

WECC Meeting  
held at Dave Merrill's house

April 11, 2018

513 Wagon Ct Richland, WA

Attending: David Merrill (P), Stan Kuick (VP), David Criswell (T), Doug Herigstad (S),  
Mike Wilbricht (by phone)  
Guests: Edith Lau

Meeting started at 7:30pm

1. Welcome guests

A. Welcome Edith!!!

1. I guess she's still technically a guest – Dave M.

2. Review minutes

A. Doug sent minutes from last meeting in an email to make them more readily accessible to everyone

B. Dave M. moved to approve the minutes, Stan seconded, all said "Aye"

3. Review finances

A. Paypal \$511.00

B. HAPO Credit Union

1. Savings \$34,886.06

2. Checking \$7,480.04

C. 18 Mo CD C5 \$7,693.33

D. Subtotal \$50,570.43

E. Minus Outstanding Checks \$4,149.48

F. Total \$46,420.95

G. transfer all but \$5,000 into checking to cover all upcoming payments

H. estimate about \$54,000 net profit from tournament

I. estimate expenses at \$42,000

1. without sitting down to calculate closely

J. write check for \$500.00 to Rick Jorgensen and send right away

1. Dave C. will call to determine if he wants it soon or at tournament

2. would also a shirt 3XL

a. Dave M. added 2 3XL shirts to order

1. for Rick and Loren Schmidt

K. Dave M. would like to purchase micro USB cords for charging phones

1. as a courtesy item, in case someone forgets their charging cord

2. possibly have cords at the free-charging station

a. use multi-ended variety to accommodate different devices

b. Mike found one on Amazon for \$6.00

c. purchase 10 of these

1. make 8 available, keep 2 at info booth for back-up

3. Dave M. moved to approve up to \$90 on 10 USB cords, have Mike purchase these and reimburse him, Stan seconded, all said "Aye"

4. Tournament preparations

A. purchased power strips, held at storage

**B. move everything over to TRAC the Thursday before tournament**

C. drape off NW corner where 2 big doors are located

1. everything used to haul tables and chairs hidden during tournament

D. Buddy wants to drive trophies into building to drop them off Friday morning

E. registrations keep coming in

1. 1131 players currently registered
  - a. average 15 new players each day at this point
  - b. anticipate another 150 more players by start of tournament
2. we need tables for current number of players
3. instead of 6ft tables in NW corner, use 8ft for smaller players
  - a. swap out 18 6ft tables for 12 8ft tables
  - b. need to squeeze in more tables throughout
    1. sections won't be divided evenly among tables
    2. need to expect to accommodate 1280
      - a. 60 of which will be at Holiday Inn Express
      - b. 1220 players in tournament arena
      - c. only seating 1072 players at this point
      - d. will need 85 6ft tables rented
        1. 44 from Pasco Rentals
          - a. was that all they had?
          - b. **call to ask for more**
            1. 6ft or 8ft
            2. 20 more 8ft
          - c. increase chair order to 1400
        2. 35 from Bennett
          - a. all their plastic ones
          - b. could still use wooden tables
      - e. TRAC providing 190 6ft tables
    3. we need to be there Thursday to ensure set up is correct

F. Set up and tear down

1. volunteer sign up for set up and tear down looks good at this point
  - a. Stan directed volunteers he coordinated to be there 7:30 to 8:30am, or 5-7pm, or both
  - b. we can reasonably expect more volunteers than are signed up
2. TRAC will set up chairs for team tables
  - a. overflow area to be set up for extra 120 people
    1. using classroom tables up against the north wall w/2 chairs
      - a. these will be assigned
    2. 2 classroom tables together w/4 chairs on south wall about 20ft apart
    3. can utilize entire length of hall to the West for last minute registrants
      - a. these will not be assigned
3. A to Z scheduled pick-up for Monday, 5:30pm
  - a. **need to call to arrange for earlier pick-up, 10am**
4. Pasco Rentals scheduled pick up for 7:30pm Saturday
  - a. they will have to wait if we're not ready
    1. get a phone number to call in case

- 5. Bennett Rentals will pick up Monday morning
- 6. Dave C. and Stan and Mike all have trucks to use to haul trailers
  - a. requires 2" ball
  - b. whether we need 1 or 2 trucks, we should have it covered
  - c. trailer has jack to secure it while stationary/not hooked up
- G. 70 additional shirts ordered, 30 already distributed
  - 1. plus 2 more 3XL mentioned above
- H. 480 sets and 500 boards have already arrived, been stored
  - 1. Shelby Lohrman, American Chess Equipment 562-225-8324 (cell)
- I. 1177 trophies ordered at this point from Buddy
  - 1. \$12,500 for trophies and \$1,200 for plaques
    - a. sent checks for \$7,000 for downpayment
  - 2. not enough for the anticipated 1220
    - a. short on participation trophies
      - 1. should be half the players
      - 2. 44 more of these?
    - b. what about sending trophies after the tournament?
      - 1. Edith kind of okay with it, but can't speak for all
      - 2. short our own people so as to not have to ship them
    - c. what about drops at the last minute?
      - 1. 30 players could drop in the end
      - 2. PSD paying for their players
        - a. these registrants don't have anything to lose
    - d. order 80 more trophies
      - 1. 2 – 5.0, 2 – 4.5, 14 – 4.0, 18 – 3.0, 44 – participation
      - 2. for another \$789.00
      - 3. Dave M. moved to order the above, Stan seconded, all said "Aye"
- J. Review volunteer list and discuss Training
  - 1. walk through this Saturday morning
  - 2. how many team tables maps do we need in large format, 24" x 36"
    - a. don't want to skimp on these, do not want 100 people crowded around
    - b. at least 4 of these
    - c. most players should already know their assigned table
      - 1. email sent this morning
  - 3. also print team table key in large format, 24x36"
  - 4. also print overflow map in medium-sized format, 11x17"
    - a. 4 sets, 1 of each map in their various sizes
      - 1. figure out where these go when we set up Friday
- K. where will Dave M. be during the tournament?
  - 1. check in with vendors
  - 2. check in with food vendors
  - 3. walk through team table arena to check layout, scoot in chairs
  - 4. introduce Loren at start of tournament
    - a. would like to spend some time in tournament arena throughout
- L. Parking lot help

