

Final

Willamette Sailing Club Board Meeting Minutes: March 17th, 2022

By Rachel Barney

Attendees: Kathy Sandifer (Commodore), Brad Grenham (Vice Commodore), Geoff Fanning (Rear Commodore), Sebastien Laleau (Fleet Captain) Christine Stamper (Treasurer), Jared Lathrop (Port Captain), Drew Ehlers (Club Manager), Matt Berger (Program Director), Rachel Barney (Secretary)

Location: The Windward Room at Willamette Sailing Club.

Call to order

6:45 pm

Approve Meeting Minutes

Kathy moved to approve February's Board Meeting Minutes, Brad seconded, all Board Members approved.

Treasurer's Report

1. Budget and Financials summary: Jan – Feb 2022 P&L: Actual vs Budget. Meeting or exceeding budget in all areas.

2. Summary

	Jan 1 - Feb 28, 2022	Jan 1 - Feb 28 budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - Dues and Initiation Fees	\$ 62,127	\$ 56,100	\$ 6,027	111%
4200 - Program Membership	\$ 15,550	\$ 15,000	\$ 550	104%
4300 - Moorage	\$ 27,532	\$ 22,000	\$ 5,532	125%
4400 - Work Hours	\$ (150)	\$ -	\$ (150)	100%
4600 - Membership Development	\$ -	\$ -	\$ -	0%
4700 - Racing Fees	\$ -	\$ -	\$ -	0%
4800 - Hospitality Income	\$ 186	\$ 200	\$ (14)	93%
4900 - Ships Store	\$ 20	\$ -	\$ 20	100%
Total Income	\$ 105,265	\$ 93,300	\$ 11,965	113%
Expense				
5100 - Ship Store Expenses	\$ -	\$ -	\$ -	0%
5200 - Maintenance	\$ 1,423	\$ 1,850	\$ (427)	77%
5223-00 - Bad Debts	\$ -	\$ 800	\$ (800)	0%
5300 - Racing Expense	\$ -	\$ -	\$ -	0%
5400 - Membership Development Expenses	\$ 37	\$ -	\$ 37	100%
5700 - Learn To Sail Program	\$ 13,025	\$ 13,567	\$ (542)	96%
5800 - Hospitality Expenses	\$ 282	\$ 798	\$ (516)	39%
5900 - Safety Boats	\$ 1,666	\$ 2,500	\$ (834)	67%
5950 - Sailboat fleet	\$ 224	\$ 600	\$ (376)	37%
6200 - Membership Expenses	\$ -	\$ -	\$ -	0%
6300 - Occupancy	\$ 8,115	\$ 8,492	\$ (378)	96%
6500 - Administration	\$ 6,888	\$ 6,809	\$ 79	101%
6645 - Salary Club Manager	\$ 9,159	\$ 9,179	\$ (20)	100%
6700 - Insurance	\$ 362	\$ -	\$ 362	100%
Total Expense	\$ 41,190	\$ 44,595	\$ (3,415)	92%
Net Ordinary Income	\$ 64,085	\$ 48,705	\$ 15,380	132%
Net Other Income	\$ 2,793	\$ -	\$ 2,793	100%
Net Operating Income	\$ 66,879	\$ 48,705	\$ 18,174	137%
Capital and Reserve Contributions				
7720 - Mortgage Principal Payment	\$ 2,535	\$ 2,535	\$ -	100%
NET FOR RESERVE CONTRIBUTION			Not a useful measure until end of year	

a. **CASH ON HAND:** Reserve and Checking Account Balances (monthly for current yr, quarterly for previous yr)

Account	Jul 31, 2021	Sep 30, 2021	Dec 31, 2021	Jan 31, 2022	Feb 28, 2022
OPERATING ACCOUNTS					
Key Bank – main op acct	\$86,052	\$129,245	\$147,031	\$ 145,234	\$ 88,906
First Int – mortgage autopay	\$14,851	\$ 25,064	\$ 2,641	\$ 38,282	\$ 34,686
Total Operating Cash	\$100,903	\$154,309	\$149,672	\$183,516	\$ 123,592
RESERVE ACCOUNTS					
Dredging	\$175,100	\$175,104	\$ 25,106	\$ 25,107	\$ 65,107
Facilities	\$ 25,100	\$ 25,100	\$ 25,101	\$ 25,101	\$ 38,434

Sailboats	\$ 23,100	\$ 23,100	\$ 23,101	\$ 23,101	\$ 41,768
Motorboats	\$12,100	\$ 12,100	\$ 12,100	\$ 12,100	\$ 20,100
TOTAL RESERVES	\$235,400	\$235,404	\$ 85,408	\$ 85,409	\$165,409
TOTAL CASH ON HAND	\$336,303	\$365,228	\$235,081	\$273,925	\$289,001

b. Long term Debts: *Dredging loans paid off/retired in Nov 2021

Account	Principle Balance as of....				
	Jul 31, 2021	Sep 30, 2021	Dec 31, 2021	Jan 31, 2022	Feb 28, 2022
Clubhouse Const Mortgage Int rate 4.64%	\$589,896	586,087	\$583,497	\$582,232	580,968
2021 Dredging Loan Int rate 4.5%	\$150,000	\$150,000	\$0 *	\$ 0	\$0
TOTAL Long term debt principle	\$739,896	\$736,087	\$583,497	\$582,232	\$580,968

3. Accounts Receivable – as of 2/17/2022

AR summary Date	Jan 21, 2021	Sep 20, 2021	Dec 19, 2021	Jan 21, 2022	Feb 17, 2022	Mar 17, 2022
Current (not overdue)	31,627	32,380	16,560	27,557	28,942	27,146
Overdue (15 – 120 days overdue)	4,748	6,824	4,963	6,160	5,679	3,864

Very Overdue (120+ days overdue)	7,424	937	724	589	3552	1960
Total AR	43,799	40,140	22,382	40,466	38,173	32,970

4. Resolutions

None

5. Done/To Do

a. Done since last meeting

- i. Reconcile and review 2021 books in prep for CPA

b. To Do

- i. Books to CPA for tax filing
- ii. Put together bylaw-prescribed report of all cash and assets of club (detailed balance sheet)
- iii. Set up Simple IRA
- iv. Print budget and financials report at the end of March and compare it to the previous year for the April General Meeting.
- v. Update Learn to Sail Program expenses.

