

## **Final**

### **Willamette Sailing Club Board Meeting Minutes: March 18, 2021**

By Rachel Barney

*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)*

#### **Call to order**

Geoff called the meeting to order at 6:33 pm.

#### **Approve Meeting Minutes**

Geoff motioned to approve the meeting minutes from the February 18th meeting. John seconded, all were in favor.

#### **Officers Reports**

##### **Commodore - Geoff Fanning**

Geoff Fanning, Commodore and President at WSC, nominates Deb Postlewait to be Intuit Quickbooks assignee. This motion was presented by Geoff Fanning, John Gridley seconded, all were in favor.

The Board votes to transfer the assignment of the Merchant Agreement for Global Payment Direct from David Valentine, former employee, to Deb Postlewait, current club manager. Geoff Fanning moved to approve this assignment, John Gridley seconded. All were in favor.

The spring general meeting will be held on April 29th. Members can sign on for a virtual happy hour starting at 6:30 pm, the meeting will start at 7 pm.

- The following topics will be presented at the meeting:
  - An update on the COVID policy
  - Membership statistics
  - The new format for calculating P&L for programming
  - Introduction of the Seibel Program

- Managing and directing funds in the reserve accounts
- New alcohol premises rule
- Update to the Honorary Membership in the Bylaws

Opening day is April 18th. Fleet racing will start at 2pm. This event will be an “unpotluck” i.e. bring your own food and beverages; BYOEverything. The event will be hosted outside. Mike Reese will bring a trophy for whoever “wins” opening day.

Our new liquor license only applies to the Club House. Club Policy states that members are allowed to drink their own beverages on the docks.

The committee for determining how to calculate profits and losses for programming has met a couple times now. Mark Sandifer has a draft format for it.

#### **Vice Commodore - Kathy Sandifer**

The updated COVID policy reads as follows:

From March 18 – April 17, 2021

Following the CDC recommendations for [Lower Risk](#) activities for community-based organizations:

- Clubhouse/Windward room open for official WSC meetings by reservation only; limit of 12 people; face coverings **required**; no food/beverage allowed; limit of 2 hours; provide adequate ventilation with open doors/windows.
- Classroom open for youth sessions with adequate ventilation; face coverings **required**.
- Lower-level restrooms open during class days/times and race days/times. Closed to members when classroom is in use; face coverings **required**.
- Windward Room & Bar, kitchen remain closed.
- Docks are open for member use. Face coverings are **required** when appropriate social distancing cannot be accomplished. Members may bring their own food/alcohol for consumption on the docks. Potlucks are discouraged.

Commencing April 18, 2021 (Opening Day)

Clubhouse reopens for member use following the CDC Guidelines for [More Risk](#) activities for community-based organizations:

- Office open for walk-in traffic; face coverings **required**.
- The classroom will be open for youth sessions with adequate ventilation; face coverings are **required**.
- Lower-level restrooms open during office hours, class days/times and race days/times. Closed to members when classroom is in use; face coverings **required**.
- Upper Level:
  - Windward Room: Open during office hours by reservation, limited to 6 participants. Self-provided food, NO alcohol allowed.
  - Bar & kitchen remain closed.
- Docks are open for member use. Face coverings are **required** when appropriate social distancing cannot be accomplished. Members may bring their own food/alcohol for consumption on the docks. Potlucks are discouraged.

John motioned to approve the updated COVID policy, Geoff seconded. All were in favor.

### **Rear Commodore- John Gridley 58.39**

Christine has gathered the documentation needed to give to the loan officers. Next week we will have proposals for refinancing the club from two separate loan officers, Gene Helfrich and Brian Haveman. Once we have the proposals, Bill Connerly and John Olsen will review the loans and make a recommendation to the Board. John Gridley is looking into adding the cost of paving the upper lot in the loan as well.

### **Treasurer - Christine Stamper**

1. Budget Summary
  - a. P&L Summary 2020 – Some updates since Jan meeting, still tentative, books not yet closed. Progression of estimates shown to demonstrate the final books closing takes some time and multiple passes.

	2020 Actual (draft as rep on 1/17)	2020 Actual (draft as of 2/18)	2020 Actual prelim final on 3/14/21	Approved 2020 Budget
Program Inc	\$128,573	\$128,573	\$128,573	\$ 98,000
Membership Inc	\$186,840	\$186,840	\$186,840	\$209,000
Moorage Inc	\$126,453	\$126,543	\$126,543	\$130,000
Accts Receivable	\$43,799	\$43,799	\$43,799	n/a
Cash on Hand on 12/31/2020	\$222,000	\$222,000	\$222,000	n/a
<u>2020 Net</u>	\$144,332	\$103,000 *	\$122,472 **	\$75,475

\*NOTE: large drop in estimated net between estimates because one of the \$50k loans was incorrectly placed as income in the 1/17 report.

