

MetroWest Chess Club Board Meeting Minutes

04-24-03 draft 2 HR

Kennedy Senior Center, Natick, Mass

Minutes Prepared by Harvey Reed & Mark Kaprielian

Scheduled: 7:00 PM

Opened: 7:09 PM

Closed: :10:00 PM

<i>Board Members</i>			Arrive	Depart	<i>Director of Program</i>
President	Mark Kaprielian	Present	7:00		Website
Clerk	Harvey Reed	Present	7:00		Marketing, News Letter
Treasurer	John Chamberlain	Present	7:00		Weekly Chess Lesson
	John Bottini				Scholastic Tournaments
	Jim Krycka	Present	7:09		Monthly Tournaments
	Robert Powell				Webmaster
	vacant				
<i>Program Directors</i>					
	Howard Goldowsky				Chess School
	Joe Kelly				Game Advice
	Plamen Krastev				Games Archive
	Matt Phelps				Library
<i>Other Attendees</i>					
	Mary Murphy	Present	7:00		Historical Committee member
	Fred Harvey				Historical Committee member
	John Martin				Historical Committee member
	Jim Klinkenberg				Historical Committee member

Note: All vote tallies are shown as For – Against – Abstention, e.g. 5 – 2 – 1

Table of Contents

MEETING CALLED TO ORDER.....	3
A. Introductory Remarks – Mark Kaprielian.....	3
B. Review of Agenda – Mark Kaprielian.....	3
II. REPORTS – OFFICERS.....	3
A. President – Mark Kaprielian.....	3
B. Treasurer – John Chamberlain.....	3
C. Clerk – Harvey Reed.....	3
III. REPORTS – PROGRAM DIRECTORS.....	3
A. Chess School – Howard Goldowsky.....	3
B. Game Advice Program – Joe Kelly.....	3
C. Games Archive – Plamen Krastev.....	4
D. Library – Matthew Phelps.....	4
E. Marketing – Harvey Reed.....	4
F. Monthly Tournament – Jim Krycka.....	4
G. Newsletter – Harvey Reed.....	4
H. Scholastics – John Bottini.....	4
I. Weekly Chess Lesson– John Chamberlain.....	4
J. Website – Robert Powell / Mark Kaprielian.....	4
IV. REPORTS – COMMITTEES AND OTHER INITIATIVES.....	4
A. 20 th Anniversary – Mary Murphy.....	4
B. Demographics – Mark Kaprielian.....	5
V. TOPICS FOR DISCUSSION AND POSSIBLE ACTION.....	5
A. Policies and Procedures for Programs – Harvey Reed.....	5
B. Email Lists and SPAM – Harvey Reed.....	5
C. Electronic Payments – Mark Kaprielian.....	5
D. Condolences Policy – Mark Kaprielian.....	5
E. Privacy Notice – Robert Powell.....	5
F. Official Branded Clothing – Mark Kaprielian.....	5
G. Historical Gap Closure – Mark Kaprielian.....	5
H. Early FCC Game History – Mark Kaprielian.....	6
I. Fill Board Vacancy – Mark Kaprielian.....	6
J. Facilities Improvement – Mark Kaprielian.....	6
K. Adjournment.....	6

Meeting Called to Order

A. Introductory Remarks – Mark Kaprielian

President Mark Kaprielian welcomed those present to the meeting. He stated that <...>.

B. Review of Agenda – Mark Kaprielian

No items were added to the agenda.

II. Reports – Officers

A. President – Mark Kaprielian

The President reported that only one outstanding, low priority task remains to complete our Incorporation, which is to obtain a Federal Tax ID for next year.

Membership has been holding at the 125 mark for several months. The Average rating of club players active over the last 12 months has dropped from the low 1400s to the high 1300s. This can be accounted for, in my opinion, by the regular influx of new to USCF players with very few of them coming out strong in their first 15 or so games.

Last years average attendance was 69 players. Through April of this year we have an average of 77 players. If seasonal trends hold true with the first few months usually representing the lowest our average is likely to be, we can probably count on our average being at least 75 with my official guess at 79. Well see how these estimates holds up two quarters from now.

The President welcomes Mary Murphy as a guest of the MCC Board.

B. Treasurer – John Chamberlain

The Treasurer reports that initial construction of records are in progress, albeit with gaps. The Treasurer will work with the President to close the gaps. Once this is complete, the Treasurer can create a balance statement.

