

Final

Willamette Sailing Club Board Meeting Minutes: August 17, 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), Matt Berger (Program Director), Rachel Barney (Secretary). Meeting was held via Zoom

Call to order

6:34 PM

Approve Meeting Minutes

Geoff moved to approve the minutes, John seconded, all were in favor.

Officers Reports

Program Director Report – Matt Berger

Operations

- Moorage
- Power and Sail Fleet Maintenance
 - Power boat and sail fleet maintenance - making a list of radios, cleaning, oil changes that need to be done. Maintenance will commence after programming is complete; 2 weeks from now.
- Website
- Programming
- Grounds/Facilities

Upcoming Program Events

- Family Fridays (8/20, 8/27)
- Siebel Week (8/23-8/27)
- Summer programming ends; 8/27
- Reed College begins; 8/30
- Fall teams begin; 9/13

Past Month's Accomplishments

- Summer programming
 - Family Friday started two weeks ago but was cancelled last week due to extreme heat and lack of wind. The program made \$75 and spent \$150 on wages. This money should be coming out of membership development's budget. It will continue for 2 more weeks.
- Website maintenance/updates
- Loaner boats
 - Loaner boats are in high demand. Multiple people are reserving the boats for race nights. Kayak and SUPs are first come first serve. Need a better locking system for the SUPs. They are currently in the classroom until there is a new system.
- Rivers West Family Boat Build
 - Family Boat build - built last Saturday. Coaches took the friends and families out sailing. There were a few families. Rivers West was very thankful. The event cost \$1,000 for the tents and staff.
- Fall registration (High School filling up, Optis slow but coming)

Next Month's To Do

- Fleet maintenance (whaler oil changes and radios, sail fleet)
- Fall programming (adults, teams, Reed, community sailing)
- 2022 budgeting/finalize 2021
- Request grants/payment from OYSF (Optis, Family Boat Build, Community Sailing)

Discussion

- Security
- COVID protocols
 - Discussion took place about COVID policy for high school teams.
- Possible 420 sale to Northwest Maritime Center
 - They want 6 of our 420's. \$6,000 per boat. New Boats will be about \$15,000. They want trap and spin boats.

- Summer Income Rough Estimate
 - Community Sailing (10 weeks Wind&Oar, 8 weeks Sail2Change – approx. 35K + 40K) = 75K (budgeted 10K)
 - LTS = approx. 122K (budgeted 45K)
 - Teams = ??? (less than expected, but gained many new members)

The Board discussed moorage of a 23' Com-pac sailboat for water moorage for Anne Bunnenberg. Geoff moves to approve wet moorage for 23' boat. John seconds. All approve. Wet moorage appears to now be full.

Commodore - Geoff Fanning

Moorage:

The Board discussed creating a moorage committee so that staff can execute the will of the committee. However, the Board decided not to create a moorage committee at this time. The commodore will be the moorage chair for final decisions on boat assignments.

The staff has now identified all the boats in the yard and their owners.

Budget:

Submit first round budget estimates to Geoff via email by Saturday, September 11th.

Board Members and a search committee :

Kathy will lead the committee to nominate new Board Members

LaraLee Symes will also be part of the nominating committee.

Will need to nominate new members for the following roles:

- Vice Commodore

- Fleet Captain

Vice Commodore - Kathy Sandifer

COVID policy - OHA has not restricted occupancy yet. Masks indoors are now required.

Burgers and beers will be held outside. Burgers will be sold on the docks and BYOB for the next 3 weeks.

Fall Racing - your own food and beer.

Kathy hopes to commence happy hour on Fridays once Fall racing starts, provided COVID allows.

Rear Commodore- John Gridley

The finance committee is looking at a final offer from US Bank. The bank offered a lower interest rate at 2.75%.

