



Northwest Chess Special Board Meeting
Sunday, March 5, 2023, via Zoom (online meeting)
With follow-up meeting on March 26, 2023

In attendance: Aniruddha Barua (WCF), Wilson Gibbins (OCF), Eric Holcomb (retired Business Manager), Alex Machin (director at large), Duane Polich (Publisher), Jeff Roland (director-at-large), and Josh Sinanan (WCF). Absent: Ralph Dubisch (director-at-large); did attend March 26 follow-up. Time: meeting called to order by Josh at about 9:00 p.m. Pacific Time (March 5 meeting).

Minutes – The January 22, 2023 (4th Quarter 2022) meeting minutes were approved unanimously [motion Jeff/Alex] after one clarification – The “SettleKing” software referred to in the minutes is a payment processing system for tournaments but is not currently operational.

The remainder of the meeting was dedicated to addressing a list of “high urgency items.” Follow-ups from the March 26 meeting (or later) have been added separately.

- 1099 NEC (non-employee comp) tax forms for 2022 – use same service as I have used for several years or is Duane planning something different?
Resolution: Eric completed this with Duane’s data, using the same service as used previously.
Follow-up: None required.
- Washington Combined Excise Tax Return for 2022 (including detailed sales and use tax accounting) – due April 17.
Resolution: Need list of all payments received in 2022 (e.g., NWC PayPal, online registration). Eric or Jeff to work on online registration list; Eric to combine with other data (including NWC PayPal and Bank of America) supplied by Duane and prepare the tax return. Eric will need to coordinate with Duane or Josh to make the tax payment online.
Follow-up: To be finished tonight or ASAP. The tax return was successfully completed and filed on April 9.
- Federal tax issues – get setup to file “e postcard” returns. Ralph and Duane were supposed to coordinate on this.
Resolution: Not resolved. Duane is supposed to give the financial data to Ralph.
Follow-up: Still not done. Duane should follow-up as noted.
- Were ICA premium memberships paid (to NWC) for 2022? No check has been received.
Resolution: Eric to send list of ICA premium memberships reported in 2022 to Jeff, who will follow up with ICA. Jeff is the ICA VP and is supposed to be added to the ICA bank account. NWC has subsequently received the funds due from ICA for 2022.
Follow-up: Jeff needs to continue to work with Adam to make this process easier. Will there be a new bank account? Will Jeff be a signer on the account? What about using Zelle?
- Calculation and payment of OCF membership share for 2022. OCF is losing confidence in NWC and OCF board members are complaining. OCF treasurer Mike Morris has supplied a list of OCF memberships included in PayPal payments made from OCF to NWC.
Resolution: Eric to calculate amount due as part of assembling list of all payments received in 2022. This has subsequently been done, although the final payment may not be complete. (To be completed by April 17 tax deadline. Pay via check or Zelle or some other method?)

Follow-up: Delayed until May/early June but has subsequently been resolved via a transfer to the OCF bank account. The process can be improved for next year.

