

# UNIT 361 BRIDGE BOARD MEETING MINUTES

DATE: February 15, 2025

Time: Called to Order 9:01 am by Rita Simas

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## ATTENDANCE

Don, Jay, Kevin, Rita, Susan M, Gale, Kathy, Judith, Paul, Susan G, Margaret, Jennifer (via phone until 9:30).

## AGENDA ITEMS

### Approvals

(Note: When you see sentences lighted, it means **add to March Agenda** or add **to an agenda later in the year.**)

## Minutes

**Discussion:** none.

**Motions:** Susan moved and Jay seconded that the board approved the February 1, 2025 minutes. Unanimously approved. Minutes published previously.

**Further Action:** Margaret to archive minutes.

## Committee Reports

Rita stressed the importance of written reports, both to shorten the meetings and to have complete minutes.

## Financial Report (Judith)

**Discussion:** Judith noted that November's Sectional had a corrected profit of \$1,152 after all expenses were accounted. Net income YTD is \$2,687.

**Motions:** Motion made by Don and seconded by Kathy to approve the January Financial Report. Unanimously approved. Report attached.

**Further Action:** None.

## 2025 Sectionals (Jay)

**Discussion:** Jay's written report is included. Jay added that he and Greg will be meeting with Iliff staff on Tuesday, 2/18, at 10 am. Board discussion on hospitality and ability to maintain hospitality stations followed. Depending on board volunteers is not working (as they are focused on playing the game). Jay believes we need 54 tables set up on Thursday and agreed that the coffee needs to be turned on by 8:30 a.m. each morning. Gale will identify volunteers for Thursday setup. Don (Friday) and Ed Yosses (Saturday) agreed to provide bridge/lesson during the lunch hour; all players are invited. Jay shared that as of our November sectional we will no longer be able to use Theresa as our director; ACBL has provided Jay with Director assignments for November, January and March sectionals. Jay has begun investigating qualifications for possible candidates to become ACBL Tournament Directors.

**Motions:** Jay moved and Susan seconded the motion to have Glenna at the tournament all three days at \$270.

**Further Action:** Susan M to send last Pianola for March Sectional on February 19. Gale to identify volunteers for March sectional setup.

## **Communications (Susan M)**

**Discussion:** Susan M's provided written report (attached). Susan confirmed that Mini-McKenney and Ace of Clubs awards will be presented at the March Sectional. Virtual Ace of Clubs awards will be informed "virtually." Margaret suggested getting award certificates from Office Depot. She will also bring copies of the directory to the tournament.

**Motions:** None.

**Further Action:** Susan M to send Pianola after the March tournament congratulating all winners, including the online winners. Susan M to emphasize the Denver Bridge website in all Pianolas at Gale's suggestion.

## **Regional Game (Don)**

**Discussion:** Don reported that he and Julie met with the hotel again and reported that we are ahead in room counts from two years ago. The hotel is providing one complimentary room that will be used by Julie. Don is negotiating for a second room to be used by Susan G due to extensive hours of the partnership desk. Kevin and Paul will work on caddies and contact Molly Walsh and sourcing.

**Motions:** Don moved and Kathy seconded that the board make up for any cost differential if the second room is not fully complimentary. Unanimously approved.

**Further Action:** From last month, Don to follow up with Regional Committee regarding higher visibility to the Charity "ASK" signs.

## **Growing the Game (Kathy)**

**Discussion:** Kathy shared that a 'Growing the Game' committee of seven has been created and has had their inaugural meeting. The NLM game that is every other Thursday morning has dropped from 10-11 in January to 6 ½ this month, so the committee decided to call the people who played last month and encourage them to continue their participation. She indicated that Elly is making money and that Charlie is evaluating the financials for his club. Kathy also shared: almost 50% of players attending February 16 Unit game are NLMs; she also invited any board members to come to the Wednesday night game to act as partners if necessary (talk at 5:15 p.m. and game starts at 5:45 p.m. Kathy will take responsibility to email all individuals who are rank advancers as announced in the monthly Pinanolas.

**Motions:** None.

**Further Action:** Committee meetings as determined by Kathy and Gale.

## **Old Business**

### **Unit Appreciation Game (Don)**

**Discussion:** The Hub will set up 20 tables and associated chairs for us. We will bring and set up the rest. Next year, Don indicated that we will need 90 minutes to set-up rather than 60 minutes. Results will be posted on Monday. Discussion regarding a raffle and prizes of \$25 Visa cards.

**Motions:** Kathy moved and Don seconded that we purchase five Visa cards. Unanimously approved.

**Further Action:** Game occurred day after this board meeting and it was determined that the game was successful based on feedback during/after the game. Each board member to provide what they thought worked and what we may want to change in future years.

