

Final

Willamette Sailing Club Board Meeting Minutes: January 21, 2021

By Rachel Barney

Call to Order at 6:35 pm (Online Meeting)

Attendees: Geoff Fanning (Commodore), Kathy Sandifer (Vice Commodore), John Gridley (Rear Commodore), Mike Rees (Fleet Captain), Christine Stamper (Treasurer), Brad Grenham (Port Captain), Deb Postlewait (Club Manager), Program Manager (Matt Berger) Rachel Barney (Secretary), Previous Board Members Arjan Duyvestein, Thom Block

Call to order

Geoff called the meeting to order at 6:35 pm

Approve Meeting Minutes

Geoff motioned to approve the meeting minutes from our last Board Meeting held on December 15, 2020. Brad Seconded. All in favor. No discussion

Officers Reports

Commodore - Geoff Fanning

The Memorandum of Understanding with OYSF for Matt Berger's position is in process. OYSF will pay 25% of the salary and 25% of payroll taxes for 2021. Geoff to work with Ashley to finalize it.

What we want to accomplish this year:

1. The club needs to create a plan or find the previous plan for how much funding we need in the reserve accounts. Geoff proposed we form a committee to make recommendations on how much we need to save for dredging, sailboat replacement, motorboat engines, docks, etc. These recommendations need to be completed for the budget at the end of 2021. The committee is to be made up of 4-7 people, a few being members of The Board.
2. Create an itemized budget to reflect more accurate P&L from programs. Geoff would like a committee including Matt Berger, board members, and members.
 - a. Mark Sandifer has started crunching numbers and he would like to be part of that committee.
 - b. Mike Rees is also interested in this topic.

3. Create a Master Calendar that can be used as a reference for future BOD. It will help guide the Board on planning throughout the year. It will list a recommended start date for planning the budgeting process, Al Morris, general membership meetings, selecting new board members etc. The Calendar will be kept by the Club Manager.
 - a. Arjan recommends Word or Excel for this. Google calendar is hard to perpetuate forward.

In addition:

1. Maintain a safe and healthy club environment
2. Re-establish typical club activities and events
3. Engage members and have a good time racing and sailing
4. Board focus will be on the Club's financial success

Vice Commodore - Kathy Sandifer

1. No agenda at this point. Learning the workings of the club.

Rear Commodore- John Gridley

1. Member of the year - so many people contributed last year.
Dredging - John Gordon has been working for the past 3 years and Mark Sandifer for the past year to complete this project.

Christine Stamper- basically took on the equivalent of a second full time job with her contributions as board member and managing the invoices.

- a. BOD compensated John Gridley and Chris Bitnner in 2019 for the work they did for the club. John Gridley moved to waive work hours for the entirety of John, Mark and Christine's membership as well as waive ship fees, moorage fees and bar-tab for 2 years. Geoff Seconded. All in favor.
2. John plans to make a committee including Bill Connerly and John Olson to refinance our current loan.
 - a. Deb suggests we reach out to Danielle Easton to participate as well.

Treasurer - Christine Stamper

1. Budget Summary

- a. P&L Summary - Bookkeeper did December reconciliation on 1/17/2021. Net was higher than expected, Christine will need to examine everything before finalizing.

	Thru May	June 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Approved 2020 Budget
Program Inc	\$ 29,004	\$ 39,779	\$ 59,789	\$ 86,083	\$123,513	\$129,583	\$128,923	\$128,573	\$ 98,000
Membership Inc	\$ 93,878	\$107,017	\$119,199	\$138,665	\$153,766	\$166,350	\$176,907	\$186,840	\$209,000
Moorage Inc	\$ 57,445	\$ 67,254	\$ 79,557	\$ 89,497	\$ 98,550	\$109,233	\$118,200	\$126,453	\$130,000
Accts Receivable	\$ 74,292	\$ 79,318	\$ 73,757	\$ 47,260	\$ 62,197	\$ 60,290	\$43,399	\$43,799	n/a
Cash on Hand	\$324,244	\$339,211	\$350,237	\$383,187	\$389,723	\$363,732	\$222,251	\$222,000	n/a
YTD Net	\$26,119	\$46,390	\$59,213	\$76,357	\$92,594	\$73,383	\$121,151	\$144,332	\$75,475

Cash on hand between Nov and Dec did not drop, despite LARGE dredging payouts, due to receipt of \$150k of cash loans (promissory notes).

