



**BOARD
OF DIRECTORS**

President:
Noel Stewart

Vice President:
Annie Dethardt

Treasurer:
Jerry Bertrand

Secretary:
Betty Price

Logistics Director:
Deborah Christian

Marketing Director:
Teri LaBove

Program Director:
Andy Cosby

Member Services Director:
Linda Prust

**Player Development
Director:**
Alan Trippel

Board of Directors' Minutes

Emergency Board Meeting held March 15, 2020 @ VCC

Call to Order:

An emergency meeting of the 2020 Board was called to order at 1:00 PM.

Those present were: Noel Stewart, Annie Dethardt, Jerry Bertrand, Teri LaBove, Andy Cosby, Deborah Christian, Linda Prust and Louise Buhl. Alan Trippel was not in attendance. Also present were: Ken Frankenberger, Ned Irving and Gene LaBove.

Director & Office Reports, including but not limited to:

- No reports were given by Board Members as this was a special emergency meeting.

New Business:

- Noel called an emergency board meeting to discuss two items:
Item 1: Should the club continue or cancel the Spring Fling Tournament set for April 3-5, 2020? Each Board Member was asked to give a brief explanation of whether or not they think we should continue or cancel the Spring Fling Tournament. Motion was made and passed unanimously to cancel the tournament. There was discussion on who was to be notified in regards to canceling the tournament.

Item 2: Should the club continue to hold games or shut down all games at the VCC at midnight on March 15, 2020, with a target reopening date of April 1, 2020? Motion was made and passed unanimously to shut down all games. There was discussion on notification procedures to the club members.

- Ned gave a brief presentation on what we may expect in the future as outlined by experts, and how long pandemic could continue.
- Ken Frankenberger is going to check to see if we can get a rental adjustment from the POA.

Future Business:

- There will be another emergency meeting on March 29, 2020, at 1:00 pm to discuss reopening the VCC on April 1, 2020, or to continue shutdown until a later date.

Adjourned: Meeting was adjourned at 1:35 PM.



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Board of Directors' Minutes

Meeting held March 9, 2020 @ VCC

Call to Order:

The third meeting of the 2020 Board was called to order at 4:30 PM.

Those present were: Noel Stewart, Jerry Bertrand, Teri LaBove, Andy Cosby, Alan Trippel, Deborah Christian, Linda Prust, Annie Dethardt and Louise Buhl. Also attending were Ken Frankenberger, Rich Higgins, Ned Irving, Wally Johnson and Leslie Pfeiffer.

The Minutes for February 2020 Board Meeting were approved.

Director & Office Reports, including but not limited to:

- Noel – Welcomed visitors to the meeting. She stated visitors were here for a purpose. Noel was asked by Leslie Pfeiffer to talk about the upcoming Spring Fling Tournament. Noel also asked Ned Irving to attend to help in a discussion about the Spring Fling Tournament and what our approach as a club would be to the Novel Coronavirus (COVID-19). Rich Higgins was also asked to attend. Noel thinks it is important to have a variety of opinions to help us consider what we are going to do looking forward. Noel drafted a memo of the recommendations by both CDC and the World Health Organization. Teri was asked to send this information out to all members. Please see discussion from our visitors in the "Future Business" section of this report.
- Annie – Nothing new to report.
- Jerry – Nothing new to report.
- Deborah – Requested that if something new needs to be purchased, to go to Noel and Noel will tell Deborah. Deborah had expenditures of \$550 and put \$21.89 on the old credit card. She has not received a new credit card at the time of this meeting. She also stated that we have new convention card holders, and if anyone wants to buy the old ones, they should sell for about \$2.
- Teri – Signed up for the Community Fair on March 25. The advertising has been done for the games. We will have 400 pencils for the Community Fair with our web address and phone number on them. If any pencils are left over, we will give them towards the tournament. Also, another item in Teri's report is that they were supposed to have an open house in March but have decided to have it at a later date.
- Andy – Passed around a handout for the Jan-Feb 2020 Limited Stand-Alone Games Summary for Board Members to review.
- Linda – Stated we have 433 members.
- Alan – Monday and Tuesday morning classes are going well. We will start Thursday game series. Deborah said there was some confusion as to start time for Thursday games. First, it was said to be 9:30 and then 9:00. Start time will be changed to 9:00.

