

GR (GR) Board of Director's (BOD) Meeting Minutes

May 19, 2020

Officers present:

Tom Burroughs, President
Laura Riesenbarg, Vice President
Al McFarland, Treasurer
Connie Dineen, Recording Secretary

Officers Absent: None

Committee Chairs Present:

Bob Dineen, Special Assistant
Connie Dineen, Newsletter Editor
Dave Fleming, Operations & Planning Committee
Joanne Hensley, Web Master
Howard Ho, Social Committee
Steve Mateo, Ratings Committee
Adele Neuberg, Membership Committee
Joe Wittling, Chief Information Officer

Committee Chairs Absent:

Marion MacRae, Caring Committee

Member Attending:

Art Politano

President' Report: Tom welcomed everyone to the first BOD meeting held via Zoom, a virtual platform, necessitated by restrictions imposed by Governor Northam as a result of the outbreak of coronavirus (COVID-19). Each person was asked to raise their hand and wait to be called on to speak in order to prevent attendees speaking over one another. Prior to the meeting, Tom sent an agenda to all attendees in order to make them aware of topics to be discussed. The format of the meeting was that Tom brought up an agenda item, called on the person who submitted that item for their presentation and comments, and then called on attendees for input and comments. Those topics and comments are summarized below:

Agenda Items:

- **Tennis Opt Outs:**
 - ✓ Al reported that refund checks had been sent to 168 members who were not able to complete play in the fall/winter venues due to COVID-19 restrictions.
 - ✓ To date, there have been 11 refunds to members who signed up to play in the spring/summer venues, which begin outdoors next week.
 - ✓ COVID-19 restrictions are expected to begin slowly easing, allowing tennis venues to reopen. Discussion was held on the topic of sending a survey to members inquiring about member opt-outs for the venues which will be available and about the need/desire for obtaining a hold-harmless waiver for those GR members returning to a venue. The consensus of the group was that no survey would be sent, but that GR would be liberal in their decision to allow members to opt-out prior to the actual start date of the summer season.

- **Hold-Harmless Waiver & GR & Officers Insurance:**
 - ✓ A good deal of discussion was held on the topic of whether or not GR should create a "hold-harmless" waiver for members to sign and whether or not to invest in insurance for the protection of GR Officers. The question of whether only GR Officers should be protected or does that protection extent to committee chairs and captains as well was asked. Other thoughts that were shared are:
 - Is having a waiver for members to sign sufficient for liability purposes?
 - Should GR have a COVID-19 specific waiver in place?
 - Wording of any waiver should be well-thought-out and comprehensive.

- From what does GR need "protection"?
 - Will each venue have their own COVID-19 specific waiver that players will be asked to sign?
- ✓ Although getting insurance for the protection of the GR & Officers has been discussed in the past, GR did not feel the need to purchase this type of insurance. However, with the threat of COVID-19 still very real (and with an anticipated spike in the number of cases in the fall), it was thought the timing was right for this topic to be thoroughly investigated. Tom, Laura, & Al will gather information and report back to the BOD at the next meeting.
- Indoor & Outdoor Starting Dates:
 - ✓ Starting dates for both indoor and outdoor play are still unknown, but it is thought to be within the next couple of weeks. The Governor is expected to announce a removal of the Stay-at-Home Order currently in place for Northern Virginia this week, but actual starting dates may be different venue to venue. It was noted that even though Virginia may be "reopened" there is no requirement for individual counties and cities to follow that same directive and may "reopen" when they deem it safe and appropriate.
 - ✓ No information has been received from Fairfax County Park Authority (FCPA) about reopening of the parks, or how they plan to support the use of the parks' tennis courts. It was noted that different clubs are using a variety of methods for utilizing their outdoor courts, such as using every-other court and limiting play to singles. USTA has established some global guidelines that may be helpful in establishing GR guidelines.
 - ✓ Dave will confirm with FCPA that the dates previously scheduled/reserved for GR play are still good.
 - ✓ Currently, there is a state-wide guideline in place saying "groups" can be no larger than 10 persons, and the question was raised as to whether that "10-person rule" would remain in place at tennis facilities.
 - ✓ Tom sent a copy of the newly established GR rules for play to Carlos at the YMCA and was informed that the "Y" is currently developing a set of rules of their own, and would share those rules with Tom once they were completed.
- Liability Insurance for GR & Officers:
 - ✓ Some members of the BOD feel strongly that insurance coverage is needed as GR goes forward due to the concerns brought about by COVID-19, and have stated they will not continue to serve as an officer without coverage.
 - ✓ Al had previously been in contact with a representative of Travelers Insurance regarding this matter, but those discussions were put on hold. He will reopen those discussions and get some information about coverage (including costs and who specifically will be covered) and report back to the BOC at the next meeting. Al further stated that the treasury needs to be rebuilt, mainly because GR refunded money to members who had signed up to play during the summer, but GR has not received any refunds (and do not know if we will receive any) from the clubs that closed due to COVID-19 restrictions.
 - ✓ Refunds from the various clubs would amount to approximately \$22,000.00. Joe stated that he feels we will get some of that -- if not all of it -- back, but we do not know when.
 - ✓ All agreed that further investigation & exploration into coverage was needed.
- Membership Directory:
 - ✓ Joanne shared that GR member Kesh Prasad recommended putting a membership directory section on the GR website. He would like to have pictures of members and short bios about members added as a way to get to know members better.
 - ✓ It was felt that this could create a technical and management issue for the web master.

