

Board of Directors Meeting Minutes
October 4, 2015

ATTENDEES: 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
Lucy McCoy, Newsletter Chair
Margot Hennings, District 6
Livingston Johnson, Unit Game Director

Unable to attend: Ron Kral

CALL TO ORDER: The Vice President called the October meeting of the Board of Directors to order at 11:06 a.m. on October 4, 2015 at the Beth El Hebrew Congregation in Alexandria, VA.

Executive Session

The Board began the meeting with an Executive Session that ended at 11:30.

Secretary's Report

The Board reviewed the minutes from the September Board of Directors' meeting which, upon the motion of Jim and seconded by Francesca, were approved with changes to the NABC section. The Board also went over the status of all Action Items. The results of this review are reflected in the Action Item table at the end of these minutes. Leo requested that the Action Items be assigned unique numbers for easier reference. Donna agreed to assign numbers beginning with open action items as of the Board meeting.

Treasurer's Report

The Board reviewed the financial statements for September 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 and expenses have increased. Attendance at the September Sectional Sunday session was lower than last year. The 60/40 results for 2014 (part of the beneficial partnership with WBL for the joint Thursday night Sectional games) came in at \$400 over the budgeted amount.

Mark Tonnesen is running an advertisement in the NVBA newsletter for which Ann is invoicing him.

Schleppage (moving bridge supplies from place to place) costs \$.40 per table. Because this fee would be saved if NVBA had its own building, Francesca will email Margot asking for an annual estimate of this cost, which is included in the budget under supplies.

Finally, the Board agreed that NVBA needs a written contract with the directors who hold their own Sectional games. Ann and/or Margot agreed to assume this task.

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

Other Items of Business

1. Club Managers' Breakfast

The Club Managers' Breakfast scheduled for before the Sunday Sectional sessions on Sunday, October 25, 2015 at 9:30 is ready to go. The formal invitations will go out on October 5 or 6.

2. Unit Game Survey

The test survey was completed by the Board, Marvin Raines, Steve Rothman, and Mary Ann Kral. Specific comments included asking the participants to make suggestions for making the game better and collecting age and gender information. The Board agreed that the survey would not include an item about how to improve the Unit Game; it would stick to its objective of collecting information on why people do not attend. Although age and gender information of NVBA members would be useful, the Board agreed that the information would not be useful about the self-selected group that responded to the survey.

The survey will be distributed next week. The contact list is not up-to-date; some of the contacts may no longer be playing bridge, have moved out the area, or are deceased. David is working on cleaning up the data.

The Board agreed unanimously that we would not pay survey respondents \$1 each for responding.

Once the survey is complete, Joe will help aggregate the data.

Susan would like statistics on NVBA membership by age and gender. This information is available from ACBL. Susan will formulate the age ranges of interest; Margot will request the information from ACBL.

3. NVBA Dedicated Building

Francesca led the discussion of the proposed NVBA dedicated building. The committee for this effort is headed by Leo and additionally comprises Francesca, Katy Culp, and Jim Dick. Francesca's presentation is included at the end of these minutes.

Susan suggested that the Board perform a financial analysis to ascertain whether a dedicated building is feasible. Leo suggested preparing analyses for three alternative sites. Lucy suggested that the Board should survey the membership to determine the level of interest in a dedicated building.

4. NABC Update

At the September meeting, the Board agreed to name a day at the Washington NABC. To fund this initiative, the Board agreed to add \$1 to Sectional entry fees on Saturday for the next four Sectionals: September and October 2015 and February and May 2016; however, the extra dollar was not charged at the September Sectional. The Board unanimously agreed to charge an extra dollar on the three Saturday and two Sunday sessions at both the February and May 2016 Sectionals to make up this shortfall. An extra dollar is to be charged at the October Sectional for the Saturday afternoon and evening sessions in support of the Grass Roots Fund as NVBA has been doing. This extra dollar for this fund provides regionally rated silver points to the players and it is expected that we will resume this practice on Saturdays beginning with the September 2016 sectional.

5. Holiday Party

The holiday party food will come from Red, Hot, and Blue, but the Board may look at a different option for the annual meeting.

6. Unit Game

The Unit Game is still losing money. Leo proposed changing the cost from a variable charge depending on the type of game to a fixed charge of \$8 and \$10, for the 199er game and the A/X/B/C games respectively.

7. Zero tolerance

The Board agreed to discuss the Unit's approach to zero tolerance at the Club Managers' breakfast.

Although zero tolerance announcements have been made at the recent Unit game requesting players to call the Director to report infractions, there has not been an increase in reporting.

NEXT MEETING AND ADJOURNMENT: The next NVBA Board meeting will be held at 11:00 am on November 8, 2015 at the Beth El Hebrew Congregation in Alexandria, VA. The meeting adjourned at 12:55 p.m.

