



## ***Table of Contents***

<b>MEETING CALLED TO ORDER.....</b>	<b>3</b>
A. Introductory Remarks – Mark Kaprielian.....	3
B. Review of Agenda – Mark Kaprielian.....	3
<b>II. REPORTS – OFFICERS.....</b>	<b>3</b>
A. President – Mark Kaprielian.....	3
B. Treasurer – John Chamberlain.....	3
C. Clerk – Harvey Reed.....	3
<b>III. REPORTS – PROGRAM DIRECTORS.....</b>	<b>3</b>
A. Chess School – Howard Goldowsky.....	3
B. Game Advice Program – Joe Kelly.....	3
C. Games Archive – Plamen Krastev.....	3
D. Library – Matthew Phelps.....	3
E. Marketing – Harvey Reed.....	4
F. Monthly Tournament – Jim Krycka.....	4
G. Newsletter – Harvey Reed.....	4
H. Scholastics – John Bottini.....	4
I. Weekly Group Chess Lesson – John Chamberlain.....	5
J. Website – Mark Kaprielian.....	5
<b>IV. REPORTS – COMMITTEES AND OTHER INITIATIVES.....</b>	<b>5</b>
A. 20 <sup>th</sup> Anniversary – Harvey Reed.....	5
B. Demographics – Mark Kaprielian.....	5
<b>V. TOPICS FOR DISCUSSION AND POSSIBLE ACTION.....</b>	<b>5</b>
A. Adoption of Articles and Bylaws of the newly formed corporation.....	5
B. Adoption of Policies and Procedures.....	5
C. Election of Officers – Mark Kaprielian.....	6
D. Appointment of Program Directors – Mark Kaprielian.....	6
E. Creation of various committees – Mark Kaprielian.....	7
F. Policies and Procedures for Programs –.....	7
G. Monthly Tournaments Policy and Procedure amendments – Jim Krycka.....	7
H. Added Agenda Item – Marketing Budget.....	7
I. Added Agenda Item – Reducing email spam on the Club lists.....	7
J. Privacy Notice – Harvey Reed.....	7
K. Adjournment.....	8

## Meeting Called to Order

### A. Introductory Remarks – Mark Kaprielian

President Mark Kaprielian welcomed those present to the meeting. He stated that the primary purpose of this meeting was to complete the transition to the new MetroWest Chess Club Corporation and to fulfill the requirements set out in the corporations Articles and Bylaws regarding the first meeting after the election of officers.

### B. Review of Agenda – Mark Kaprielian

Two items were added to the agenda, a discussion of creating a Marketing Budget and a discussion of what can be done about the recent increase in spam on the various club lists.

## II. Reports – Officers

### A. President – Mark Kaprielian

The President reported that the only remaining incorporation business is to get our tax-exempt status from the Federal government and that this process could take several months. Since we were incorporated in November of 2002, our gross income for the corporation's year of 2002 is below the amount required for filing.

Mark also reported that two free checking accounts were opened up for the corporation and that the funds from the old Framingham Chess Club account from which we have been operating from are being slowly transferred over. The reason for slowly transferring the money is that we do not yet have our checks for the new account. The reason for a second account being opened was to provide a linked but separate account for electronic fund transfers, such as PayPal payments made to the club. This is in anticipation of setting up on-line shopping carts for MCC promotional items and for On-Line advance registration payment. Once we have our new logo completed, checks will be ordered for the accounts. At that time our bank routing information will be available and the completion of the PayPal account for the MCC will be possible. Mark mentioned that he has the knowledge to set up the MCC Website for online activity after having done this for the Mass Chess Association as their Webmaster.

### B. Treasurer – John Chamberlain

The Treasurer made no report.

### C. Clerk – Harvey Reed

The Clerk reported that he is pleased to serve MCC.

## III. Reports – Program Directors

### A. Chess School – Howard Goldowsky

(see March newsletter)

### B. Game Advice Program – Joe Kelly

The Game Advice director made no report.