2. Accounts Receivable summary - on 1/21/2021

a. AR Summary

Date	April 2020*	Aug 18, 2020	Sep 15, 2020	Oct 20, 2020	Nov 17, 2020	Dec 13, 2020	Jan 21, 2021
Current AR (not overdue)	~30,000	30,371	56,309	40,732	\$41,679	24,735	31,627
Overdue AR (45 – 120 days)	~40000	13,651	6,176	14,537	13,806	3,587	4,748
Very Overdue AR (120+ days)	~60,000	32,011	20,099	16,514	\$13,908	15,076	7,424
Total AR	\$134,032	76,033	82,585	72,639	\$69,394	43,399	43,799

3. To Do List for Feb 2021

- a. Finalize 2020 books - Christine to study/review books, there are a few write offs and other clean ups to discuss with Shannon.
- b. Get severely overdue accounts sent to collections - Deb to take care of this with guidance from Christine.
- c. Set up a couple of groups
 - i. Financial Oversight Committee - Hand select members, in addition to better ongoing oversight, a goal is to cultivate future treasurers.

- ii. Program Finance Analysis - Geoff to lead/own this one
 - 1. Mark Sandifer has already agreed to help.
- iii. Long term Reserve/financial planning - not sure if this is a committee/group or just a project for the financial committee. Geoff

Rachel verified an 8% discount for members that pay in full at the beginning of the year- will make sure operating policy reflects this number.

Fleet Captain - Mike Rees

1. Trophies ordered. They are slightly over the budget of \$1200. They are in the process of being made. "They are going to look nice!"
2. Training for Night Captain and Safety boat will be on March 20th 9AM to Noon and March 27th 9AM to Noon respectively. Put them on the calendar and reserve clubhouse. - The meeting will most likely be hosted on Zoom.
 - Checklist to be laminated and posted in the Boat house.
3. April 18th opening day - hopefully outdoor in person picnic event??? The board discussed combining this event with the Commodore's party and Club Championship regatta or ring toss?. We still want a 2020 Club Champion!
 - a. Geoff - assumed Commodores' party would not happen due to COVID or it could happen at the end of the year (2021). More planning needs to be done.
4. Steve Williams Regatta- needs to be on the calendar- **Needs a regatta chair**
5. Holley Cup - **Needs a regatta chair**
6. Al Morris -**Needs a regatta chair**- News: we have campsites for this event and for the Thistle Regatta at Yale Lake!!!
7. Registration is live on the website for Race Committee and Fleet Registration.
8. Does anyone have interest in the US Sailing Powerboat Training Course?

Brad: The biggest challenge for participating on the Race Committee is tight quarters on power boats (COVID concern). Possible solution: block out a race committee assignment for a family to sign up together.

Mike's reply: We can take 3 boats out if needed. Recommends acrylic face shields. Mike can put out guidelines but we will mostly let the members decide how to follow health protocols.

Port Captain - Brad Grenham

Brad created a spreadsheet for known work projects. This sheet will be a working document that can be added to throughout the year. It is on google drive. It's purpose is to list everything that potentially needs to be maintained, help prioritize maintenance and funding, act as a budgeting preview, provide a list of tasks for work parties, and provide continuity for future boards.

The spreadsheet will include:

- Information from fire/safety reviews - making sure we keep up on them
- Repair and replacement schedules
- Work party to-do list, i.e. specific tasks at clubhouse, grounds, and docks.
- Eventually, after some member outreach, a list of members who have some specific skills or interests that could be matched with club needs, e.g. pruning, licensed electrician, painting, carpentry, clubhouse organization, watering, and powerboat maintenance, , etc.

