### Directors in attendance
Nick Warden; Walter Dobek; Dick Jarvinen; Mary Vance; Catherine vanFleet; Leah Bolger; Mavis Tuten; Mary Marsh-King

### Directors absent
Peter Harr

### Unit 477 Liaison
Linda Smith

### Others
Mary Alice Seville

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<tr>
<th>Topic</th>
<th>Discussion</th>
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<tr>
<td><strong>Executive Business</strong></td>
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<tr>
<td>Call to order</td>
<td>The meeting was called to order at 1100 by Club Manager and Acting President, Mary Vance</td>
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<td>Minutes</td>
<td>The CDBC Board Minutes of July 2, 2019 were approved by a majority of CDBC Board Members via email vote on July 10, 2019: 8 Board Members approved; 1 absent (Nick Warden); no objections</td>
<td>No further action. Minutes of 7/2/2019 are posted at the Club and on the Website</td>
</tr>
</tbody>
</table>
| Financial Documents | A request was made, seconded, and unanimously approved to accept the following June 2019 CDBC financial documents that were sent to Board Members via email on 7/20/2019:  
• QB  
• Comparative Revenue/Expense, 5/31/2019  
• By Activity, 5/31/2019  
• Balance Sheet, 5/31/2019  
• Table Count, 5/31/2019 | Accepted. Mavis will forward documents from Sandy Allen to Dick for posting on website |
| Board Member Resignations | The following Board Members and Officers submitted their resignations to the Board via email on July 16, 2019 (resignations attached):  
• Joyce Willcox, President  
• Sandy Allen, Treasurer  
• Karla Stewart-Layton, Board Member  
Per the MOPP, Mary Vance, Club Manager, became Acting President, effective July 2019 | Resignations accepted with regret |
| Board Member Replacements | The following CDBC Club Member were appointed by Mary Vance, approved by the Board, and accepted the request to serve on the Board of Directors of the Corvallis Duplicate Bridge Club to replace those who resigned:  
• Dick Jarvinen: to complete term of Joyce Willcox, ending January 2020  
• Leah Bolger: to complete part-year term of Karla Stewart-Layton. Karla’s term ends Jan 2021; Leah will serve until Board Elections, January 2020  
• Mary Marsh-King: to complete term of Sandy Allen, ending January 2022 | Dick, Leah and Mary welcomed to Board, with thanks from all  
• Mavis will prepare new grid of CDBC Board Grid will clarify Board Member term end-dates as January of the year when new Board is elected rather than December of the prior calendar year. |
### Board Officer Replacements

The following Board Members were nominated, accepted, and unanimously approved for the following Board Officer positions:

- **President:** Walter Dobek
- **Treasurer:** Mary Marsh-King

- Walter Dobek assumed position as Board President and Chair of the current Board meeting
- Mary Marsh-King will work with Sandy Allen and Mary Alice Seville to take over CDBC financial business and record-keeping.

### Board Liaisons to Committees

The following Board Members volunteered and were unanimously approved to be Liaisons for the following committees, currently without Board Liaisons due to resignations:

- **Director Committee:** Dick Jarvinen
- **Outreach Committee:** Catherine vanFleet

Board Liaisons to ensure reports, requests, and concerns of their respective Boards are communicated, as needed, to the Board.

### Old Business

#### Financial Inspection Recommendations

- With the election of Mary Marsh-King as a CDBC Board Member and the CDBC Treasurer, she will not complete the 2019 inspection of financial records nor will she be the person doing the annual inspection of the records. Another Club Member with bookkeeping/accounting background will be asked to do the annual inspection, beginning January 2020.
- It was reported that three (3) copies of Quickbooks have been donated to the Bridge Club and are installed on Mary Alice Seville’s computer and the Directors’ Computer.
- Mary Marsh-King reported that she now has Quickbooks installed on her computer but not yet the password. Dick Jarvinen reported that it also requires a password for Quickbooks.
- A financial inspection person and/or process needs to be identified by January 2020. All Board Members to consider appropriate persons and/or processes.
- Mary Marsh-King will work with Sandy Allen and Mary Alice Seville to obtain full access to Quickbooks and to CDBC banking, finances and records. Mary M-K will keep the Board informed of all.
- Dick Jarvinen will ensure that IT has password access to Quickbooks.

#### Club Internet Access

Dick Jarvinen reported that Club internet access via Mint Mobile has been tested, works well via a phone that will need to be tethered, and is reasonably priced, requiring a one-time upfront cost of approximately $100-110 and an annual contract at a cost of <$20/month. Dick reports the plan will have limited GBs but adequate for Club needs. Dick recommends a target start date of a free 7-day trial on or about August 31st, to be followed by a contract should all work well. A motion was made, seconded and unanimously approved to Dick proceed with plan to contract with Mint Mobile, beginning with a free trial on or about August 31st.

