

Final

Willamette Sailing Club Board Meeting Minutes: January 26th, 2023

By Rachel Barney

Attendees: Brad Grenham (Commodore), John Olsson (Vice Commodore), Kathy Sandifer (Rear Commodore), Mike VanKirk (Fleet Captain) Dave Shanley (Treasurer), Jared Lathrop (Port Captain), Rachel Barney (Secretary), Drew Ehlers (Club Manager), Matt Berger (Program Director), Location Windward Room and via Zoom

Call to order

6:05 pm

Approve Meeting Minutes

The Board members from 2022 approved the December Meeting Minutes.

Treasurer's Report

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

	2022			2022		Full Year Budget	% of Full Yr Budget	% of year gone by
	Jan 1 - Dec 31 Actual	Jan 1 - Dec 31 Budget	% of Budget	Projected Actual				
Ordinary Income/Expense								
Income								100%
4100 · Dues and Initiation Fees	\$ 215,632	\$ 215,022	100%	\$ 218,000	\$ 215,022		100%	
4200 · Program Membership	\$ 430,480	\$ 309,100	139%	\$ 430,327	\$ 309,100		139%	
4300 · Moorage	\$ 154,004	\$ 124,000	124%	\$ 154,000	\$ 124,000		124%	
4400 · Work Hours	\$ 29,098	\$ 38,000	77%	\$ 29,476	\$ 38,000		-	
4600 · Membership Development	\$ (184)	\$ 11,900	-2%	\$ 3,500	\$ 11,900		-2%	
4700 · Racing Fees	\$ 3,393	\$ 3,500	97%	\$ 3,393	\$ 3,500		-	
4800 · Hospitality Income	\$ 11,594	\$ 12,000	97%	\$ 12,425	\$ 12,000		97%	
4900 · Ships Store	\$ 1,305	\$ 500	261%	\$ 1,400	\$ 500		-	
Total Income	\$ 845,322	\$ 714,022	118%	\$ 852,521	\$ 714,022		118%	
Gross Profit	\$ 845,322		100%	\$ 852,521			84532249%	
Expense								
5100 · Ship Store Expenses	\$ 708	\$ 500	142%	\$ 708	\$ 500		142%	
5200 · Maintenance	\$ 18,619	\$ 25,155	74%	\$ 18,300	\$ 25,155		74%	
5223-00 · Bad Debts	\$ -	\$ 5,000	0%	\$ -	\$ 5,000		0%	
5300 · Racing Expense	\$ 4,546	\$ 6,300	72%	\$ 4,546	\$ 6,300		72%	
5299-00 · Other Expense	\$ (15)							
5400 · Membership Development Expenses	\$ 2,660	\$ 21,400	12%	\$ 7,300	\$ 21,400		12%	
5700 · Learn To Sail Programs	\$ 245,310	\$ 237,043	103%	\$ 243,000	\$ 237,043		103%	
5800 · Hospitality Expenses	\$ 17,392	\$ 14,352	121%	\$ 17,500	\$ 14,352		121%	
5900 · Safety Boats	\$ 25,600	\$ 16,500	155%	\$ 25,600	\$ 16,500		155%	
5950 · Sailboat fleet	\$ 5,638	\$ 8,000	70%	\$ 6,500	\$ 8,000		70%	
6200 · Membership Expenses	\$ 1,696	\$ 4,380	39%	\$ 1,700	\$ 4,380		39%	
6300 · Occupancy	\$ 79,152	\$ 79,000	100%	\$ 83,000	\$ 79,000		100%	
6500 · Administration	\$ 46,220	\$ 50,000	92%	\$ 45,500	\$ 50,000		92%	
6650 · Salaries Admin Staff	\$ 68,213	\$ 60,073	114%	\$ 65,400	\$ 60,073		114%	
6700 · Insurance	\$ 66,759	\$ 56,083	119%	\$ 72,100	\$ 56,083		119%	
Total Expense	\$ 583,363	\$ 583,786	100%	\$ 591,154	\$ 583,786		100%	
Net Ordinary Income	\$ 261,959		100%	\$ 261,367				
Net Other Income	\$ 28,328	\$ 23,510	120%	\$ 28,325	\$ 23,510		120%	
Net Operating Income	\$ 290,287	\$ 153,746	189%	\$ 289,692	\$ 153,746		189%	
Capital and Reserve Contributions								
7720 · Mortgage Principal Payment	\$ 20,477	\$ 18,160	113%	\$ 21,772	\$ 18,160		113%	
NET FOR RESERVE AND MORT PRINC	\$ 269,810	\$ 135,586		\$ 267,920	\$ 135,586		199%	

Achieved a very healthy 2022.