### C. Games Archive – Plamen Krastev

The Games Archivist reported challenges collecting game scores. Most people who turn in scores are from lower sections. Plamen and Mark will investigate making a high-visibility collection box. Plus we will remind people at round 1. Robert suggested a wall magazine display case for scores. Mark will investigate.

### D. Library – Matthew Phelps

The Library Director reported that after working with the President, software for maintaining an inventory of the library was researched, evaluated and purchased. The software is designed to track many aspects of the status of a book and automatically fills in information from the internet concerning the details of the each book such as its publisher, date of publication, pages and often a graphic of the cover. The software also accommodates tracking multiple copies of a book and the loan status of each book. A flexible set of web publishing features will allow posting various reports easily to the web site.

The title of the software is manufactured by and called

Readerware <http://www.readerware.com/index.html>.

We purchased the 3 product bundle, 5 seat Server package which consists of the Book, Video and CD applications and will work on a Palm handheld. As part of the purchase we received a free CueCat bar code scanner to allow rapid entry of books into the application. Cost of the package was \$125, which was the most expensive and comprehensive package. Free upgrades for the current major revision and discounted upgrades for existing users for major upgrades are provided.

Trials using the software have been successful.

Direction for the Library – Consolidate what we have, get outstanding books back. Also ask for donations, materials and money. Remind people that donations to MCC are not tax-deductible.

Short Term objectives – provide reports posted to the MCC website. Provide customer service on the website.

#### **E. Marketing – Harvey Reed**

The Marketing Director reported on the progress of the Marketing budget of \$800 for creative/graphic talent to enable marketing efforts that were approved as Motion\_2002-10-04. The motion stated that the deliverables were to be: (a) Logo; (b) Homepage with FrontPage template; (c) artwork for banner.

Harvey Reed presented a hard copy of the new Logo and Website home page. He stated that several passes of member feedback were solicited for both the Logo and the homepage. The logo is currently considered completed. The Homepage and standard template for pages based on it has gone through several fine tunings and is almost ready to be deployed.

The original budget is for 20.00 hours of which we have used 14.75 hours with our contract help, Diane Staheli. Of the hours contracted for, to date, 8.50 hours has been spent on the Logo and 6.25 hours on the Web work

To date, \$400 of the budgeted money has been paid out (10.00 hours), with additional \$190 owed, and \$210 left in the budget. We will also get the original source “Illustrator” files.

#### **F. Monthly Tournament – Jim Krycka**

The Monthly Tournament Director reported that tournament attendance continues to steadily increase year-over-year. The attendance for November, January, and February averaged 8 higher than the same events for the previous year.

The section breaks at 1800/1750 and 1450/1400 continue to be appropriate for our participants. For the past 3 events, the middle section was the largest each time averaging almost 30 players. Next was the lower section at 26 and the open section trailed with an average of 21 contestants. During this period the open section averaged 3 players playing up while the middle section averaged almost 5 playing up. Unrated players continued to congregate in the lower section. There the average was 5 per event while the middle section attracted an average of 1 per event and the open section had only one unrated player over the three events.

The number of players in the open section varied the most (26, 20, 16) while the middle section (29, 29, 31) and the lower section (27, 26, 24) were remarkably steady. Overall, these numbers indicate that our section breaks have been working well, though this type of data needs to be monitored as our participation level and demographics change over time.

Due to a policy change last year to start and finish all weeknight tournaments within the same calendar month, the recently completed Stanley Crowe Memorial tournament was the last event scheduled for 6 rounds, spanning two months. The upcoming Spring Swiss will be a 5 round event instead of 6 as had been past practice. This has the benefit of allowing MCC to hold a full 4 round event in May.

Since last October, the prize money for the lower two sections has been increased. The Monthly Tournament Director cited anecdotal evidence that the increased prize fund for the Stanley Crowe Memorial was favorably noticed by several of the lower section participants (especially those in contention for a prize). The increased attendance at MCC events should allow us to sustain these higher prize levels. A future item for the director (and the ultimately the board) is to re-examine the prize structure to make adjustments based on attendance with an eye toward increasing the prize fund for the open section, which was reduced last year.

