

Board of Directors Meeting Minutes  
August 30, 2015

ATTENDEES: Ron Kral, President  
Leo Cardillo, Vice President  
Ann Atcheson, Treasurer  
Donna Hickling, Secretary  
Francesca Mazarella, Board Member  
Kevin O'Brien, Board Member  
Joe Hertz, Board Member  
Susan Miskura, Board Member  
Jim Gerding, Board Member  
Lucy McCoy, Newsletter Editor  
Livingston Johnson, Unit Game Director  
David Lindley, Email Manager  
Margot Hennings, District 6

Unable to attend: All Board Members were present

CALL TO ORDER: The President called the August meeting of the Board of Directors to order at 11:27 a.m. on August 30, 2015 at the Beth El Hebrew Congregation in Alexandria, VA.

### **Secretary's Report**

The Board reviewed the minutes from the July Board of Directors' meeting which, upon the motion of Jim and seconded by Francesca, were approved unanimously. Donna stated that she will be out of the country when the monthly Unit In and Out report is received from ACBL and will not be able to distribute it until her return a week later. Margot volunteered to send it out in Donna's absence.

### **Treasurer's Report**

The Board received the financial statements for July from Ann, which detailed profit and loss since the beginning of the calendar year, set forth budgeted to actual expenditures, and compared the balance sheet for assets and liabilities with that of the prior year. Ann reported that, although we are on track with the budget, both income and expenses are below budget, especially for the sectional tournaments. Revenue from the April sectional was 37% less than last year's. Ann has submitted the draft reconciliation for the Regional tournament to Shawn Stringer.

Jim moved and Francesca seconded that the Treasurer's report be accepted; the Board agreed unanimously.

### **Other Items of Business**

#### 1. Annual Contribution to St. Elizabeth

Kevin moved that NVBA make its annual \$175 contribution to the St. Elizabeth's bridge program. Jim seconded the motion and the Board agreed unanimously. Margot mentioned that we have access to the card decks used to advertise the 2016 July National tournament that had to be redone, so none of the \$175 needs to be spent on cards.

#### 2. New Board Member Badges

Ron has ordered NVBA badges for the new Board Members. He will add badges for David, Joe, and Margot, as Sectional Tournament Chairman, to the order.

#### 3. NVBA/WBL Planning Meeting

The annual NVBA/WBL Planning Meeting will be held on October 3, 2015 at Ron's house. The minutes, which are a schedule for next year, will be voted on by the Board at the following Board meeting.

#### 4. New LM Free Play

Players who become Life Masters in each calendar year play free if they attend the NVBA Annual meeting in May of the following year.

#### 5. Club Liaison

##### Club Manager Breakfast

Susan presented her plan for the club managers meeting. After approval of her plan by the Board, she will talk to a few club directors, owners, and managers (DOMs) to assess their level of interest. If there is sufficient interest, it will be held at the Sectional at 9:30 a.m. on Sunday, October 25, 2015. Based on her judgment, she may invite the WBL DOMs and the NVBA Board Members. There is a long history of alternating the hosting of club managers meetings with the WBL. The attendance of NVBA Board Members is desirable to show support for the DOMs; however, if few DOMs attend, they should not be overwhelmed by the number of Board Members present.

Potential speakers include: Bob Boyd, Livingston, Leo, and Kevin. Ron is not available.

Potential agenda items include:

- Increasing/maintaining attendance at club games, unit games, and sectionals
- Zero tolerance
- Club managers' issues and concerns
- Support for clubs such as ordering supplies\*, publicizing club events, links to club profiles, and sharing best practices

\*NVBA ordered and distributed club supplies in February to save DOM shipping costs. It will do this again in October, but in the future, District 6 may assume this responsibility.

The Board agreed that Susan should implement her proposal.

## Club Information Updates for the NAP and GNT

Susan emailed the DOMs soliciting their schedules for NAP GNT qualifier games. She also sent them instructions on updating their schedules online.

### 6. Weekly Emails and iContact Report

David has sent out five weekly emails since the last Board Meeting. They have been distributed to approximately 1,000 people. Based on the automated receipt, 40% have of the recipients have opened the emails. Four members have chosen to unsubscribe from the weekly emails, which also removes them from all NVBA emailings. iContact could be configured for multiple email lists if required. David uses the “In and Out” report to maintain the list. The amount of data per person is inconsistent and many fields in the database are empty or out of date. At some point, David plans to clean up the data.

