

Final

Willamette Sailing Club Board Meeting Minutes: March 19th, 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

Call to order

9:30 AM

Note: This meeting is primarily a Board “retreat” to brainstorm objectives for the year. Accordingly, many items are initial thoughts and not final Board decisions.

Approve Meeting Minutes

All approved the February Meeting Minutes with an addendum to the loan pay off amount.

Treasurer’s Report- Dave Shanley

1. Budget and Financials summary:

		2023				
		Feb 1 - Feb 28 Actual	Feb 1 - Feb 28 Budget	2023 Budget	\$ Over Budget	% of Budget
% This Period	8.33%	Ordinary Income/Expense				
% of Year	16.67%	Income				
		4100 - Dues and Initiation Fees	\$ 14,108	\$ 18,583	\$ 223,000	\$ (4,475) 76%
		4200 - Program Membership	\$ -	\$ 35,877	\$ 430,527	\$ (35,877) 0%
		4300 - Moorage	\$ 11,651	\$ 13,255	\$ 159,062	\$ (1,605) 88%
		4400 - Work Hours	\$ -	\$ 2,500	\$ 30,000	\$ (2,500) 0%
		4600 - Membership Development	\$ -	\$ 297	\$ 3,560	\$ (297) 0%
		4700 - Racing Fees	\$ -	\$ 340	\$ 4,080	\$ (340) 0%
		4800 - Hospitality Income	\$ 225	\$ 1,725	\$ 20,700	\$ (1,500) 13%
		4900 - Ships Store	\$ -	\$ 208	\$ 2,500	\$ (208) 0%
		7000 - Other Income	\$ 1,398	\$ 208	\$ 2,500	\$ 1,190 671%
		Total Income	\$ 25,984	\$ 72,786	\$ 873,429	\$ (46,802) 36%
		Gross Profit	\$ 25,984			\$ 25,984 100%
		Expense				
		5100 - Ship Store Expenses	\$ -	\$ 167	\$ 2,000	\$ (167) 0%
		5200 - Maintenance	\$ 101	\$ 1,979	\$ 23,750	\$ (1,878) 5%
		5223-00 - Bad Debts	\$ -	\$ 83	\$ 1,000	\$ (83) 0%
		5300 - Racing Expense	\$ -	\$ 573	\$ 6,880	\$ (573) 0%
		5299-00 - Other Expense	\$ 591	\$ -		\$ 591
		5400 - Membership Development Expenses	\$ -	\$ 1,302	\$ 15,625	\$ (1,302) 0%
		5700 - Sailing Programs Expense	\$ 12,744	\$ 24,141	\$ 289,697	\$ (11,398) 53%
		5800 - Hospitality Expenses	\$ 59	\$ 1,707	\$ 20,478	\$ (1,647) 3%
		5900 - Safety Boats	\$ 922	\$ 1,208	\$ 14,500	\$ (287) 76%
		5950 - Sailboat fleet	\$ -	\$ 750	\$ 9,000	\$ (750) 0%
		6200 - Membership Expenses	\$ -	\$ 291	\$ 3,490	\$ (291) 0%
		6300 - Occupancy	\$ 3,917	\$ 7,246	\$ 86,950	\$ (3,329) 54%
		6500 - Administration	\$ 3,041	\$ 4,375	\$ 52,500	\$ (1,334) 70%
		6650 - Salaries Admin Staff	\$ 5,177	\$ 6,241	\$ 74,896	\$ (1,064) 83%
		6700 - Insurance	\$ -	\$ 6,667	\$ 80,000	\$ (6,667) 0%
		Total Expense	\$ 26,551	\$ 56,731	\$ 583,786	\$ (30,180) 47%
		Net Ordinary Income	\$ (567)			\$ (567) 100%
		Net Other Income	\$ 1,832			\$ 1,832 100%
		Net Operating Income	\$ 1,265	\$ 16,055		\$ 14,790 8%
		Capital and Reserve Contributions				
		NET FOR RESERVE AND MORT PRINC				

ESTIMATE AT END OF Q2

The club operated within budget this second month of 2023.

