

Attending: Danielle Craigen (P), Andrew Chung (VP), Alex Corsten (T), Doug Herigstad (S), Tayseer Khalil (M@L)

Advisory: Edith Lau

Meeting started at 7:32 pm

1. Review Meeting Minutes from 10/19/22
 - A. Andrew moved to approve minutes as read, Alex seconded, all said "Aye"
2. Old Business
 - A. Volunteer background checks
 - i. Finalize background check board policy
 1. Concerns that we need to follow the Fair Credit Reporting Act
 - a. Better to do too much than too little
 - b. Amended policy to remove irrelevant details
 - c. Danielle and Doug maintain records as Volunteer Manager(s)
 - i. Doug will keep track of volunteers
 - ii. Danielle will notify prospective volunteers of status
 2. Present to lawyer before we vote?
 - a. Or vote on policy to present to lawyer?
 - i. Maybe better to have approved policy, then make changes as recommended by lawyer
 - b. Fill in blanks as well going forward
 3. Andrew moved to approve policy as is and amend as needed following legal counsel, Tayseer seconded, all said "Aye"
3. Treasurer's Report
 - A. Urgent action needed – CD due for renewal prior to next meeting
 - i. Danielle prefers liquidity, worry about running out of available funds
 - ii. Andrew suggested shorter term CD
 1. 6 mo.
 - iii. Alex moved to pursue 6 mo. term CD and, if not available, transfer to money market account, Danielle seconded, all said "Aye"
4. Old Business
 - A. JDP selected for company for background check
 - i. Danielle moved to approve JDP as chosen company, Andrew seconded, all said "Aye"
 - B. Tournament preparations
 - i. Edith has all needed materials
 1. Danielle will bring clocks morning of
 - ii. Andrew has computer and printer for pairing
 - iii. Alex will be TD
 - iv. Danielle, Tayseer present for duration
 - v. Doug will be there at start, will need to leave by 11:30 for work
 - vi. Edith has number of student volunteers arranged
 1. Less concern for having background checks in place
 - C. Lewis & Clark tournament moving forward

held via Zoom, at a variety of locales

- i. Julie moving things along
 - ii. Asked that WECC arrange for trophies
 - iii. Danielle has flyer prepped
 - 1. Ben will post when ready
- 5. New Business
 - A. Coach at Jefferson, Adam, looking to volunteer in larger capacity
 - i. Asked for more chess sets and demo board
 - 1. Alex says they should already have demo board
 - 2. As well as 30 sets
 - 3. Danielle will double-check about inventory
 - ii. Check back with Hanford about hosting tourney
- 6. Good of the Order
 - A. People not receiving emails forwarded to wecccboard list
 - i. Send everything to individual email addresses for time being
 - B. Have Andrew and Tayseer's emails been added to group email list?
 - i. Alex coordinated with them previously
 - 1. Will follow up as needed
 - C. Next meeting time: Wednesday, November 30th @ 7:30 pm via Zoom

Meeting adjourned at 7:57 pm

Respectfully submitted,

Doug Herigstad