



Board of Directors' Minutes

Meeting held August 12, 2019 @ VCC

BOARD OF DIRECTORS

President:
Alan Trippel

Vice President:
Annie Dethardt

Treasurer:
Mike Popkin

Secretary:
Francine McKay

Logistics Director:
Cathy Bertrand

Marketing Director:
Teri LaBove

Program Director:
Andy Cosby

Member Services Director:
Linda Prust

Player Development Director:
Candace Williams

Call to Order:

The 8th meeting of the 2019 Board was called to order at 4:26 PM.

- All members were in attendance except Candace.
- July Board Minutes were approved
- August Board Agenda approved.

Director & Office reports:

Mike: We have \$9,390.53 on hand which shows a loss of \$1,294.25.

Francine: I have been asked by Duane Hall to be on his committee that is checking to be sure that the documents on the website are current and up-to-date with all approved changes and agreed to help.

Teri: She showed the news report published Saturday in the Centenal. She plans to continue making reports for the Open House scheduled this month and plans to take pictures.

Linda: We have 513 active members, 5 RIP, and 178 members that have yet to renew their membership. It was discussed that members who have not renewed in over three years, be deleted.

Andy: According to the drop in table count, the projection does not look good. We are 6% down in table count this year which is what we were down last year also.

Old Business:

Alan: It seems that another event is scheduled at the Woodlands the same time as our Open House. It was decided to keep the date and hopefully those coming to the other event will also visit us.

New Business:

Annie:

- Alan introduced the need to have a Long Range Plan because you need to know where the club stands at present and where the club is heading. Trend lines are downward with table count minus 6%, especially the morning games.
- Annie stated that a long range plan was to insure the viability of the organization. Handouts were passed out detailing the mission, vision, etc. that the Long Range Plan for VCC should include. These handouts are not attached as not final yet.
 - * Goals are to follow the SMART method which are: Specific, Measureable, Attainable, Relevant, and Timely.
 - * It was asked that the Board review the material and contact her by email or phone with feedback anytime prior to our next meeting. She wants to have the Plan finalized for the September meeting with everyone's input. Hope is to begin implementation this year and have it carried on into the new year by the 2020 Board.

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Cathy:

Cathy and Alan are going to look in to the cleaning and weeding out of the excess clutter in our storage room next to the Xerox machine. Alan volunteered to talk to the necessary employees to ensure that it remains “our” storage area and not to house material belonging to the POA also. (The storage area above the stage in the Woodlands, which is being used to store decorations for VCC, is not a problem.)

Alan:

- Reorganization and job postings:
 - * Alan’s handouts for the reorganization of jobs and the requirements for each job is attached as Attachment #1. Also getting harder and harder to get volunteers because the duties are a lot for one person, etc.
 - * It was decided that job openings will be posted to give every member an opportunity to apply if qualified and interested. (Follow-up with members, who are also lawyers, regarding the legality, etc. if the posting is required and will be made and discussed later.)
 - * It was mentioned if “free play” on your birthday and other perks/incentives might increase our table count. Handout showing the average trend of participation is attached as Attachment #2.
- The Zero Tolerance committee’s (Bob Davis, Bob Wessel, and Vicki Poecker) report is attached as Attachment #3. They recommend staying with the Clubs current “Zero Tolerance Policy”.
- Governess Document update is still in progress. It was noted that the committee needs to be sure to address wording that eligible VCC Board Members are not limited only to ACBL duplicate bridge players, but open to all members of VCC.
- Alan made a motion to eliminate food eating at active bridge tables. After discussion Alan pulled the motion. Francine asked that an announcement be made before the duplicate bridge games asking players to not eat at the tables and explaining the reasons the request is being made : gums up the cards; the card sorting machines; and the bidding machines; therefore costing the club money. Everyone agreed, and Alan said he would notify the directors. It was noted that exceptions may be made for special events, etc. if approved by the Board in advance.
- A dress guideline was mentioned and dismissed.

Andy:

- Motion made by Andy to amend the GDPM Standing Rule as follows:
 - * to permit use of the Web movements, which we are already using, when appropriate; and
 - * to permit Game Directors of small games to play in order to make the game viable, to accommodate a player whose partner no-shows, or to avoid a long sit-out; and to prescribe when those plays would require entry fees.

Motion passed unanimously!

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- Andy made another motion to rescind the April 2017 rule which prohibits, for any reason our conducting, concurrent with an open game, any limited game with a masterpoint level above 500.
 - * Teri introduced an amendment to this motion stating it should read as follows:
If an ACBL Special Event game or Unit Wide game is concurrent with an Open game, a limited game above 500 MP can be held if warranted on Wednesdays. Special permission for other days may be granted if requested ahead of time and approved by that year's current Board.
- Motion with amendment passed 5 to 3.

