

## **Final**

### **Willamette Sailing Club Board Meeting Minutes: October 27th, 2022**

By Rachel Barney

*Attendees: Kathy Sandifer (Commodore), Brad Grenham (Vice Commodore), Geoff Fanning (Rear Commodore), Mike Rees (Interim Fleet Captain) Christine Stamper (Treasurer), Jared Lathrop (Port Captain), Drew Ehlers (Club Manager), Matt Berger (Program Director), Rachel Barney (Secretary) Location via Zoom*

#### **Call to order**

Call to order 6:41pm

#### **Approve Meeting Minutes**

Geoff motioned to approve meeting minutes. All approved.

#### **Treasurer's Report**

The budget was discussed in preparation for the Fall General Meeting. Treasurer's report will be released on the November Meeting Minutes. (Meetings only 1 week apart.)

Need to increase reserves budget for sailboat fleet and motorboats due to price increases.

Hospitality - how do we cover the expense for a bartender with extra responsibilities as the "Super Bartender"?

For the General meeting - we will need a membership vote on the amount we sweep into reserves for 2023.

1. Budget and Financials summary: Jan – Sep 2022 P&L: Budget vs Actual.

2022						
	Jan 1 - Sep 30 Actual	Jan 1 - Sep 30 Budget	% of Jan - Sep Budget	Full Year Budget	% of Full Yr Budget	% of year gone by
Ordinary Income/Expense						
Income						75%
4100 · Dues and Initiation Fees	\$ 176,473	\$ 167,610	105%	\$ 215,022	82%	
4200 · Program Membership	\$ 397,730	\$ 304,100	131%	\$ 309,100	129%	
4300 · Moorage	\$ 116,619	\$ 90,000	130%	\$ 124,000	94%	
4400 · Work Hours	\$ 14,563	\$ 19,000	77%	\$ 38,000	-	
4600 · Membership Development	\$ 250	\$ 7,900	3%	\$ 11,900	2%	
4700 · Racing Fees	\$ 3,393	\$ 3,500	97%	\$ 3,500	-	
4800 · Hospitality Income	\$ 10,534	\$ 8,600	122%	\$ 12,000	88%	
4900 · Ships Store	\$ 1,305	\$ 350	373%	\$ 500	-	
<b>Total Income</b>	<b>\$ 720,867</b>	<b>\$ 601,060</b>	<b>120%</b>	<b>\$ 714,022</b>	<b>101%</b>	
Expense						
5100 · Ship Store Expenses	\$ 708	\$ -	100%	\$ 500	142%	
5200 · Maintenance	\$ 12,696	\$ 20,675	61%	\$ 25,155	50%	
5223-00 · Bad Debts	\$ -	\$ 3,600	0%	\$ 5,000	0%	
5300 · Racing Expense	\$ 3,358	\$ 4,800	70%	\$ 6,300	53%	
5400 · Membership Development Expenses	\$ 1,237	\$ 12,750	10%	\$ 21,400	6%	
5700 · Learn To Sail Programs	\$ 198,985	\$ 136,217	146%	\$ 237,043	84%	
5800 · Hospitality Expenses	\$ 16,010	\$ 11,023	145%	\$ 14,352	112%	
5900 · Safety Boats	\$ 18,292	\$ 12,550	146%	\$ 16,500	111%	
5950 · Sailboat fleet	\$ 3,560	\$ 6,000	59%	\$ 8,000	45%	
6200 · Membership Expenses	\$ 1,174	\$ 3,700	32%	\$ 4,380	27%	
6300 · Occupancy	\$ 37,827	\$ 36,612	103%	\$ 79,000	48%	
6500 · Administration	\$ 35,565	\$ 37,389	95%	\$ 50,000	71%	
6645 · Salary Club Manager	\$ 43,286	\$ 41,304	105%	\$ 60,073	72%	
6700 · Insurance	\$ 53,374	\$ 31,083	172%	\$ 56,083	95%	
<b>Total Expense</b>	<b>\$ 426,072</b>	<b>\$ 357,703</b>	<b>119%</b>	<b>\$ 583,786</b>	<b>73%</b>	
<b>Net Ordinary Income</b>	<b>\$ 294,795</b>	<b>\$ 243,357</b>	<b>121%</b>			
<b>Net Other Income</b>	<b>\$ 16,749</b>	<b>\$ 15,360</b>	<b>109%</b>	<b>\$ 23,510</b>	<b>71%</b>	
<b>Net Operating Income</b>	<b>\$ 311,544</b>	<b>\$ 258,717</b>	<b>120%</b>	<b>\$ 153,746</b>	<b>203%</b>	
Capital and Reserve Contributions						
7720 · Mortgage Principal Payment	\$ 17,997	\$ 17,997	100%	\$ 18,160	99%	
<b>NET FOR RESERVE CONTRIBUTION</b>	<b>\$ 293,547</b>	<b>\$ 240,720</b>		<b>\$ 135,586</b>	<b>217%</b>	

