

**Minutes**  
**WBL Board Meeting**  
**January 22, 2003**

In attendance: Steve Robinson, Don Berman, Dave Ruderman, Fred King, Dick Wegman, Ben Laden, Barbara Shaw, and non-voting members Kathy Kruskal, Donna Rogall, Kitty Gottfried, Michael Carroad and Millard Nachtway.

The meeting was called to order at 8:01 P.M.

The Minutes were approved.

Treasurer Steve Robinson reported that as of December 31, 2002 our checking account balance was \$4233.68. As of January 22, 2003 our balance is \$6971.48. He transferred some money to checking from our A.G. Edwards money market account leaving a balance there of \$18,807.18. Our 2002 operations were -\$11,544.51 That did not count the \$5000.00 contribution to Bridgeatschools! or the \$10,000 contribution to the Summer 2002 Nationals. He reported that Barbara Ames will review the books. She suggested that we purchase a program to do the treasurer s reports, Quicksend possibly. Dave Ruderman asked Steve to prepare a budget for next year. The suggestion was tabled until the February meeting. Barbara Shaw moved and Fred King seconded that we purchase a program to do the treasurer s report. The motion passed unanimously. Steve did say that he prepares tax form 1099 for independent contractors like Donna Rogall who is paid to do our bulletin. The treasurer s report was approved unanimously.

Dick Wegman announced that Barbara Doran received an official resignation from Lee Jensen. He will be the tournament chairman for the February/March Sectional and the Alexandria Regional but will no longer be on the Board. Dick suggested that we recognize Lee for his contributions at the May Sectional. Kathy Kruskal and Ben Laden will be the new tournament co-chairpersons and Kitty Gottfried will be in charge of Hospitality. The May Sectional will be held at the Christ the King Church on Thursday, Friday and Saturday. We are looking for a site for Sunday May 4th. Discussion occurred as to where to hold the Sunday game or possibly cancel it. The Washington Bridge Center was suggested. Partnerships are being done by Fred King for flight A, Charity Sack and Barbara Rothkin for flights B&C. It was suggested that we include this information in our Sectional add. Michael Carroad said that he would talk to Madge Gallant about retiring. We discussed food for Sundays. Kathy Kruskal suggested that we need a volunteer chairman to get help when needed. Jane Sturgiss was suggested. Dick Wegman thought that our prize structure was too high. He suggested that we restructure the prizes beginning in the fall. Don Berman thought we should consider giving other prizes.

Steve Robinson reported on the Unit KO s. We had no new teams because of the double KO structure last year. In fact we had the same number of teams as the previous year 2000, 12 teams. He suggested that we e-mail people to see whether we should have single or double KO s. There are 3 flight B teams this year. Dave Ruderman and Fred King will decide on type of KO after the survey is completed.

Our free play policy was briefly discussed. No decision resulted.

Robinson moved that we raise our entry fee \$1.00 beginning immediately. The vote was unanimous. Thursday night games will be \$7.00 and Sectionals will be \$9.00.

New Business:

The topic of sharing a bulletin with the NVBA was discussed. Bulletin Editor, Donna Rogall said that it would not save us any money. We would need a larger periodical permit. She also said that a 32 page bulletin is the ideal size. The WBL paid \$1100.00 for postage, labels, and the editor and \$900.00 to have is printed. She doesn t see that it would save us any money and might even cost us more. Dick Wegman, Don Berman and Donna Rogall were appointed to a committee with the NVBA to look into this idea and report back ASAP.

Unit Growth was discussed by committee chairman Fred King who reported that the committee consisted of Charity Sack, Dick Wegman, and Jim Allen. They had a meeting and identified target groups. One was WBL dropouts and new members. Another was social bridge players. And the last was people who have never played bridge at all. Their first priority was to find out why people stopped coming. He asked for a list from Michael Carroad. He also said that Marlys Moholt will coordinate drivers for people who call her requesting rides because they don t drive at night.

Fred also discussed Steve Forsythe s novice bridge group. The first week he had 2 tables and the second week the group grew to 6 tables. Fred said that Jim Allen was taking the lead for publicity. He was going to contact the suburban papers (The Gazette) and the Departments of Recreation for the surrounding counties to get articles published and bridge information published. Charity Sack was taking the lead contacting realtors, Newcomers groups and Welcome Wagon groups to get flyers about area bridge to those new in the community. Alice Wegman is helping to design the flyers. The committee is also working on teacher contacts and hopefully developing bridge competition between high schools. Ben Laden suggested why not college competitions. We also need to form a new members committee. Dave Ruderman suggested sending the bulletin by e-mail to non-members and social bridge players. We need a good PR person. Fred King sent a copy of his report to Betty Starzac and Bruce Culmer.

Bulletin Editor, Donna Rogall, said that she needed a list of the new life members for publication.

Dick Wegman thanked Ben Laden for hosting the meeting.

The February 26th meeting will be at Michael Carroad s. March will be a Don Berman's and April will be at Barbara Doran's.

The meeting was adjourned at 10:20 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary

**Minutes**  
**WBL Board Meeting**  
**March 19, 2003**

In Attendance: Barbara Doran, Wei Bao, Don Berman, Ben Laden, Steve Robinson, Barbara Shaw, Fred King, Dick Wegman, Dave Ruderman and non-voting members Donna Rogall, Michael Carroad.

Barbara Doran called to meeting to order at 7:28 P.M.

She announced that the ACBL Board of Governors elections are coming up and she is running. The Board meets the first Sunday at the Summer Nationals. She has reported to the ACBL that our Unit has 10 voting members this year but will have 11 voting members next year. She also said that she will present all of the awards at the year end meeting. She will get Lee Jensen a gift for retiring. Elections are coming up and she wanted to know who was running for offices. Dick Wegman is running for President, Fred King for Vice President, Barbara Shaw for Secretary, and Steve Robinson for Treasurer. There are 3 two year at large positions open. Don Berman is running again leaving two 2 year positions and one 1 year position open finishing Lee's term of office. We need decisions by next Wednesday so there can be announcements in the bulletin. Possible candidates are Ron Starr, Charity Sack, Carol Banks, Ron Zuker, and Steve Forsythe.

The Minutes were approved.

