

Board of Directors Meeting Minutes
September 13, 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
David Lindley, Email Manager
Howard Stevens, Education Chair
Margot Hennings, District 6

Unable to attend: All Board Members were present

CALL TO ORDER: The President called the September meeting of the Board of Directors to order at 11:07 a.m. on September 13, 2015 at the Knights of Columbus Hall in Arlington, VA.

Secretary's Report

The Board reviewed the minutes from the August Board of Directors' meeting which, upon the motion of Ron and seconded by Francesca, were approved with one change.

Treasurer's Report

The Board received the financial statements for August 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 gross receipts have continued to decline compared to last year. Though the unit game receipts are still under budget, the difference is no longer significant. The September and October Sectionals are likely to resolve the shortfall.

The NVBA has a beneficial partnership with WBL for the joint Thursday night Sectional games. As part of this agreement, we owe them approximately \$1,200 pending NVBA Treasurer's approval.

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

Other Items of Business

1. NVBA/WBL Planning Meeting

The October 3 NVBA/WBL planning meeting will be held at Margot's house. Because team games are popular, NVBA will have more of them included in the schedule.

2. NVBA Dealing Machine Case

The NVBA dealing machine is too fragile to travel unprotected from place to place. It is not feasible to make all the boards in advance for a tournament; there may not be enough time or enough physical boards. Therefore, the board has agreed to spend approximately \$200 for a case for the dealing machine so that it can be moved from site to site.

3. Sectional Fast Results

Jay Whipple, the ACBL liaison to the Education Foundation, allows us to use his Fast Results system for the NVBA Sectionals free of charge. In appreciation for his efforts, which help to increase Sectional attendance, the Board voted unanimously to contribute \$100 to the Education Foundation. Ron will ask Virginia Fletcher to send Jay a thank you card with this information.

4. Naming Events at DC NABC

Individuals and organizations can name Regional events at National tournaments for \$150 to \$500 depending on the event. Margot suggested that the NVBA name an entire day. The Board discussed funding this initiative and agreed to add \$1 to Saturday Sectional entry fees for the next four Sectionals: September and October 2015; February and May 2016. This extra charge would also be paid by individuals with free plays, except for players with 0-5 master points. Leo motioned that the Board approve the extra charge; Jim seconded; the Board approved unanimously. The Board agreed that the day will be named the Northern Virginia Bridge Association Volunteers, space permitting. Ron agreed to write a column for the newsletter about naming events and days at the DC NABC. Margot will send him a blurb with the relevant information.

5. NVBA Sectionals

Candy Kuschner will be the Director In Charge for both the September and October Sectionals. NVBA will need to incur additional travel expenses in September to bring in a Director from Ohio.

We have enough caddies for the September Sectional; we are still working on finding additional caddies for October. ACBL would prefer that we not hire really young caddies because of child labor laws. Ron will ask for NVBA volunteers and also contact other organizations that might have members that would be willing to caddy. Specifically, he will talk to Marilyn Golias who is a member of the Elks. NVBA agreed to pay the caddies \$35 and the caddy master \$40 per session. If the caddy master is required to perform extra tasks such as set up, he/she will be paid \$45 per session.

6. Club Liaison

Susan sent out an email to the club directors, owners, and managers (DOMs) asking them to save the date for the club managers' breakfast on October 25, 2015 and for agenda items. In October, Susan will send out the invitations and the agenda. She requested that David mention that the GNT schedule is available on the District 6 web site in the weekly emails. Because the link from the NVBA site can only link to the District 6 main page, Susan will provide David with information on how to access the GNT schedule on the District 6 site; he will include that information in the weekly email.

7. Unit Game Survey and iContact Report

Susan, Kevin, and David have begun to develop the Unit Game Survey. David recommended that we develop the survey using Google Forms; the iContact survey tool does not permit the developer to tailor follow-up questions based on responses to an initial question. David sent a sample of a survey developed using Google Forms to Susan and Kevin. He plans to use iContact to distribute the survey once it is developed.

The survey's objective is to learn why people do not come to the unit game, do not come more often, or have stopped coming. Once the draft is complete, NVBA will distribute the survey for testing by the Board and other selected members such as the club directors and the 199er players. Howard will send David the list of the 199ers.