Currently, Howard is maintaining a separate email list for the 199ers via gmail. For efficiency and to promote data integrity, he should work with David to migrate his information to iContacts.

In addition to managing email information, iContact has a survey development capability. Ron would like a survey about the Unit game to be developed and distributed by the end of the year. David will work with Susan and Kevin to develop it.

### 7. Executive Session

The Board went into Executive Session for approximately 15 minutes.

### 8. New Caddy Master

The NVBA does not currently have a caddy master. The Board discussed several options for both caddy masters and caddies for coverage for the September and October Sectionals and the Unit GNTs on September 10, October 19, and November 9. Joe volunteered to email contact information for a candidate to Margot.

The Board also discussed potential discrepancies in caddy and caddy master fees between what NVBA pays, what the NVBA Policies and Procedures dictate, and what the rest of District 6 pays.

### 9. Poissant Pairs Event Renaming

The trophy for the Poissant Pairs winners has very little space for new names. NVBA will explore renaming this event and procure a new trophy.

### 10. Unit Game

#### Hospitality

The hospitality coordinator needs to inform the hospitality volunteers that they are expected to spend \$60-\$80 on hospitality.

#### Guaranteed Partners

Leo will continue to administer the guaranteed partner program.

### Unit Game Attendance

Unit game attendance has improved perhaps due to the email campaign, the NAP qualifiers, and/or increased emphasis on zero tolerance

### Pre-duplicated Swiss Boards

Although players like the pre-duplicated Swiss boards, there is no evidence that they increase attendance; the \$180 that they cost should be spent on items that directly support increased attendance.

### Zero Tolerance

The Board discussed implementation of the zero tolerance (ZT) policy. The Unit Game Director will announce the zero tolerance policy at the beginning of each game, emphasizing that for ZT to work, players must call the Director when a violation occurs. The Director will issue warnings in September, but will start issuing procedural penalties in October. Margot will draft a ZT handout to be distributed at the game. A link to the handout will be added to the newsletter. Margot will also check to see if she has ZT posters. Ron would like two, one for each room at the Unit Game.

### Action Items

Date	Item	Assignee	Status
6/7/2015	Check on status of vulnerability inserts and insert them before first Unit Game after Reston Regional	Kevin	Available inserts have been inserted; additional inserts need to be ordered to replace ones that Kevin provided and to complete the last set
6/7/2015	Make some progress on posting 199er lecture materials on the Web site	Kevin	Open
6/9/2015	Print, read, and edit first 10 pages of NVBA Policies and Procedures	All	Discussion of the Policies and Procedures was deferred to a later meeting, due to this meeting's full agenda
7/19/2015	Email Margot Hennings to let her know Board decision on including NABC information in the minutes	Donna	Completed
7/19/2015	Send updated member achievement status to Francesca	Livingston	
7/19/2015	Lobby the local Alzheimer's association for permission to hold the Longest Day on a weekend because the longest day will fall on a Tuesday next year	Kevin	Completed. The local Alzheimer's association is lobbying the National organization to permit us to hold the event on a weekend because the longest day will fall on a

			Tuesday next year.
7/19/2015	Post a link on the NVBA website to the District 6 list of NAPs and GNTs	Ron	Completed
7/19/2015	Put together a laundry list of items to be included in periodic emails to NVBA members	David	
7/19/2015	Talk to David Rodney at the Hunt Valley Regional about the possibility of four Goodwill nominees from NVBA	Ron	
7/19/2015	Identify the Google Plus password	Ron	
7/19/2015	Develop a list of questions that NVBA needs to address if it wants a dedicated building	Francesca	
7/19/2015	Send changes to the NAP semifinal schedule to Ron	Lucy	
8/30/2015	Add Joe, David, and Margot to order for Board Member badges	Ron	
8/30/2015	Implement 199er email in iContacts	David, Howard	
8/30/2015	Develop and distribute Unit game survey by end of 2015	Susan, David, Kevin	
8/30/2015	Send contact information for caddy to Margot	Joe	
8/30/2015	Draft zero tolerance handout	Margot	

Respectfully Submitted,

Donna Hickling, Secretary

Badmin1507draft