Plan: Put all money beyond Reserve Contributions toward MORTGAGE PRINCIPAL PAYDOWN. Get the mortgage down to almost paid by the time we have to balloon/refinance. Estimating the following for reserves (reserve contributions are from fall general meeting) and mortgage pay down:

Completed:

Dredging Reserve Contribution: \$55k

Facilities Reserve Contribution: \$48k

Sailboats Reserve Contribution: \$17k

To be finalized upon board review:

Mortgage Principal Additional Payment: Target: \$149,810 (see below)

2. CASH ON HAND: Reserve and Checking Account Balances

Account	Dec 31, 2021	Jan 31, 2022	Apr 30, 2022	July 31, 2022	Oct 31, 2022	Nov 30, 2022	Dec 31, 2022
OPERATING ACCOUNTS							
Key Bank – main op acct	\$147,031	\$ 145,234	\$290,526	309,222	268,863	293,349	180,444
First Int – mortgage autopay	\$ 2,641	\$ 38,282	\$ 27,493	16,247	14,091	10,039	5,987.37
Total Operating Cash	\$149,672	\$183,516	\$318,019	\$325,469	282,954	303,388	186,431
RESERVE ACCOUNTS							
Dredging	\$ 25,106*	\$ 25,107	\$ 65,108	65,110	65,112	65,113	120,113
Facilities	\$ 25,101	\$ 25,101	\$ 41,769	41,1770	41,771	41,772	89,772
Sailboats	\$ 23,101	\$ 23,101	\$ 24,459	24,459	24,460	24,460	41,460
Motorboats	\$ 12,100	\$ 12,100	\$ 20,101	20,102	20,102	20,102	20,102
TOTAL RESERVES	\$ 85,408	\$ 85,409	\$ 151,437	151,441	151,445	151,447	271,447
TOTAL CASH ON HAND	\$235,081	\$273,925	\$469,456	\$476,910	\$434,399	454,835	457,879

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	Jun 30, 2022	Sep 30, 2022	Oct 31, 2022	Nov 30, 2022	Dec 31, 2022
Clubhouse Mortgage. Int rate:	\$589,896 4.64%	\$583,497 4.64%	\$582,232 4.64%	\$575,528 4.64%	\$571,899 5.81%	\$570,616 5.81%	\$569,419 5.81%	\$566,915 5.81%
2021 Dredge Loan* Int rate 4.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL Long term debt principal	\$589,896	\$583,497	\$582,232	\$575,528	\$571,899	\$570,616	\$569,419	\$566,915

4. Accounts Receivable – as of 2023-01-25

AR summary Date	Dec 19, 2021	Jan 21, 2022	Apr 10, 2022	June 16, 2022	Sep 21, 2022	Oct 27, 2022	Nov 14, 2022	Dec 15, 2022	Jan 25, 2023
Current (not overdue)	16,560	27,557	17,209	12780	43,413	51,048	57,798	15,633	44,614
Overdue (15 – 120 days overdue)	4,963	6,160	6,253	1,845	39,858	66,645	70,967	28,592	8,574
Very Overdue (120+ days)	724	589	1,011	62	0	21	313	37,831	63,083
Total AR	22,382	40,466	24,474	14,700	83,214	117,714	129,078	82,056	116,271

AR notes:

- \$63,000 of overdue is owed by Sail to Change. We expected it to be paid by the end of Dec. (and earlier).
- \$8,574 that is overdue is heavily weighted (87%) to the 15-60 days overdue.

5. Resolutions : None

6. Done/To Do

- a. Done since last meeting
 - i. Quickbooks billing completed – bills sent out of QB for January (Thanks Drew!)
 - ii. 95% of account transition for new treasurer

- iii. Reserve sweeps done according to plan:
 - a. Dredging Reserve Contribution: \$55k
 - b. Facilities Reserve Contribution: \$48k
 - c. Sailboats Reserve Contribution: \$17k

b. To Do

- i. Determine working capital requirements and finalize principal paydown amount
- ii. Fund the First Interstate mortgage account
- iii. Review wet moorage increase 3%/12% and make a final decision (see communications section)
- iv. Kickoff a review of higher interest savings accounts and move long term money there
 - 1. Understand requirements around liquidity
 - 2. Understand rate and bank options
- v. Work with Secretary / Commodore to update employment letter.

The board discussed decreasing the amount of operating cash to leave in the bank account.

- Dave will do a cash flow analysis to determine an appropriate amount and make a recommendation at the Feb or March meeting. Currently, the policy is to leave \$100,000 as operating cash.