Action Items

Item No.	Date	Item	Assignee	Status
1	6/7/2015	Post 199er lecture materials on the Web site	Kevin	Open
2	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
3	7/19/2015	Identify the Google Plus password	Ron	Make sure that we no longer have a Google Plus account
4	8/30/2015	Implement 199er email in iContacts	David, Howard	In progress
5	8/30/2015	Develop and distribute Unit game survey by end of 2015	Susan, David, Kevin	Completed
6	9/13/2015	Write column for newsletter about naming Regional events/days at DC NABC	Ron	Completed
7	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
8	9/13/2015	Send list of 199er Directors to David for inclusion in Unit Game survey test	Howard	Completed
9	9/13/2015	Check with high school clubs to identify new caddies	Ron	Open
10	9/13/2015	Identify a new caddy master	Leo	Open
11	9/13/2015	Review Board Member position descriptions	Board Members	Open
12	9/13/2015	Draft ZT Unit Game announcement	Ron	Completed
13	9/13/2015	Make ZT announcement at next four Unit Games	Ron, Leo	Completed
14	9/13/2015	Draft ZT information for weekly emails	Margot	Completed
15	9/13/2015	Include ZT information in weekly emails	David	Completed
16	10/4/2015	Add id number to action items	Donna	
17	10/4/2015	Ask Margot for annual cost of schleppage	Francesca	
18	10/4/2015	Draft standard contract for directors that hold their own	Ann/Margot	

		Sectional games		
19	10/4/2015	Formulate the age ranges of interest for NVBA membership statistics	Susan	
20	10/4/2015	Request NVBA age range and gender information from ACBL	Margot	

Respectfully Submitted,

Donna Hickling, Secretary

BUILDING PROJECT – FIRST PHASE

The first phase of this project is most important. It should accomplish a solid foundation for the project. It is the programming or fact finding/gathering phase. It surfaces the questions that need to be answered and the buy-in and commitment of those members, directors and teachers. The more thorough this phase, the better the results.

Areas to be Addressed:

Financials – Can we do this financially? How do we raise money? How do we charge Directors to run their games here? If it's a retail space are the fees considered sales and thus we pay the landlord? Do we rent or buy? And now Leo has surfaced the idea of sharing with WBL. Will they cross the river?

In addition to rent there are other costs: maintenance, utilities and overtime etc.

Locations to be considered:

Fairfax County is most desirable because it is central to our members. The Elks Lodge location has been very successful to us. I have contacted FCEDA to help in this area as well as Studley Commercial Realty. They are suggesting a leased space. Fairfax County is most expensive. We will need to look at Class C spaces. Class A space is \$25-29 per sq. ft. Class C if available here about \$14-18

Curt Hoffman of FCEDA who lives in the City of Fairfax has suggested we contact City of Fairfax Economic Development where there are many large Community Centers and buildings and where we would be valued as a positive addition to their Community. I have sent our requirements and the locations of our members to Nicole Hange, the Director of R.E for City of Fairfax Economic Development.

City of Alexandria has also sent me information on properties and bonds. The West End may work for us near 395 and 495 exits.

501c3 Designation – The intent of this designation is that we can raise money easier because donors can use

as a tax deduction and if we buy a building we can see to offset taxes. Is it difficult? YES. Should we hire an expert to tell us if we can do the unit or does Kevin pursue the Education Foundation as a 501c#? The lawyer I spoke to indicated that we could also attach to the ACBL Education Foundation designation. It would have been easier if this were done when they originally did this but it can still be accomplished. Do we want to be attached? Are they willing?

Fund Raising

Suggestions:

From FCEDA they suggest a Capital Campaign?

Raise fees?

Hold parties?

Hold events?

Sell parking spaces to donors?

Sell space on a plaque in our entrance that lists donors

Name Rooms, Building, Games?

It's all easier if we had a tax benefit connected to it.

INFORMATION GATHERED TODATE

We spend \$31,425 in renting space for our unit games and the Sectionals at KOCH. Are there other line items in the budget associated with running these games at different locations that will lessen if in one space?

Jim Dick helped with some info on the individual games currently located in NV. He also indicated that we rent space for lessons? Nashville rented space to a real estate agent, which helped them with monthly payments. Perhaps a member of NVBA would rent space?

Jim pays \$500/month for KOCH and \$580 for Beth El.

Mike Zane pays \$100 for KOCH Sat. game and Bernie must pay the same.

Games:

Monday games: Gene, hannelore, Jim and Kevin

20,15,8,5

Tuesday – Candy and Livingston 20,20

Wednesday – Gene and Louise 20.9

Friday – Gene 15

Saturday – Norma/Mike and Bernie 7,10

Sunday – Jim (10 tables)
Total around 190 tables.

Next Steps Recommendations:

1. Survey the Membership. Ask Susan to send out a survey asking if they are interested? Preferred location? Willing to donate
2. Talk to the Directors. Leo and I started this. Get their input and commitment. I could attend the meeting on Oct. 25th.
3. WBL – Are they interested? If not with unit games, what about Sectionals? Kensington and Fairfax locations are on either side of the river.
4. 501c3 Designation for either Unit or Education Foundation. This will require us to add a link to our website on the left that says Education and then list all the programs in schools, locations, directors and the numerous teachers now who give classes. Make this prominent.
5. Fund Raising Ideas
6. Continue looking at sites to lease and buy. Make a decision on the direction.