Mike:

- First motion was made to support a proposal coming from the Finance Committee (Attachment #4) that the Facilities Manager work with the Business Manager, Treasurer and Club Manager to develop a watch list of fixed assets. Fixed assets are ones more than 5-years old with a replacement value greater than \$500.00. Items peripheral to any fixed asset, meeting the above time/value condition, are also included in the evaluation of the primary fixed asset's replacement cost. This watch list will be presented to each new Board on an annual basis in writing.
Cathy seconded the motion and it was passed unanimously.
- Second motion made was to make comparable the salary we pay for small duplicate games with our other game offerings. Motion tabled until September meeting.

Teri:

Motion made by Teri to establish a Memorial Club Championship Game in honor of Mickey Bearden to be held in September each year on or near September 14, starting in 2019.

Motion seconded by Francine and unanimously passed.

Adjourned: 6:36 PM

(Attachments are included with the minutes on the website. Please go there to view. Thanks!)

**VILLAGE CARD CLUB -
REORGANIZATION, Effective ~~goal~~ January 1, 2020**

DUPLICATE OPERATIONS MANAGER (Revised)

Summary: Exclusive focus on Duplicate Bridge.

- Interaction and the face VCC with ACBL, Unit, District and The Common Game
- Coordinated with Duplicate Program chair as needed
- All End of Month ACBL processing of MasterPoints and resolve discrepancies
- Determine all Player of Month, P-O-Y, Milestone Achievements, Annual Award winners
- Insure adequate number of trained Duplicate Game Directors for each sanctioned session
- Board making schedule
- Back up and support for Advisory Director, and
- Member of Technology & Data Base committee

Compensation: decrease from \$250 per month to \$150 per month

CLUB OPERATIONS MANAGER (i.e. Non-duplicate) (New)

Summary: Overseeing VCC daily operations

- POA Facility Mgr interactions: monthly room utilization, cleaning, keys, special requests per event schedule including alcohol sales
- Interaction with all non-duplicate game liaisons regarding operations, room utilization, keys and needed game supplies
- Process all membership requests, questions and issues regarding any and all games
- Interact and back-up for/with Logistics on supplies needed for all VCC operations
- Zero Tolerance incident reports
- Back-up for Duplicate manager
- Post appropriate bulletin board notices and communication to internal chairs as needed

Compensation: \$50 per month

WEB MASTER (No change)

Summary: posting information as provided to website & enhanced functionality

- Post any and all information on website
- Interact with Data Base Manager as need on web functionality
- Member of Technology & Data Base committee

Compensation: same \$50 per month

ADVISORY DIRECTOR (Revised)

Summary: Only sanction game interaction

- Assist Duplicate Operations manager as needed
- ACBL Score problem-solving, systems updates and lead for new ACBL rolls outs
- Maintenance of sanctioned games equipment: PCs, BridgeMates, Dealer4
- Member Technology & Data Base committee

Compensation: increase to \$50 per month

DATA BASE MANAGER (New)

Summary: Manages all VCC membership and ACBL player data.

- Actual update and maintain all VCC Member data-base records (note: no longer performed by Member Services Director) in a new "data base" application
- Interact with Advisory Director & ACBL on new ACBL-Score, ACBL-Live and future roll-outs
- Chair of Technology & Data Base committee

Compensation: new position, \$75 per month

Increase VCC compensation expense from \$335 monthly to \$375 monthly

REQUIREMENTS FOR POSITION

DUPLICATE OPERATIONS MANAGER (Revised)

Summary: Exclusive focus on Duplicate Bridge.

- Member of VCC for 3 years or significant similar prior experience
- Current or former duplicate game director
- Personal skills:
 - Good communication and social skills,
 - Knowledge of duplicate bridge,
 - Positive & even temperament,
 - Above average skills in technology, and
 - Be available to assist members and stakeholders on short notice.

CLUB OPERATIONS MANAGER (i.e. Non-duplicate) (New)

Summary: Overseeing VCC daily operations

- Same as above, but no need for duplicate game director experience

WEB MASTER

Summary: posting information as provided to website & enhanced functionality.

- Member of VCC
- Experience in the computer field, especially personal computers,
- Personal skills:
 - Take direction from VCC stakeholders with authority to request web changes,
 - Available to make changes on short notice, and
 - Above average sense of design and website layout.

