

Board of Directors Minutes
M.A. Lightman Bridge Club
February 19, 2011

BOARD MEMBERS

Vice President – Larry Alexander
Secretary -Judy Knox
Treasurer- Jody Couch
Cecile Skaggs

Melody Patterson
Jan Dacus
Kathy Love
Henry Francis

Tom Dixon was sick. Larry Alexander, Vice President, conducted the Board Meeting in Tom Dixon's place. The meeting was called to order by Larry Alexander after the Unit 144 meeting at the M.A. Lightman Bridge Club.

APPROVAL OF MINUTES

The minutes previously E-mailed by Judy Knox were approved.

TREASURER'S REPORT

There was no treasurer's report available. The Club Manager was not present.

OLD BUSINESS

The following issues were discussed regarding the Revised M.A. Lightman By Laws:

- ✚ The action of the disciplinary committee should be final. The Board will consider Appeals on a case-by-case only. The only way an appeal should be granted is if there was something that was done wrong in the first hearing.
- ✚ Page 5, Article VI, Section 3.g. will be deleted.
- ✚ There was much discussion regarding Article VI: Disciplinary Regulations.
- ✚ There was also much discussion regarding Article V: Officers – 2.e. Club Manger's Duties.
- ✚ We will table this discussion to the next Board meeting when Tom Dixon and Al Stone can be present.
- ✚ When all of the changes have been made to the revised M.A.L By-laws, Henry will email copies to the Board members for review. Once all the Board members reach an agreement on the completed revision of the By-Laws, they will be sent to the Secretary. She will make 50 copies to put at the Club and we will mass email the final version to all members with email addresses.
- ✚ We will schedule Wednesday night, April 6, 2011 to have a meeting of all M.A. Lightman Club members to vote on the revised By –Laws. We do anticipate additional changes to take place at this meeting. (Please see Exhibit A for a copy of the revised By Laws.)

First Friday Dinners

Jan Dacus, who is the first Friday Dinner Coordinator, handed out a revised list of guidelines for responsibilities of the person who is in charge of each First Friday night dinner. (Please Exhibit B which is attached.)

The following issues were discussed regarding these guidelines:

- ✚ Using Elizabeth for clean up. It was decided that this will be up to the person who is hosting the dinner. If you want to pay \$50 to Elizabeth, Judy Knox will call her and have her to come and clean up. If not, you will have to clean up after the dinner for yourself.
- ✚ We also decided that \$200 should be the maximum amount that will be reimbursed for expenses incurred for food.
- ✚ We will charge \$5.00 for anyone who wants to take left-overs home.
- ✚ The next First Friday night dinner is hosted by Jan Dacus. She will have Chicken Creole, Salad and Dessert.

Dealing Machine

There have been complaints regarding the dealing machine hands. Some of the players do not like the new dealing machine. Jody read the October 16, 2010 minutes that sated that the dealing machine would only cost \$3200 and this amount was approved for Mick to spend. In the Board meeting last Saturday, Mick said the dealing machine cost us \$4,395. This does not include the new boards that had to be purchased for it to be used. It was further stated in the minutes of October 16, 2010 that we have one year in which to return the dealing machine if we decide that we do not want it.

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Jody stated that if the Board makes a decision on an amount to spend and approves a dollar figure, then that amount should not be gone over unless the Board is contacted and the new amount is approved. Board approval should be followed in the future.

Melody read a letter that she has written regarding the duties of the current club manager. Melody does not feel that the Club manager should tell the board what to do. We should not have to fight with him to get him to perform his duties. Judy Knox read the Club manager's duties from the revised M.A.L By laws:

“e. Club Manager

- i. Handle the day-to-day operations of the Club.
- ii. Keep the necessary Club supplies up-to-date.
- iii. Be responsible for the disbursement of Club funds. Council approval will be required for non-routine disbursements greater than one thousand dollars (\$1000).
- iv. Prepare and submit financial statements to the Council on a quarterly basis.
- v. Handle most disciplinary problems autonomously.
- vi. Manage the upkeep of the Club building and grounds, including security. The approval of the Unit 144 Board is required for any expenditures that involve the Club building and grounds since the Club building and grounds are the property of Unit 144.
- vii. Maintain records of all financial actions.
- viii. Supervise the game directors and report any problems to the Council.
- ix. Receive a salary mutually agreed upon by the Council and the Club Manager.
- x. Keep the President and the Council up-to-date on Club matters.”