NOTE: Net for reserve is high now, but will go down ~\$100k+ by end of year. Fall is net negative typically. Estimating closer to \$180k for reserve contribution. Based on being about \$53k ahead of budget for year so far.

**NET FOR RESERVE WILL GO WAY DOWN BY END OF YEAR!** Still expected to beat budget. Oct – Dec are NET NEGATIVE months. Big income is mostly collected for the year.

**Plan:** Put all money beyond Reserve Contributions toward MORTGAGE PRINCIPLE PAYDOWN. Get the mortgage down to almost paid by the time we have to balloon/refinance.

2. **CASH ON HAND:** Reserve and Checking Account Balances

Account	Jul 31, 2021	Dec 31, 2021	Jan 31, 2022	Apr 30, 2022	July 31, 2022	Aug 31, 2022	Sep 30, 2022
<b>OPERATING ACCOUNTS</b>							
Key Bank – main op acct	\$86,052	\$147,031	\$ 145,234	\$290,526	309,222	310,646	299,420
First Int – mortgage autopay	\$14,851	\$ 2,641	\$ 38,282	\$ 27,493	16,247	12,195	8143
<b>Total Operating Cash</b>	<b>\$100,903</b>	<b>\$149,672</b>	<b>\$183,516</b>	<b>\$318,019</b>	<b>\$325,469</b>	<b>\$322,841</b>	<b>307,563</b>
<b>RESERVE ACCOUNTS</b>							
Dredging	\$175,100	\$ 25,106*	\$ 25,107	\$ 65,108	65,110	65,111	65,111
Facilities	\$ 25,100	\$ 25,101	\$ 25,101	\$ 41,769	41,1770	41,771	41,771
Sailboats	\$ 23,100	\$ 23,101	\$ 23,101	\$ 24,459	24,459	24,459	24,460
Motorboats	\$12,100	\$ 12,100	\$ 12,100	\$ 20,101	20,102	20,102	20,102
<b>TOTAL RESERVES</b>	<b>\$235,400</b>	<b>\$ 85,408</b>	<b>\$ 85,409</b>	<b>\$ 151,437</b>	<b>151,441</b>	<b>151,443</b>	<b>151,444</b>
<b>TOTAL CASH ON HAND</b>	<b>\$336,303</b>	<b>\$235,081</b>	<b>\$273,925</b>	<b>\$469,456</b>	<b>\$476,910</b>	<b>\$474,282</b>	<b>\$459,007</b>

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

Account	Principle Balance as of....							
	Dec 31, 2021	Jan 31, 2022	Apr 30, 2022	May 31, 2022	Jun 30 2022	July 31, 2022	Aug 31, 2022	Sep 30, 2022
Clubhouse Const Mortgage Int rate	\$589,896 4.64%	\$583,497 4.64%	\$582,232 4.64%	\$576,820 4.64%	\$575,528 4.64%	\$574,263 5.81%	\$573,084 5.81%	\$571,899 5.81%
2021 Dredging Loan* Int rate 4.5%	\$0	\$ 0	\$0	\$0	\$0	\$0	\$0	\$0

<b>TOTAL Long term debt principle</b>	\$584,726	\$583,497	\$582,232	\$576,820	\$575,528	\$574,263	\$573,084	\$571,899
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MORTGAGE INTEREST RATE RESET: The rate reset in July 2022. New rate will remain in effect through July 2027 when the loan balance is then due in full (pay off or refinance).

Old: Rate: 4.64%, Monthly payment: 3596.63. Annual: 43,159  
 New: Rate: 5.81%, monthly payment: 4052.00. Annual: 48,624

This will increase our annual mortgage payments by about \$6500.