Treasurer - Christine Stamper

1. Budget and accounts summary

Year to date numbers:

	Jan - Jul 21	Budget - Jan - Jul	
Ordinary Income/Expense			
Income			
Total 4100 · Dues and Initiation Fees	\$127,125	127,195.00	So close to budget it's scary
Total 4200 · Program Membership	\$194,671	135,000.00	Programs selling out
Total 4300 · Moorage	\$74,576	83,400.00	Moorage running a bit low.
4400 · Work Hours	-\$900	0.00	Work hours will show up in Aug
Total 4600 · Membership Development	\$570	500.00	
Total 4700 · Racing Fees	\$50	0.00	
Total 4800 · Hospitality Income	\$1,589	2,500.00	
4900 · Ships Store	\$71	0.00	
Total Income	\$397,752	348,595.00	
Expense			
5100 · Ship Store Expenses	\$0	2,000.00	Ship store still inactive
Total 5200 · Maintenance	\$14,902	20,000.00	
5223-00 · Bad Debts	\$70	5,833.35	
Total 5300 · Racing Expense	\$3,286	2,650.00	At least we raced
Total 5400 · Membership Development Expenses	\$86	3,000.00	not much events activity
Total 5700 · Program Expenses	\$109,324	90,416.00	Exp higher b/c more classes
Total 5800 · Hospitality Expenses	\$2,281	2,500.00	PARTY ON!
Total 5900 · Safety Boats	\$5,009	4,500.00	
Total 5950 · Sailboat fleet	\$5,738	3,000.00	Even out by end of year
6100 · Advertising/Promotion	\$0	500.00	
Total 6200 · Membership Expenses	\$1,948	3,800.00	
Total 6300 · Occupancy	\$26,988	29,875.00	
Total 6500 · Administration	\$29,373	29,250.00	
Total 6650 · Salaries Administrative Staff	\$34,427	34,000.00	
6700 · Insurance	\$29,940	27,500.00	
Total Expense	\$263,372	\$258,824	
Net Ordinary Income	\$134,381	89,770.65	
Net Other Income	\$6,040	4,987.00	A \$9000 ACH fraud, funds to be restored in Aug.
Net Income	\$140,421	94,757.65	

Reserve Account Balances (will be reported monthly going forward):

Account	Jul 31, 2021			
Dredging	\$175,100			
Facilities	\$ 25,100			
Sailboats	\$ 23,100			
Motorboats	\$12,100			
TOTAL RESERVES	\$235,400			

Long term Debts (will be reported monthly going forward):

Account	Principle Balance as of....		
	Jul 31, 2021		
Clubhouse Const Mortgage Int rate 4.64%	\$589,896		
2021 Dredging Loan Int rate 4.5%	\$150,000		
TOTAL Long term debt principle	\$739,896		

*Note: Board and Finance Committee are discussing using some reserve funds to pay down long term loans. Details pending. Will present info at annual member meeting.

2. Accounts Receivable – as of 8/15/2021

a. AR summary

Date	Jan 21, 2021	Feb 18, 2021	March 18, 2021	Apr 20, 2021	May 16, 2021	June 13, 2021	July 19, 2021	Aug 15, 2021
Current (not overdue)	31,627	25,041	12,360	35,910	12,714	17,077	17,557	42,323
Overdue (15 – 120 days overdue)	4,748	5,816	11,001	11,892	1,782	3,949	3,245	2,321
Very Overdue (120+ days overdue)	7,424	7,525	4,923	3,082	1,469	2,043	2,034	1,436
Total AR	43,799	38,383	28,285	50,885	16,125	23,071	22,838	46,081

3. Financial Oversight/planning committee

- a. Did not meet in the past month
- b. Will meet within the next 60 days. Topics to include:
 - i. 2022 Budget review
 - ii. Should we pay down debt with some of the cash reserves
 - iii. Financial Long Term Goals discussion

4. Emergent issue – ACH fraud on club's operating checking account

As of 8/17/21, a criminal has made four fraudulent online withdrawals from the club's checking account and attempted but failed to make a fifth. The total funds involved are \$15.3k. The bank will restore the \$12.2k that was stolen. The fifth withdrawal has been flagged and stopped. The treasurer and manager are actively working with the bank to address the fraud and make changes to our accounts and procedures in order to prevent future such thefts.

Luckily, the club will not lose any funds in this round of fraud. But it will take about 2 weeks for the first several withdrawals to be restored to our account. This does not cause a cash flow problem for us. It does cause a hassle for management and our bank.

