

Meeting summary for Northwest Chess Board Meeting (4/28/2024)

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This meeting was scheduled as the end-of-quarter meeting for the 1st Quarter of 2024.

In attendance: Ralph Dubisch (at large), Wilson Gibbins (OCF), Eric Holcomb (OCF/NWC retired Business Manager), Duane Polich (WCF/NWC Publisher), Jeff Roland (ICA/NWC Editor), Josh Sinanan (WCF/NWC President), Ani Barua (WCF). Absent: Alex Machin (ICA). The meeting was called to order at about 7:15 p.m., and the January 2024 meeting minutes were approved [motion Wilson/Ralph].

Quick recap

The team discussed the approval and distribution of meeting minutes, the need for a new business manager, the financial situation, issues with email addresses (need to audit the email list), and advertising compensation. They also deliberated on organizational matters such as the acquisition of an IRS 501c3 status, the process of obtaining professional movie shots (for use in an article), and the potential partnership with Regency Chess. Lastly, they addressed ongoing collaborations with SettleKing and concerns about their membership database integration project.

Summary

Approval, Distribution, and Financial Review

The team discussed the approval and distribution of meeting minutes, with Eric confirming approval of the January meeting minutes (see above). They also planned to contact Dwight Barber for a photo and discussed the need for a new business manager, accountant, or bookkeeper, and the potential for automation. They further reviewed the financial situation, focusing on the number of payments received, managing their online email address list, and addressed issues with secondary email addresses. The team agreed that while the financial situation is not a crisis, it does require ongoing attention.

Advertising Compensation and Budget Adjustments

Ralph, Jeffrey, and Eric deliberated on issues regarding advertising compensation and budget adjustments. They discussed an outstanding balance of about \$11,800, including both the Bank of America and PayPal accounts, and the latest \$2,500 advance from WCF.

Mailing

There was an issue with the post office which delayed mailing of the May magazine. This has subsequently been resolved, and the issue was mailed on time.

Organizational Issues and Tax Concerns

The team deliberated on various organizational issues including the potential hiring of a business manager and dividing the costs for an accountant. [An unresolved issue is how much NWC can afford to pay for a business manager. The establishment of a budget committee was suggested.] They discussed increasing membership dues for WCF. They considered the issues surrounding their non-profit status and the inability to file federal taxes, with Ralph suggesting they apply for non-profit status (501 c3, c6 or c7) to access certain benefits. Eric agreed to gather the necessary financial data for this application, if necessary, while Ralph offered his assistance due to his familiarity with this IRS status. (Also see below.)

Organization Nonprofit (501c3) Status and Annual Processes

The team deliberated on the process of acquiring an IRS 501c3 status for their organization, with a focus on their bylaws and the potential involvement of Dwight Barber (who has nonprofit experience). They discussed the importance of maintaining relevant data for their activities. Furthermore, they talked about their annual accounting process, the submission of items for publication in their magazine, and the possibility of organizing an international tournament with Dwight Barber's help. The team agreed on the necessity of these tasks and committed to gathering the required information and resources.

Tax Matters (carried over from January board meeting)

Ralph mentioned the need to discuss tax matters with Duane, and Eric indicated his intention to gradually reduce his involvement in the financial aspects of NWC. [He is already "officially" retired but continues to assist with some tasks.] Jeff clarified his availability for certain projects. Ralph discussed the Federal E-Postcard filing requirement (for nonprofits), which Duane agreed to help him complete.

Ralph planned to talk to Duane about filing the Federal E-Postcard and the total income for 2023. NWC needs to register as a Federal (IRS) nonprofit before it can file the simple E-Postcard tax returns (not complete).

Photo Licensing

The group discussed the costs associated with obtaining professional movie shots. This was in connection with one specific photo in the Bruce Pandolfini article.

Regency Partnership and Budget Review

The team discussed a potential partnership with Regency Chess, a UK supplier, who offered a chess set as a prize. There was uncertainty about its relevance to the Northwest Chess community and the possibility of promoting the supplier at a tournament. Jeffrey, the editor of *Northwest Chess*, agreed to follow up on the offer. The acquisition and use of the chess set were considered as a prize or for promotion at a tournament. It was agreed that the set, if available, could be shipped to Josh.

SettleKing Usage, Database Issues, and Pricing

The team deliberated on the potential use of SettleKing and its associated costs, with Josh providing updates on its progress. [WCF is in the process of establishing a partnership with SettleKing for its membership database and for handling tournament registration payments—see below.] They also addressed ongoing issues concerning the membership database import and one alternative supplier's price hikes (proposed or quoted to adapt their system for NWC use and perform the database import), which they found unacceptable. The team also sought clarification on the president's authority to appoint committees and the operational model of SettleKing.

SettleKing Collaboration and Tournament Registration Challenges

The team discussed the ongoing collaboration with SettleKing to integrate their membership database with the online tournament registration system used by WCF. Eric, Ralph, and Josh expressed concerns about the project's progress, with Josh revealing that the team had slowed down in recent months. They also discussed the challenges they face with the current online registration system. The team agreed to schedule another meeting with SettleKing to discuss the status of the project.

Progress reported:

- Josh created a WCF account in SettleKing and linked the WCF bank account, etc.
- The team is working to import the WCF membership database.
- A fee associated with certain transactions was removed.
- SettleKing is working with David H. (online registration). What progress has been made?
- The process may be working for now, but more work is needed.

Next Steps

- Jeffrey will email the post office to inquire about the mailing of the May issue (resolved).
- Eric will find out the details of the PayPal transfer that occurred on January 23. [This was a standard transfer made by Duane. Eric and Duane normally review all the PayPal transactions in the NWC account at the end of each year.]
- Eric will follow up with the person who offered the chess set to discuss the details required for the application (not complete).
- Josh will report back to the board on the progress of the SettleKing integration before the next board meeting.
- An editor pay committee was established, with members Josh, Duane and Wilson. This committee will coordinate with the WCF, particularly regarding the impact of raising WCF dues starting in 2025.

Meeting adjourned at 8:18 p.m. [motion Ralph/Wilson].