**4. Accounts Receivable – as of 10/27/2022**

AR summary Date	Jan 21, 2021	Dec 19, 2021	Jan 21, 2022	Apr 10, 2022	May 19, 2022	June 16, 2022	Aug 16, 2022	Sep 21, 2022	Oct 27, 2022
Current (not overdue)	31,627	16,560	27,557	17,209	12,273	12,780	63,325	43,413	51,048
Overdue (15 – 120 days overdue)	4,748	4,963	6,160	6,253	1,769	1,845	1,812	39,858	66,645
Very Overdue (120+ days overdue)	7,424	724	589	1,011	585	62	0	0	21
Total AR	43,799	22,382	40,466	24,474	14,627	14,700	65,137	83,214	117,714

AR notes:

- \$32,225 of current billing is OYSF - paying for sponsored sailors in programs, extra program liability insurance reimbursement
- \$37,800 of 45- 120d (overdue) is owed by Sail to Change. We are actively after them to collect.
- \$2,058 of overdue is members and program charges which will be paid soon.
- \$21 in 120+ is a chronically overdue inactive member who will likely be terminated at the next board meeting for non payment.

**5. Resolutions : PROPOSALS TO REFER TO MEMBERS**

Incentive for previous WSC employees: Initiation Fee Discount.

**PROPOSAL: INCENTIVE FOR WSC PAST EMPLOYEES TO JOIN CLUB**

**Overview:** Provide a one-time financial incentive to those who have worked for the club to join.

**Rationale:**

- Show appreciation for those who have worked for the club
- Coaches and employees are the MOST likely people to want to sail with us
- Attempt to meaningfully increase the number of active members

- Make it more affordable for coaches to join

**Details:**

If you are a sailor who has worked for Willamette Sailing Club in the past, we want you to join our community of sailors.

For every full sailing season you worked successfully for the club, take 1/6 off the price of regular member initiation.

This incentive does not affect regular membership due rates, only initiation fee.

What constitutes a “full season” of work: Working 12 weeks or more in a calendar year, with each week’s work at least 10 hours.

**How to verify:** Club Manager will use employee and payroll files to verify.

**Math:**  $\text{DISCOUNT} = [\text{NUMBER OF YEARS' WORKED}] * [\text{CURRENT FULL MEMBER INITIATION FEE}] / 6$

**Examples:**

At the 2022 full initiation rate of \$1250, each year worked for the club takes \$208.33 off your initiation, not to exceed the full initiation fee for the membership category.

**Example 1:** Midshipman Candidate who worked for 4 summers. Midshipman Member Initiation = \$625

Discount for 4 years’ service:  $4 * \$1250/6 = \$833.33$ .

Initiation:  $\$625 - 833.33 = \text{NEGATIVE NUMBER}$ .

Discount exceeds initiation fee, sailor may join as Midshipman member with a \$0 initiation.

**Example 2:** Regular Member candidate worked for 3 summers. Regular Member Initiation: \$1250

Discount for 3 years’ service:  $3 * \$1250/6 = \$625$

Initiation:  $\$1250 - \$625 = \$625$ .

Sailor may join as a Regular member with \$625 initiation rather than the full \$1250.

**6. Done/To Do**

- a. Done since last meeting
  - i. Budget work in progress
  - ii. Analysis of Bookkeeping software modernization started
- b. To Do

- i. 2023 Budget Work
- ii. Set rates for 2023: dues, moorage, etc
- iii. Lean on CPA, get tax filing done. Due on 11/15/2022. Expecting last minute filing
- iv. Prepare report of all cash and assets of club (detailed balance sheet) (to be done after 2021 tax report is complete)
- v. Modernize the finance/bookkeeping software we use

## **Communications**

### **Officers Reports**

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

Nothing additional to budget discussion.

#### **Vice Commodore - Brad Grenham**

Nothing additional to budget discussion.

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

Nothing additional to budget discussion.

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

Mike will create a program for the awards banquet.

#### **Port Captain - Jared Lathrop**

Derek Trost - Acoustics project waiting for bids, more details to come.

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

Nothing additional to budget discussion.

### **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

#### Midshipman

- **Kira Lonsdale**
  - Kira recently completed the WSC adult sailing class and would like to join the club. Kira is eager to get more time on the water with the club boats and is interested in getting more involved.

