

Unit 163 Board Meeting

December 9, 2023 via Zoom

The meeting of the Board of Directors of Unit 163 of the ACBL convened on December 9, 2023, via Zoom, Members present: Carol Panzer, President; Melissa Heston, Vice-President; Vickki Shelley, Tournament Chair; Keith Sutherland, Martha Peterson, Nancy Klein, Debra Woodhouse, Maureen Busta, Secretary/Treasurer.

Sending regrets: Lynda Kuehn, Ralph Anderson

President Carol Panzer called the meeting to order at 10:32 AM

Nancy Klein moved that the agenda be approved. Deb Woodhouse seconded; motion passed.

Debra Woodhouse was welcomed by President Carol Panzer.

Vickki Shelley moved that the minutes from August 19, 2023, meeting be approved. Nancy Klein seconded; motion passed.

Nancy Klein moved that the Treasurer's report be approved. Deb Woodhouse seconded with one clarification (2014 Waterloo Tournament was changed to 2023 Waterloo Tournament.) Motion passed. The Balance is \$24,190.30.

Committee Reports

- a. Membership Keith- Committee has not met due to lack of Committee work. He believes that Club managers are key regarding membership. Club managers get emails and are informed of the benefits of being an ACBL member.
- b. Communications Nancy – She sends out letters to new members. Communications are also done by ACBL, Unit 163, National emails. It was felt there did not need to be a Committee for Communications.
- c. Tournament Committee - Vickki provided a copy of the 2024 Tournament schedule. Vickki will be revising the Tournament guide. Stratifications for Swiss teams will be A: 2500+, B: 1000-2500, C: <1000. Tournament Chairs oversee start times for games. It is recommended that the start times between sessions be shortened when lunch is served on-site. Melissa Heston will be taking over as Tournament Chair in 2025. Vickki will work with her next year in flier making and details for tournaments. Vickki will remain the Chair for Special games next year but then will be looking for a replacement. All tournaments going forward will be Cashless only. This needs to be stated on the flier. Keith Sutherland asked that the Unit develop a budget to spend down the money in the account. Tournaments should be to break even.

Motion by Maureen Busta, seconded by Nancy Klein that tournament fees be \$12 at Sectionals and \$16 at Regionals. A friendly amendment was added by Keith Sutherland to provide incentives to newer or limited point players. Vickki will write up a blurb regarding free tournament play. Motion passed.

- d. Education Carol- A Unit wide education program is the goal. John and Carol will be scheduling online classes. If Unit wants to give rebates to pay part of the tuition that would be ok. They will be working on a schedule.

Unit Tournament Covid Policy-

Nancy Klein moved, and Melissa Heston seconded the following as the Unit Tournament Covid Policy: No vaccine required, masking only if requested by a properly masked pair, masks and hand sanitizer made available. A suggestion to check Covid cases in the area, and if they are high, let players know and recommend masking. Players should use common sense and not attend with symptoms of any kind.

Election of new officers (President and Vice President) –

Carol Panzer, President. Melissa Heston Vice President

Carol Panzer informed the Board that she will not be continuing after 2 years. Melissa Heston will remain as Vice-President for two years and then become the Tournament Chair.

Restructuring of unit responsibilities – Everyone on the board should take choose a responsibility. It was decided that the Secretary Treasurer does not need to be one person.

Nancy Klein moved, and Keith Sutherland seconded that Bonnie Stettler take over the Treasurer’s responsibilities. Motion passed.

President Carol Pancer suggested that we restructure by taking on individual responsibilities.

The following is a list of positions ACBL has available for assignment at the board level, with the people currently assigned to those positions.

1. President - Carol
2. Vice President - Melissa
3. Secretary - Maureen
4. Treasurer – Maureen
5. Electronic Contact - Maureen
6. Tournament Coordinator, STaC Coordinator, NAP Coordinator, GNT Coordinator (all assigned to Vickki)
7. Membership Chair - Keith
8. Publicity Chair - Nancy
9. Webmaster - Carol
10. IN Coordinator - MaryAnn
11. Education Liaison - Carol

In addition, the following positions can be assigned:

1. Disciplinary Chair/ Appellate Chair one position -
2. Recorder (MaryAnn previously told me this position had been eliminated, but clearly it has not)
3. Hospitality Chair
4. Charity Chair

President Panzer wants everyone to think about these responsibilities for the next few weeks. Carol will reach out to the board after the new year to continue the discussion of assigning responsibilities to individual board members. contact everyone to find out what they would like to do. If you are planning to leave the Board in the next few years you need to think about your replacement.

Motion was made by Nancy Klein and seconded by Deb Woodhouse to adjourn the meeting at 11:32AM.

Respectfully submitted

Maureen Busta

Secretary