

# **Work in Progress**

Board of Directors, Unit 503 of the ACBL

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Jody Williams

This document describes old business that has not yet been completed and new business that the Board has not yet addressed. The topics are listed in rough priority order.

## **Member Communications**

The Board will form a subcommittee next year to discuss the future of the Kibitzer as part of an overall review of communicating with our members. This will include a review of our Email Blast capability, whether or not we should have something like a monthly email newsletter, our use of mailing lists, and our use of editorial oversight. The committee is likely to do a survey to find out members' preferences for communication, in part to determine if more electronic communications are desirable.

## **Future of the Firecracker**

A committee should be formed to clarify our objectives for our annual sectional, the Firecracker. Is our objective to make money? Sectionals are one of the largest money makers for Units all across the ACBL. Is our objective to provide silver point opportunities for our members and friends? Is our objective to just have a Sectional to conform with ACBL regulations? Are we going to continue to try to run a 5-day Sectional with the expense risks that we currently have. If we can clarify our objectives, we will be able to decide what type of Sectional(s) we want to have.

## **Disaster Preparedness**

Our volunteers and board members have done a tremendous job in keeping us informed via the Kibitzer and web site and taking care of our accounting needs. These functions are critical to the Unit, and as we discovered with the untimely passing of Elinor Tanck, the Kibitzer editor, we need to do more to make sure that these functions can be picked up without having to redo all of the work. What the accounting and information functions have in common is that the work is currently being done on home computers. The new Finance and Investment Committee will address our accounting needs. The Board will need to meet with the volunteers who are doing the Kibitzer and the web site to assess the current state of disaster preparedness.

## **Scheduling and Calendars on our Website**

Issue Statement: There is not now one single, comprehensive Master Schedule to allow event schedulers to see all possible conflicts, or users to see all scheduled options.

Considerations:

- The Unit website now contains at least 6 Google calendars and a Special Games and Events Calendar that was developed with Dreamweaver CS6. The Google calendars roll up into a Master Schedule and have no access controls. The Special Games and Events Calendar does not roll up into the Google Master Schedule and has access controls and field requirements that the web master finds essential.
- Multiple individuals are responsible for scheduling events, often without full awareness of all of the other events being planned or how to use the multiplicity of calendars to find conflicts in advance.

- The individuals are all volunteers who serve for varying lengths of time so capturing their service initiative while educating them to all calendaring considerations is a complex and ongoing requirement.
- Nearby events, such as those held at IFES, affect Bridge Center scheduling due to parking capacity.

Desired Outcome: A single, uniform and comprehensive tool for scheduling and viewing the many different types of events held at the Bridge Center. Tool priorities include :

- ease of use / administration
- identification of conflicts at the time of scheduling
- ability to filter views by event type
- ability to delete events so that these deletions roll up into the Master Schedule
- provisions for Unit management to set scheduling policy, priorities, and control access where necessary.

Alternatives:

- Program (a script?) so that Dreamweaver Special Games and Events Calendar can be rolled up into the Google Master Schedule.
- Transition to a different calendaring tool, such as TeamUp.

Policy Considerations:

- what non Bridge Center events shall be allowed to be scheduled or shown on the Master Schedule or filtered views (assume all games within the Unit not held at Bridge Center)
- What non Unit events shall be included or allowed (assume local tournaments, SiVY ... what else, i.e. classes not held at Bridge Center),
- who shall be given editor access to which calendars, who approves this access, how are authorizations tracked and kept current,
- what fields in which calendars should be defined as "required" so that entries or edits cannot be made without filling out the field, who determines this and maintains / tracks requirements.

Unique Considerations:

- The Lecture Series is now scheduled through the Special Games and Events Calendar by the responsible volunteer, but the responsible volunteer must also notify the web master who lists them on the Lecture Series page, posts handouts and related materials after a lecture and moves all lectures to the archives at the end of a series.
- Lectures alternate Tuesdays with education classes. Scheduling conflicts are possible in the current setup. The calendaring solution should address this situation.

### **Using the A/V System Regularly**

There is an opportunity for us to use our new upgraded a/v system to display the interim and final scores of duplicate games - rather than having them on paper at all. This could also be extended to include Barometer scores, Swiss team pairings per round, etc. It seems like as one of the Silicon Valley Units we should be on the leading edge of this. This needs some technical evaluation to determine its feasibility and implementation options.

### **Board Turnover**

Concern has been expressed that the reduction in the size of the board and the speed of turnover will cause the board to lose the context that board members with longer-term service could provide. A committee should be formed to form the policy around how frequently the board should turn over, what kind of advisory commitment previous presidents and board members should be expected to

provide, and to list and document the kinds of issues that the Board will be expected to handle even though they don't come up frequently, such as loans to the IFES and SiVY subsidies.

### **Defibrillator**

We have purchased a defibrillator and John Prior is certified to teach people how to use it. Several of the club owners have expressed concerns over liability if they use it. These concerns are well-founded, and we need to try to resolve them.

### **Roles and Responsibilities**

The Unit is supported by a large number of volunteers. The jobs the volunteers do are not all documented. At least two people have started the process of documenting these jobs. Lee Haze wrote some description in the 2013 Board Members Handbook, and Valerie Baldwin started another effort in 2014. The work these two have done should be consolidated into a single document and uploaded to the website.

### **Membership Involvement**

We started an initiative last year to get more input from members on what they want from the club. The first step was a survey on the weekend games. The response to the survey was very good. We should do more along these lines. For example, the recent decisions to charge fees for the Christmas party and to do a charity game instead of the toy drive that we'd done for years proved to be mildly controversial. A survey to determine how members would prefer our resources be spent with the Christmas party as one of the options might have avoided the controversy.

### **Policies**

Policy should be developed for each of the following:

1. Obituaries on our Website. The issue to decide is do we want to list all member obituaries on our website and in the Kibitzer or do we want to restrict them in some way.
2. Listing bridge classes on our website. The issue here is do we want to list only classes that are being taught in our Unit or at our Bridge Center. A San Jose teacher requested that we put info about her class on our website and I made an arbitrary decision and refused to list it on the website but instead suggested she put up a flyer on our bulletin Board. It would have been easier if we had a policy for this.

### **Items on the Back Burner**

These items were addressed to some extent in 2014. Progress was made on all of them, but we reached a point where the volunteers who had worked on them had done what they could. We are still working on increasing attendance through the Partnership Desk. We have a volunteer for this, but should make sure that she gets enough support to make it work.

### **Increasing Attendance at Weekend Games**

What can the Unit do to help the Club Owners grow their games? The ACBL has tools. Maybe we could/should help the Club Owners with this in some way.

### **Play Nice**

We should continue to promote this important ACBL program. We could put up more posters, write about it in the Kibitzer or email blast, etc

### **BBO As A Strategic Threat & Opportunity**

see Jim Harris