

MINUTES-REGULAR BOARD MEETING

Held at Western State Bank
Sun City West, AZ 85375
Wednesday, Jan 3, 2024 – 1pm

Members Present: Bob Engen, Judy Horvik, Jean Majka, Bob Bauer, Greg Dotson, Donna Himes, Libby Hornbostel

Members Absent: Terry Edwards

1. Establish quorum and call to order by Bob Engen at 1PM
2. Reading of the Minutes from our last Board Meeting: Judy Horvick requested to read the minutes. Following the reading Judy made a motion to change the minutes; no second, motion denied. M/S to accept minutes as written, Motion carried 7 – 1
3. Treasurer Report Mr Engen reported a bank balance of \$4006.16 as of the end of the year. Outstanding debit card and checks at that time totaled 1611.10 and a net worth of 2495.06 as of this report.
4. Committee Reports
 - A. No Tap
 1. 125 members, 6 guests Totaling 131 people.
 2. Lanes 25/26 malfunctioned 10 Members did not bowl
 - 3 336 Dollars were spent on Red Pin even
 - B. 300 jackpot 7 entries No Winner there is a 7 dollar carry over
 - C. 3-6-9 jackpot 59 entries, 25 Winners, \$7 Payout, \$12 carry over.
 - D. Membership/Publicity Currently have 234 members
 - E.50-50 Sales \$195, payout \$95; deposit \$90
 - F. Publicity Items will soon go out to to Rec Center and paper. New fliers, pictures from End of Year event.
 - G. Social Events 6 Guests paid for sandwiches, \$476.25 was spent on drinks and snacks for members \$286 and 181.25 respectively.
 - H. Summer Red Pin was tabled to next meeting
 - I. Chartered Club Website was updated with New board members.
 - J. Bascw Website was updated with Payouts for, 369,300, lane assignments, January Flyer and Dec Board Minutes.
5. President's comments:
 - A. Board needs to establish a safety Committee (3pers. Minimum Motion by Bob E/second by Donna to nominate Rod Ritter as chair. He will draft a few members to work with him.
 - B. Need an Audit Committee, Gene Murin will be asked to do this again.
 - C. Membership Coordinator needs to make sure we are compliant with by-laws section E.
 - D. New CR-5 is completed.
 - E. Membership dues must be approved by General Membership annually Added to 1st Quarter agenda.
6. New business:

- A. Greg brought up setting a limit for missed board meetings by board members. Some discussion no motion on this subject.
- B. Suggestions for a new board member to replace Jim Maley per his tendered resignation effective 1 January. A few names were brought forward. Pat Douglas, who was on the Nominating Committee, will be asked to interview the candidates and report to the Board.
- C. Motion to come up with a 50 -50 payout schedule. BobE/second Donna Carried unanimously
- D. Non-Officer Board roles were done by volunteering and vote approval. All volunteers were accepted unanimously. See next page.
- E. Date and location for December 2023 Board meeting is February 5 at 2 PM at the Western State Bank in Sun City West, AZ 85375
- F. Motion to adjourn by Greg/Second by Donna adjourned 2:45pm

OTHER NON-OFFICER ROLES:

Lane Coordinator - places reservation binder at the lanes prior to a Bowling event, assigns lanes to bowlers. Collects Mail-in Envelopes and schedules Mail-in and Walk-in Bowlers. Provides Recaps and collects them to determine how many bowlers bowled for any given event and reports to the Board. Provides Payment Envelopes, collects them, then makes bank deposits. Uses the Payment Sheets to schedule lane assignments for the next event. Maintains a Transmittal Sheet for each event to document Advanced, Mail-in, Walk-in and Guests; and track Carryovers. Provides lane assignment sheet to the Webmaster to post to the bascw.net website. **Volunteer by Bob Bauer, approved by unanimous vote.**

Average Coordinator – maintains a list of bowlers and their averages. Obtains report from Bowling Center after each event and uses it to validate all averages. Maintains a list of Guests and notifies the Board of any Guest that has reached their 2 limit per year allocation. Also interfaces with Bowling Center to ensure the Rules in the Bowling League Software (BLS) are correct in order to manage BASCW in BLS. **Volunteered by Bob Engen, unanimous approval.**

