

**Soledad Club Board of Directors Meeting
March 24, 2015**

Call to order: The meeting was called to order by President Lynne Batchelor at 10:20 a.m.
Board Members Present: Lynne Batchelor, Phil Nerhood, Patti Gorman, Monica Dlugos, Juliann Byrne, Sanford Shane, and Sandy Howland. Linda Shohet and Shirley Smith were excused. Bridge Director Bill Grant was present for a portion of the meeting.

Minutes: The minutes of the General Board Meeting on January 27, 2015 were approved with two corrections; the Corresponding Secretary noted that her report stated that the club has 171 members and in new business the President asked that board members submit budgets for their respective areas/departments.

President's Report:

Lynne Batchelor

- Building keys (10) have been ordered using the MEDCO card at a cost of less than \$20.00 per key. Juliann Byrne requested that she be issued a key. The new agreement for "Lost Keys" will be changed from \$200.00 to \$50.00.
- The President noted that she received a budget from the Corresponding Secretary & requested that board members submit a budget for the areas that they oversee for the next meeting.
- The President noted that she is receiving emails on a regular basis that should be directed to the Private Event Manager. These come directly from the web site. The Recording Secretary will contact Kim to see if there is a way that those emails can be directed directly to the Private Event Manager. Sandy Howland noted that this was a problem when she was president because prospective rentals reply directly to the web master rather than look at the instructions on the web site. It was determined to remove the club's phone number from the web site since no one is there to answer it and it gets unplugged when events are going on. We need to have a phone line for emergencies but, in fact, it is seldom used.
- The President read the resignation from the 2nd Vice-President, which now leaves two vacancies on the board. Two members were mentioned as prospective candidates for the 2nd Vice-President. Phil will contact one & Lynne will contact the other to see if either might be interested.
- Lease renewal update – the city has received all necessary documents so the next step is the notification from the city regarding the hearing date which the President will attend to answer any questions.
- Lynne noted that she and Sandy met with Carlos to discuss the maintenance issues. She is also meeting with Vincent Jones tomorrow to discuss his contract. It was noted that he has performed his duties well since he was placed on probation. It was also noted that Patti thought he was paying for supplies out of his own pocket and the board agreed that he should turn in any receipts for supplies to the Treasurer for reimbursement.
- Hatfield Trust – The discussion regarding investing some of the Hatfield funds into higher yielding investments was discussed. Phil agreed to work with Monica to determine if putting some of the funds into CD's would be advisable. They will report back at the next meeting.
- Lynne stated that she is working on updating the remaining contracts.
- Lynne noted that Gail Dunham has given a generous donation of \$100.00 to cover the cost of the harpist at the March 21, 2015 party.

2nd Vice-President:

Shirley Smith

- Shirley Smith was absent from the meeting but sent a written report for the party on March 21, 2015. The report is attached for the record. She did note that total tickets sold are tentatively 78 until the Treasurer has a final count. She sent an extensive report on the problems regarding the caterer, service and member's dissatisfaction. In addition, she noted that she is moving out of the area at the end of May and is therefore resigning her position as 2nd Vice-President at that time.

Treasurer:

Monica Dlugos

- The Treasurer presented a 2014 Year End Report, a Hatfield Trust Report, the calculation for the 2014 rent amount to the City for the period from 3-1-14 to 2-28-15, and Custom Summary Report, all of which are attached for the record. There was some discussion of where we stand year to date which is in alignment to the same period last year.

Recording Secretary

Sandy Howland

- Sandy noted that she and Lynne had a three hour training session with Kim, our web master. While the bridge directors will continue posting the results of all bridge games, Sandy will be the first point of contact for all other issue regarding the web site and will post appropriate documents as needed. This will save the club the cost of Kim doing the posting of items and sending out announcements as she did in the past

Corresponding Secretary:

Patti Gorman

- Patti submitted her report which shows that the club has 171 members, two new members, Kathy Byrne and Frances McCloskey, member Joe Wood, MD (lifetime member) died and that cards were sent to Joe Wood's wife, and thank you cards to Shirley Smith and Gail Dunham. The final cost for the Membership Directory was \$242. She also submitted an annual budget for 2015 which included renewal letters, cards, zip drive, and mileage for a total of \$519.00.

Committee Reports:

Bridge Director:

Phil Nerhood

- A general discussion regarding the Zero Tolerance Policy was held. The board agreed that the Violation Notification Form should be used for the ACBL sanctioned games only and the records kept by those Directors. The Zero Tolerance Policy "Play Nice" is posted on the bulletin boards and applies to all bridge games.

Charities Director:

Linda Shohet

- Linda was unable to attend the meeting. She sent a report regarding the recent collection of goods that the members donated for CCSA. Twenty-five bags were donated for a value of \$625.00.

Housekeeping Director:

Juliann Byrne

- Juliann presented the bid from Mission Janitorial which would replace our current supplier, Waxie Supplies. The savings would be substantial. Sandy Howland made a motion to switch purchasing supplies from Waxie to Mission Janitorial. The motion was approved.

Parliamentarian:

Sanford Shane

- Sanford explained that the Bylaw Committee had met every week since the last meeting and had spent hours reworking both the Bylaws and the Standing Rules. He explained the reasoning regarding putting both documents in a more logical order. Lynne stated that we owe Sanford a huge thank you for the many hours he and the committee have spent on these documents.
- Lynne noted the major changes for an easier understanding of the differences between the previous documents and the proposed new documents.
- Patti requested that the stipends and mileage allowances be listed in the Standing Rules by title and amount which was approved. She also requested that the first sentence of the Bylaws be changed to say "... a 501 © (7), (nonprofit), mutual benefit California corporation..." This was agreed upon.
- Juliann moved to approve the Proposed Bylaws with changes noted. The motion was approved.

New Business:

Lynne Batchelor

No new business was addressed.

With no further business, the meeting adjourned at 11:38 a.m.

The next meeting will be on Wednesday, May 27, 2015 at 9:00 a.m.