1. Stan has arranged 2 volunteers, and will get more
    - a. Scouts will help also
    - b. he will be out there at times to check on everything
  2. it would be really helpful to have cones set up
    - a. move the cones as the rows fill up
    - b. **Stan will follow up on cones**
  3. will notify volunteers of volunteer parking behind TRAC
    - a. about 200 spots
    - b. PSD coaches can park here also
    - c. back doors will be unlocked by 7am
  4. create sign leading to Holiday Inn Express
- M. train leaders for set up
- a. write instructions outlining set up progression
  - b. schedule for when to arrive for set up on SignUpGenius
  - c. everything coordinated to proceed smoothly
  - d. make measurements and get one row set to determine spacing
    1. **bring couple rows of bright-colored tape**
6. meeting up at storage unit on Thursday, April 19<sup>th</sup>
  - a. head to storage after reviewing set up of tables at TRAC
  - b. meet at TRAC 8:00 – 8:15 am Thursday morning
- N. Dave M. needs some supplies
1. 2 toner cartridges for printers
  2. vari-colored paper
    - a. use rocket red for kindergarten
    - b. pastel colors for 1-6
    - c. cosmic orange for 7-8
    - d. solar yellow for ILC2
    - e. astro-bright happy pack at Office Depot for smaller sections
    - f. use white paper for postings w/ header in appropriate color
  3. no need for card stock for tents, will only be thrown away
    - a. print them Friday, take to Rebecca who will fold them
      1. **we need to tape them to table**
      2. **purchase tape dispenses and staplers**
      3. also need to make tents for team tables
- O. Food vendors
1. Papa Johns: pizza by the slice (1/6) \$3, whole pizza \$18, soda \$2
    - a. cash only express line available for whole pizzas only
      1. to encourage attendees to bring cash
    - b. credit card line likely to be long
    - c. Mike will draw up menu, convert to PDF and sent to Papa John's for approval
  2. CG Catering (Country Gentleman)
    - a. boxed lunches \$9
      1. not sure what it includes
        - a. Mike will call to determine menu items
        - b. suggest sub-sandwiches, hot dogs, etc.

3. Dave M. arranged for 15 pizzas to be made available to the volunteers throughout the day (4 in the morning, 4 at noon, 4 in the afternoon . . . )
  - a. need a lunchroom volunteer to make sure pizzas are available
    1. first-aid people can handle this
- P. order polo shirts – DONE
- Q. order power strips – DONE
- R. TD instructions to Loren – DONE
- S. VIP room assignments
  1. Holiday Inn Express: Loren Schmidt, Norm May, Ben Radin
  2. Hampton Inn: Rick Jorgensen, Elliott Neff
  3. Shilo: Jon Dill, family in need, other
- T. Schedule next week set up at TRAC starting Wednesday
  1. Dave M. will take 2.5 days as vacation to concentrate on WSECC
- U. Final proposal for WSECC proposal
  1. Dave M. offered counter-proposal
    - a. hasn't heard not to publish so will go ahead
  2. they claim they will see big donations to entice WECC to join
    - a. Dave M. has mentioned a wait-and-see option
    - b. after 6 years how do things look?
    - c. reconsider for 2024
- V. Look at follow-ups to make sure they're getting done
  - 1. adjust chair order to 1400**
  - 2. clarify involvement of drop-off/pick-up**
    - a. Pasco Rentals may be willing to wait until Monday**
      - 1. dependant upon whether they need the trailers over the weekend**
      - 2. we need to put away all chairs and tables**
      - 3. leave scheduled pick-up at 7:30pm to give us a goal**
    - b. Bennett Rentals just wants tables set up near door, pick up Monday**
    - c. A to Z Rentals details will be detailed by Stan**
  - 3. TRAC will have their end done by 1pm**
    - a. in order to set up sets, tents**
  - 4. training at Dave's house Saturday**
  - 5. listing of how many chairs, how many tables in each room**
    - a. don't know hallway configuration just yet**
      - 1. as many classroom tables as will fit**
- W. Dave M. moved to adjourn meeting, Stan seconded, all said "Aye"
- X. Next meeting scheduled for WSECC at TRAC!!!

Meeting adjourned at 10:18 pm

Respectfully submitted,

Doug Herigstad