

**Unit 499 BOD Minutes**  
**Saturday, February 25, 2016**  
**CCBC**

**Attendees:** Jackie Zayac, Anne Hollingsworth, Lyn Sacco, Bill LeMaire, Mike Kruley, Rich Ahlf, Barbara McKay, Bruce Johnsonbaugh, Karen Corburn, Bob Barnes, Lisa Assoni, Ted Gunn, Patti Kogan, Andy Fine

**Absent:** Judy Keilin

Meeting called to order at 1:15 p.m. by Jackie Zayac

**Agenda:** Moved and seconded with unanimous approval.

**Minutes:** Motion to approve by Bob Barnes, Mike Kruley seconding with unanimous approval.

<b>Treasurers report:</b>	Checking	\$20,261.00
	Savings	<u>12,623.00</u>
	Total	\$29,419.00

Ted Gunn presented a motion to accept with Anne Hollingsworth seconding with unanimous approval.

Unit 499 director's roster passed around for update from members.

**Board meeting schedule:** Need to meet 6 times a year not 7 for the next year.

**Goodwill luncheon and game:** Report presented by Patti Kogan and Karen Corburn. CCBC will rent the facility for \$125. Motion to increase budget to \$1,000.00 presented by Anne Hollingsworth, seconded by Bob Barnes with unanimous approval.

**Spring sectional:** Budget based off last year's projection, past rental \$1,850; this year \$2,142 is the rental fee. Same budget as approved last year of \$8,658. Subway will do lunch for \$6.00 including chips and soda. There is no kitchen all cleanup is going to the garbage. Challenge will be the coffee making. \$1,125 is budgeted for hospitality with paper goods; motion to approve presented by Bruce Johnsonbaugh, seconded by Patti Kogan with unanimous approval. Our ad has not gone into the forum as of yet. Email blast from ACBL is scheduled.

**Free play coupons:** Only coming from CCBC and Orinda. Other places not using free play coupons, folks didn't know they could use them at Rossmoor. Sporadic use of free play coupons. Bill LeMaire will follow up on the free play coupons.

**Sunshine Board member:** With an email address could be the contact person for condolences. Motion to have a sunshine person position on the Board presented by Bob Barnes with Patti Kogan seconding; 7 for and 4 against the proposal. Barbara McKay will take on the task for the coming year.

**Emails:** On the board of directors site to be taken down, hacking problem for all directors. 1 email to the board webmaster eliminating all email addresses from the web site; Mike Kruley will take over the task and pass on requests.

**Email voting:** A document from western conference regarding email voting-- think about this until our next meeting. May need to change the bylaws. Anne Hollingsworth and Ted Gunn will check out Roberts Rules of Order regarding our voting by email.

**Mini McKenney, Ace of clubs awards:** All ready for the annual meeting on March 26th. We now have enough medallions to present.

**Unit Games:** Andy will check with Rossmoor to confirm schedule, will send dates for the unit games, and will let us know what will happen.

**Succession planning:** Everybody in a specific position knows what needs to be done for the future events. Asking people to document their own individual process for those who come after. Western conference forum paper will perhaps go away. Always been tournament books with anything new that you have learned in your role on the Board. Duties of role, it would be helpful for those following.

**Meeting adjourned:** Jackie Zayac presented the motion with Bob Barnes seconding with unanimous approval.

Respectfully submitted

Lyn Sacco

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