Steve Robinson reported that we have \$705.50 in the checking account. The February tournament made money but the profit was low due to the weather. He did purchase Quicken to do the treasurer's reports. Barbara Ames reviewed the books and said that they were all right. Dave Ruderman asked how much we pay for running the dealing machine? We pay Rick Larkin \$9.00 per box of boards to duplicate the boards. So a sectional costs us about \$180.00 for the pre-dealt hands. We also do the pre-dealt hands for regionals and that costs the regional about \$2500.00. The Treasurer's report was accepted.

Michael Carroad announced that Rick Larkin went on vacation for 2 weeks so the dealing machine is not available. We will duplicate hands manually during that time.

Ben Laden stated that our next Sectional is May 1-4th. We will be using the Christ the King Church for Thursday night, Friday and Saturday. The Sunday team games will be held at the Washington Bridge Center and Laurel Bridge Club. The B/C Swiss is at the WBC and the A/X BAM is in Laurel. The location for the October 7-10 Sectional has not been decided. It was suggested that we look into using the Montgomery County Schools. Dave Ruderman asked that we find a new place to store our chairs which are in his garage. Kitty Gottfried needs volunteer help cleaning up and making sandwiches. Dick Wegman mentioned that the Church is willing to rent us their facility if the space is available. The Silver Spring Civic Center renovations will not be completed until 2005. They remember us and certainly are interested in having us back as renters. We might be able to have someone on the Planning Committee. We need a food facility and 8' x 8' per table for space. Steve Robinson reminded us that we will not have the church for April 17th. So our Unit game will be at the WBC. The NVBA is not having any game that night.

Donna Rogall said that she needs help doing the tabulating of the Survey Responses. Dick Wegman suggested that we correlate the responses by flights. Steve Robinson suggested that we pick out the areas in which we are most interested and tabulate them immediately. We are especially interested in the flight C responses. Carroad mentioned that parking seems to be the most important issue at Nationals.

New Business:

Donna Rogall said that only 10 non-members renewed their Bulletin subscriptions. Nadine Wood went through the list of people who should continue to get the bulletin free. Donna asked if she should send postcards as a reminder. Barbara Doran decided that no postcards will be sent.

Donna reported that she talked to Margo and expressed her views on combining the NVBA and WBL bulletins. Margo decided that no meeting was necessary. In Donna's view it was not save us any money and might cost us more. There would be no extra space. We would have to print more copies. We would have to split the cost along membership lines. And we would have to get a new postal permit and that would cost us \$.20 more per person to get the permit. The postage would cost us about \$200.00 per issue.

Fred King reported on the Unit Growth committee. There is interest among the area bridge teachers to have the WBL buy teaching books in bulk and to sell them to the teachers at cost. The bulk cost would be 100 books at \$10.00 per book.

Don Berman said that one of the Laurel members took a teaching class at the Philadelphia Nationals and wishes to start a beginning class in Laurel. We said that would be all right.

Steve Forsythe's class on Thursday nights is averaging 2 tables. They had 3 1/2 tables at the last class in March. Steve gave us a list of people with less than 20 points to call. There are approximately 900 members with less than 20 points.

We are going to draft a letter on School competition. Fred went through the list of people who had not renewed their membership for the last two years. Age was the main reason. Charity Sack has taken the lead preparing a pamphlet for area realtors, welcome wagons and county recreation departments. She has nothing yet. Marlys Moholt is willing to coordinate carpools for those who can not drive at night. She will set up the initial contact but will not arrange carpools each week after the contact has been established.

Barbara Shaw the teacher for the Bridgeatschools! program at the Jefferson School asked the WBL to purchase memberships for the 4 boys completing a full year of bridge lessons. The Board agreed to buy the memberships at \$14.74 each as a graduation present for the boys. Dave Ruderman asked for a progress report from Nadine Wood, National Chairman of the Bridgeatschools! program.

We decided to purchase a large cake for the game tomorrow night to celebrate our newest National Champions. John and Bill won the Flight C Grand National Teams. In addition, Bill Cole and Ellen Cherniavsky were 4th in the National Mixed Pairs and Jane Sturgis's team was 19th in the National Swiss.

An announcement about the Alexandria Regional will be included in the next bulletin with a full spread in the June bulletin.

Steve Robinson reported that he sent a 1099 form to the man at the armory who we pay to do the clean up after our tournaments. We paid him \$700.00 per sectional for clean up. Michael Carroad said that he doesn't work for us, he works for the armory. However, it was pointed out that we wrote the man his check directly so it seems he was working directly for us. Dick Wegman suggested that perhaps we should have included his fee in the armory rent and then let the armory pay him. Lee Jensen, tournament director, was not happy with the situation.

The next meeting is April, 23, 2003 at Barbara Doran's house. The May meeting will be at Dick Wegman's house.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary

Minutes  
WBL Board Meeting  
April 23, 2003

In attendance: Barbara Doran, Steve Robinson, Dave Ruderman, Dick Wegman, Don Berman, Ben Laden, Fred King, Barbara Shaw and non-voting member Michael Carroad.

The meeting was called to order by President Barbara Doran at 7:27 P.M.

Barbara announced that she is giving President's awards to Leslie Shafer, Lee Biggs, and Alice Wegman. She has purchased a gift for retiring tournament chairman Lee Jensen. The elections chairman is Jim Allen. She received a letter from Charity Sack about the free plays she did not receive for winning the Tubbs award last year. It was decided that we would print up colored tickets for free plays so that accounting would be easier for Director Michael Carroad.

The minutes were approved. Barbara was asked to bring 25 copies of the minutes from last year's annual meeting to this years meeting.

Treasurer, Steve Robinson reported that we have \$10,173.56 in our checking account and approximately \$19,000.00 in the Money Market account. He was asked to bring 25 copies of the annual report to the annual meeting in May. Dave Ruderman wanted to know how much money we receive from duplicating boxes of boards. Rick Larkin duplicates boards for a charge of \$12.00 per box of 36 boards. He receives \$9.00 and the WBL receives \$3.00 per box. Dick Wegman and Ben Laden asked that Steve list free plays for the Unit games separately in his monthly report. Both thought it would be helpful in tracking the number of free plays we give each year. The treasurer's report was approved.

#### Mid-Atlantic Regional Report

It is the Mid-Atlantic's Alexandria Regional but the WBL gets to appoint the chairman. The host Unit receives \$1500.00 from the Mid-Atlantic but the amount is reduced by any late charges applied. We had a budget due to the Mid-Atlantic by March 30th which is not in yet. We are incurring late charges. Michael Carroad said that he would talk to Lee about getting the budget in to the Mid-Atlantic. Kathy Kruskal needs help getting a Volunteer Coordinator and Information Chairman.