How do we strike the balance between contractors and members doing it in house?

We should use member skills where possible, taking into account safety, licensure requirements for particular tasks, and making sure we have available skills to complete effectively.

How do we get people in the clubhouse during COVID-era and schedule them to do work hours so that it is safe? Should Deb be there or not be there?

A: Deb- Scheduling large spaces is less of an issue but people who are coming into the office area should email Matt or Deb prior to entering to accommodate social distancing.

Deb - Protocol for who is working in the office - create schedule

Brad-We'd likely proceed in individual sessions, e.g. one person or family taking on a task at a time during covid restrictions.

Things that will require money in short term see sheet 2 in spreadsheet on Google Drive

1. Sound deadening - panels in upper part of clubhouse to reduce noise - \$7000 materials priced out by Chris Bittner
2. **Priority 1:** Paint South wall of clubhouse (\$400 materials if carried out in-house - -2-3 members or ~\$2200 contracted out)

3. **Priority 1** Gutters- Chris got bid \$2246. Custom color (Brad proposes to approve and get fixed)- heavier gauge materials- quality product for fair price. Chris Bittner will be asked to work as liaison directing them and he signs off on paying them and the club manager will cut a check. Move to approve by Brad, Geoff Seconded. All in favor.
4. **Priority 1** Re-key doors (missing a key or two) \$500
5. **Priority 1** Fixed radio at clubhouse with fixed more powerful antenna - Mike thinks its a safety issue needs to happen \$200.
6. **Priority 1** Lido dock repair \$700 in pressure treated wood 75-80% of boards are fine. Work party could replace some.
7. **Priority 1:** Complete southwest clubhouse piling hoop repair.
8. Keel guards for boats that get beached on the island. Preventive maintenance for the whalers. \$150-200 each. Suggested by Dave. Dave had Darb do it previously. Fleet captain and Matt Berger are in charge of Whalers.
9. **Deferred until February meeting.** Lighting for upper lot - We have one bid.. Brad, Ted Drayton and Jim VanHook looked into doing the work in-house - can probably do if for \$5,000. This includes replacing lights for 6 poles and \$230 per day for a lift. Brad is getting an additional bid from another company that specializes in this line of work. We don't want a grocery store parking lot (don't want to aggravate the neighbors, who have called this year about other lights) but need lights for safety and to deter theft and vandalism. LED lights of right color can be neighbor friendly and save considerable electricity. Fixtures on two poles are currently failing and, due to need to bring in lift, it makes sense to address remaining poles at same time.
10. Cameras. Added cameras are not part of the lighting project. For added cameras, we need a way to transmit the data from the upper lot like fiber optics.
 - a. Matt reports tampering with latch on one gate.
 - b. Mike - discussed prior use of security company and Board discussed added measures.
11. **Deferred until more information available.** Dock flotation on south part of club - giant foam blocks under dock. Toby provided receipt from previous 12 blocks - \$1500 for outside contractor to come place them for us. Check out the flotation once boats are back on docks and make clearer assessment of needs then.
12. Pavement repair - John has names of contractors and Brad and John to set up appointments - maybe take care of it with loan money in the refinance. Need to

re-pave eventually, so let's see potential costs. Ramp and parking area have deteriorating paving. Best to do it off-season. John thinks there may be a 3 day loss of parking area access.

Secretary - Rachel Barney

1. Helping to edit Roster.
2. Working on new member packets - need to finish Roster first then will move on to the packet.
 - a. All membership to get packets this year.

