Corrected Minutes of the Corvallis Bridge Club

December 11, 2018

Meeting was called to order by Allison Evans who is presiding in the absence of the President and the resignation of the club manager. The meeting was called to order on December 11, 2018, at 4:38 pm at the Corvallis Bridge Center. The agenda had been sent to all board members as well as a support packet, both of which are attached to these minutes.

Those present were Allison Evans, Sandy Allen, Walter Dobek, Joyce Willcox, Karla Stewart-Layton, and Paul Hochfeld. Those not present for the entire meeting was Mary Alice Seville and Dennis Harms. There was a quorum for conducting the business of the club. Dennis was able to stay long enough to vote on the appointment of Nick Warden to the board.

Non members of the board who were present were: Irva Kay Neyhart, Jan Boger Allison Walkingshaw, Mary Vance, Carol Harms, Becky McKenzie, Mavis Tuten, Eileen Milligan, Walt Thies, and Linda Smith.

The Meeting was called to order by Allison Evans in the absence of Mary Alice Seville and the as yet unnamed Club Manager. The first order of business was to follow the recommendation of Mary Alice Seville to appoint Nick Warden to the board for the open position of a resigned member. Walter moved and Joyce seconded this recommendation and Nick was affirmed unanimously by the board to serve for the remainder of the term, which is one year.

Joyce agreed to take minutes so Allison could chair the meeting.

A meeting was held December 4, 2018, but was not duly constituted since we had not seated a ninth member to the board. Paul Hochfeld presented a statement to the board on that day and made some observations about the report orally today. At Paul's request, we agreed to place that statement into the board minutes today. There were minutes taken by Allison at that December 9 meeting as well, but were not approved because we did not have 9 members seated on the Board. Paul suggested that he would like to reconsider those remarks and we agreed that we would only include his written statement and not any of the rest of the not duly constituted meeting.
Paul further moved to:

Approve August and October minutes
Approve Dennis as the interim club manager
Approve Dick as the Director Committee Chair
Approve the 2019 calendar

No GNT in January
One Saturday team game will be a Junior fund team game instead of a GNT
One Tuesday night GNT will occur in February
Feb 13 will be a GNT
Jan 15 is the election party

Joyce seconded the motion and all were unanimously approved.

The financial statement will be addressed when made available upon the return of Mary Alice.

Paul asked us to consider an internal investigation on how the Corvallis Board responded to the incident

Paul moved that Sandy serve out Becky's term of treasurer for the rest of Sandy's term. This motion was seconded by Joyce and the motion was unanimously accepted.

Paul asked us to consider an internal investigation on how the Corvallis Board responded to the incident on August 21, 2018, to understand if the Corvallis Bridge Club could have acted differently or provide some remedy for Brian.

Paul presented in writing Proposed Goals of an Internal Investigation into the events of the STAC game on August 21, 2018, (ATTACHMENT 1). He made a motion to accept them Sandy seconded this motion. There was discussion regarding the need for this investigation because once the incident was reported to the ACBL, the Corvallis Bridge Club had no jurisdiction in the matter. Paul feels strongly that the Board did nothing, at the time and the Board needs to determine what could have been done through fact finding.
We voted unanimously to accept a plan, to adopt the proposed goals, as long as we can amend any and all in the future.

Paul then presented a motion presented to us in writing entitled Proposed Plan and Scope of an Internal Investigation, (ATTACHMENT 2). The motion was seconded by Joyce Willcox. There was agreement that we could pursue items 1-5 under Fact Finding. We also asked to amend the Fact Finding in other ways and those corrections are on the attached motion. A timeline will be created regarding the incident of August 21, 2018. All facts on the timeline will be annotated with written facts. We will amend the steps in the Plan, as needed in a duly constituted board meeting. The question was called and 5 voted yes (Karla, Sandy, Allison, Paul, Joyce) with 2 abstentions [Nick and Walter].

Paul then read some questions that needed to be considered and those questions are attached, (ATTACHMENT 3). We discussed the need for a Principal Investigator to gather the facts. It was suggested that we not have a Corvallis Board Member as the Investigator. Questions were raised about how to handle data collection. It was suggested it should be someone who knows the parties and what happened, but not a board member. It was suggested the data collected would be written data such as emails, texts, and written reports of the incident from the ACBL. Stan Blascow was suggested as a good candidate because of his responsibilities as Recorder on the ACBL Unit 477 board. Paul was tasked with contacting him and reporting back to the Board. There was a suggestion that preliminary information be put together to start the Investigators inquiry. Paul moved that we ask Stan to be that investigator and Sandy seconded. There was unanimous agreement.