ADVISORY DIRECTOR

Summary: : Only sanction duplicate game interaction

- Member of VCC and certified Sanctioned Director
- High degree of competence in ACBL Score and other ACBL computer functions.
- Above average understanding of the technology used to run duplicate bridge games.
- High understanding The Laws of Duplicate Bridge
- Personal skills:
 - Adaptable to change,
 - Above average problem-solver,
 - Builds rapport with duplicate players, VCC members and game directors
 - Superior knowledge and understanding of ACBL Score and other hardware & software used in VCC duplicate games, and
 - Can impart knowledge and understanding to other duplicate game directors,

DATA BASE MANAGER (NEW)

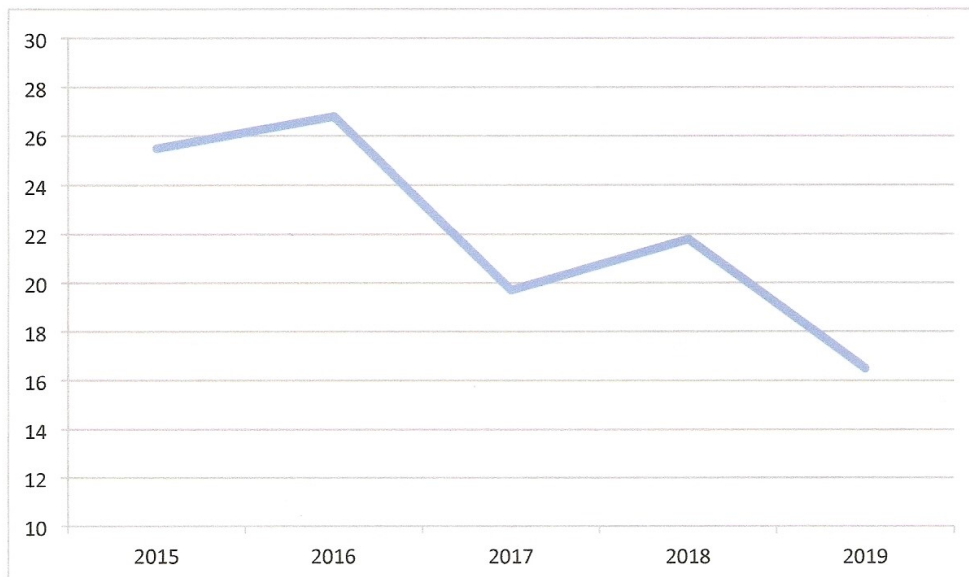
Summary: Manages all VCC membership and ACBL player data. Works on an as-needed basis with ACBL on technology enhancements and data base enhancements.

- Member of VCC
- High degree of competence in ACBL Score and other ACBL computer functions.
- Demonstrated ability to work with data bases or develop one appropriate for VCC.
- Excellent knowledge of PCs, software & applications potentially useful for VCC.
- Enjoy creating technology solutions to VCC needs and opportunities.

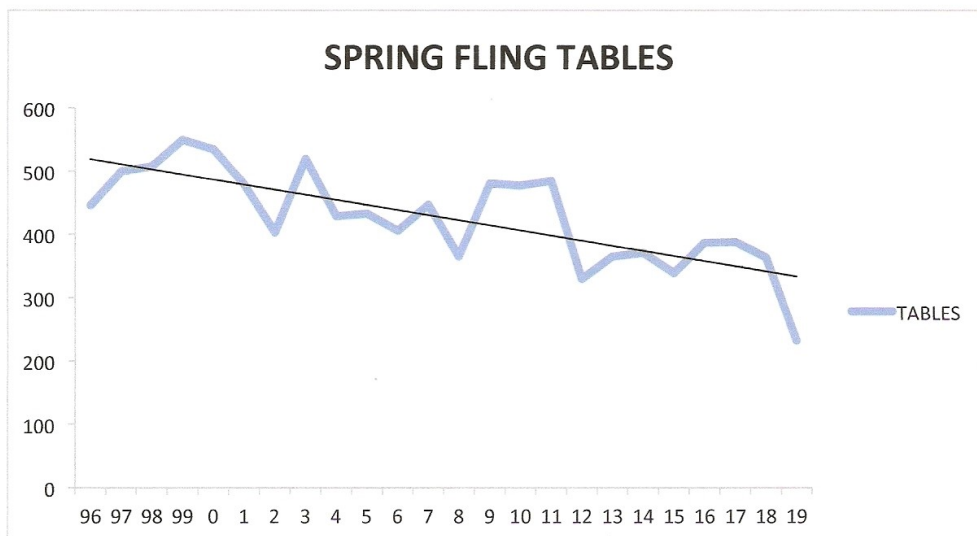
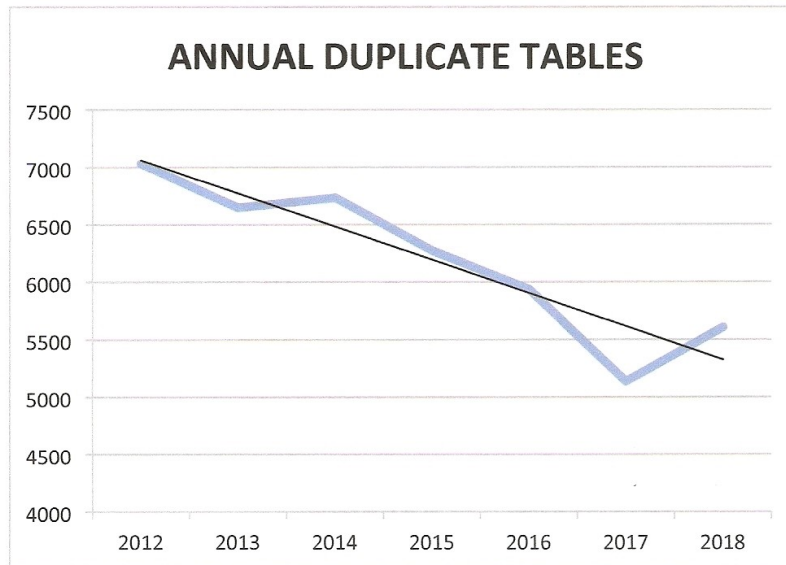
FIRST FULL WEEK OF EACH MONTH