## **Partnerships (Susan G)**

**Discussion:** Susan G shared her process for players asking for partners and indicated she is seeing more beginners. To date, Richard hasn't participated but Susan G is reaching out to him.

**Motions:** None.

**Further Action:** Susan G and Richard Blumberg will meet to coordinate partnership requests. Gale to send emails to any NLM who Susan finds a partner for.

## **JJ Award (Margaret)**

**Discussion:** Two new nominations and one of past winners. Board generally agreed that we don't want repeat winners quite yet, but Margaret to talk to Bonnie Smith, the sponsor.

**Motions:** None.

**Further Action:** Margaret to determine when she would like to discontinue being the webmaster. Susan M to send another Pianola in early March to ask for nominations.

## **Website (Margaret)**

**Discussion:** Margaret reviewed the report she submitted last month.

**Motions:** None.

**Further Action:** Margaret to determine when she would like to discontinue being the webmaster. Margaret to perform calculations for the Colorado Victory Trophy and provide winner(s). Discuss nature of Table Talk content.

## **Board Positions**

**Discussion:** Rita shared a document (attached) of: board officers, ACBL recognized positions, and Unit 361 committee chairs and key support roles. No one objected to the list.

**Motions:** None.

**Further Action:** None.

## **D17 Update (Jennifer)**

**Discussion:** None

**Motions:** None

**Further Action:** Jennifer, Julie and Don to provide update of the regional committee's investigation into the ramifications of moving the Regional Tournament timing for 2027 (Discuss in June after the Regional.)

## **New Business**

### **New Venue**

**Discussion:** Everyone is encouraged to submit suggested venue locations to Jay. Jay and the Events Committee will determine best venues should we run out of space at Iliff or their cost is prohibitive.

**Motions:** None.

**Further Action:** Jay to lead and provide monthly updates in his committee report as Events Committee investigates alternative tournament locations. Jay to investigate tournament director requirements.

### **Board Meeting Space Plans**

**Discussion:** Susan M began a discussion regarding the pros and cons of meeting at Elly's or a library. There was general consensus that meeting at Elly's is more convenient.

**Motions:** Susan M moved to pay Elly \$25 for each meeting held in her facilities as a year-end thank you. ?? seconded. The vote was 7 "yes", 1 "no" and 1 abstain.

**Further Action:** Judith to track that payment is made to Elly at the end of each year.

### **Closed Action Items**

**Discussion:** Rita went through the list of open action items; the following items were determined to be closed: opinion on whether a person can be on both the DTC Bridge Club board and the Unit board (yes), obtained new board badges (need to get one for Gale), Quickbooks use for financials, Unit Appreciation Game preparations.

**Motions:** None

**Further Action:** To close at March meeting: November minutes (Susan M), stanchions (Kevin), determine best means of archiving financial records (Rita/Judith/Margaret).

### **Other Items**

**Discussion:** Margaret shared that Penny Coffman died and there was a discussion regarding adding her to the Hall of Fame on the website (although there are no formal criteria for adding someone to the Hall of Fame). She also shared that Denver is considered the flagship of the district. The board discussion the receipt of Sally Knesser's educational grant request. There was a short discussion of whether and how much a committee chair could spend without board approval; deferred to next month. Rita shared that Bill Fry is not receiving Pianolas.

**Motion:** None

**Further Action:** Board to: discuss GNT funding in June, determine disposition of Sally's grant request, determine dollar limits for committee chair actions. Susan M to determine resolution for Bill Fry.

### **Adjournment**

Unanimous decision to adjourn at 11:10 am.

**NEXT MEETINGS: SATURDAY, MARCH 15, and  
SATURDAY, APRIL 19  
from 9-11:15 AM at Denver Metro Bridge Studio.**

Attachments:

1. January financial report
2. Sectional committee report
3. Communications report
4. Board Positions document
5. Action Item list

# UNIT 361 TREASURER'S REPORT

JAN 2025 Month End Financial Data

## 1. Summary of Actuals thru JAN Month End

Thru Jan Month/End			
JAN '25 Sectional	Actuals	Budget	Net
Open Sectional Income	17,192	16,440	752
Open Sectional Expenses	14,505	17,592	(3,087)
Sectional Income/(Loss)	2,687	(1,152)	3,839

Table Counts	ACTUALS					Total	BUDGET Total
	FRI		SAT		SUN		
JAN Sectional	1ST	2ND	1ST	2ND	SUN		
NLM Players	15.5	14.0	16.5	7.5	n/a	53.5	
OPEN Players	29.5	28.5	37.5	35.0	n/a	130.5	
TEAM PLAY	---	---	---	---	74.0	74.0	
TOTALS	45.0	42.5	54.0	42.5	74.0	258.0	240.0

