

Final

Willamette Sailing Club Board Meeting Minutes: June 15th, 2021

By Rachel Barney

Attendees: Geoff Fanning (Commodore), Kathy Sandifer (Vice Commodore), John Gridley (Rear Commodore), Mike Rees (Fleet Captain), Brad Grenham (Port Captain), Deb Postlewait (Club Manager), Matt Berger (Program Director), Rachel Barney (Secretary) - Absent: Christine Stamper (Treasurer)

Call to order

6:41

Approve Meeting Minutes

Geoff moved to approve the meeting minutes from May 18th, 2021. John seconded, all approved.

Officers Reports

Commodore - Geoff Fanning

- Clubhouse donor plaque - Ted and Sallye Hall own a laser cutter and have offered to create a Wood Plaque for the Clubhouse with all the donors' names on it. Mike and Matt will meet with Ted and Sallye to discuss the design.
- The date for Fall General Meeting will be Thursday October 28th
- Awards Banquet - Tentatively scheduled for Saturday December 4th - Deb to check with Portland Yacht Club regarding date and price - Deb will also look at records to see how many members attended in past years.

Vice Commodore - Kathy Sandifer

- Vaccination Verification List - The club will create a list of members who state they are vaccinated. The list will be started at Burgers and Beers after Wednesday night racing. Kathy will bring a box of masks in case a member needs one.
- OLCC Server Training was held last weekend - 10 members were trained and passed their test. Those members' names have been submitted to the insurance and will be covered as licensed servers for WSC.

- Burgers and Beers after racing on Wednesday June 16th. Everything will be paid for by cash and tabs, Square will be ready to take payments tomorrow night. The event is open to crew members but not the public.

Rear Commodore- John Gridley

- John has the tax returns and 2021 P&L - loan officer needs the 2021 P&L. More information to come next week.

Treasurer - Christine Stamper

Outline:

1. Budget summary – 2021 YTD numbers
2. Accounts Receivable
3. Resolution to open savings accounts for reserves
4. Done and Upcoming

Content:

1. Budget summary

2021 YTD Numbers

	Jan 2021	Thru Feb 2021	Thru Mar 2021	Thru April 2021	Thru June 2021	Approved 2021 Budget
Program Inc	\$ 0	\$ 0	\$ 24,417	\$ 82,548	\$106,098	\$202,000
Membership Inc	\$ 44,714	\$ 53,958	\$ 66,508	\$ 82,706	\$ 97,776	\$206,000
Moorage Inc	\$ 12,582	\$22,361	\$ 30,767	\$ 42,357	\$ 52,189	\$133,000
Accts Receivable	\$ 74,292	\$28,285	\$ 50,885	\$ 16,125	\$ 23,071	n/a
Cash on Hand	\$324,244	\$214,203	\$234,364	\$292,170		n/a
YTD Net	\$26,119	(- \$1,305)	\$ 43,546	100,635	\$115,850	\$98,700

We are running about \$30k above expected budget for our NET so far this year. See detailed numbers on the next page. The \$30k extra is due mostly to Programs netting \$56,098 so far this year, with budgeted net at only \$25k. Some of this surplus is due to billing in advance, and associated staffing costs will come when classes are delivered. Overall it is expected that programs will continue to exceed their net for 2021. Some other categories are slightly ahead or behind budget with an aggregate effect of about \$0.

The Jan to May budget shown on the next page attempts to take into account seasonal and periodic cash flow variations (example: we have annual property taxes around \$32k due all at once in November, so that expense is not showing monthly but is completely allocated for November). Seasonal increases in program income and staffing costs, as well as periodic utility, insurance and other payments are accounted for in the Jan to May budget in an attempt to make it a useful measure of month to month performance.

Green highlights categories significantly better than budget so far (more profit or less expense). Red highlights categories significantly behind budget.

P&L:

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	TOTAL ACTUAL	Budget Jan - May
Ordinary Income/Expense							
Income							
Total 4100 · Dues and Initiation Fees	43,231.57	8,933.93	12,595.41	16,895.17	16,119.95	97,776.03	100,305.00
Total 4200 · Program Membership	0.00	0.00	26,480.00	55,688.36	23,930.00	106,098.36	75000
Total 4300 · Moorage	12,051.80	9,590.88	9,024.63	11,690.03	9,832.03	52,189.37	60000
4400 · Work Hours	0.00	0.00	0.00	-300.00	-150.00	-450.00	0
Total 4700 · Racing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0
Total 4800 · Hospitality Income	0.00	0.00	0.00	8.00	0.00	8.00	0
4900 · Ships Store	-0.62	20.00	20.54	17.50	30.00	87.42	0
Total Income	55,282.75	18,544.81	48,120.58	83,999.06	49,761.98	255,709.18	235,305.00
Expense							
Total 5200 · Maintenance	1,136.54	897.14	2,767.74	1,297.53	5,451.83	11,550.78	14000
5223-00 · Bad Debts	8.67	0.00	0.00	0.00	2.79	11.46	4165
5299-00 · Other expenses	-15.00	0.00	0.00	79.50	0.00	64.50	
Total 5300 · Racing Expense	0.00	0.00	1,290.20	0.00	350.00	1,640.20	1650
Total 5700 · Learn To Sail Program	3,033.10	3,033.10	3,016.93	7,260.72	8,252.56	24,596.41	22500
Total 5750 · Youth Program	4,611.28	4,594.30	4,716.01	4,751.51	4,659.22	23,332.32	22500
Total 5770 · High School Program	411.22	411.22	511.50	1,521.39	2,073.58	4,928.91	5000
Total 5900 · Safety Boats	911.73	2,961.92	0.00	111.06	217.03	4,201.74	2500
Total 5950 · Sailboat fleet	0.00	0.00	0.00	762.01	276.30	1,038.31	2000
Total 6100 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0
Total 6200 · Membership Expenses	0.00	0.00	1,380.49	50.63	0.00	1,431.12	1600
Total 6300 · Occupancy	3,523.94	2,723.66	4,751.82	3,039.24	4,308.59	18,347.25	20920
Total 6500 · Administration	2,628.95	4,678.98	6,435.26	4,154.82	4,503.92	22,401.93	21750
66001 · Payroll Taxes	270.71	0.00	0.00	242.65	0.00	513.36	Move to correct categories
Total 6645 · Salary Club Manager	3,158.54	4,211.38	4,571.41	4,569.80	4,569.80	21,080.93	22600
6700 · Insurance	0.00	0.00	11,789.75	0.00	0.00	11,789.75	12000
Total Expense	19,679.68	23,511.70	41,231.11	27,840.86	34,665.62	146,928.97	153,185.00
Net Ordinary Income	35,603.07	-4,966.89	6,889.47	56,158.20	15,096.36	108,780.21	82,120.00
Net Other Income	0.01	2,791.67	1,395.84	1,377.38	1,505.24	7,070.14	3562.5
Net Income	35,603.08	-2,175.22	8,285.31	57,535.58	16,601.60	115,850.35	85,682.50

2. Accounts Receivable Summary – as of 6/13/2021
 - a. AR summary

Date	Dec 13, 2020	Jan 21, 2021	Feb 18, 2021	March 18, 2021	Apr 20, 2021	May 16, 2021	June 13, 2021
Current AR (not overdue)	24,735	31,627	25,041	12,360	35,910	12,714	17,077
Overdue AR (45 – 120 days)	3,587	4,748	5,816	11,001	11,892	1,782	3949
Very Overdue AR (120+ days)	15,076	7,424	7,525	4,923	3082	1,469	2043
Total AR	43,399	43,799	38,383	28,285	50,885	16,125	23,071

3. Done/To Do

a. Done since last meeting

- i. 2020 Tax Filing completed, reviewed and filed
- ii. Create monthly budget and enter into quickbooks

b. To Do in next month

- i. Jan thru May 2021 books to Financial oversight committee
 1. First Meeting scheduled for June 29, 2021
- ii. Open and fund four savings accounts for Reserves – ETA 6/22/2021

Fleet Captain - Mike Rees

- Mike and Paul are having success filling race committee slots by sending multiple emails to the membership.
 - Highschoolers who are racing with the fleets on Wednesdays will be instructed to sign up for race committee as well.
- Mike is looking into the catering for Al Morris and is planning to get out the Notice of Race soon.
- Mike still has the 2020 Fleet racing awards from last year. The plan is to hand them out at the 2021 Awards Banquet this Winter.
- The Board discussed the Moorage Policy for relinquishing space from abandoned boats.
 - Deb and Matt will make a list of boats that are not being used and try to contact their owners.