8. New Caddy Master

The NVBA needs a new caddy master. Ron will check with local high school clubs. Leo will check with Beth El. The caddy master should be a NVBA member.

9. Youth Advisor

The NVBA would like to have a Youth (19 years old or younger) and/or Junior (20 to 26 years old) Advisor as a member of the Board.

10. Position Descriptions

The Board Member position descriptions are out of date. Ron requested that the Board Members review the position descriptions and be prepared to critique them at the November meeting.

11. Unit Game

The Board discussed implementation of the zero tolerance (ZT) policy. Ron did not make the Zero Tolerance announcement at the last unit game; it was a GNT and the beginning of team games tend to be somewhat chaotic. He (or Leo in his absence) plans to make the announcement at the next four unit games before instituting stricter penalties. He will draft the speech for Leo. Penalties for significant violations may be given during the warning period.

The Board discussed the warning period. Kevin disagreed with its length, stating that he thought it should end at the beginning of October. Susan pointed out that directors may need practice in implementing ZT and perhaps we should solicit their feedback. The question arose of whether ZT is a problem in the 199er game and whether the 199er

directors should receive ZT training in addition to Livingston. Kevin moved that the warning period should end at the beginning of October. The Board voted 3 to 7 against. Ron moved that it should end on October 15, 2015. The Board voted 6 to 2 in favor.

Margot provided the ZT handout. It costs \$44 plus shipping for 300 copies. Ron said that he will make the copies. Copies will be placed on tables at the Unit Game. David will also include ZT information in the weekly email; Margot will send a draft to David.

NEXT MEETING AND ADJOURNMENT:

The next NVBA Board meeting will be held at 11:00 am on October 4, 2015 at the Beth El Hebrew Congregation in Alexandria, VA. The November meeting will be held on November 8, 2015, also at the Beth El Hebrew Congregation. NVBA members are invited to attend the meetings. The meeting adjourned at 12:50 p.m.

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	Ron, Kevin	Completed; available inserts have been inserted and Ron has ordered additional inserts to replace ones that Kevin provided and to complete the last set
6/7/2015	Post 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	Send updated member achievement status to Francesca	Livingston	Completed; Ron will give the file to Francesca the day after he receives it along with instructions on how to use it
7/19/2015	Put together a laundry list of items to be included in periodic emails to NVBA members	David	Completed
7/19/2015	Talk to David Rodney at the Hunt Valley Regional about the possibility of four Goodwill nominees from NVBA	Ron	Completed; the District Good Will policy has been changed and Ron has submitted the unit's recipients to David Rodney
7/19/2015	Identify the Google Plus password	Joe	Make sure that we no

			longer have a Google Plus account
7/19/2015	Develop a list of questions that NVBA needs to address if it wants a dedicated building	Francesca	Completed
7/19/2015	Send changes to the NAP qualifier schedule to Ron	Lucy	Completed by Susan
8/30/2015	Add Joe, David, and Margot to order for Board Member badges	Ron	Completed
8/30/2015	Implement 199er email in iContacts	David, Howard	In progress
8/30/2015	Develop and distribute Unit game survey by end of 2015	Susan, David, Kevin	In progress
8/30/2015	Send contact information for caddy to Margot	Joe	Completed
8/30/2015	Draft zero tolerance handout	Margot	Completed
9/13/2015	Ask Virginia Fletcher to send Jay Whipple a thank you card for allowing NVBA to use his Fast Results system for our Sectionals	Ron	Completed
9/13/2015	Write column for newsletter about naming Regional events/days at DC NABC	Ron	Open
9/13/2015	Solicit NVBA volunteers and contact other organizations to identify potential caddies, including Marilyn Golias who is a member of the Elks	Ron	Open
9/13/2015	Send list of 199er emails to David for inclusion in Unit Game survey test	Howard	Open
9/13/2015	Check with high school clubs to identify new caddies	Ron	Open
9/13/2015	Identify a new caddy master	Leo	Open
9/13/2015	Review Board Member position descriptions	Board Members	Open
9/13/2015	Draft ZT Unit Game announcement	Ron	Open
9/13/2015	Make ZT announcement at next four Unit Games	Ron, Leo	Open
9/13/2015	Draft ZT information for weekly emails	Margot	Open
9/13/2015	Include ZT information in weekly emails	David	Open

Respectfully Submitted,

Donna Hickling, Secretary