## 2. Net Income by Unit 361 Elements

U361 Tourn Net Income	Region	Open	I/N	Unit	Total
2025 Net Income (2025)		2,687		(2,226)	461
Previous year prepays now in QBO					

## 3. Funds on Hand & Net Income Summary

Unit 361 Funds on Hand	2024 Balance	2025 Net Income	Interest Income	Total Income	Balance @JAN ME
	139,547	79	384	462	140,009

*Judith Repp, Unit 361 Board Treasurer*

Judith Repp, Unit 361 Board Treasurer

# SECTIONAL TOURNAMENTS

## March Sectional

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Same as shared for the previous meeting, plus:

- Greg and I are going to Cowboy Tuesday 2/18 to check out crates and make sure we have everything we need and see if there's anything else he needs for hospitality.
- Status check on request to have Rita work with movers to re-schedule chair pickup Sunday at Iliff to 5:00 – 5:15 from 6:00 in current agreement.
- Hospitality – possibly a few follow-ups to Greg's email
- And we're going to have Glenna there all three days, longer hours, so we can make sure the coffee and snack areas are monitored/maintained/refreshed. Asking Board volunteers to do that didn't work in January.

Who will be the volunteer coordinator for this tournament? So I can share our needs and they can get necessary volunteers.

## July tournaments

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Hopefully we'll have an update on using the Portico (library) instead of Shattuck for the NLM Regional Friday and Saturday. Right now we're waiting to hear back from someone at Iliff, so we can finalize the contract.

Tournament director requirements – Tree has my email and she said she will get back to me.

Membership/5+5+5 report – I'll pull updated statistics Friday 2/14 to share on Saturday.

- I sent Welcome emails to Gale and am meeting with her on Friday 2/14. Hopefully she'll feel comfortable taking over that responsibility.
- I will also talk to Gale about 5+5+5 responsibilities.
- My recommendation is that the I/N Chair take on sending personal emails to all rank advancers, not just LM and lower.

# COMMUNICATIONS REPORT

February 15, 2025

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## ❖ Board Package Timelines

- President will distribute the agenda out 2-3 weeks prior to the board meeting.
- Committee chairs and individuals working on assigned Old Business items should get their reports to the Secretary no later than one week prior to the board meeting.
- Secretary will distribute the board package to everyone on the Monday prior to the board meeting.
- Board members should read all materials and be ready to approve minutes, ask questions, offer their ideas, and actively participate during the meeting.
- People who submit reports should feel free to highlight anything that is significant or needs clarification and answer any questions.

## ❖ Pianolas

- Rank Advancements and future events sent February 2.
- Second/last pianola re: March Sectional to be sent February 19.
- First Pianola re: I/N Sectional to be sent February 27.

## ❖ Flyer Distribution

- Now providing Regional flyers at all tournaments, including nearby regionals and Colorado Sectionals.
- Will be mailing Regional flyers to clubs in the State.

## ❖ Awards

- Creating Award Certificates for Mini-McKenney and Ace of Clubs awards.
- Do we also want to do certificates for the Virtual Ace of Clubs winners?
- Do we hand out these awards in March or July?

## ❖ Directory

- Directory almost done. Printing 500 copies as we did last time.
- Will be available at the March Sectional.



## PIANOLA SCHEDULE: Do we have a strategy?

MONTH		DATE	EVENT	START	END
January	4	Rank Advancements	2-Jan		
		1st Pinanola re: March Sectional	15-Jan	January Open Sectional	10-Jan 12-Jan
		Jan Janitschke Nominations	28-Jan		
		Unit Game Reminder	28-Jan		
		STaC Reminder on previous Rank Advancement		STaC	27-Jan 2-Feb
February	3	Rank Advancements	2-Feb		
		2nd Pinanola re: March Sectional	19-Feb	Unit Appreciation Game	16-Feb 16-Feb
		1st Pinanola re: April I/N Sectional	27-Feb		
March	3	Rank Advancements	2-Mar		
		Jan Janitschke Nominations Reminder	5-Mar	March Open Sectional	7-Mar 9-Mar
		2nd Pinanola re: April I/N Sectional	27-Mar		
April	2	Rank Advancements	2-Apr		
		1st Pianola re: Denver Regional	8-Apr	April I/N Sectional	12-Apr 13-Apr
May	2	Rank Advancements	2-May		
		2nd Pianola re: Denver Regional	6-May		
		STaC Reminder on previous Rank Advancement		Denver Regional	20-May 26-May
June	3	Rank Advancements	2-Jun	STaC	2-Jun 8-Jun
		1st Pinanola re: July Sectional/IN Regional	1-Jun		
		2nd Pinanola re: July Sectional/IN Regional	27-Jun		
July	2	Rank Advancements	2-Jul	July Open Sectional	11-Jul 13-Jul
		1st Pinanola re: September IN Sectional	3-Aug	July IN Regional	11-Jul 12-Jul
August	2	Rank Advancements	2-Aug		
		2nd Pinanola re: September IN Sectional	29-Aug		
Septmber	3	Rank Advancements	2-Sep		
		Table Talk	15-Sep	September IN Sectional	13-Sep 14-Sep
		1st Pinanola re: November Sectional	24-Sep		
		STaC Reminder on previous Rank Advancement		STaC	15-Sep 22-Sep
October	3	Rank Advancements	2-Oct		
		Reminder re: nominations and annual member mtg	10-Oct		
		2nd Pinanola re: November Sectional	24-Oct		
November	2	Rank Advancements	2-Nov	STaC	10-Nov 16-Nov
		1st Pianola re: January Sectional	21-Nov	November Open Sectional	7-Nov 9-Nov
		STaC Reminder on previous Rank Advancement			
December	3	Rank Advancements	2-Dec		
		2nd Pianola re: January Sectional	21-Dec		
		1st Pianola re: Unit Game	28-Dec		