Payout Coordinator – obtains Report from Bowling Center after Recaps have been processed that includes lanes bowlers bowled on and scores sorted by Division. Tabulates the scores in order of highest to lowest, pays bowlers based on finish and per the payout rules established by the BASCW board. Works with the treasurer to distribute payouts on the next no tap night. Posts results to the bulletin board at the RH Johnson lanes and provides data sheets to the Webmaster. Stuffs envelopes and distributes payout prizes at the events for the winners. . **Volunteered by Donna, unanimous approval.**

Membership Coordinator - collects all new membership forms and money from new members, creates a membership spreadsheet as required by the Rec Center and submits CR-4 Form to Clubtrack as members pay membership dues and the CR-15 Membership Report yearly as required. Provides membership information to the Board prior to each event. Issues a welcome letter to all new members. As members submit their dues provide transmittal information with dues to the Treasurer. . **Volunteered by Donna, unanimous approval.**

Publicity Coordinator - sends monthly updates to the Rec Center newsletter with club highlights. Sends articles to the Independent as social events occur. Creates/maintains and updates publicity brochures

and documentation displayed at the bowling center. Provides monthly publicity flyers to the Webmaster to be posted on the bascw.net website **Volunteered by Judy, unanimous approval.**

50/50 Drawing Coordinator - sells tickets for the club at all no tap events. 50% of total collection for the night is given back to members via drawing of purchased tickets. The rest of the money is put on the general fund for future club events. Also maintains \$150 Petty Cash in order to make change for 50/50, 3-6-9 and other Club related purchases. . **Volunteered by Jean, unanimous approval.**

3/6/9 Coordinator- makes up 3-6-9/300 forms for each event. Collects money from members participating in the 3/6/9 and 300 events on no tap nights and turns the money over to the Treasurer. Collects the filled out forms from the event and develops a report on the winners. Requests payout money from the Treasure to distribute back to winners at the next subsequent no tap event. Make up envelopes with money in them for the winners and distribute them at the next event. Posts results to the bulletin board at the RH Johnson lanes and provides data sheets to the Webmaster. . **Volunteered by Donna, unanimous approval>**

300 Coordinator- assists the 3-6-9 Coordinator. . **Volunteered by Judy unanimous approval.**

Chartered Club Computer Coordinator – operates the Chartered Club Computer for events that require membership check-in. Also distributes drink/snack/etc special event tickets to members that check-in. Collects scanning reject data and provides rejects to the Membership Coordinator to investigate. . **Volunteered by Greg, unanimous approval.**

Social Event Coordinator – makes proposals to the Board for additional events. Also, coordinates and reports to the board, all personnel required for all events; such as: people required to set up and tear down table decorations, set up food and tear down for the Hall of Fame Dinner; required personnel to distribute dollars on Red Pin Night; etc. Creates and maintains the signup and sign in binder/spreadsheets for the HOF dinner . **Volunteered by Judy, unanimous approval.**

Support Coordinator – makes up and ensures there are adequate forms for new member signups and payment envelopes at the bowling center . **Volunteered by Judy, unanimous approval.**

Webmaster - maintains the BASCW website . **Volunteered by Greg unanimous approval.**

Summer Tuesday Red Pin Coordinator – During the summer months the club hosts Red Pin Tuesday's. It is a no tap bowling event with quarters paid out to bowlers based on what pins they leave. This is unlike our red pin head pin event we have during the regular no tap events. This person is responsible for ensuring the following: the sign-up book is at the bowling center ahead of Tuesday, collecting the book the day before the event/creating the lane assignment sheet, the correct number of chips are available, enough payout money is available, entering lane assignments to the kiosks before the event begins, collecting money, keeping track of the payout information by member, keeping well documented information and providing to the Treasurer, requesting money from the Treasurer for the next event. . **Volunteered by Bob Bauer, unanimous approval.**