#### **G. Newsletter – Harvey Reed**

Harvey reminded Program Directors to get their pieces in for this weekend. Jim Krycka doesn't like the “see below” pointer for Monthly Tournament.

#### **H. Scholastics – John Bottini**

Starting to plan for the summer event on the 3<sup>rd</sup> week of June thru the 3<sup>rd</sup> week of August (10 weeks). Don't know the number of events. Wants to follow the Hodge model. Will want to adjust the weekend tournament (low attendance). The weeknight tournaments were well attended though.

Starting to get email inquiries. Need to follow –up with details. The Hamster is starting to run! John needs to tell Harvey the schedule, so we can reserve the center for Thursday. The Chess School will move to a different room to accommodate. Arrive by 7:00pm, start by 7:30pm 2 rounds, and project the finish by 9:30pm at the latest.

John reports that this weekend is the MACA State Finals. MCC has two regular members who qualified to play and are participating, Anabel Bacon, Nikita Konovalchuk.

**I. Weekly Group Chess Lesson – John Chamberlain**

John reported that class is going well. Projector is good value. John asked Harvey to investigate if the projector can be ceiling mounted.

**J. Website – Mark Kaprielian**

The Website Director reported that to date, only Harvey Reed and himself have been managing the web site. John Bottini has volunteered to be an assistant Webmaster and will serve two particular roles on the web team. The first role will be to share the duties of posting the weekly results so that the club will have a second person capable of posting the results from the pairing software. The second role is to be the primary person responsible for the Scholastics program postings.

PayPal capability is being added to the web site to allow general online payments capabilities. It is anticipated that club promotional items will be made available for payment online. In addition a trial pre-registration for the Monthly tournament is being planned in conjunction with the TD staff. A poll taken at round one of the January event showed that of the 60 or so people present in the room, over 20 would pre-register on-line via PayPal if it were made available. This could significantly reduce the registration chaos for round 1.

Over the course of the next few months, planning and implementation of a revamped future events listing is being considered.

Major redesign of the look and feel of the web site is currently under way. These activities are primarily reported in the Marketing director's report.

**IV. Reports – Committees and other Initiatives**

**A. 20<sup>th</sup> Anniversary – Harvey Reed**

Harvey reported that the new website needs to be up by the end of April 2003. This will support a major drive to celebrate the 20 yr anniversary in June 2003. In addition we are collecting oral history to summarize.

**B. Demographics – Mark Kaprielian**

Mark Kaprielian reported that a small collection of members is undertaking a demographics effort to produce various statistics based on the clubs cross tables. To this end a database was constructed to hold raw data and filled with the information for all the clubs events held between 1995 and present based on the official USCF cross tables. Jim Krycka has written a program to determine streaks and other participation records. Doug Hull is using Matlab to produce graphical analysis of attendance patterns.

**V. Topics for Discussion and possible Action**

**A. Adoption of Articles and Bylaws of the newly formed corporation.**

To complete the transition and to make sure we are established on firm footing, the board of directors should now formally adopt the Articles and Bylaws.

***Motion\_2003-02-01***

***Powell, Krycka 2nd***

**To ratify the actions of the incorporators in establishing the MetroWest Chess Club corporation and to adopt the Articles of Incorporation and Bylaws of the corporation.**

***Passed: 6-0-0***

**B. Adoption of Policies and Procedures.**

To complete the transition and to make sure we are established on firm footing, the board of directors should now formally Adopt Policies and Procedures in their current form.

**Motion\_2003-02-02**

*Bottini, Powell 2nd*

**To adopt the Policies and Procedures adopted by the preceding board of directors on 2002-10-24 as those of the MetroWest Chess Club corporation.**

**Passed: 6-0-0**

**C. Election of Officers – Mark Kaprielian**

As per the bylaws, “The President, Treasurer and Clerk shall be **elected annually** by the directors at their **first meeting** following the annual meeting of the members”.