Ben Laden reported that we have a Sectional coming up in May which will be held at the Christ the King Church on Thursday, Friday and Saturday. Sundays team games will be held at the Washington Bridge Center (B/C) and Laurel Bridge Club (A/X). We have two other Sectionals in October and December. The sites are not confirmed. We need 5000 sq. feet to hold up to 70 tables. There could be parking problems at the church if the game is very big. Dick Wegman said that we can not have the church on Saturday in December. Ben was asked to check again with the White Oak Armory to see what the status is currently. We pay \$1590.00 rent + \$800.00 for the custodian at the armory. The church rent is \$50.00 per day no matter how many sessions we have.

Once again we discussed tabulating the results of the surveys. We received about 110 surveys. Dick Wegman said that we need to tabulate the surveys and publish the results. Barbara Shaw reminded the board that they have a tabled motion from last year's annual meeting about Sunday start times at the Sectionals. That issue on the survey should be tabulated and reported at the annual meeting if nothing else. The board agreed. A committee consisting of Barbara Shaw, Dave Ruderman, Michael Carroad, Ben Laden, Don Berman and Barbara Doran will meet Tuesday, April 29th at Barbara Shaw's to tabulate the results of 5 selected questions deemed most important at this time. Questions to tabulate were start times and breaks, appeals, Zero Tolerance, \$2.00 extra playing site charge, 17-19 suggestions. Donna Rogall will e-mail the surveys on Don Berman who will bring them to the meeting.

Don Berman asked about carpooling on the net. He said that no one has ever used the net to obtain carpools. Dick Wegman asked that we update information on the net and clean-up old information. We should take off names when the dates have past. There are about 15 names now on the net asking for partners.

Fred King, Education Chairman, reported that the teaching manuals which we agreed to purchase can be ordered cheaper by Leslie Shafer and Mary Jane Von Moss. The books will cost only \$6.50. They will order 60 of the Club series and 40 of the Diamond series. The books will be delivered to Fred King.

Fred King reported on Unit Growth. He and Dick Wegman had lunch with Bob Levy from the Washington Post. Bob was interested in helping and said that he tried to get information in the Weekend Section but they were not interested. He said that he would try for the Style Section. He edits Frank Stewarts Bridge Column and said that he might be able to put in a sentence if you want to play locally go to the WBL and NVBA Web sites for information.

Fred also said that they discussed starting and interscholastic competition. Three schools would be enough to start. We could give out scholarships for winning and trophies. We need a coach for each school and a teacher sponsor. Blairs sponsor left the school that is why the program was discontinued there. Steve Forsythes lessons have between 4 and 5 tables and cost \$5.00 for the game and lesson.

Steve Robinson then presented an idea for the future. Would we like to own our own building? He made a motion that we establish a building fund of \$.05 per table. If something materializes then we would have some money. If not the money would go back into the treasury. Dick Wegman seconded the motion. The motion was tabled for discussion by the new board to be elected before the next board meeting.

Dick Wegman thanked Barbara Doran for her 10 years of service to the board and Dave Ruderman for his 7 years of service. Dave will be retiring from the board while Barbara will remain on for one more year as the immediate past President. Barbara has been on the ACBL Board of Governors for 19 years.

The board thanked Barbara Doran for hosting the meeting. The next meeting will be at Dick Wegman's May 28th.

The meeting was adjourned at 10:00 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary

**Minutes**  
**WBL Board of Directors Meeting**

May 28, 2003

In attendance: Dick Wegman, Steve Forsythe, Steve Robinson, Barbara Shaw, Ben Laden, Wei Bao, Fred King, Don Berman, Barbara Doran and non-voting members Donna Rogall, Michael Carroad and Millard Nachtway.

The meeting was called to order by President Dick Wegman at 7:10 P.M..

The Minutes of the April meeting were approved.

President Wegman welcomed new members to the Board. He said that he would like to discuss yearly goals at the end of the meeting.

Steve Robinson, Treasurer, reported that we have \$9597.10 in the checking account and around \$19,000.00 in our money market account. We are making money since we raised the entry fee. Dick Wegman said that he had heard only one complaint about raising the entry fees. The Unit game has been averaging 50 tables a night. The treasurer's report was approved.

An area that we need to work on is a location for our Sectionals. The May Sectional was very small. Splitting the sites for the Sunday team games did not seem popular. The flight A BAM had only 10 teams. The B flight at the WBC had 11 teams and the 299er game had 6 teams. We may be using the Church for Thursday and Friday games and an area school for Saturday and Sunday games. Ben Laden the tournament chair said that we will use their cafeteria and their chairs but our tables. The church charges \$500.00 per day plus the \$50.00 set-up fee. The armory charged \$2400 for 3 days.

Fred King reported on Unit growth. Steve Forsythe said that we have had 40 or 50 different people attend the Thursday night novice game at one time or another. We have 12 new members as a result. Although 4 are from the Bridgeatschools! program. Fred said that we would like to develop an interscholastic competition among the area high schools. We really need only 3 schools to get started. We are considering giving a \$500.00 or \$1000.00 prize to the winning school. We need to find a faculty teacher to coach & sponsor the team. Don Berman commented that it should be a teacher who plays bridge or one who would sponsor the team and one of us do the coaching. We also need to draft the letter and booklet to be distributed to the area real estate offices and welcome wagons. Steve Forsythe asked what about area colleges. We need to get publicity. We should at least get recognition for our charitable contribution in the organization's newsletter to which we contribute. This year we contributed \$300.00. The gazette will carry bridge articles if we write them. Millard Nachtway thought that we should at least get in the Calendar of Events section of the Post. Partnerships on the WEB will be headed by Barbara Shaw for Flight A and Charity Sack or Flight B/C. A notice will appear on the WEB announcing if you come to the Unit game you will be guaranteed a partner. A carpool notice will also appear in the Bulletin with Don Berman in charge.