**32 Scheduled Pianolas**

# Unit 361 Board Positions

As of: **2/15/2025**

Position		Name	Voting Member
<b>Board Officers:</b>			
	President	Rita Simas	Yes
	Vice President	Don Boyarsky	Yes
	Secretary	Susan Marshall	Yes
	Treasurer	Judith Repp	Yes
<b>ACBL Recognized Positions:</b>			
	Tournament Coordinator	Jay Silberberg	Yes
	Electronic Contact	Susan Marshall	Yes
	Membership Chair	Gale Kahn	Yes
	STaC Coordinator	N/A (District run)	
	Recorder	N/A	
	Webmaster	Margaret Devere	No
	Business Manager	N/A	
	Publicity Chair	Susan Marshall	Yes
	Hospitality Chair	Greg Kempf	Yes
	IN Coordinator	Kathy McMahon	Yes
	Charity Chair	N/A	
	Education Liaison	Kathy McMahon	Yes
	NAP Coordinator	District run	
	GNT Coordinator	District run	
<b>Unit 361 Committee Chairs:</b>			
	Finance Committee Chair	Judith Repp	Yes
	Event Committee Chair	Jay Silberberg	Yes
	Communications Committee Chair	Susan Marshall	Yes
	Regional Tournament Cmte Co-Chair	Julie Clark	No
	Regional Tournament Cmte Co-Chair	Don Boyarsky	Yes
	Growing The Game Committee Chair	Kathy McMahon	Yes

# Unit 361 Board Positions

**As of:**

**2/15/2025**

[illegible]

Date of next election: November 8, 2025

## Unit 361 Board Action Items: Board Meeting Actions

Key: <span style="background-color: #d9ead3; border: 1px solid black; padding: 2px;">Completed</span> <span style="background-color: #cfe2f3; border: 1px solid black; padding: 2px;">Ready to Close?</span> <span style="background-color: #f4cccc; border: 1px solid black; padding: 2px;">Motion Approved</span>				BDM Review Date =>	2/15/2025
No	Description	Assignees	Status		
24-10-5	Continue working on the I/N club game progress	Kathy	Cmte Business		
24-12-3	Continue 2025 Budget for Quickbooks at next meeting	Rita	Cmte Business		
24-10-6	Continue working Boys & Girls Club Bridge Education opportunity	Paul	Old Business		
24-12-5	Plan all the details for Membership Unit game	Don/EC	Old Business		
24-12-8	Provide new stanchions (labels) for January Sectional	Don	Old Business		
24-12-10	Make Education Chair, Volunteer Coordinator Assignments	Rita	Old Business		
24-12-14	All: Get helpful 5/5/5 Scripts from Jay to help with your 5/5/5 names	Everyone	Old Business		
24-12-4	Archive financial reports and 2025 budget	Margaret	New Business		
24-12-11	Obtain new badges for all members	Susan M	New Business		
24-12-12	Review By-Laws and Board Procedures found on our Website	Everyone	New Business		
24-12-15	Install MENTORSHIP participation spreadsheets to clubs	Rita	New Business		
24-12-19	DTC Bridge Club is a Non-Profit Organization, thus a DTC Board Member does not violate our Bylaws.	Susan G	New Business		
24-10-2	Deposit \$2,000 and donate to Denver Kids Charity. <b>No Unit361 action needed, D17 mailed the \$2,000 check directly to Denver Kids.</b>	Rita	Complete		
24-10-3	Sanction number for Appreciation Unit game	Jay	Complete		
24-12-6	Send 'save the date' Pianola.	Susan M	Complete		
24-12-7	All prep for January Sectional	Events Comm	Complete		
24-12-13	Create Unit letterhead	Susan M	Complete		
24-11-1	No Minutes kept for the Annual Meeting	n/a	?		