Dick Jarvinen to proceed with plan to contract with Mint Mobile for Club internet access, to begin with a free 7-day trial on or about August 31, 2019.
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| **MOPP Revision**                         | • The Board approved an amendment to the MOPP on July 2, 2019 with a revision of the Club Manager job description. The MOPP has not yet been amended. Mary Vance will amend the MOPP, as revised on July 2, 2019, and work with Dick and/or Dennis to post on the website.  
• Dick stated he would like to propose additional MOPP revisions and will bring suggestions to future Board meeting. | • Mary Vance to amend MOPP with revisions of Club Manager Job Description as approved  
• Dick will bring suggestions for additional MOPP revisions to future MOPP.                                                                                                   |
| **Ambidextrous Bidding Boxes**            | The Board approved the purchase of 16 ambidextrous bidding boxes. Mary Vance reports that a trial of such boxes resulted in overwhelming negative feedback.                                                      | No action required; no purchase made                                                       |
| **Request from Schedule & Calendar Committee for Board input on parameters for types of games in 2020** | Mary Alice Seville explained fee structures for Duplicate and Special Games, the history of such, and options available for CDBC to decide games and pricing. A brief discussion ensued; questions answered. The following recommendations, presented by Mary Alice, were made and unanimously approved by the Board:  
• That CDBC schedule all possible special games that the ACBL sanction fees + the District 20 sanction fees total < $5.  
• That CDBC schedule at least the following team games (more may be scheduled):  
  • GNT 4th Tuesday evening of Nov, Dec, and Feb  
  • GNT on a Saturday afternoon in Jan or Feb. The card fee will be $7  
  • Club Appreciation on a Wed afternoon in Oct (3rd Wednesday suggested)  
  • Decade Challenge on a Sat afternoon in May  
• That CDBC participate in all District 20 STAC games. Card fee will be $7  
• That CDBC continue to ask players to sponsor charity games and have as many charity games benefitting ACBL Foundation as those benefitting local charities  
The Board agreed with the recommendation that the maximum game fee should be $7 unless specific approval is sought and granted by the Board. | Mary Alice Seville will draft a schedule of special games for 2020 and bring to next CDBC Board Meeting. |
<p>| <strong>Draft Grievance Procedure</strong>             | Walter Dobek reported that he received recommendations from Board Members on the initial draft grievance committee and will have a revised version to present to the Board at the next meeting. He will send the revised draft to Board members before the meeting for review | Walter will send revised draft Grievance Procedure to Board Members and present at next Board Meeting. He will also send to Linda Smith, per her request |</p>
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<td>Education for Club Leaders re. chain of command</td>
<td>Mary Vance reported that the Education for Board Members, Officers, and Directors re. relationship of CDBC, Unit 477, and ACBL as well as on appropriate chain of command reporting of suspected ethical violations is still in planning stages with consideration being given to having a panel presentation. No date yet scheduled</td>
<td>Mary Vance will continue to work on this education and will keep Board informed</td>
</tr>
<tr>
<td>Task Force report re. Club Facilitation Retreat</td>
<td>Catherine van Fleet reported that a task force consisting of herself, Mary Vance, Peter Harr, David Smith, Eric Larson, and Carol Harms has been meeting regularly with facilitator, Brian B Egan. The task force is asking for Board approval to proceed with a facilitation retreat at the Bridge Club that will be open to all Bridge Club members to take place on the following dates:  • Saturday, September 21, 11am - 4pm  • Sunday, September 22, 12 noon - 4pm  A motion was made, seconded and unanimously approve the request for the facilitation to occur on September 21 &amp; 22 at the Bridge Club</td>
<td>Catherine van Fleet and task force will continue to meet to plan and implement the facilitation retreat on September 21 &amp; 22</td>
</tr>
<tr>
<td>New Business</td>
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<td>Process for cancellation of games</td>
<td>Mary Vance proposes that the MOPP be revised to address need for routine cancellation of certain scheduled games at the Corvallis Bridge Club to support and avoid schedule conflict with nearby regional tournaments in Eugene, Salem and Newport.</td>
<td>Mary Vance will bring proposed revision to future Board Meeting</td>
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<tr>
<td>Email proliferation</td>
<td>Peter Harr requested the Board address email proliferation. This issue will be deferred to a future meeting when Peter is present</td>
<td>Peter Harr to bring concerns to future Board Meeting</td>
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<tr>
<td>Club Supplies</td>
<td>Dick Jarvinen reported that, contrary to reports saying otherwise, he and Chloe Jarvinen will continue to purchase paper supplies for the club, i.e., toilet paper, trifold paper towels, and napkins</td>
<td>No action needed</td>
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<tr>
<td>5th Anniversary of Bridge Club</td>
<td>Joyce Wilcox requested that the Board approve an anniversary celebration in late August to celebrate the Bridge Club at its current location. A motion was made, seconded and unanimously passed to approve this</td>
<td>Dick Jarvinen will contact Joyce Wilcox to arrange an anniversary celebration of the Club in late August 2019</td>
</tr>
<tr>
<td>Committee Reports</td>
<td>Board Committee reports deferred</td>
<td>Board Liaisons to ensure information and requests from their respective committees are brought to the attention of the Board at future meetings, as needed.</td>
</tr>
<tr>
<td>Adjournment</td>
<td>The meeting was adjourned at 1245. The next CDBC Board Meeting is scheduled for Tuesday, September 10 at 4:30 pm, immediately following afternoon game.</td>
<td>Agenda items to be submitted to Board President at least 4 days in advance of next meeting</td>
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<tr>
<td>Minutes recorded by Mavis Tuten, Board Secretary</td>
<td>Attachments to these Minutes:</td>
<td></td>
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<tr>
<td>• Resignation. Joyce Willcox</td>
<td></td>
<td></td>
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<tr>
<td>• Resignation, Sandy Allen</td>
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<tr>
<td>• Resignation, Karla Stewart-Layton</td>
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<tr>
<td>• CDBC Board. August 2019</td>
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</table>
I can sense from the emails I have received recently from the Board that I have lost the confidence of enough Board members that common goals and their development are not possible. Therefore I am resigning today.