5. Done/To Do

- a. Done since last meeting

- i. Fund reserve account
- b. To Do in next month
 - i. Budget
 - ii. Change over to new Key Bank account
 - iii. Recruit a few good souls to the finance committee
 - iv. Review Financial Policy updates proposed by manager

Fleet Captain - Mike Rees

Al Morris

- The boat ramp to Yale Lake is a bottle neck - we need to find a solution or find an alternate site. Possibly choose an earlier date so there is more water in the lake.

Race Committee

- Voluntary sign-up
- Mike is looking for a date for the club championships.

Donor Plaque

- Ted and Shelly Hall will send examples for the Clubhouse Donor Plaque. Mike and Matt to work on it in the off season.

Port Captain - Brad Grenham

Saturday August 14th work party - column painting was completed.

Security-

- No trespassing signs by the water line.
- Peter Devry is planting cattails that will hopefully help fence off the area between Willamette Park and WSC.
- Brad will look into other ways to further enhance security.
- Deb has started a theft log to document the losses incurred.

Secretary - Rachel Barney

Bylaws Updates

- Marilyn Hodson has continued to work on proposed updates for the Bylaws.

Name Tags

- Rachel contacted Bardy Trophy and has a quote for \$10 per name tag.
- Will get name tags for new members from 2020 and 2021.

- Will collect a list of other members that need name tags at each general meeting and order them in the next batch.

Club Manager Report - Deb Postlewait

Operations

- “Free” update from Scribble caused issues again with invoicing resulting in billing delays.
- Working with IT Taskforce to identify budget requests: due before September Board Meeting.
- Minimal work hours billing issues.
- Still working to clean-up database issues...the ongoing saga.
- Working with Secretary to establish secure password storage.

Membership Requests

- Regular
 - James Rollins & Kerry Duff: Engineer & Professor, 2 children (Rowan & Alistair). Interested in Day Sailing, Cruising, Classes & Youth programs
 - Jennifer Bates: Programmer, anxious to learn how to sail, loves to kayak
 - Sprague Ackley & Anna Portinga: Engineer, 2 children (Lucien & Graham), bought Etienne’s Laser, interested to race, was a member of Seattle Wooden Boat Club. Likes to ski and kayak.
 - Daniel Casey & Stephanie Wood: GC & Surgeon, son Jameson, Melges 15, former member of Branford Yacht, SF Yacht Club, Royal Cork YC. Enjoys salmon fishing.
 - Don Shelford & Alexandra Bouterakos: Creative Director, daughter Mikaelle who attends L’Etoile. Wants to race and interested in summer youth programs. Robust sailing background: Boston U Sailing Team; Youth Sailing/Racing Coach at Northport YC, Huntington, NC; The Bay Club NY, Captain and Youth Sailing Instruction at Sail Caribbean.
 - Francisco Mescado: Interpreter. Laser sailor; interested in Racing, Day Sailing & Cruising. Also enjoys kitesurfing & rock climbing.
 - Mia Mahedy: Former member returning to WSC with an RS Aero. Paying back Inactive dues.

- Youth

- Noah Johnson-Green
- Matthew Mehta
- Hazel Grimm
- Regan White
- Tank Castellanos
- John Pickett

Membership Changes

- Javier Zamora: Regular to Inactive (Moved to Boston)

Membership Resignations

- Regular

- Quille Family (Etienne is off to college and no one else wants to sail)
- Kate Miner (moved out of state)
- George Demetrian (has \$40.58 credit)

- Youth

- Kirsten Lee
- Wynn Doman (John & Selena)

Geoff moved to accept the membership requests, changes, and resignations, John seconded, all Board Members approved.

Good of the order

No nominations

Member of the Month

Paul Cone for race committee wrangler and Al Morris volunteer.

Adjournment

9:29 PM

John Gridley 9-2-2021

Matt Berger 9-2-2021

Christine Stamper 9-2-2021

Kathy Sandifer 9-2-2021

Brad Grenham 9-12-2021

Geoff Fanning 9-18-2021