The board is committed to making the mortgage principal paydown but wants to collect the full income from 2022 before that cash is put toward the mortgage. (Sail2Change still owes \$63,000 from 2022.)

- Mortgage paydown is now a new line item in the ledger.
- Dave has contacted PPS to collect the Sail2Change debt and will continue to follow up. Matt has also been following up to collect this debt.

Communications

A member contacted the board regarding the higher increase in wet moorage dues as compared to other moorage. They believed there was a lack of communication and documentation of the decision to increase wet moorage dues and believed it to be unnecessary due to the health of the club.

- The board discussed this issue, reviewed last year's communications and last year's meeting minutes. Due to the ambiguity as to whether the budget included an additional wet moorage increase and lack of communication regarding the increase, the rate for wet moorage will be just a 3 % increase this year to match all other moorage rate increases (which occur automatically under the bylaws). The Board had discussed, in June, raising wet moorage to make it more consistent with other venues in order to make sure spots remain available for active members. But the budget process did not focus on this issue and had conflicting notes.
 - Drew will take care of accounting and credits.
- The board could revisit the price of wet moorage this year but would make sure communications are sent to the membership prior to any change and that these decisions are well documented in the meeting minutes.

- Last year there was a waiting list for wet moorage and there were multiple membership requests interested in joining the club to store their boat. By some research, the current rate is well under the market for wet moorage.
- Moorage dues and Membership fees will be discussed this year as the 3% increase, previously voted into place, will expire at the end of 2023. Any change in Membership dues would be voted on and approved at the Fall General Membership Meeting.
 - Moorage rates are set by the board and do not require a vote by the membership. But if it is part of a package with membership dues, we may put the package before the membership. No decisions have been made on any of these issues and the topic will need to await review of the budget later in the year.

The dragon boat club in Portland lost their moorage due to arson and contacted us to see if they could store their boats at our club.

- Since moorage is already full at WSC, Brad replied via email to let them know we do not have space for mooring their boats. Even if there were space, there would be issues with the WSC bylaw purposes, but the full moorage made this a moot point.

WSC has a google drive that we use to collaborate on documents.

- Dave has been updating and will make sure that the access to the documents is limited to the Manager, Program Director and Board of Directors and adjust editing privileges as appropriate. Board members to be aware of who/how they are sharing these documents.

Officers Reports

Commodore - Brad Grenham

Big picture for 2023. Same tack, keep it fun. Keep it sustainable.

Manage our staff resources and our volunteer resources so they are not burnt out. Manage and prioritize projects. Be realistic with expectations, not overextending ourselves, particularly with the race committee and hospitality committee.

Engage the Fleets, give the Fleet Captains responsibility to get the Fleets engaged.

For new members- We will continue Chalk talks and orientation for New members again this year. The goal is to keep membership stable, we do not need substantial growth.

- The board discussed a “Golden Path” for new members. After a new member signs up, the Fleet Captain contacts them to assign them a day on race committee. Pair the new member with a current member or a member who joined the previous year. However, prior requests for mentors have not generated a lot of volunteers.

Racing - We have a challenge this year in finding a new spot with Al Morris. We are going to roll out race committee training through in person and online sessions.

Programs were full last year. This year the plan is to dial it down slightly. Continue to collaborate with OYSF to bring in people from all different backgrounds.

Integrate Learn to Sail (LTS) with membership and utilize coaches for training and teaching membership, especially in the off season. Highschoolers will continue racing on fleet nights.

Facilities- we hope to be done with the acoustics project before the busy season. Planning on having 4 work days this year.

The board will have a retreat in March, allowing board members to settle into their duties with their position before making big plans for the year.

Continue documenting operations. Each board member should add to the Board Calendar with monthly duties and projects. The goal is to have a handbook for each board position to hand off to future boards.

Vice Commodore - John Olsson

John would like to put a focus on respecting and taking care of the club boats.

Rear Commodore- Kathy Sandifer

The “Beer Commodore” will focus on hospitality.

- Ben, Kathy and Drew will meet with hospitality volunteers to have a planning meeting for parties and discuss how much staffing will be needed for parties and burgers and beers etc.

Fleet Captain - Mike VanKirk

New Members - Fleet Captain will be cc'd on the new member email so Mike can reach out to each new member and sign them up for a night on the race committee.

Al Morris- There is a current reservation August 5th and 6th at Yale Lake at Cougar bay. Alternative site Cathlamet, WA. Richard and Toby are going to go check out the site first part of February. (Out on the Columbia).

Mark Sandifer will host a Night Captain training. Mike VanKirk will reach out to specific members to invite them to join the meeting, tentatively scheduled for Feb 19th.