- Invoicing for any remaining 2022 accounts receivable such as advertising or grand prix.
Resolution: Mostly not done! Duane had a computer crash. Jeff may be able to assist with ad spreadsheets. Duane and Jeff are planning to get together separately.
Follow-up: Jeff to assist Duane with ad invoicing. (See June minutes.) Eric is assisting with maintaining the spreadsheet.
- Payout of 2022 NWC Grand Prix prizes (the last time this will need to be done!).
Resolution: Eric forwarded Murlin's list of the prizes to Josh, who has subsequently paid the Washington and Idaho winners. Some small prizes for other locations may remain unpaid.
Follow-up: Eric still needs to go back and check list for other locations and send to Josh.
- USPS – still no mailing report for January magazine; will mailing location be changed to Redmond?
Resolution: Wenatchee World supplied the mailing report for January, and USPS adjusted its records and our account balance. However, USPS also determined that NWC can't currently mail in Redmond because we don't have a bulk mail permit there.
Follow-up: We are now signed up for an Enterprise Payment System (EPS) account which resolves this issue. Mailing continues to be at the Seattle location, but Redmond could now be used if desired.
- Membership processing – must be automated; still no bid from onlineregistration.cc (Dr. Sisira). Eric will need to set a firm cutoff of June 30, 2023, after which he will no longer be able to perform membership processing.
Resolution: Wilson met online with Dr. Sisira. The setup cost is now estimated at \$3,500 (versus \$2,500 previously), plus \$20/month for the membership system (not including tournament fees). Maybe they would accept \$3,000 if offered in only two payments instead of three. Wilson will let them know we are still interested but want to speak with the project manager. This has subsequently happened, but things are still on hold pending a couple of new alternatives which need to be discussed at the next meeting. The target date for having a new system ready is July 1, in time for the Oregon Open.
Follow-up: Further discussion and information needed. A motion [Eric/Wilson] passed to authorize \$200 for Dave Murray to consult with us about online membership systems.
- Membership processing (Idaho/ICA) – Should we eventually include ICA in the new membership management system? (They currently use a different system, and periodically provide NWC with a list of premium memberships collected.)
Resolution: Not resolved.
Follow-up: Yes, ICA should be included. Check with Desmond Porth about his system.
- Possible increased WCF membership share (requested by Josh). Currently all WCF membership funds go to the magazine.
Resolution: Tabled; on hold. A budget for 2023 is needed before a reasonable WCF membership share can be determined. Currently all funds go to the magazine and are taxable to the member/subscriber.
Follow-up: Table for now. A budget is needed.

The March 5 meeting was adjourned at 10:45 p.m. [motion Wilson/Jeff; agreed by all].

Recorded and transcribed by Eric Holcomb.

Additional issue to be discussed at the next board meeting:

- “Inclination” – Duane, Eric and possibly others have said that they are “not inclined” to perform certain tasks, in part due to age and/or retirement. For example, Duane is “not inclined” to account separately for each individual membership received, and Eric no longer wants to perform manual membership processing after June 30, 2023 (see above). Duane also wants help with invoicing. Eric is also “not inclined” to begin new tasks such as applying for a mailing permit in Redmond, or investigating whether some portion of WCF memberships collected might be non-taxable. These are all important tasks, and someone will need to do them (or in the case of membership processing, it will need to be automated). It’s possible that NWC might need to hire a professional accounting firm despite the high cost.



Northwest Chess 1st Quarter and Special Board Meeting Sunday, June 11, 2023, via Zoom (online meeting)

In attendance: Wilson Gibbins (OCF), Eric Holcomb (retired Business Manager), Alex Machin (director at large), Duane Polich (Publisher), Jeff Roland (director-at-large), and Josh Sinanan (WCF). Absent: Aniruddha Barua (WCF), Ralph Dubisch (director-at-large). Time: meeting called to order by Josh at 9:05 p.m. Pacific Time.

Minutes – The March 5, 2023 special board meeting minutes were approved unanimously [motion Wilson/Jeff].

ICA Membership Rates – Apparently ICA offers free memberships (but not premium memberships with a NWC subscription) to seniors. Some follow-ups may be needed. Also, can ICA pay NWC via Zelle rather than PayPal to avoid fees?

Finances/Banking – Josh said he would order some checks for the NWC bank account.

Invoicing – Duane has the financial data set up in the cloud. Jeff to work with Duane on invoicing for ads. (Subsequently completed or in progress.)

Taxes – There is an issue about Washington State sales tax, and if they are owed for nonprofit membership organizations such as WCF. Eric maintains that they are required for magazine sales unless determined otherwise. We will need a tax accountant or attorney. Start by checking with WCF Treasurer Robert Allen.

Membership management – We reviewed the report and recommendations of Dave Murray. Josh will contact the recommended vendor (Joinit) in Seattle, and report back to the board.

Inclination (follow-up on notes from previous meeting) – Who's going to do it? Do what? For example, invoicing will now be done by Jeff and Duane, with Josh coordinating.

The June 11 meeting was adjourned at 10:35 p.m. [motion Wilson/Jeff; agreed by all].
Recorded and transcribed by Eric Holcomb.