The Treasurer talked to McClellan of the Boylston CC. BCC has to change locations soon. Dedham is a possibility. The Treasurer expressed concerns about losing important regional chess memorabilia.

[NOTE: The Clerk followed up with the President of Boylston CC, and the Vice-President of MACA to urge BCC to avail themselves of potential temporary storage space with MACA items. The Clerk is not aware of any specific action that has occurred, but at least the issue was raised.]

C. Clerk – Harvey Reed

The Clerk presented the new MCC Corporate notebook, still in progress. The Clerk wants all files to be stored on the website, including calendar, operations, etc. The Clerk needs to do a second iteration, including insurance, for next Board meeting. Also, the Clerk recognizes that we need to put Board meetings on the facilities usage calendar!

Motion_2002-04-01

Kaprielian, Krycka 2nd

To accept the draft #2 posted minutes of the prior meeting.

Passed: 4-0-0

III. Reports – Program Directors

A. Chess School – Howard Goldowsky

No report

B. Game Advice Program – Joe Kelly

No report. [NOTE: Board consensus is that we need to find an interim Program Director, until we can determine Joe Kelly's availability. This is due to Joe recently taking a night job.]

C. Games Archive – Plamen Krastev

The Program Director reports that the game collection is up to date. He is using ChessBase 7 now, donated by the Clerk, since the Clerk is using ChessBase 8. The Program Director will next create policy and procedure content.

D. Library – Matthew Phelps

The Library Director reported that he is done inputting all the ISBN numbers into the library database. He still needs to do reports. He is still thinking about policy and procedure content.

Kaprielian reports that the Senior Center has permanently allocated a bookshelf for the MCC Library. We are assigned the bookshelves next to the chess cabinet.

The Director reports that using the Readerware software purchased by the Club, the cataloging of all books that are on-site has been completed. Reconciliation of the on-loan cards and the old Microsoft Access database is in progress. Members that have books that have been out longer than six months will be notified by email and asked to return the items immediately. The Library Director will work with the Webmaster (et. al.) on procedures to post web reports of the database on the Club web site.

E. Marketing – Harvey Reed

The Marketing Director reported that the new MCC designs are still within budget. The logo is complete. The website design is complete. We are doing one last font fix in the homepage banner design. The last items for design are to do a large site banner, and a smaller 11'x17" poster for advertising at regional tournaments.

Promotional highlights are: (a) Club ad in TLA section of Chess Life for 6 months, starting in June 2003; (b) an historical article about MCC in the August 2003 Chess Life magazine; (c) Monthly newsletter, and occasional newsflash incorporates the new design.

In general, we have received very positive feedback on the site. People feel that it has a very professional feel to it. The next project for the website is to add self-service to the MCC News.

F. Monthly Tournament – Jim Krycka

No report

G. Newsletter – Harvey Reed

The Marketing Director reports that people are pleased with the new newsletter. There was an initial problem with file size that has since been resolved.

H. Scholastics – John Bottini

No report

I. Weekly Chess Lesson– John Chamberlain

The Program Director reports that lessons remain popular. The Director also reports it is still challenging to consistently determine and advertise what the lesson will cover before the lesson starts.

[NOTE: The Marketing Director discussed self-service so Program Directors can add News, and change limited blurbs on their pages. This will make it easier for Program Directors to add content at the last minute.]

The Program Director also reported that Riordan volunteered to deliver one lesson. Although the lesson was well received, there are challenges to making special guests a regular occurrence.

J. Website – Robert Powell / Mark Kaprielian

The Website Director reported that the website redesign is complete. However, other web projects are on hold, until the web team is freed up from MACA obligations.

IV. Reports – Committees and other Initiatives

A. 20th Anniversary – Mary Murphy

Mary Murphy volunteered to research options for our 20-year celebration. Mary reviewed her draft of survey, and ideas, possibilities of venue, and activities, such as possibly an Igor Foygel lecture. We discussed creating a low tech online survey (such as FrontPage form) in next newsletter.

B. Demographics – Mark Kaprielian

No report

V. Topics for Discussion and possible Action

A. Policies and Procedures for Programs – Harvey Reed

Harvey presented a table of programs, and minimum requirements of each program with respect to vision statements, and policy and procedures. He will work with each Program Director to satisfy the minimum requirements.