\*\*NOTE: Added back in several large income pieces that were either left out of earlier calculation or changed from capital transactions (that would show on balance sheet not P&L) to grants which show as income.

## 2. Accounts Receivable Summary – on 3/18/2021

### a. AR summary

Date	Dec 13, 2020	Jan 21, 2021	Feb 18, 2021	March 18, 2021
Current AR (not overdue)	24,735	31,627	25,041	12,360
Overdue AR (45 – 120 days)	3,587	4,748	5,816	11,001
Very Overdue AR (120+ days)	15,076	7,424	7,525	4,923
Total AR	43,399	43,799	38,383	28,285

## 3. Done/To Do March/April 2021

### a. Done in March

i. Get Intuit account access re established – Geoff and Deb pushing this through.

ii. Significant progress toward finalizing 2020 books

- iii. Provide data for refinance group
- iv. Initiate Financial Oversight committee
- b. To Do for April
  - i. Finalize 2020 books and get sent to CPA
  - ii. Close Q1 books and present to Financial Oversight Committee
  - iii. Put a month by month budget in Quickbooks
  - iv. Reserve Account plan and report
  - v. Presentation for General Meeting
  - vi. Reserve Plan meeting in early April : Mark, John G, Geoff F, Brad G

### **Fleet Captain - Mike Rees**

Night Captain Breakfast Zoom meeting is on Saturday the 20th

Safety Captain Breakfast Zoom meeting is on Saturday the 27th

Mike will hold a pep rally to get people registered to race and to volunteer for the race committee at these meetings.

Motor Boats and Club sailboats are functional but they need to be spiffed up. Matt is making new decals for the whalers. Mike believes he has the original design and will send it to Matt.

### **Port Captain - Brad Grenham 1:25**

Moorage Lighting Project:

Platt Electric submitted a rebate application to Energy trust of Oregon. We should receive an \$800 rebate. The project equipment cannot be ordered until Energy Trust reviews the application.

- Five 18,000 lumen LED Atlas 3,000 K lights will be installed on poles in upper lot to replace two malfunctioning lights and upg
- Extra wires will be added to install dimmers on the lights.
- Total expenses will be under \$4000 after rebate.
- One OYC neighbor expressed concern about one of the lights on our property shining into their house. Further investigation indicated it was not a club light.

Several members have been assigned to work hour projects such as:

- Blackberry control
  - In addition to removing the blackberries, they are looking into planting native plants to compete with the blackberries.
- Upland shrub watering
- Pruning upland plants
- Painting team to paint the southside of the clubhouse
- Front sign
- Lido Dock repair team (in future, to be determined)

#### Work Party

- The announcement in Willamette Wind specifying the tasks and tools needed for the work party was helpful because members could bring tools.
- Next work party Brad will also have a giant easel or whiteboard to list the tasks
- Matt will gather a list of tasks for youth members for next work party

#### **Secretary - Rachel Barney**

- Discuss Roster layout for members
  - The Roster will be reformatted to list members by Last Name, First Name
  - The spouse and their contact (cell phone and e-mail) will be listed with the primary member
  - All immediate family members will be listed as well
  - Occupation will be added as available
  - Marina Office will be used for the most up-to-date Member information - hopefully we can add fields to Marina Office so we have a single source of truth and can transfer data to the roster directly from this software each year. This way only one database will need to be updated.
  
- Telltales will be published quarterly in March, June, September and December. The deadline for submissions will be the 15th of the month prior to publication - e.g. the deadline for June's issue will be May 15th.
  
- Proposed changes to Honorary Membership
 

Will be presented at the April general meeting for vote by the membership. The changes will specify that Honorary Members will not have moorage privileges and will extend the Membership timeframe from one year to a lifetime membership.