The Unit survey was discussed. Barbara Shaw said that the issue most people cared about was zero tolerance. More people answered that question than any other approximately 105. Steve Robinson commented that we have a problem enforcing penalties. He suggested that the first time people be given a warning. Michael Carroad said that most complaints are about slow play. We are striving to obtain a relaxed, friendly environment to play bridge. Barbara Doran was appointed chairperson of a Behavior Committee. The committee will consist of Millard Nachtway, Steve Forsythe and Jane Sturgis. We will begin putting results of the survey in future bulletins. Donna was asked to put a small article about this in the June bulletin.

**New Business:**

Dick Wegman discussed the possibility of scoring across the Thursday night Unit games with the NVBA when possible. It was pointed out that that would be very difficult and would complicate our trophy races. It was also mentioned that we don't always play the same games each week. They might have a team game while we have a pair game. No decision was made at this time.

Don Berman asked if we could provide hand records for local Clubs that want to use them. Michael Carroad said that Millie and Rick Larkin are moving to Florida and we will need to find someone to run the duplicating machine and make boards who is not playing in the game Thursday night. It was suggested that we ask Lisa Lofton, one of our current caddies, if she would like the job and then we would train her to use the machine. Once we train a replacement for Rick, it would be possible to provide pre-duplicated boards to area clubs. The charge would be \$12.00 per box of 36 boards. The machine operator would receive \$9.00 and the WBL \$3.00 of that fee.

Fred King, our Unit representative to the District 6 board, reported on the recent meeting held at the Richmond Regional. Gloria Brown, District Charity Chairperson reported that we have 306 tables playing in the charity game. It was discussed how to bring in new players. Kay Afdahl said that the District will give money for materials but not salaries. They gave \$600.00 to Ron Kral for Easy Bridge. The STAC made a \$4000.00 profit and had 2400 tables across clubs participating. The proposed date for next year's District 6 STAC is February 23-29, 2004. The alternate date was

Easter Week. The Mid-Atlantic wishes to add a Regional for District 7. The Holiday Regional between Christmas and New Years is to be held in alternate years. District 6 expressed concern as to how that Regional would effect the Williamsburg Regional if it was held every year. Fred reported that there was \$28,572 left over from the Washington NABC Fund. The District wanted our input as to what to do with the money. Michael Carroad said that we donated \$11,608.00 and District 6 donated \$1,000.00. The District discussed giving it back proportionately to the amount contributed. Steve Robinson moved that we ask for all of the money we contributed be refunded. Barbara Doran seconded the motion. It passed unanimously. It was made clear that we did not want the money which was earned specifically for the Nationals by raising entry fees at the Sectionals refunded. Barbara Shaw was asked to write a letter to District 6 President Bill Cole informing him of our decision. There are to be Appellate Committee appointments. Each member has a three year term. The WBL has 3 members. 1/3 of the committee is new each year with terms staggered. The Williamsburg and Roanoke Regionals will alternate each year. We were asked our opinion about the new District Bulletin. We all thought it was great.

The Mid-Atlantic said that they have not received the budget for the Alexandria Regional.

Lee Jensen, Chairman, was to have had the budget in 90 ahead of the Regional. We have received a penalty of \$175.00 as of June 1, 2003. Barbara Doran said that she talked to Lee and he said that he would send it one month ago. Pat Siler has not received it yet. He is also to provide accounting after the tournament. Dick Wegman said that he would talk to Kathy Kruskal, tournament co-chair, about the problem and see whether she could take on the job of tournament chair in its entirety. If she agreed, Dick would talk to Lee about resigning.

Dick Wegman then appointed the 2003-2004 duties. The list of officers and their duties is attached to the minutes. He then discussed his goals for the year which included Membership Growth, Location for the Sectionals and Publicity.

We then had a brief executive board meeting at which we elected new C&E Committee members. Completing their 2 year terms were Alan Tennebaum, Barbara Ames and Bob Bell. Remaining on the Committee for the last year of their two year term are Andrew Kaufman, Kathy Kruskal and Kefu Xu. Beginning their 2 year term are new members Carol Banks, Pat Foster and Eileen Houghton. Board members on the committee are Chairman Ben Laden, Barbara Doran and Fred King.

Steve Robinson placed back on the table his motion from the previous meeting to establish a building fund. We have a 501C4 status and are non-profit and non-charity. The vote was 5-4 not to establish the building fund at this time. But Dick did appoint a Building Fund Committee. He asked Barbara Doran to chair the committee with Steve Forsythe, Steve Robinson, Barbara Ames and Don Berman as members.

The next meeting will be Wednesday June 25th at Barbara Shaw's. The August meeting will be August 6th with the place to be determined.

The meeting was adjourned at 10:28 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary

WBL Board Meeting  
6 Aug 2003

**Minutes**

The meeting was called to order by the President at 8:00 PM. Present were the following board members: Dick Wegman, President, Fred King, Vice President, Steve Robinson, Treasurer, Barbara Doran, Past President, Ben Laden, Weizhong Bao, Ron Zucker.

Also present were: Donna Rogall, Michael Carroad, Kathy Hilbers and Clyde Kruskal.

There was no Secretary's report.

The President reported that the WBL had a contract for the October tournament at the Montgomery County Fairgrounds; we have a deposit reserving the Fairgrounds for the December tournament; we are "pencilled in" for the March and May tournaments.

The Treasurer reported that we have \$16482.43 in the treasury. However, \$3000 of that amount is part of the Regionals' fund and not really part of the WBL treasury.

**Tournaments:** The approximate cost of the Fairgrounds is 4200 for 3 days, the cost of the Holiday Inn is 5400. One of our alternatives for January is to use Christ the King CC for Friday and Saturday and clubs for the teams on Sunday.

Kathy and Millard looked at the Old Blair High School (Wayne Ave and Dale Dr. Silver Spring) gymnasium. Can hold 100 tables, light is good. No food allowed. Parking may be a problem. However, there is a parking lot about a block away.

Kathy also reported that she had an offer from Greg Hamilton, Montgomery County official who remembers us from the Silver Spring and Kensington Armories. He offered us the middle school cafeteria at University Blvd and Newport Mill Rd in Kensington

The price is \$20 per hour plus \$140/day for a custodian. The tournament chairman and the chief director would be required to attend a class on policies and procedures.

Steve R moved that our first choice be the middle school in Kensington for Dec, Jan, Mar and April and our second choice be using the Fairgrounds for Oct, Dec, Mar, and May.

Barbara D seconded. The motion was withdrawn. (Ben L and Millard are to look at the Kensington site sometime this week and report back .)