B. Email Lists and SPAM – Harvey Reed

SPAM is still a problem, and we need to fix it. The only reasonable solution is to create a new internal closed email list (such as team@metrowestchess.org) for officers, directors, and agents of the board. This will eliminate the SPAM people see on the INFO list. We will not put the “mailto” URL on the website, to avoid getting scanned by a spider. Over time, create a self-service webform to replace email URLs.

C. Electronic Payments – Mark Kaprielian

MCC now has PayPal™ accounts. We haven't used them for Monthly Tournaments because this has to be operationalized with the TDs.

Additionally we can use PayPal for member renewal and official merchandise.

D. Condolences Policy – Mark Kaprielian

Justin Grimes who has be a multi-year faithful club member just recently had his 27 year old son pass away suddenly. I think it would appropriate that we as the board take action on behalf of the club to express our condolences. There is a fund set up for expressions of sympathy, the Justin T. Grimes Musical Instrument Fund, c/o Natick High School Music Department, 15 West ST., Natick MA, 01760.

I'm suggesting that perhaps \$50 donated to the fund might be a nice thing to do. It would have been nice if we had had a card at the club to sign last night. We should probably have some on hand in case. I think we should establish some kind of policy at the next board meeting regarding such donations in the future so lets add this to our agenda. Any other thoughts? \$50 donation to the fund seem reasonable?

Ultimately, we decided on no formal policy, although we will keep cards on hand.

E. Privacy Notice – Robert Powell

Robert volunteered to make a draft recommendation for the board. This is postponed to the next (July 2003) Board meeting due to Robert's commitments on the web team. We still have no privacy policy.

F. Official Branded Clothing – Mark Kaprielian

Kaprielian guided discussion of policy. We decided on no formal policy, however, we will provide items at as close to cost as feasible as opposed to marking up for profit. Discussion of types of arrangements and research done to date; Budget for one time costs and samples, cash flow issues; Discussion of other goods, possible giveaways.

Motion_2002-04-02
Chamberlain, Krycka 2nd
Kaprielian is authorized to commission L.L. Bean to create logo and provide sample merchandise.
Passed: 4-0-0

G. Historical Gap Closure – Mark Kaprielian

With the historical CD provided by Warren Pinches, we now have the opportunity to close some important knowledge gaps, and provide info to our membership via the web:

(a) Crosstables – Warren provided Crosstables in PDF format for almost every single tournament from 1983-1989. We have an opportunity to enter the Crosstables in a spreadsheet, so we can populate the website. The only requirement is to budget money to pay one or more people to enter the Crosstables.

(b) Games – We also have an opportunity to have important games from our historical bulletins to be input into our Game Collection. I have explored the possibility of paying some of our motivated junior players, and the concept was well received.

H. Early FCC Game History – Mark Kaprielian

Kaprielian guided discussion about the value of old Framingham CC (FCC) games. The opportunity is that there are many valuable "old master" games as well as class player. Thus, we need to select games for someone to enter. The selection criteria is who the players are. If at least one of the players is top rated, then we will list the game as desirable for our game collection, and attempt to transcribe to ChessBase.

Chamberlain volunteered to review old FCC newsletters, and make a list of games to transcribe. Kaprielian will get recruit volunteers, most likely juniors.

Motion_2002-04-03

Chamberlain, Kaprielian 2nd

We authorize selected old FCC games to be transcribed into Chessbase format at the piece rate of \$2.50 per game.

Passed: 4-0-0

I. Fill Board Vacancy – Mark Kaprielian

Kaprielian recruited Mary Murphy to be considered for the vacancy of Director.

Motion_2002-04-04

Kaprielian, Krycka 2nd

Mary Murphy is appointed to fill the vacancy of the BOD (7th).

Passed: 4-0-0

Now Mary is a Director and can vote in the balance of the meeting.

J. Facilities Improvement – Mark Kaprielian

Kaprielian discussed purchasing and installing a bracket for LCD wall projector. Kaprielian's dad can cut & weld, and has volunteered to mount the bracket. We then have to assure hands-free operation so the projector can be easily operated from the floor. Also, there may be a need to "keystone" to compensate for mounting angle.

Motion_2002-04-05

Kaprielian, Chamberlain 2nd

If the ceiling mount of the LCD projector is feasible then Kaprielian is authorized to spend up to \$350 to execute what it takes to mount the projector.

Passed: 5-0-0

K. Adjournment

Motion_2002-04-06

Murphy, Kaprielian 2nd

To Adjourn.

Passed: 5-0-0