All of the questions in this attachment were not fully discussed and there was no written copy given to Board Members at the time of the December 4 meeting. Paul assured the Board we would receive a copy of these questions so that we might discuss them at the next meeting on December 18.

We agreed to meet again on December 18 between the two games. Once the meeting is called to order, and other agenda items addressed, we will consider an executive session for deliberations.

Allison moved we adjourn, Joyce seconded. The board unanimously agreed. We ended the meeting about 6:05 PM.

Respectfully submitted
Questions Paul Presented at Meeting.

• Who will be the principle investigator with the following responsibilities?
• To collate the information necessary to create a full and accurate documentations of all events relevant to the investigation.
• To communicate with all involved parties, especially to obtain any missing information, which means sharing with them what information we have.
• To create a full and accurate timeline of the Board's response to the incident.
• To draft an extensive final narrative that captures the essence of what happened, without including all source material-- only that which seems necessary or especially illustrative of the behavior of the Board, both collectively and individually.
• He or she is not to make recommendations to the Board about judgements that may be made about the behavior of the Board, both collectively and individually.
• When the involved Board members explain their understanding of their response to the initial incident, will that be in writing?
• Will those individuals be allowed to read only their written statement to the Board? Or that and more? I presume their will be an opportunity for verbal qu
• Will individually involved Board members (Mary Alice and Dennis) be asked to recuse themselves from the entire investigation or just the meeting at which the Board finalizes the narrative and possibly makes assessments about the behavior of the Board as well and individuals on the Board?
• Is THAT meeting, at which no more imput is expected, a non-public meaning to give the Board members the ability to talk bluntly in consideration of possible disciplinary measures?

Attachment 2:

The plan and scope of the Internal Investigation Corrections from Board in Bold

Fact Finding:
1. Review all communications, electronic and phone, regarding the incident in question and relevant to Board members' behavior in response to the handling of the evening STAC game of August 21.
2. Review relevant information submitted at subsequent Board meetings, as well as our response to that information. 3. Create a draft timeline of events, to include actions by Dennis, Brian, Jan, Eileen, and Mary Alice.
4. Ask involved parties to review the draft timeline to provide any and all additional facts that might enhance
the accuracy or completeness of our understanding. **All facts will be annotated.**

5. Revise the timeline as appropriate.

6. Determine if any additional information is necessary, and if so, secure it

7. Since this evaluation is focused on the behavior of the Board, give all Board members, including those who have subsequently left the Board, an opportunity to express their understanding of their involvement in the incident and their subsequent behavior.

8. Offer Brian an opportunity to explain to the Board's the extent to which our actions and/or inactions have impacted his life. **Brian will have opportunity to review all information**

Demonstrate understanding:
1. Using the finalized timeline, create a full and accurate narrative of the incident and the Board's response.
2. Include the finalized narrative in our Board minutes.

Evaluate the Board's behavior:
1. Make a judgement as to our collective behavior relative to high standards of responsibility and professionalism.
2. Make a judgement the behavior of individual Board members, relative to high standards of responsibility and professionalism.

Take responsibility
1. Make appropriate apologies

Take lessons in to the future
1. Recommend institutional safeguards to make it more likely that the Board will be more appropriately responsive in the future.
2. Begin and then continue a discussion about any underlying issues with the culture and values of the Club that contributed to the environment that allowed this to happen

**The Board will review the timeline given to us by the Principal Investigator**

**Attachment 3:**

**Proposed Goals of an Internal Investigation**

**Fact Finding:**
To gain a thorough understanding of the facts of the incident, focusing on the Board's response, both individually and collectively.

**Demonstrate understanding:**
To create a narrative of the chain of events, consistent with the facts. This will be available to anybody in our Board minutes.

**Evaluate the Board's behavior:**
To evaluate the behavior of the Board members, both individually and collectively, to determine we behaved responsibly and professionally.

Take responsibility:
To the extent that any or all of us did not act responsibly and/or unprofessionally, admit to those deficiencies and offer sincere apologies to any or all of those who were harmed.

Take lessons into the future:
To recommend institutional changes to improve the Board's response to any future incidents.