Total 4 Morning Games Only				
	AUG	JUL	JUN	AVER
2015	27	25	24.5	25.5
2016	28.5	25.5	26.5	26.8
2017	21	20.5	17.5	19.7
2018	21.5	18.5	25.5	21.8
2019	12	18	19.5	16.5
Trend >	down	down	down	down

TREND LINE OF AVERAGE



Attachment #2 (b)



Aug 1, 2019

Dear ~~Alan~~ *Alan*

I am writing this note, on behalf of the committee.

We recommend staying with the Clubs current "Zero Tolerance Policy".

The previous policy was too cumbersome to be effective. Too much time elapsed between the actual complaint and the result. Also we found that some club members were using the system to vent personal feelings.

Robert Davis
Robert Davis

Financial Committee Meeting 8/3/19

Resolve

On August 3rd, 2019 the financial Committee met with Andy Cosby & Wally Johnson present to discuss Uniform Pay Structure and Fixed Assets; also, an update concerning our pending sale of tables and chairs.

- Wally is our facilities manager for fixed assets. Wally recognizes that proactive management of fixed assets needs to be addressed by this committee. Fixed assets that are more than 5-years old with a replacement value greater than \$500.00 should be reviewed annually and provisions made to ensure cash on hand is adequate to replace these items at a moment's notice. In addition, items that are peripheral to any fixed asset meeting above time/value condition should be included in the evaluation of the primary fixed asset's replacement cost.
 - The committee recommends that the Facilities Manager work with the Business Manager, Treasurer and Club Manager to develop a watch list of fixed assets meeting the above criteria, this watch list will be presented to each new Board on an annual basis.
- Andy Cosby has requested that the Financial Committee review and advise about revising the Salary & Fee for Game Directors and Table Fees. The club is changing its clientele to include much more than just Duplicate Bridge, so Andy has asked that we provide specific guidance concerning "Small Game" fees.
 - When we pay Coordinators / Directors top dollar for short tables, 4 or less, we are demeaning the duplicate game Directors that are providing a greater service, where Duplicate games produce a higher participation. It is not equitable to pay someone \$25.00 dollars to run a Rubber Bridge Game or 3-Table Howell, while paying \$36.00 to run a full open Duplicate game. The Financial committee believes this sends the wrong

message and implies that Small games provide an equal value to the club, or even worse, that the larger games bring less value.

For this reason the Financial committee proposes the following:

- The committee recommends that the Salary & Fee Schedule be changed under item... **Game Director...** to omit the language "and no sanctioned alternative is available, the director may run a non-sanctioned game with players paying the standard table fee, in which case" and replace the sentence with... "If fewer than 4-Tables are to be played, the director shall be paid the Game Coordinator Salary."
 - In addition, strike the reference **Rubber Bridge & Better Bridgers... \$25 per session Cribbage Game Coordinator:** To now read... **Game Coordinators: \$15 per session with \$10 bonus for 12+players**
- Under **Table Fees:** omit the word **bridge** entirely.
- If a game does not make, but the attendees choose to stay and play the regular \$3.00 fee will be charged without any prize money paid.