Safety Boat Captain Training will also be scheduled

Race committee members will be required to complete safety training. There will be a date for a live training but the training video can also be done online. A quiz will ensure the members completed the training. One free beverage may be given for anyone who completes the safety training by a certain date. Possibly before opening day.

Mike will organize the racing flags so that it is an easy grab and go. One bucket for laser night, one bucket for Fleet night.

Mike will look into putting a horn on the back of the boat so it faces the fleet.

Mike raised the topic of adding another membership type such as a Crew membership..

Port Captain - Jared Lathrop

Acoustics project- we are waiting on material choices. The plan is to have it finished at the end of February or early March.

Paving program- Jared plans to have a few quotes for repaving the upper moorage lot circle, parking area, and ramp by the next board meeting.

- Dave to call the pothole hotline to fix the Macadam access road to the Club

April 8th will be the first work party.

Jared will start a job jar for volunteers this year.

A reproducible yearly safety audit will be created.

Secretary - Rachel Barney

The roster will be ready to pass out at Opening Day. We will print 50 copies. The online directory will be updated twice a year.

Ship's store - Rachel will look for members who are particularly fashionable to help with a hat design and another design. The goal is to have two big ship store purchases this year.

Rachel will place two name tag orders, one prior to each general meeting.

New Member packets will be emailed this year and will include: a letter from the Manager, the New Member reference guide, the Bylaws, and the Club policies.

Report of Committees

No committees present.

Report of Fleets

No Fleets present.

Unfinished Business

No unfinished business discussion scheduled.

Introduction of Prospective Members

Membership Requests

Regular

- Allison Quady and Family

Changes

- Henry Droting, Regular → Inactive
- Bill Hughes, Senior → Inactive (2023)

Resignations

- John Blanchard
- Craig Strauser

Brad moved to approve all membership requests, changes and resignations; Kathy seconded, all approved.

General Business

Club Manager Report - Drew Ehlers

Operations

- Winter Clinics/Happy Hours
 - Member attendance at first clinic was 20+
 - Happy hour went well; positive feedback from members
 - Alexa and Grant are superstars!!

Projects

- New Billing System
 - All members invoiced for boats and moorage
 - Some hiccups with data from Marina Office, but no huge issues
 - All set for auto-invoicing as of February
 - Quickbooks payments have been linked with bank accounts
- Winter Issue of Telltales
 - Sent to membership
- Kayak Racks

- Project is 80% complete
- Notification will be sent to single paddle board or kayak members to move off laser racks and on to kayak rack to make room for Lasers/small sailboats

- Commodore Photos
 - Frames are complete
 - Will send first batch of photos to printer
 - Collection of photos is ongoing

- Tree Removal in Upper Lot
 - All projects complete

- Hospitality
 - Minimums are being tracked
 - Cards are being made this week

Program Director's Report - Matt Berger

Operations

- Power and Sail Fleet Maintenance
- WSC Websites (Club & Programming)
- Winter Repair Projects and Programming
- OYSF Fundraisers and Development
-

Upcoming Program Events

- Winter Clinics; 2/19, 3/11
- Chalk Talks; 2/2, 2/16, 3/9
- Winter Youth Laser Team and Workouts; Jan-Feb
- Spring Youth Teams Start; 3/6
- NWISA Gold Fleet High School Champs; 5/6

Completed

- Winter clinic and chalk talk #1 (Alexa Ripple and Grant Gridley)
- Prepping spring fleets (power and sail)
- Safety boat training manual

- Laser, 420 covers, and 420 dock repair projects
- Spring youth registration
- Summer scheduling
- 2023 WSC website updates
- OYSF end of year fundraising, planning, grants, QuickBooks transfer, winter projects, etc.

To Do

- Schedule Level 1 & 2 coach certification trainings
- Boathouse cleaning/maintenance
- Plan coach trainings/curriculum
- OYSF fundraising, grant reports, new grants, film fest promotion, raffle, website rebuild

Discussion

- Sail2Change disbursement approved!
- WSC/OYSF plaque coming by opening day...
- ILCA District 22 Champs in spring? 20-30 boats on a weekend
- How to roll out safety boat requirements

Matt will create a one pager for classes that includes: where to start for each age for members and non-members.

New Business

None

Member of the Month

Sarah Nicolas for the Member of the month for diving into fleet captain and other duties with enthusiasm. John moved, Dave seconded, all approved.

Adjournment

9:30ish pm

Reviewed 2023-02-01 - Dave Shanley

Reviewed 2023-02-01 - Mike Van Kirk

Reviewed, with edits, 2023-02-05 Brad Grenham

Reviewed 2023-02-21 - Kathy Sandifer

Reviewed 2023-02-23 Rachel Barney