Club Manager Report - Deb Postlewait 1:50-13

1. Deb will schedule a meeting with Matt and Drew to figure out moorage application
2. Quickbooks is easy. She is familiar with it.
3. Telltales- Plan is to have out by mid-February for a January/February digital edition; hard copy to go out in March with Member packet. - Idea is to publish quarterly to save money. Pole membership and see who wants paper copy and who wants digital. We can address that further down the road.
4. Willamette WInd- She will take over March 1st
5. Scribble Marina Software- every member record needs to be audited- why are people getting multiple emails? Deb wants to go through it to make sure data is absolutely correct. Goal is to have changes from Jan fixed. Have everything audited and fixed by February 3rd.
6. Technology audit - We need accurate schematics on technology. An alarm for the fire system went off the other day and nobody knew how to fix it. Will check office tower for schematics and ask Walt Mintkeski about other systems in the building.
7. Rekeying- Re-key exterior with new master and re-key office. Mike thinks we should start fresh. Board agrees to re-key all locks and create a system to keep track of the keys - Deb and Matt have discussed getting a key box.
8. Manager's Computer - Deb would like the Club to buy a new manager's computer due to incompatibility with Club Software. Geoff moves to approve new computer John seconds. All in favor..
9. Virtual Happy Hour and Trivia night on zoom - On March 9th - Club's 60th Anniversary. Need to get oral history of the club

10. Online happy hour in April - scavenger hunt in your own house- nautical theme. Will recruit an event chairperson through *Willamette Wind* to organize these events. Work hours will be given.
11. Mike brings up "Coffee with Deb" - zoom office hours during the week for membership to pop in and chat.
12. Upcoming events - 60th anniversary Year-long celebration beginning on March 9th

Introduction of new members

Clair Johnson - Her interest in the club is to race and take private lessons - She found out about the club online.

Resignation:

Ben Seaver -

Ian Sparkes-

Tristan Morse-

Membership changes Regular to Senior

Rachel Johnson

Fred Williams

Geoff moves to accept changes to membership John seconds. All approve.

Sailing Director Report – Matt Berger

1. All moorage back into place in the system. Matt is contacting people on the waitlist to fill dock spaces. There will be a work party for the High School Students to move the yard back into place at the end of next week.
2. Whalers- Tony Norris is coming to do the oil changes. Dave Patterson working on a whaler. Whaler #4 is going to the shop.
3. Website updates for the board are complete.
4. Spring youth registration is happening January 29th. Totally paperless. Drew designed the system.
5. Summer program registration is usually March 1st - will probably be delayed to see how COVID regulations play out.
6. Spring season will be delayed this year due to cold weather and not being able to warm up in the clubhouse due to COVID regulations. The program will run later in the year to make up for the late start.

7. Summer programs will still start on June 14th as originally planned.
8. Accomplishments - Oregon State Marine Board - The water in front of the club looks like it will be designated as a no wake pass through zone. Official vote is on January 27th. - Our new designation as a Siebel Center helped sway the marine board board to make this decision. OYSF is collaborating with the Oregon State Marine Board on educational materials and they are building a good relationship.
9. Bought SailCubes and 4 Optis, need 4 more
10. The Seibel contract has been signed. Matt and Drew spent 2 days training with all centers throughout the country. WSC will get the RS Feva boats in February. Dave Jursik is putting the boats on our insurance policy.
11. The club is implementing a new LTS registration system - SquareSpace will be a link off of our website and will save the club \$10,000 per year.
12. Decals need to be made for new optis and whaler that was stolen. Matt will find the design and get it made.
13. Website updates race results will go live this year.
14. Some of the WSC Staff have passed their level 1 certification process through a virtual course offered online. They are waiting to do an in person powerboat training. May 8th and 9th - US Sailing will come to WSC to complete the certification.
15. SailCube fundraising goal was \$15,000, they exceeded their goal and raised \$23,000. The surplus will go in a restricted fund in an OYSF account that will be used for WSC sustainable sailing.
16. 6 SailCubes arrived- 1 was damaged in shipping. They offered \$400 for it. The board decided they would rather have a brand new one. Matt will request a new replacement boat. Matt to look into buying more new Optis since the fundraiser did so well.

Christine wants a fundraiser for “old people” to sail the SailCubes.

Program P&L Committee as discussed above.

Code will change on opening day. Communicated in Telltales in the Member area on the website.

Good of the order

I “goofed” awards - no nominations

Member of the Month

Ted Drayton

Adjournment

9:27 pm