**Unit Growth:** Fred King

Fred proposed the following:

1. Buying textbooks and selling them to teachers - \$750 (most of this money would be recovered by textbook sales)
2. Interscholastic championships – a high school competition – \$1200 for prize money, trophies and misc. expenses . \$500 to the first place school, \$250 to the second place school, \$250 for trophies and \$200 for publicity and admin. expenses.
3. Pamphlets for welcome wagons, hotel concierges, chambers of commerce, etc, advertising bridge and theWBL. Can get 2-color pamphlets at \$350/thousand  
Another \$250-350 would be needed for design.

After some discussion a motion was accepted to provide up to \$3000 in Unit growth projects. It passed unanimously. It was noted that NVBA has expressed an interest in participating in the interscholastic competition program. It was also mentioned that when District 6 turned down the request to return the National's fund money,

Jane Sturgis has resigned from the Board. The WBL Constitution provides that the Board of Directors fill the vacancy

with the new board member to serve until the next annual election. The WBL Board appointed Robert Gunnell to fill the vacancy.

Clyde Kruskal proposed that the WBL run a Trophy Pairs at one sectional. After some discussion, Barb D moved and Fred seconded the following motion: At the December Sectional, on Saturday, the WBL will hold the Washington Bridge League Trophy Pairs. It will be a two session open pairs event, qualifying and final, afternoon and evening. Concurrent with this event: in the afternoon, there will be a flighted B/C/D single session event; in the evening, there will be a single session **stratified pairs** open to anyone (non-qualifiers from the trophy pairs will get free entries)  
Passed unanimously

Clyde Kruskal proposed the the WBL Unit Game run a “weird bridge” section at one of the better attended unit games (to be determined by WBL reps to scheduling meeting on Aug 12<sup>th</sup>). The section would be **in addition** to the regular unit game sections. The “weird bridge” could be a team of two pairs, a swiss pairs, Australian bridge, etc. The Unit Game committee (in consultation with Clyde) was directed to determine the type of event to be held.

Michael reported that Alan Crank has agreed to make preduplicated boards for the Unit Game, for sectionals, and for special events such as the NAOP district final. If this arrangement does not work out, Becky Shafer has volunteered to do it.

Donna reported on the survey. She has almost finished her analysis and is compiling the final results.

The President reported that, in Alexandria, the District 6 Board turned down the WBL request for some of the excess Nationals’ fund monies.

He also reported that the District 6 Board delayed the implementation of the reduction in funding of the NAOP 2<sup>nd</sup> and 3<sup>rd</sup> place winners until the 2004 cycle. Currently, the District pays the hotel for the 2<sup>nd</sup> place pair and it pays the hotel and transportation of the 3<sup>rd</sup> place pairs. (The ACBL pays hotel and trans for the 1st place pair and trans for the 2<sup>nd</sup> place pair.) The District voted to put a cap of \$200 on the 2<sup>nd</sup> place hotel expenses and a cap of \$300 on the 3<sup>rd</sup> place expenses, effective next year. There was some discussion about the confusion at the District 6 meeting.

Steve moved and Ben seconded a motion: that, at the District 6 meeting at Hunt Valley, the WBL support a motion to reconsider the vote to delay implementation of the cap in funding the NAOP district finalists. After considerable discussion of saving money for the district as opposed to published conditions of contest which described the awards, a friendly amendment was accepted. If the vote to reconsider is successful, that the WBL representative vote to delay the implementation until the 2004 cycle, unless a compelling reason to do otherwise emerged in the discussion.  
Motion passed 6-1.

Fred reported on some confusion about the WBL recorder policy. The draft policy, to be voted upon at the next board meeting follows:

1. If the recorded incident is not serious, the recorder should take no action and either file the form or discard it.
2. If the incident is serious, the recorder should:
  - A. Inform the recorded party of the general nature of the issue.
  - B. Give the recorded party an opportunity to respond to the complaint
  - C. Keep the recorder form on file
  - D. Not show the recorded party the form
  - E. Should not disclose who submitted the form

### **Communications/publicity**

More effort should be made to focus attention on duplicate bridge. Media include: the Gazettes, Bob Levey’s column, other bridge columns, maybe a column in the Saturday Washington Times. The President appointed Ron Zucker, Barbara Shaw, Charity Sack, and Joan Lewis to serve on a committee to accomplish some of this. Bob Levey will be

invited to join the committee.

**Establish a presence** It was suggested that the WBL have stationery with letterhead denoting an address so that people can communicate in writing with the League. It was suggested that we rent a mailbox at "Mailboxes, etc" in lieu of renting a regular mailbox so that there is a street address rather than a post office box on our letterhead.

**Membership** It was suggested that our membership secretary receives information from the ACBL, e.g. transfers in and out of the unit, new members, non-renewals, which we could make use of to promote Unit growth. Jane Sturgis previously volunteered to call people who do not renew their membership in the ACBL. New members could be listed in the WBL Bulletin (like NVBA does). Someone should investigate getting this membership information electronically so that we can use it without retyping it.

**Directory** The President noted that we are scheduled to have a new directory in January of 2004. The consensus of the Board was that we wanted to have a new directory and that it should be developed jointly with NVBA. The subject of email addresses in the directory was discussed with no resolution. Details will be left to the committee appointed to conduct this project. Ron Zucker volunteered to be on the committee.

The President and the Board thanked Donna Rogall for hosting the meeting.

### **Future Board Meetings**

Sep 17<sup>th</sup> at Frances Burke's

Oct 15<sup>th</sup> at Michael Carroad's

Nov 12<sup>th</sup> at Ben Laden's

Dec 27<sup>th</sup> at Dick Wegman's

The meeting was adjourned at 10:45 PM

Respectfully submitted,

Michael R. Carroad

Minutes

WBL Board Meeting

September 17, 2003

In attendance: Barbara Doran, Barbara Shaw, Ron Zucker, Steve Forsythe, Dick Wegman, Steve Robinson, Ben Laden, and non-voting members Michael Carroad, Donna Rogall, Kathy Hilbers, and Kitty Gottfried.

The meeting was called to order by President Dick Wegman.

The minutes were approved as submitted.

Steve Robinson presented the Treasurer's Report and said that there was \$10,093.96 in the checking account. \$3,109.51 is money from the Alexandria Regional. Dick Wegman asked for a budget in December broken down into categories. The treasurer's report was approved.

