Board Meetings - Usually held the 3rd Wednesday of each month at the Terra Linda Bridge Club following play (around 3:30 PM). The meetings typically last ½-1 hr.
- Assist in Unit Special Events, whenever possible, including:
 - Unit Election Party (late June)
 - Unit Holiday Party (early-mid December)
- Help with snacks for the **Sunday Unit Games** (provided by Board Members, so roughly twice per year).