

Northern Virginia Bridge Association
Minutes – Board Meeting
March 8, 2011
Final

The March, 2011 NVBA Board Meeting was held on Tuesday March 8, 2011 at the Westwood Country Club in Vienna.

Those attending were:

Bob Boyd, President
Alan Breed, Vice President
Lynda Flanger, Treasurer
Jennifer Nisenoff, Secretary
Jim Dick, Board Member
Bruce Houston, Board Member
Amanda Carter, Board Member
Paul Black, Board Member
Lucy McCoy, Newsletter Liaison
Dave Loken, NVBA Member
Mike Cappelletti, NVBA Member
Alan Dockterman, NVBA Member
Leo Cardillo, Unit Game Manager

Minutes from February Meeting

The Board reviewed the minutes from the February Board of Directors' meeting. Bruce made a motion to approve, Alan seconded, all approved.

Treasurer's Report

1. Lynda distributed a copy of the February Year-to-Date Profit and Loss Statement.
 - a. The statement indicates a profit of \$7,862; however, there are a number of expenses related to the Sectionals that are not reflected due to bills being delayed. One example is a bill for \$5,000 from the Elks Club for our recent tournament. We are also still are awaiting a bill for the Western Unit Game site.
 - b. Margot is also negotiating with the Elks for next year's Sectionals and as soon as that is complete, we will have to pre-pay \$1,000 for each of the Tournaments.

- c. Lynda noted that the Unit Game is currently in the black by \$488. Although this amount is modest, we have traditionally operated the Unit Game in the red so this is an encouraging sign.
- 2. Lynda then presented the Balance Sheet to the Board. This statement outlined our accounts and compared this year with our position in 2010 so the Board could review the difference.
 - a. Our cash reserves are low (\$9,200) especially given the upcoming expenses for the Sectionals outlined during the discussion the Profit and Loss Statement. We will have to keep a close watch on this as we move forward.
- 3. Jim made a motion to accept the Treasurer's Report, Bruce seconded, all approved.

Old Business

- 1. Elections - The Board outlined the open positions going into the Election and those individuals who were running:
 - a. President: Mike Cappelletti
 - b. Secretary: Alan Dockterman
 - c. Executive Directors: Ron Kral, Betty Bursey, Paul Black (Post meeting note: Paul confirmed that he will be moving out of the area and Leo Cardillo agreed to run for this spot).
- 2. Insurance – Bruce led the Board in a discussion about our insurance.
 - a. Background: About 2004 the ACBL started to provide blanket insurance to cover District and Units. There was General Liability for “covered events” such as Sectionals, Regionals, and Nationals but not for Unit Games. It also included blanket Directors’ and Officers’ Insurance that would cover the Unit Game. NVBA was covered under this policy.
 - b. In 2008 we decided that because of the coverage provided by the ACBL, that we would not need a separate Directors’ and Officers’ policy so now we have:
 - 1. A General Liability policy – We’re paying a separate firm plus we have the ACBL policy. This extra policy is because we need coverage for the Unit Games
 - 2. The ACBL Directors’ and Officers’ policy
 - c. When we receive the non-ACBL General Liability policy bill in May, we will review the contents to verify that our understanding is correct and that we are not double covered for the ACBL covered events.
 - d. The Board thanked Bruce for his research and report.
- 3. Unit Game Committee Readout
 - a. Board duplication – The Board discussed a new proposal for the charges associated with the machine. Gene will maintain the duplication machine, the NVBA will receive free duplication for the Unit Game but will continue to pay \$9 per set for the Sectional. Gene will also duplicate for

- himself and others at no charge. Bob made a motion to approve, Amanda seconded, all approved.
- b. Unit Game Manager – Leo will continue as the Unit Game Manager and Bob will be the Assistant Unit Game Manager. They will draft the list of their responsibilities for the Board to review.
 - c. Free Plays – The Unit Game Manager will be responsible for controlling the distribution and auditing of free plays for the Unit Game.
 - d. Salaries for the Unit Game Directors. The Board discussed maintaining the current salaries and stipend for reporting duties for the Unit Game Directors. Amanda made the motion, Bruce seconded, all approved.
4. Policies and Procedures Manual – Paul reported that he had incorporated all submitted changes and as a result of this meeting, would update the information about insurance. He will work with Ron and Terry for the Education Section of the document.
5. Annual Meeting –
- a. Bob will prepare the State of the Unit address and requested any input be sent to him via email.
 - b. Dave is in charge of the food and he provided the menu, which will feature Mexican food, to the Board for input. The Board agreed that the upper limit for food will be \$1200
 - c. The dinner is free for NVBA members and \$10 for non members.
 - d. Paul will coordinate parking and Bruce will assist. The Board will ask that all people who are able to walk to/from other designated locations please do so. This will enable those with more limited mobility to use parking closer to the building.

New Business

1. TJ Bridge Club – Bob had forwarded information about the recent Tournament at TJ and discussed the program that Suzanne Abrams was running there. The Board agreed it was terrific work and encouraged others to participate.
2. Competition Committee – The Board discussed a recent email from Steve Robinson concerning a Competition Committee which would help define the family of conventions that could be used in events we can control. The Board agreed that this could be very beneficial and agreed to participate. Mike agreed to take the lead on obtaining people to participate.
3. Public Relations Committee – In anticipation of the Reston Regional, this work will start shortly. Jim and Amanda have volunteered to participate and they believe that Ron is also interested. One item that they will complete is to update our brochure. Amanda will be the Chair of this committee, will determine final membership, and will bring ideas to the next meeting.

Meeting Adjourned

Alan made a motion to adjourn the meeting, Jim seconded, all approved.

Next Meeting:

The next Board meeting will be held on April 26, 2011 at 7:00 p.m. at the Westwood Country Club in Vienna. All NVBA members are welcomed to attend. If you wish to attend, please alert Alan Breed in advance so he can ensure we have enough space in the meeting room.

Respectfully submitted,

Jennifer Nisenoff, Secretary