Sectionals:

Our sectionals for this year will be held at the Newport Mill School Cafeteria on Saturdays and Sundays in Dec., Jan., March. The Thursday and Friday games will be at the Church. The cost will be \$2250.00. The October Sectional will be at the Montgomery County Fairgrounds in October. The cost of the Fairgrounds is \$4200.00. January 15 - February 1 is the window for scheduling additional tournaments. Donna Rogall was asked to put directions to the school in the December bulletin. Kathy Hilbers wants to put a sign at the entrance to the Fairgrounds but we need a permit from the City of Gaithersburg. We can not cook food in the kitchen but we can sell food. At the Newport Mill School we can not sell food at all. Barbara Doran wants us to beef up hospitality at the sectionals. Steve Forsythe mentioned that there are no prizes at sectionals in Missouri and Ohio. Steve Robinson said that we spend about \$6-700.00 for prizes and suggested that we cut out the prizes and spend the money on food for the Sunday Swiss and other food for the tournament. The novices will still receive trophies. Michael Carroad said that Virginia Beach and Richmond provide food at their sectionals. Barbara Doran moved and Steve Forsythe seconded that we discontinue prizes and spend money on hospitality. The motion passed with 7 in favor. We will provide food for Friday and Saturday afternoon and there will be a 45 break for sandwiches. Kitty, Ben and Kathy will decide on the type of food. Michael Carroad suggested that potluck food is a possibility. We need to bring our own ice. There will be a new start time of 10:30 on Sundays. The ACBL is raising their tournament fees starting the first of the year. Michael Carroad said that the cost will be about \$200.00. We have to provide table and chairs at the school. Start times on Friday night is 6:00 and 8:00 for the October Sectional. In December Friday start time will be 7:30 with Saturday 1:30 and 7:00. The partnership coordinator Charity Sack needs to be there 1/2 hour before the event. Sherrie Schrama was also suggested as an assistant partnership coordinator with Andrea L'Hereaux as a possibility. Ben Laden needs help with parking and Lee Biggs with the tables and chairs. The parking signs from the Kensington Armory are in Dave Ruderman's basement.

Donna Rogall was asked to put an announcement in the bulletin asking for volunteers to help with the sectionals. Kathy will make an announcement on Thursday night. Stevie will e-mail members asking for volunteers. Steve Forsythe will be the volunteer coordinator.

Donna Rogall reported that the survey is about 3/4 done. She was asked to publish in the bulletin a note as people to bring a person who you haven't seen for a while.

Dick Wegman reported that Alice has completed a draft of the brochure which we wish to distribute to Doctors offices, newcomers groups, real estate companies, etc.

Leslie Shafer doesn't want to do the novice column in the bulletin. Vince Wilmont has volunteered to do it.

Steve Forsythe will be teaching the Instant Bridge Player Learn to Play Bridge in One Day class on Saturday for 10-4 at the October Sectional. The cost will be \$20.00 and \$10.00 for students which includes lunch and booklets. The advertisement is flyers only. Barbara Doran moved that we approve the Instant Bridge Player program at \$400.00. Ron Zucker seconded the motion. The motion passed with 6 in favor.

Dick Wegman asked Francis Burke for the In and Out report. Francis will send in the report to nationals. Ben Laden will be the information coordinator.

Dick Wegman asked if we had letterhead stationary. Francis said that we had some. Donna was asked to help design a new letterhead.

The new recorder policy passed and will be added to the existing policy. 7 were in favor.

The Unit growth report was presented by Dick in Fred King's absence. The programs have been started in the schools. Ron Starr is the sponsor at BCC where 50 students signed up for the after school program. Clyde Kruskal will be sponsoring bridge at Blair. Barbara Summers is sponsoring Richard Montgomery. We need a sponsor for Walter Johnson. The NVBA already has a program at Jefferson High.

Publicity and Marketing:

Ron Zucker said the City paper will publish bridge columns. Jim Allen said that the Washington Times will print stories and columns if we provide the articles. There will be a meeting of the committee at Charity's place on October 1.

Directory:

It was reported that the NVBA wants to do their directory by internet. Co-chairperson, Ron Zucker, will get quotes on 1000, 1500 directories.

Dick thanked Francis Burke for hosting the meeting.

The next meeting will be at Michael Carroad's on October 15, 2003 with the November 12<sup>th</sup> meeting at Ben Laden's and December 17<sup>th</sup> at Dick Wegman's.

Respectfully submitted,

Barbara Shaw, Recording Secretary

## Minutes

Board Meeting October 15, 2003

### Washington Bridge League

President Wegman called the meeting to order at 7:50PM. Voting members present: Vice President Fred King, Treasurer Steve Robinson, Steve Forsythe, Don Berman, Ron Zucker. Also present: Donna Rogall and Michael Carroad.

President's Report: Policy and Procedures – Steve Robinson and Don Berman will update these and put them on-line at the WBL web site. There was some discussion of the disposition of recorder forms (player memos). It was agreed that copies of forms involving “nationally ranked” players would not be furnished to the national recorder.

Treasurer's report: There is \$4381 in checking account, \$18,994 in money market account. Steve Robinson purchased “quick books” for use in bookkeeping and in producing reports.

Publicity Committee: The City Paper will advertise our sectionals. The Gazette will advertise the “0-20 play bridge” program. Bob Levey persuaded the editor of the the Washington Post Sunday Source to publish an article on what it is like to play bridge. The Wash Post OnLine will carry information for new bridge players. There was agreement that the email list produced by Steve Robinson should be expanded.

There was some discussion about reformatting the WBL web site to make it more user-friendly.

Unit Growth: There are 5 high schools participating in the intramural bridge program. The text of the WBL Brochure is complete. Donna Rogall is working on graphics.

Survey: There was extensive discussion on the methodology of arraying the results of the survey in the WBL Bulletin. No agreement was reached.

Directory: NVBA will not participate in the production of a new phone directory. Ron Zucker agreed to have quotes from printers for a WBL-only directory by the next meeting.

Carpool: We have received a total of one request for car pool assistance for the Unit Game. The “need a partner” “need a ride” bulletin boards on our web site are not being “hit”.

Weizhong Bao has resigned from the Board of Directors. The Board appointed Barbara Summers to fill out the remainder of his term.

Tournament: the “no prizes” policy that was previously passed will be effective with the December Tournament since prizes were advertised for October.