Communications

Google Docs is now working for all Board Members.

Officers Reports

Commodore - Kathy Sandifer

Bylaws Update

- Kathy and Rachel are working together to update the Bylaws to reflect how the Club is currently running and improve consistency in formatting.

Vice Commodore - Brad Grenham

New Membership

- Updating new member packets, an advertisement for mentor volunteers for new members went out in *Willamette Wind*, new member orientation before happy hour will start in May.
- New membership orientation - The Board brainstormed ideas on conducting an orientation.
 - Include an article in *Telltales* about New Member Orientation
 - A few Board Members should attend the orientation
 - Make it low key, not a large presentation
- Racing with a new member - add another race day after Sunday brunch for new sailors to sail with experienced racers

Board Calendar

- A calendar with each month and each Board Member was created on the Google Drive
 - This Calendar will help future Board Members plan their year and remind them when to start planning certain events.

Rear Commodore- Geoff Fanning

Hospitality

- Three happy hours have been held so far
 - The events are going smoothly
 - More and more members are attending each event
 - Hospitality has been slightly overwhelmed trying to enter cc numbers and work the cash register. The register can't keep up with the orders. May need to get an employee to help out at the cash register.
 - Possibly get permission to add a cc to Square when new members are first registering.
- Geoff will contact Dave Jursik about changing the OLCC license to exclude hard liquor from our license so the club doesn't have to provide substantial food items.
- Tips will be cash only. Tips are difficult to document on Square. All tips are going to OYSF.

Fleet Captain - Sebastian Laleau

Fleet Racing

- Race committee - Winter Series filled up well. Sebastien will reach out to the Laser fleet to help fill in Wednesday night racing nights for Spring.

Sailing Clinics

- Three fleets are hosting clinics: Lido chalk talks, Lido rigging class, Thistle fleet clinic, Daysailer brunch and sail.

Race Committee training

- Scheduled for April 6th, currently advertised on the Club Calendar
- Will include training for Safety Captain and Night Captain

Port Captain - Jared Lathrop

Safety assessment

- Jared has a company scheduled to do an assessment of the Club for March 25th.

Fire Inspection

- Matt reports that fire inspectors come once a year to do a fire inspection. They call us, we do not call them

AED

- Has been checked this year and is up to date.

Work Party

- April 2nd - *Willamette Wind* will detail what tools members need to bring.

Acoustic Project

- Need to get estimate and timeline from Derek
- Ted Drayton is interested in installing a Bluetooth sound system, speakers, amplifier, and microphone in the Clubhouse.
 - The Board agreed to focus on acoustics first.

Secretary - Rachel Barney

Bylaws Update

- Kathy and Rachel are working together to update the Bylaws to reflect how the Club is currently running and improve consistency in formatting.

Report of Committees

No committees have been invited to present

Report of Fleets

No Fleets have been invited to present

Unfinished Business

No unfinished business discussion scheduled.

Introduction of Prospective Members

Membership Requests

Regular

- **Ed and Emily Sorel**
 - Moved here to be closer to their son who is a Doctor at OHSU. Interested in joining the Lido Fleet and casually sailing during the summers as a family.
- **Annika Marriot**
 - Friends of the club / members of the club. They have young children that are interested in classes. Former members of the Ida Lewis Yacht Club in Newport, RI.
- **Cyndi and Sandy Warhane**
 - Competitive Canoe Racers that are interested in storing their boat by the water and practicing weekly. Planning to do a multi-hundred mile race in Missouri. They are interested in the club's social atmosphere.
- **Joe Fram**
 - Lives 3 mins down the road and is a good friend of Toby's. Has been meaning to join the club for a while and has a Daysailer that he is bringing up from SLO.

Midshipman

- **Elliot Lee**
 - Member of the Portland Coast Guard, and lifetime sailor. Moved to Portland and would like to continue racing in Lasers and fleet boats.

Youth

- **Ian Ratigan**
- **Finn Willhelm**

Membership Resignations

Regular

- **Alex McBride**
 - Needs to pay before resignation and is sending a check in.

Youth

- **Marco Peron**

Kathy moved to approve the membership requests, changes and resignations. Geoff seconded, all Board Members approved - Alex McBride's resignation is approved on the condition that his check is received.

General Business

Club Manager Report - Drew Ehlers

No news to report.

Program Director's Report - Matt Berger

Whaler Maintenance

- Is coming along. More bills will be coming this month.

Learn To Sail

- Online sales are doing great
 - 40 high schoolers, 20 opti sailors. Both are full.

Trackers

- Is signed up to come 2 days per week

Community Sailing

- We already have them signed up for 10 weeks of programming

Sail To Change

- Already confirmed for 4 weeks. They will possibly sign up for 4 more weeks pending funding.

Installation of New Officers

None

New Business

None

Good of the order

None

Member of the Month

John Gordon for driving the 420s to Port Townsend.

Adjournment

~9:45 pm