## **Club Manager Report - Deb Postlewait**

### Operations: Update and Goals

- 60<sup>th</sup> Anniversary Social Hour was a hit! Lots of positive feedback from members. There were 34 members on the call.
- Scribble Software Suite will be updated on Monday, March 22; training will occur Thursday, March 25; a complete member record audit will occur the week of March 29; data cleanse with Scribble will occur on April 7.
- A/R – getting a handle on delinquent accounts. Late fees will be reinstated for overdue accounts starting in the April billing cycle.
- Clubhouse organization has started
  - Kitchen will be cleared out and cleaned this weekend.
  - Supply Closet has been organized
  - Historic items need to be identified and separated from the stuff transferred from the storage unit.
  - The archive project will ramp up shortly; Janet Tapper is interviewing members to collect an oral history of the club she has already interviewed Kerry Poe.
  - Hospitality Task Force: identify specific goals and implementation timeline

### Upcoming Events:

- April: 60th Anniversary Virtual Social Hour V2.0 date TBD

### Discussion:

- Willamette Wind Audience – original intent was a weekly update for club members; has grown to more than 1,000 audience. Starting in April WW will go only to WSC members. The invitation to sign-up for WW will be moved to the member area of the website. A new digital communication tool will be developed for the community at large later this spring.
- Portland Property Taxes: Submitted Returns on 3/15/21. Building inventory assessments need to be revised and reorganized. Already talked with Mark Sandifer about rolling this into the P & L project that he is working on with Matt...and he agreed that this can be a phase 2 project. Deb will get details for future property tax submissions from Dave Jursik. He has detailed documents that he used for insurance submissions.

- There is a goose with an injured wing that resides at the club. Kathy to help Deb catch the goose and call Audubon.

## **Introduction of new members**

### Regular Members

- Dick Jaffe - friend of several members; retired architect. Wife, Mary, is an alpaca farmer. He has a really cool foldable kayak and CLC Skerry 15'. Enjoys running, biking, skiing, golfing, music.
- Chip Bratcher - friend of several members; self-employed; family - Rachel and 3 kids (Lilac, Mazzy, Jude). Enjoys running, surfing, SUP. He is requesting wet moorage for his Catalina 22.
- Ryan Niland - found us on the Internet; self-employed creative writer. Interested in Laser racing and Day sailing. Enjoys writing & hiking.

### Senior Member

- Alex Mondale - former member, will pay past inactive dues and become a Senior Member

### Youth Member

- Henry AnDyke - friend of Piper Easton

## **Resignations**

Bill Schwartz

Wendy Audie

Alivia & Justin Cestes

Bryan Wolf

## **Membership changes**

- Rob Waller - moving out of the area; change membership to be just for his daughter Megan (Midshipman)
- Dave Jursik - requests senior Membership effective April 1st;
- Norm Eder - requests a Senior Membership; member since 2014

Geoff moves to accept all membership changes , John seconds, all were in favor.



Geoff moves to approve wet moorage for Chip Bratcher's Catalina 22, John seconds, All were in favor.

### **Sailing Director Report – Matt Berger**

#### Upcoming events

- Summer Program Registration Launch; 3/15
- Siebel Women's Clinic; 3/27 & 3/28
- Spring Youth Season Start; 3/29
- Siebel Clinic/Earth Day; 4/24 & 4/25
- US Sailing Level 1 In-Person Skills Course; 5/8-5/9
- Siebel Clinic; 5/15 & 5/16
- Summer Programming Start; 6/14

#### Last Month's Accomplishments:

- Summer registration site is finished and launched (30K in sales in the first two days!) Matt and Mike discussed ways to make sure the WSC homepage continues to be the first web page to appear in search results. Matt will look into changing the squarespace page to [willamettesailingclub.com/learntosail](http://willamettesailingclub.com/learntosail)
- Siebel development; 3 new Fevas rigged, spring clinics approaching, Wind and Oar summer schedule is in the works
- Mark and Matt have been working on predicting how much money programs will need in the reserves for boat replacement. They have created a spreadsheet that includes the cost of the boats, the schedule that the club will use to replace them, how much money the club will need for maintenance, a prediction of how much new boats will cost and how much money we can get when we sell the used ones. This chart will give us how much the club needs in the reserves for each the fleet.
- Spring coaches training was today. They reviewed new emergency action plans, communicable disease plans and the new COVID protocols for the spring. They started putting together the new SailCubes.
- Drew reorganized the staff shed.

#### Next Month's To do:

- Matt has a meeting with a social media expert next week to make a strategy for advertising programming for the club.

- New decals for the whalers will be made - Mike Reese will e-mail Matt the proofs and original file
- The OYSF annual report is going out soon. Matt is putting together a community sailing fundraiser for scholarships, tuition and Seibel programs.

Discussion:

- Loaner boat reservation system - Matt will create a spreadsheet for the Columbia 21 similar to the one used for the Lido and Daysailer loaner boats. The Columbia 21 will be available to the membership for a small fee. The boat needs to be cleaned up, possibly a member work project. Fees will be determined on a future date.
- Regional high school events will happen this spring. Summer racing schedule is set. Several scrimmages have been set up between teams.

**Good of the order**

No nominations

**Member of the Month**

Lee Tapper

**Adjournment**

9:06 pm