Sectional at the Washington Bridge Center: Although there was a wide variety of opinion expressed, a majority of the board appears to be willing to vote to locate an Open Sectional at the WBC, if dates and other details can be worked out.

The matters of International Fund games at Sectionals and Knockouts at Sectionals were deferred.

The Board unanimously voted to authorize the President to appoint a standing Tournament Committee to advise and assist the Tournament Co-chairmen.

It was agreed that we should redouble our efforts to use the ACBL “in-and-out” reports to stimulate membership retention. It was also agreed that we should welcome new members in the WBL Bulletin.

Meeting adjourned at 10:40 PM

Respectfully submitted,  
Michael Carroad

## Minutes

### WBL Board Meeting

November 12, 2003

In attendance: Dick Wegman, Ron Zucker, Don Berman, Barbara Shaw, Barbara Doran, Barbara Summers, Fred King, Ben Laden, and non-voting members Kitty Gottfried, Michael Carroad, and Millard Nachtwey.

The meeting was called to order at 7:50 P.M.

The minutes were approved.

There was no Treasurer's report.

President Dick Wegman welcomed new board member Barbara Summers.

Old Business:

Dick reported that the Publicity Committee had a meeting at his house. The committee members are Bob Levey, Ron Zucker, Joan Lewis, Barbara Shaw and chairman CharitySack. Notice of our games will now appear on the Washington Post's Web cite next to the Bridge Column. About 190,000 people read the Post on line. Bob Levey will be contacting the editor of the Sunday Source about including upcoming tournaments in the Sunday Source section of the paper.

It was also suggested that we have a joint tournament committee with the NVBA to work out area tournament problems and other joint issues. It was suggested that we include ads or NVBA tournaments in our bulletins and they include ads for WBL tournaments in their bulletins. We are also going to try to create eye-catching flyers for our sectionals.

The Unit Growth committee reported that the school programs are going well. There is a problem getting the bridge club started at Blair High School. It was suggested that we include articles in the school papers that have bridge clubs. This might help increase interest in bridge. Clubs are now at Whitman, BCC, Walter Johnson, and Roosevelt high schools. The kids are asking to play other area schools. Dick Wegman suggested that we have a division for the school players at our January Sectional. Ron Zucker is starting a class at Georgetown University in January.

It was suggested by Joan Lewis at the Publicity Committee meeting that the brochure include the NVBA. They wish to emphasize lessons. We could add an extra page or change the font size. The cost would run \$450.00 for 2500 brochures and under \$1000.00 for 5000 two color brochures.

Ron Zucker, directory coordinator, reported that he called several printers for prices for producing our 2004 directory. Susan Laden said thatshe thought she could beat the price quotes he received. A stapled directory is \$2900.00 for 1500. Saddle stitching is \$3485.00 for 2000. Wire binding is \$3800 for 1500 and tape binding is \$3500 for 1500. The board approved the following: size would be 8 1/2" x 11" in half. We will use 20 pound paper, 2color, saddle stitch, and a red cover this year. It will be ready by the March sectional.

Sectional: The attendance has declined to a table count in the mid-300's. We believe that improving hospitality would improve attendance. There was also the idea of including expert panel discussions. Once again the issue of having too many sectionals was discussed. Michael Carroad said that we need to make a final decision on the matter. Millard Nachtwey, Fred King, Barbara Doran and Ron Zucker did not want us to drop a Sectional. Barbara Shaw wanted the sectionals to be spread apart rather than being held on back to back weekends. The May sectional has been moved this year to the first weekend in August. Ron Zucker wanted to look into the ideaof holding a sectional at the Washington Bridge Center. Barbara Doran was against the idea because she believes it will detract from our sectionals. The consensus was that we are willing to contemplate a WBC sectional, but the points won would not count toward the trophy races. Dick Wegman said that we will have a one hour break duringthe Sunday Swiss and we will provide a free

lunch. We will also be purchasing a \$200.00 trophy and 2 small plaques for the winners of the Trophy Pairs competition at the December Sectional. Nadine Wood and Kitty Gottfried are the tournament chairmen and Steve Forsythe will call the volunteers. In January at the Sectional we will have a party for our new Life Masters on Friday night and will get cakes with their names. In addition, the "Player of the Year" trophies will be presented Saturday afternoon.

Fred King reported that Diane Walker will work with him to redesign the WEB site and provide feedback for Don Berman.

It was decided that we will send postcards to those former players who dropped their membership. Barbara Summers volunteered to do that. p>

New Business: Barbara Shaw suggested that the officers always wear name tags when at WBL games. Not all members know who we are, and some of the players may have suggestions or criticisms they wish to express. The board approved purchasing name tags.

Barbara Doran moved and Fred King seconded that we donate \$150.00 to the St. Elizabeth's bridge club.

Don Berman, the WBL Recorder, asked who decides what information is sent to the National Recorder. We decided that no forms will be sent to Rich Colker, the National Recorder, unless a hearing has been held and action taken. Then the national recorder will be notified. We should be sending a copy of the form to the local recorders for members in their units.

Berman also said that we must modify the prize section of our policies and procedures manual.

Michael Carroad presented the schedule of sectionals for next year. The WBL Sectionals will be held the weekends of January 4<sup>th</sup>, March 2<sup>nd</sup>, August 2<sup>nd</sup>, October 2<sup>nd</sup>, and December 2<sup>nd</sup>. Ron Zucker moved and Barbara Shaw seconded that we approve the schedule. The vote was unanimous for approval.

Alan Crank will be duplicating the boards and Jim Coleman will be doing the hand records for the WBL.

Dick thanked Ben Laden for hosting the meeting and reminded us that the next meeting will be held at his house on Wednesday, December 17<sup>th</sup>.

The meeting was adjourned at 10:20 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary

## Minutes

### WBL Board Meeting

**December 17, 2003**

In attendance: Fred King, Dick Wegman, Barbara Doran, Barbara Summers, Ron Zucker, Steve Robinson, Steve Forsythe, Barbara Shaw, Ben Laden, Don Berman, and non-voting members Bill Cole, Kitty Gottfried, Michael Carroad and Donna Rogall.

President Dick Wegman called the meeting to order at 7:39 P.M.