The budget is being entered in Quickbooks and these monthly estimates will be modified as a result – and will be more accurately aligned to past actuals (vs rounded across each month of the year).

2. CASH ON HAND: Reserve and Checking Account Balances

Account	Apr 30, 2022	July 31, 2022	Oct 31, 2022	Nov 30, 2022	Dec 31, 2022	Jan 31, 2023	Feb 28, 2023
OPERATING ACCOUNTS							
Key Bank – main op acct	\$290,526	309,222	268,863	293,349	180,444	142,921.62	224,665
First Int – mortgage autopay	\$ 27,493	16,247	14,091	10,039	5,987.37	48,328	44276
Total Operating Cash	\$318,019	\$325,469	282,954	303,388	186,431	191,249.60	268,941
RESERVE ACCOUNTS							
Dredging	\$ 65,108	65,110	65,112	65,113	120,113	120,114	120115
Facilities	\$ 41,769	41,1770	41,771	41,772	89,772	89,772	89773
Sailboats	\$ 24,459	24,459	24,460	24,460	41,460	41,460	41460
Motorboats	\$ 20,101	20,102	20,102	20,102	20,102	20,102	20102
TOTAL RESERVES	\$ 151,437	151,441	151,445	151,447	271,447	271,450	271,450
TOTAL CASH ON HAND	\$469,456	\$476,910	\$434,399	454,835	457,879	462,699	540,391

3. Long term Debts:

Account	Principle Balance as of...							
	Apr 30, 2022	Jun 30 2022	Sep 30, 2022	Oct 31, 2022	Nov 30, 2022	Dec 31, 2022	Jan 31, 2023	Feb 28, 2023
Clubhouse Mortgage. Int rate:	\$582,232 4.64%	\$575,528 4.64%	\$571,899 5.81%	\$570,616 5.81%	\$569,419 5.81%	\$568,124 5.81%	566,915 5.81%	565,699 5.81%
TOTAL Long term debt principal	\$582,232	\$575,528	\$571,899	\$570,616	\$569,419	\$568,124	566,915	565,915

4. Accounts Receivable:

AR summary Date	Apr 10, 2022	June 16, 2022	Sep 21, 2022	Oct 27, 2022	Nov 14, 2022	Dec 15, 2022	Jan 25, 2023	Feb 23, 2023	Mar 18, 2023
Current (not overdue)	17,209	12780	43,413	51,048	57,798	15,633	44,614	34,898	49,259
Overdue (15 – 120 days overdue)	6,253	1,845	39,858	66,645	70,967	28,592	8,574	2,827	11,038
Very Overdue (120+ days)	1,011	62	0	21	313	37,831	63,083	848	2,160
Total AR	24,474	14,700	83,214	117,714	129,078	82,056	116,271	38,574	62,458

AR notes:

Most of the 15-120 AR is small amount from many individuals

Most of the > 120 AR is a few individuals with more significant amounts

5. Resolutions: None

6. Done/To Do:

- a. Done Since Last Meeting:
 - i. Researched non profit status and dept of lands fees along with local, state taxes
 - ii. Created end of year checklist
 - iii. Started entering budget in Quickbooks
- b. To Do:
 - i. Kickoff a review of higher interest savings accounts and move long term money there
 1. [IN PROGRESS] Understand requirements around liquidity
 2. [IN PROGRESS] Understand rate and bank options
 - ii. Work with Secretary / Commodore to update employment letters
 - iii. Wrap up EoY taxes / reporting for 2022

Communications

Please use the official club email so previous emails are left as a legacy for the next Board Member.

Officers Reports

Commodore - Brad Grenham

- Member experience - Keep experimenting with the number of volunteers and paid staff for hospitality events.
- New member orientation before a happy hour twice per year
- Membership - keep it stable, we have a good number of members.
 - Look into creating a crew membership, or amending the boat ownership rules for members.
- Racing - staffing race committee and finding a place for Al Morris
 - April 2nd mandatory safety committee meeting for night captain/safety captain and open to all members.