I will be happy to continue to chair the Outreach Committee since we have made so many plans already for the new education year and the time is short for implementation. However I will defer to the Board on this. Mitchell and I will continue to maintain, update the email list and send emails for the club, again at your pleasure.

It is my plan to continue to play bridge at the club, and contribute to the success of this club. All of my intentions are for the growth of this club. I want to encourage fellow players to continue to participate in building community spirit. In the process we will get to play and learn a fascinating game. But the real bonus is, we will get to do it with folks we call friends.

See you at the table.

Joyce
To the Corvallis Duplicate Bridge Club board,

Please accept my resignation to the board, effective immediately. These past years, I've enjoyed working with other volunteers to help our Club grow and prosper. I'll do whatever I can to ensure a smooth transition of duties. I'm happy to continue writing the newsletter, or I can transfer those duties to another member at the board’s direction.

I love our Club and will continue to enjoy playing the world’s greatest card game with the greatest of friends!

Sincerely,
Sandy Allen
Mary, and fellow board members....I am resigning my position on the board. It has been a pleasure to get to know you all better and I will support your decisions, knowing how hard they have been to make. I am happy to continue to monitor paper supplies during the months I am here and serve with Catherine on events. It has taken many helping hands to create our club and I appreciate all the effort it will take to resolve the issues facing it. Karla

On Tue, Jul 16, 2019 at 11:55 AM Mary Vance <maryvance@peak.org> wrote:

**CDBC board members,**

As you are all now aware, Joyce Willcox resigned from the CD BC board this morning. As a result we need to appoint a ninth member to fill that vacancy before we can conduct further business. As Acting President I have asked Dick Jarvinen to fill the current vacancy and serve for the remainder of the year. He has graciously accepted, pending board approval.

Please respond to this email with your concurrence or disagreement.

Once we have a full board of nine members, we will be able to elect a president. That election will take place at our next board meeting on August 1st.

Thank you all!

Mary

Life isn't about waiting for the storm to pass.
It’s about learning to dance in the rain.
<table>
<thead>
<tr>
<th>Term Ending</th>
<th>Nick Warden 541-286-4242</th>
<th>Walter Dobek (Board President) 541-609-1885</th>
<th>Dick Jarvinen 503-799-6315</th>
</tr>
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<tbody>
<tr>
<td>January 2020</td>
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<tr>
<td>January 2021</td>
<td>Mary Vance (Club Manager) 541-760-1311</td>
<td>Catherine VanFleet 406-459-5455</td>
<td>Leah Bolger (term end Jan 2020) 541-207-7761</td>
</tr>
<tr>
<td>January 2022</td>
<td>Mavis Tuten (Board Secretary) 541-231-0063</td>
<td>Mary Marsh-King (Board Treasurer) 541-760-3445</td>
<td>Peter Harr 541-752-0990 (h) 541-908-7954</td>
</tr>
</tbody>
</table>