Monthly Bank Statements

A motion was made by Judy Knox and seconded by Jody Couch that from now on, all original bank statements should be sent directly to the Unit 144 Treasurer. He/she should open the bank statements and make copies and give copies to the President, the Club manger, and to Bill Frazee each month. The motion was passed unanimously. This is an excellent example of good internal controls and checks and balances as required by all accounting policies. It should help to make our financial records more accurate and provide for more transparency in our record keeping procedures as required by the IRS.

Follow up to Accident Report

Jody Couch asked if Mick has submitted the written report from the accident that occurred several weeks ago involving Ernie Seger and Kathy Goldate. No written report has been submitted. A report should be submitted to the Board detailing the situation. The people involved should be in the report and should be asked to sign it. This should be done whenever an accident occurs. To be followed up on at the next Board meeting.

Henry Francis suggested that Tom Dixon should have a talk with the current club manager about his duties and responsibilities. He needs to be made aware of his duties and responsibilities as shown in the M.A. Lightman By laws.

There being no further business to discuss, a motion was made by Jan Dacus and seconded by Judy Knox to adjourn. The meeting was adjourned by Larry Alexander.

Respectfully submitted,

**Judy Knox, Secretary
M.A. Lightman Bridge Club**

FIRST FRIDAY DINNERS

Purpose: The First Friday Dinners are designed to bring the club members together in a social, convivial, setting.

Time: The First Friday Dinners will generally be held on the 1st Friday night of the month. The dinner night may be postponed or cancelled if another club social and/or tournament is in conflict with or in close proximity to the 1st Friday night.

Responsibilities: The M.A. Lightman Board is responsible for planning and preparing the First Friday Night Dinner.

This responsibility shall be divided among the various Board Members, each taking full overseer responsibility for a given month of the year.

Duties of the Overseer Board Member

1. Preparation:

a) 2 weeks in advance

1) Check table cloths, napkins, cups, cutlery supplies. Have Mick order supplies that are low or needed.

2) Know your menu

3) Be sure that Sign-up sheets are posted at appropriate sites in the club rooms

b) 1 week in advance

1) Contact 4 persons and ask them to bring a dessert (to feed 12-15 persons). They will receive a Free Play for this contribution.

2) Contact 4-6 persons to come early that night to help you set up the serving area and help with the last-minute cooking preparation.

3) Check the serving dishes. Be sure that everything you will need is IN the kitchen area

4) Have Judy Knox contact Elizabeth for clean-up duty if the Board is not going to do this.

5) Keep an accurate accounting with receipts- of your expenses for food stuffs you will use in preparing this dinner. *\$200 maximum to spend*

2. Dinner Night

Come early with your crew and set up serving tables. Clear tables of bid boxes.

Serve dinner at 6:30

Regulations:

1. Keep within the budget.
2. Present receipts for reimbursement. No receipt means no reimbursement.
Reimbursement will be by check from the treasurer.
3. Bill M. A. Lightman for food only. Decorations will be at the overseer's expense.
4. Serve home-cooked food. (If you can't cook, team with someone who can.)

Suggestions to improve attendance:

1. Send fliers to other clubs in the area
2. Have a quiet moment of "Thankfulness that we live here in a bountiful environment, able to enjoy each other's company on such occasions as this" before we eat. (no religion, please)
3. Prepare REALLY GOOD food!
4. Have music. (we DO have a loud speaker. But the music can be soft!)
5. CLEAN THIS PLACE UP!!!! No one likes to eat in a dirty restaurant!