He turned the floor over to District 6 President Bill Cole who wished to discuss reasons from eliminating one of the WBL Sectionals from the yearly calendar. He pointed out that the area cannot handle 10

Sectionals a year. Our table count is down he believes because we have too many Sectionals. We average 310 tables at our Sectionals while the NVBA averages about 330 tables. Atlanta and Phoenix who have only 4 Sectionals a year have 770 and 475 tables respectively at each of their Sectionals. People aren't crossing from the NVBA to Maryland and visa versa. People are going to the Sectionals that are closer to their homes. If we reduced the number of Sectionals there would be a lot less stress on our volunteers. When Sectionals are bunched together on back to back weekends it is difficult to get partners and teammates. The fields are smaller and pay less master points than the STACs in the local clubs. The purpose of our Sectionals is not to give people a place to play. There are Club places to play. We want our Sectionals to be special. Extra hospitality will help to build the Sectionals. We need our Sectionals to be special to separate them from the Club games. Nadine Wood our Tournament Chair said that she will quit if we have more than 4 Sectionals. If we eliminate one Sectional our expenses will be less so money earned can be spent on the ones we have. The NVBA has a good consistent site in which to play. They have cut back one Sectional.

Steve Forsythe wants to do what is best for the membership. Fred King thinks it is questionable that reducing the number of Sectionals will increase the table count at the ones we do have. Steve Robinson stated that we will make money at our tournaments. Michael Carroad said that tournaments used to support the unit now the Unit Game makes more money. Dick Wegman pointed out that the declining membership in the ACBL and our Unit is affecting a change. Steve Forsythe said that the July/August Sectional is the last consideration. And we have no site beyond March. Michael Carroad said that we have the school for the rest of the year. Don Berman stated that many people liked the trophy pairs and other special events. He is not sure that changing one thing at a time would make a difference. Donna Rogall and Barbara Shaw think that it is important to have the tournaments spread apart, not on back to back weekends if at all possible. Steve Forsythe wanted to know what is the measure of our success and what is the goal for success. Is it table count or is making money the measure of success? Dick Wegman said that his expectation is to have 350 tables at our Sectionals. Steve Robinson stated that in his opinion table count for Friday, Saturday and Sunday not Thursday is a good measure.

Steve Robinson made a motion to cut to 4 the number of Sectionals that the WBL will have in 2004. Don Berman seconded the motion. Don Berman said that the purpose of the board is to serve our members. 7 were in favor, 3 abstained.

Dick Wegman will talk to Nadine since she does not want to be co-tournament Chair on a long-term basis. Steve Robinson moved that we drop the December Sectional. Barbara Summers seconded the motion. The motion passed with 8 in favor and 2 abstaining.

The minutes were approved as amended.

Treasurer, Steve Robinson reported that we have \$7,755.07 in our checking account and \$19,034.52 in our money market account. Millard Nachtway is doing a great job of keeping expenses down. The Montgomery County Schools will refund the rent for December since we were unable to use the facility. Ron Zucker requested a summary of the budget on a quarter. We will get \$1250.00 each time we host a Regional. However, this year we received a penalty since our budget was not submitted on time to the District. The treasurer's report was approved.

Old Business:

Kitty Gottfried, Hospitality Chairman, said that we need volunteers to Clean-up and for loading and unloading equipment. The Church is no problem. She would like to see the contract about what the custodian can do. Steve Forsythe's system didn't work this time. He will try a new approach. Barbara Doran said that you can't ask people too early. Dick Wegman asked Barbara Doran to assist Steve in getting volunteers. Michael Carroad suggested that we pay the caddies to help clean up. Kitty, Nadine and Steve Robinson will decide what tasks to pay. Barbara Doran moved that \$100.00 be allocated to hire people for assistance. Steve Forsythe seconded the motion. The motion passed with 10 in favor.

Ben Laden said that he received letters from Memphis asking for our schedule for January and March. Donna Rogall said that we could send the schedules from the bulletin. Barbara Summers said that she would get the box from Rosemary Marks so that we could pay past prize winners who have not yet collected their prizes.

Fred King reported on Unit Growth. The school programs are going pretty well. They have from 1-3 tables and the kids are enthusiastic. Saturday at the January Sectional will try and have a game for the kids. Barbara Summers, who sponsors Walter Johnson, said that no one showed up for the club the last time she went. She recommends that Junior High is a better age.

Fred said that he sold all of the books except for the D series. We will make a bulk purchase if the request is made. Dick reported that Alice Wegman has the brochure ready and the NVBA information is included. We hope to have it out and distributed early in the year. Volunteers are needed to distribute it. It was suggested that the brochure be put on the Web site.

Ron Zucker reported that he has not received any additional quotes for publishing the directory.

Donna Rogall said that she finally has finished tabulating the surveys and the additional information will be published in the bulletin.

#### New Business:

There was discussion on whether to continue giving free plays. The free plays cost about \$3000.00 a year. That includes free plays for the winners at tournaments and all workers who are given free plays. The free plays at the Unit games cost about \$1500.00 a year. Fred King, Don Berman and Steve Robinson were appointed to a committee to discuss the WBL Free Play program.

Friday night at the January Sectional we will have our annual New Life Master Party. Kitty needs the names for the cakes and will order the cakes. Dick Wegman will send a letter to the new life masters inviting them to the party and will get the names to Kitty.

Unit championship sanctions are available to give to area Clubs who request it for New Year's Eve. Steve Forsythe moved that we give the sanction to any club that requests it. Barbara Summers seconded the motion. The motion passed with 10 approving.

The board discussed replacing Robert Gunnell as a board member. He has missed three meetings and has not attended a meeting since being appointed to the board. It was suggested that Dick call and talk to him first.

Steve Robinson asked permission to start a building fund. He stated that there was no reason not to have one. The board tabled his request.

Steve Robinson moved that we offer Jim Allen and the Washington Bridge Center a WBL non-trophy, Sectionally rated Club Tournament to be held on a Friday - Sunday at his club. The dates are subject to Millard's approval. It is not to be billed as a WBL Sectional. Barbara Summers seconded the motion. The motion passed with 6 in favor, 2 opposed and 2 abstaining.

The board thanked Dick Wegman for hosting the meeting.

Our next meeting will be at Don Berman's on January 21, 2004. The February meeting will be at Ron Zucker's, March at Barbara Summer's and April at Barbara Doran's.

The meeting was adjourned at 10:35 P.M.

Respectfully submitted,

Barbara Shaw, Recording Secretary