Port Captain - Brad Grenham 53:50

- Painting - The south wall of the clubhouse is primed. Brad needs a few more volunteers to complete the painting. Deb will send an email on Friday to recruit painting volunteers.
- Lights in the upper lot were successfully installed with the help of Ted Drayton, Steve Bunnage, and Jim Vanhook.
- The Board discussed how much Ted Drayton, a licensed electrician, saved the Club in funds by supervising in-house light installation.
- Peter DeVry met with the City of Portland ecologist to collaborate on weed control efforts. Peter is aware of the \$499 that was approved by the Board to be spent on replanting the bank. Most of the plants will be planted this Fall to improve survival rate.
- The front sign was designed. It will be an upgrade to the vinyl sign. Eric Moon, a member and carpenter, will make a new frame for it.
- The boathouse has otter scat all over it. Anything that was on the floor of the boathouse was a mess. Keep everything off the floor of the boathouse.
- The Board decided to buy a lock box for the whaler keys.
- Two boats on the docks were broken into last week.
 - The technology task force will look into getting wifi to extend to the outer sides of the dock and also to upper moorage for extra cameras.
 - The Board discussed ways to try to prevent future burglaries.
 - Deb will put out information about the burglaries in the Willamette Wind. Motors, tools, paddleboards and kayaks should have locks on them to prevent theft.
- Should we insure the whalers for a higher price? Talk to Dave Jursik. Insurance covered \$2750 from Whaler #4 that was stolen, but if the boat was stolen all together, it would be a big loss.

Secretary - Rachel Barney

- Marilyn Hodson has volunteered to update the Bylaws. The Board recommended she make updates on a Google doc so they can review the document as she makes recommendations.

Club Manager Report - Deb Postlewait

- Implementing Square for payment tomorrow at Burgers and Beers.
- OLCC license has been renewed.

- Telltales Summer addition is complete and will go out Wednesday June 16th.
- Cleaning schedule is weekly and is the same price as 2019.
- Walt has been monitoring energy consumption - the furnace will be turned off until September.
- Emergency Contact list for Fire alarm company will be updated to the following: Matt Berger, Deb Postlewait, Brad Grenham, Geoff Fanning, and Kathy Sandifer.

Introduction of new members

- Lars Andersen
- Mary Gearn
- Carl Hosticka & Claudia Black
- Paul & Caprice Hydzik
- Brent Westberg & Julia Corbett

Geoff moved to accept the new members, John seconded, all approved.

Resignation

Cedar Mora

Tucker Weeks - Youth

Geoff moved to accept the resignations, John seconded, all approved.

Sailing Director Report – Matt Berger 2:01

Upcoming Events:

- Summer Programming starts 6/14
- Sears/Chubb Jr. Champs Qualifier 6/19-6/20
- Wind & Oar Boat Building/Community Sail Camps 6/14-8/20
- NWYRC Development Regatta 7/10-7/11
- Wooden Boat Festival (tentative) 8/7-8/8

Past Month's Accomplishments:

- Spring season completion and success, senior prom
- Summer registration/private lesson scheduling and Launch
- Website maintenance/updates
- Summer staffing/training
- Moorage tagging and rearranging

- OYSF community sailing scheduling
- Docks/sail fleets readied for summer
- Whaler & fleet maintenance
- Emergency action plan, first aid and AED update/maintenance
- Classroom design
- Decals, staff shirts

To-do

- Buy Optis - update Opti replacement file and apply for grant from OYSF
- Manage programs/staff
- Facility/fleet repair and upgrades
- Invoices, Sail2Change, OYSF, summer teams, high school prom

Discussion

- Community Sailing Grants - we have received \$77,500 ~~from PPS~~ that will be split between WSC, Wind and Oar, lunches, and OYSF administration.
 - WSC will provide member pricing as a donation to community sailing.
 - Mike suggests the Club put out a press release featuring the Club's contribution.
- US Sailing Siebel and Community Sailing Directors recap; Siebel summer week 1 in progress
- Wednesday fleet race night for juniors - High schoolers should be registered
- Summer learn-to-sail
 - Gross profits are up to \$100,000 which includes adult classes and private lessons.
 - Adult classes are filled to capacity, Matt plans to make more spots available.
- Discussed putting a clear-coat grit on the classroom and bathroom floor to prevent kids and members from slipping when the floor is wet.
- A total of 50 kids are signed up for the WSC race teams; Opti Green, Opti Race, High School Silver, and High School Gold.

Good of the order

No nominations

Member of the Month

Geoff nominated Tom McLaughlin for saving the day when the loaner lido was double booked. Tom has also spent many hours fixing the club lido. Tom stepped up right away to offer to help paint the clubhouse and was a valuable and always reliable member of the team. Kathy seconded, all approved.

Adjournment

8:59 pm