#### Youth

- **Luke Glavan**
- **Gahn Mercer**

Geoff moved to approve all membership requests; All were in favor

## General Business

### **Club Manager Report - Drew Ehlers**

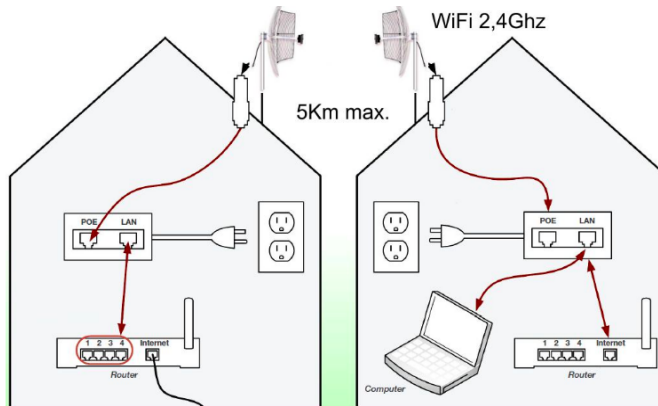
#### **Operations**

- **Accounts Receivable :**
  - 1-45: \$51,879.73
  - 46-90: \$28,563.14 (Memb. \$3,363.14)
  - 91-120: \$38,206.00 (Memb. \$406.00)
  - 120+: \$21.00
  - Total = \$118,669.87

#### **Budget Topics:**

- **Insurance**
  - Proposed Increase of Theft Insurance
    - The current limit of \$25K (\$1000 deductible) can be increased to \$50K for \$170/year
      - The Board discussed this and decided it was not necessary.
  - Suggested Insurance Savings
    - Policy Number: 07317451
    - Premium Savings: \$1680/yr
- **Security Upgrade**

- Additional Cameras in the Parking Lot with Monitor in Clubhouse.
  - Cell Phone Plan Cost:
  - Camera Cost: \$84.99 for 3 Cameras
  - Point to Point Wireless Bridge: \$120.00-\$200.00
  - Total Cost: approx. \$600.00



- **Budget Recommendation: Yard / Grounds Maintenance**
  - Adding an amount in the Budget for Large Items to go to the Dump. \$500.00
  - Adding an amount in the Budget for tree removal
    - Tree in the back of the lot today looks like it is in need of removal. It is leaning on the fence and leaning over the public pathway
- **Events Update:**
  - **Lido Women's Clinic - October 30th**
  - **Annual Awards Banquet - November 6th**
    - 60 People
    - Awards are Ready - Event Costs → \$4,567.00
    - (50\*60=\$3,000.00, Cost for Club = \$1,567.00)
  - **General Membership Meeting - November 17th**
  - **Wild Turkey Regatta - November 19th**
    - Shannon Clune and Tim Mills
    - No Fried Turkey Onsite



- **Christmas Ships - December 7th**
  - Early in December to avoid Christmas Party Conflicts

## **Program Director's Report - Matt Berger**

### **Operations**

- Power and Sail Fleet Maintenance
- WSC Websites (Club & Programming)
- Director Emails
- Fall Programming
- OYSF Fundraisers and Programming

### **Upcoming Program Events**

- Fall Youth Teams Season; 9/12-11/3
- Halloween Youth Regatta; 10/30
- NWISA High School Champs; 11/5-11/6

### **Completed**

- Summer & fall billing completed (AR 99% cleaned up)
- Whaler # 1 hull repair
- Fall programming ends next week with daylight savings
- Loaner boats/fleet/lot winterization begun
- OYSF end of year fundraising & winter projects
- 2023 budgeting

### **To Do**

- 2023 budgeting & reserves completion
- Whaler #1 motor replacement
- Loaner boats/fleet/lot winterization
- General meeting slide
- Winter power point/videos for programming and race committee
- OYSF fundraising (mailings. Columbia passes, raffle, grant reports, Polar sails, Film Fest)

### **Discussion**

- Reserve plan updates
- Imagine Possibilities partnership (adaptive sailing for developmentally and physically disabled)
- Siebel program no more

### **Installation of New Officers**

n/a

### **New Business**

n/a

### **Good of the order**

n/a

### **Member of the Month**

Tom McLaughlin - Running the Women's Lido Clinic, consistently down at the club helping with projects.

### **Adjournment**

8:33pm