The nominations of officers was opened and the following nominations were put forward:

Kaprielian as President, Reed as Clerk, Chamberlain as Treasurer.

**Motion\_2003-02-03**

*Bottini, Krycka 2nd*

**To accept the slate of Mark Kaprielian as President, Harvey Reed as Clerk and John Chamberlain as Treasurer, as so nominated.**

**Passed: 6-0-0**

**Motion\_2003-02-04**

*Bottini, Kaprielians 2<sup>nd</sup>*

**To close the nominations**

**6-0-0**

**D. Appointment of Program Directors – Mark Kaprielian**

Nominations for Director positions were opened and the following nominations were made:

Harvey Reed	Marketing
John Chamberlain	Weekly Chess Lesson
John Bottini	Scholastics
Jim Krycka	Monthly Tournaments
Howard Goldowsky	Chess School
Joe Kelly	Game Advice Program (GAP)
Plamen Krastev	Games Archive
Matthew Phelps	Library
Robert Powell	Website

**Motion\_2003-02-05**

*Bottini, Kaprielian 2<sup>nd</sup>*

**To close the nominations:**

**6-0-0**

***Motion\_2003-02-06***

*Bottini, Krycka 2<sup>nd</sup>*

**To elect the slate of nominees for Program Directors.**

***Passed: 6-0-0***

**E. Creation of various committees – Mark Kaprielian**

***Motion\_2003-02-07***

*Chamberlain, Kaprielian 2<sup>nd</sup>*

**To establish a 20<sup>th</sup> year anniversary committee chaired by Harvey Reed.**

***Passed: 6-0-0***

**F. Policies and Procedures for Programs –**

It was decided that this topic should be deferred.

**G. Monthly Tournaments Policy and Procedure amendments – Jim Krycka**

A long discussion about unrated players winning prizes was held. The consensus reached was that it is not fair to players in the lower sections to allow unrated players to win the larger prizes in MCC's spring and fall "big money" events because these unrated players may in fact be much stronger players than their competition. We should encourage these skilled but unrated players to compete in the appropriate section.

***Motion\_2003-02-08***

*Krycka, Kaprielian 2<sup>nd</sup>*

**USCF Unrated players may win no more than \$50 in a non-Open section in any tournament.**

***Passed: 6-0-0***

***Motion\_2003-02-09***

*Bottini, Kaprielian 2<sup>nd</sup>*

**That the motion limiting unrated winnings (above) be effective commencing on the April 2003 Monthly Tournament.**

***Passed: 5-1-0***

**H. Added Agenda Item – Marketing Budget.**

A discussion was held about providing the Marketing Director with funds to allow him to purchase promotional space or time, as he deems appropriate. It was suggested that we should try out a 6 month USCF 5 line "boxed" advertisement in the Chess Life magazine TLA area. This would cost \$175.

***Motion\_2003-02-10***

*Kaprielian, Chamberlain 2<sup>nd</sup>*

**That the Marketing Director be given a FY 2003 budget of \$400.**

***Passed: 6-0-0***

**I. Added Agenda Item – Reducing email spam on the Club lists**

General discussion was held regarding the relative severity of email spam. Mark said that there were some steps that could be taken regarding the list setups that should be able to reduce the spam. Mark also said that he monitors and occasionally decides to risk a response to have us removed via the unsubscribe option sometimes presented.

**J. Privacy Notice – Harvey Reed**

A brief discussion about the desire to create a Privacy Notice for the Web and possibly for general Policies and Procedures was held. Robert Powell volunteered to do research and present it to the board was requested.

It was recommended that our general Policy & Procedures also be updated to include the requirement of a waiver notice for pictures. It has been the practice to do this but it was realized that this should be put into print to make sure that it continues to be done.

**K. Adjournment**

*Motion\_2002-09-11*

*Bottini, Krycka 2nd*

**To Adjourn.**

*Passed: 6-0-0*