- ✓ Some members felt that others do not like having personal information on the website, and reminded the BOD that addresses were removed from the roster for that reason.
 - ✓ The decision was made not to add this section to the website.
- Technical Committee:
 - ✓ Joe thanked Bob for his expertise on the technical end of GR. He is asking that a Technical Committee be formed as Bob would like to have others understand the functions and requirements from a technical standpoint and not be the only one with the historical knowledge of the technical aspects of GR, even though he is willing to continue helping out. The purpose of the committee would be to help with the various technical requirements and needs that are carried out in order to keep the organization moving forward in a smooth manner.
 - ✓ Dropbox and eMailDODO issues have arisen. There appears to be two Dropbox accounts, the "original" account and a "2nd" account. This has created problems for the AI, the treasurer, and for Joe, the CIO. Bob suggested that Joanne (creator of the "2nd" account) double-check the email address used for Joe Wittling to insure that he is able to add material needed by the BOD to Dropbox. He is currently using the "original" account (created by Bob Dineen). Bob will insure that AI has access the original account, from which he seems to have been bumped.
 - ✓ Joe will write a short article for the next GR newsletter asking for volunteers for the Technical Committee.
- Treasurer's Report: AI reminder the BOD not to request more courts for the fall/winter season than are needed, as the treasury is not in a position to carry empty courts. There was general agreement on this. AI submitted a treasurer's report to the BOD on 5/19/2020 via email.
- CIO Report (Spreadsheets from Joe):
 - ✓ Spreadsheet #1: Joe calculated the amount of money owed to GR from the various clubs where courts were reserved. Although GR has not received any refunds to date, Joe feels certain that refunds from the clubs will be forthcoming. He also stated that refunds had been made to GR members who had signed up for fall/winter play but could not play when clubs closed due to COVID-19.
 - ✓ Spreadsheet #2: Joe thanked AI for his diligent work in getting 168 refund checks, totaling \$21,736.00, out to members in a timely manner.
 - ✓ Spreadsheet #3):
 - Joe shared that, to date, GR has 14 venues scheduled for use in the spring/summer season, and that sign-ups for those venues are good. He mentioned three venues in particular (i.e., Fairfax Racquet on Monday is full, the "Y" on Monday has one available space, and Wakefield outdoor is full), but stated that sign-ups at all the venues is going well.
 - Discussion followed concerning the need to have a "Plan B" for how GR will determine who (among those players signed-up for a particular venue) will be allowed to play should a particular venue impose restrictions regarding number of players in a facility or how the courts may be used (i.e., if every-other court is used). Two suggestions were (1) to allow the first 12 (or whatever number is determined by the club) who signed up to play, and (2) to share the time between those who signed up to play at a particular venue by allowing 1/2 of the players to play one week and the second 1/2 of the players to play the next week. This decision will be made when and if it becomes necessary based on what the clubs decide.

- Dave mentioned that if an infection occurs at a particular venue or on a particular court at that venue, all the players at the club or on the court could become "trace contacts".
- Charity Organization Participation:
 - ✓ Howard stated that an organization called "Leveling the Playing Field" has approached him about donating used sports equipment (tennis or other sports) to their organization.
 - ✓ Tom stated that other organizations have asked for donations in the past, and he was concerned that working with Leveling the Playing Field may be equivalent to "opening the door" to other organization.
 - ✓ Howard made it clear that this organization was asking only for equipment -- not money. Following some discussion, it was agreed that GR would go forward with this request. Howard will find out the particulars of where and when equipment can be donated and include that information in an article that will be put in the next edition of the GR newsletter. This will bring the donation possibilities to the attention of the membership.
- Miscellaneous Comments:
 - ✓ Connie reminded everyone to please send her articles for the newsletter.
 - ✓ Art asked if there was a contingency plan for (A) determining if someone is positive for COVID-19, and (B) replacing a captain should he/she become positive for COVID-19.
 - ✓ Howard wondered if an Annual Meeting should be held this year due to the close quarters of the room where the meeting is (typically) held, and Laura followed up with the question of was there a requirement to have an annual meeting each year. Tom stated that the GR Constitution do require an Annual Meeting be held each year. A decision was made to "wait and see" how best to handle this matter once GR has returned to the tennis courts and there is a better understanding of members' concerns about gathering based on COVID-19 issues.

Next Meeting: The next BOD meeting will again be held via Zoom, and Joanne will host. It was unknown how much time would be needed to investigate some of the topics discussed during the meeting, so no date was chosen for the next meeting. Joanne will inform everyone of the date and time of the meeting once she is informed by Tom.

Respectfully submitted,
Connie Dineen
Recording Secretary