Unfinished Business:

- Jerry updated Board Members on discussion with the Finance Committee regarding payroll reconciliation protocol. The Finance Committee decided that Andy is doing a very good job of helping the Business Manager with payroll reconciliation. Jerry made a motion that preparation of payroll reconciliation workbook be included in the duties of the Program Director. Discussion on the motion ensued. Motion was passed. Jerry requests that the game reports go back to the original procedure.
- Wally had three things to discuss:
 1. In regard to the CPR training, Pat Hanard, who has done the training before, will not be available until May because she is being retrained; but Wally might be able to get the Fire Department to come in the next few weeks. The charge for the training was discussed and it is around \$6 to \$7 for the Pat Hanard training program, but he does not know if the Fire Department is going to charge.
 2. Wally needs \$100 to put the rose garden back together.
 3. Wally and Greg Frank were looking for some electrical equipment in the storage area and some of the items were missing. Discussion ensued as to what items had been misplaced or missing.
- Alan made a draft of the Hygiene and Dress Code Policy for the Board Members to review and discuss. Discussion ensued and there were a few changes suggested to the Policy. After changes are made, the Policy will be posted on both bulletin boards. Motion was made and passed.
- Alan updated Board Members on the mentoring proposal made by Louallen Thomassen at the February Board Meeting. Alan does not want to do it on his own volition, but if Louallen wants to have it, he would support whatever she suggests to do. There was mention of shepherding which was a program done before, but so far nothing has been done.

New Business:

- Motion was made and passed to approve Louise Buhl as Secretary effective March 1, 2020.
- Motion was made and passed to approve that both Ken Frankenberger and Alan Trippel receive the \$125 Club Operations Manager salary during the month of March 2020 to ensure a smooth transition.
- Greg Frank was to discuss Village Card Club website in general, but it has been tabled until the April Board Meeting.

Future Business:

- There was much discussion on the COVID-19 from our visitors.
 1. Leslie Pfeiffer asked for a decision of whether or not we are going to have the Spring Fling Tournament. Noel asked Ned to give us a little information on how the ACBL would react if we decide to cancel and what would happen. If we cancel, it should be for the welfare of our members. He prefaced that by saying this is all uncharted territory, and the ACBL is having a lot of challenges and questions on how to handle the situation. If the Board decides to cancel, it should contact Rich, as unit president, and the ACBL. The Board should bend over backwards to communicate with all potential attendees. The Board should try to get in touch with out-of-towners so they do not make the trip unnecessarily. Andy asked if other clubs have canceled planned tournaments. Ned said a tournament in Seattle and one in California have been canceled thus far. Noel asked how late can we cancel. Alan asked what the protocol from ACBL is.
 2. Ned mentioned liability insurance and it was determined that the club has liability insurance through the POA, but someone should talk to the POA representative to get the story on that. The ACBL has umbrella coverage on all sectionals, regionals and national tournaments, but we must be registered and there is still time to do this. Ned has a form. Our club has not done this and this should be taken care of as soon as possible.
 3. The Board felt that it was a little premature to cancel the Spring Fling Tournament, but will watch carefully as events unfold and possibly have a special board meeting to decide to cancel or not.
 4. Rich just mentioned some things to be aware of like trying not to touch your face and to certainly wash hands often, etc. He gave suggestions with handling finger foods and to wear gloves when serving. He suggested trying to have as safe an environment as possible for the players.
 5. Ned brought up that POA has not taken a position so far on what precautions we should be taking on closing down organizations, clubs, etc. Alan said he was told that nothing has been discussed yet on protocol.

6. Wally asked Leslie are there other reasons we should be thinking about canceling the tournament? She answered no, but she did say there was low visitation at other tournaments. Leslie reiterated that the decision to not have the tournament falls to the Board to decide.
 7. Andy asked if the situation would be different if there were a reported case in Arkansas. If there would be a reported case in Arkansas then could this be a guideline for canceling the tournament? Noel said not necessarily. Discussion ensued on safer practices and most of the information has already been sent out in Noel's memo.
 8. Alan mentioned using thermal thermometers to screen everyone who comes into the club. This idea was not accepted by the Board Members.
 9. Annie mentioned sanitation wipes for bathroom doors and in high touch areas.
 10. Ned asked what kind of latitude the directors have if someone exhibits symptoms that are alarming. They would be authorized to ask that person to leave.
 11. Noel said someone mentioned purchasing an ultraviolet light to put over the dealing machine.
- Noel had a few suggestions for club safety procedures.
 1. Directors should make a brief announcement reminding people to wash hands, use sanitizers and tissues, etc.
 2. Announce no unwrapped food served in the kitchen.
 3. Post flyers on hygiene issues on doors and place on tables. Teri said she would take care of this
 4. It was decided that thermal thermometers should not be used.
 5. Have cough drops available, preferably sugar free.
 6. Have the POA sanitize the bathrooms and tables every day. Alan will check with the POA to see if this is already being done.

Adjourned: Meeting was adjourned at 5:40 PM.