- Education - Learn to sail, Oregon Youth Sailing program. Fewer slots for Sail2change and will be paid month by month this year.
 - Programs- integration with membership- racing with members on Monday and Wednesday. Will do clinics in the winter again.
- Financial - need to determine what the dues and moorage will be for 2024 for a vote this Fall.
- Projects - acoustics project, safety walk, 4 work days
- Written descriptions for each Board member for their successor. - Under WSC shared documents.

Vice Commodore - John Olsson

- Migrate everything to gmail for ease.
- South docs are tippy and may need additional flotation. - Tim is coming Monday the 20th to look at the south doc.
- Move the grill to the south side of the deck-
- Repaving the asphalt.
- Moorage and dues - some members expressed not raising dues for next year would benefit them.
- Launching boats -

Issue - Change to gmail accounts

Resolution - Drew will price the google workspace.

Issue - Boat launch congestion.

Resolution - Mike and Drew will convene a meeting with the Fleet captains to make a decision on how to launch boats.

Rear Commodore- Kathy Sandifer

- Improving windward room decor/functionality- goal to be done before Opening Day
 - acoustics projects
 - Christina Knight is helping with the trophy case - inventoried and measured all the trophies the club owns, Christina Knight's cousin is a carpenter and

will build a trophy case. Plaques can be hung along the red wall in the windward room.

- Update the trophies, and replace the broken ones.
- Hang Commodore pictures
- Kathy will check to see if we put enough in the budget for weekly cleaning of the windward room.

- Hospitality
 - Implemented and started using the hospitality minimum.
 - Rented the windward room 4 times in the past 2 months.
 - Olivia and Ben are the hospitality staff. We will be hiring a third.
 - Ben Drew and Kathy met for hospitality - they plan to build a happy hour crowd and tradition (themed happy hours seem to be more popular.) Have a happy hour around a chalk talk- invite speakers to come in.
 - Supper club twice per month.
 - Movie night.
 - Will ask members at the end of the night to assist with cleanup

Fleet Captain - Mike VanKirk

- Fleet captains will be responsible for putting pressure on their members to sign up for race committee
- New system for race committee sign up- the advantage being that the night captain has everyone's contact information.
- Radios are hard to use on the race committee boats - possibly buy two radios just for the race committee OR standardize the boats so the radios work the same way.
 - Mike wants to create a laminated sheet about what to do if your race committee boat won't start.

Discussion took place about what to do on race nights that are so windy that multiple boats capsize. Night captain can postpone racing until the wind dies down or boats have been rescued, then conduct more races once the wind is reasonable.

- PRO certification training. The member will need a ASA number and there will be a \$40 fee, possibly paid by the club. The club will pay for the training for a certain

number of members but the member will have to commit to run a certain number of official WSC events.

- Toby and Rich will be planning Al Morris and will train a member to take over for next year.
- Mike will start a WSC youtube channel and upload all training videos.

Port Captain - Jared Lathrop

- Acoustic tiles will be on the ceiling and on walls above the windows. The goal is to have the installation done before opening day.
- Estimates for the pavement. 1-2 dollars per square foot of paving depending on the thickness of the pavement. Jared to reach out to paving companies for final quotes.
- Job jar- create a google sheet to allow members to sign up for available jobs or suggest a project.

Secretary - Rachel Barney

- Ship's Store - need to stock the inventory and create a display.
 - Night captain hat, safety captain, buffs, socks, shirts and hats, Race flag stickers, race flag guide, sponges, WSC stickers- sticker mule website
- Need to complete roster
- Telltales

Treasurer- Dave Shanley

- Establishing a new bank to divide our funds to be FDIC insured on all cash.
 - Online account or CD for a higher interest bearing account.
 - Dave will meet with the finance committee and have a plan to present to the membership at the April meeting.
- Improving Club Communication - posting office hours on the door, updating the website, making sure everything is on the club calendar. Add a whiteboard to

communicate in front of the clubhouse. Find a flag to put up during happy hour. Promoting more communication between Fleet captains.

- The website will be redone as a winter project. Need to get input from members on how they utilize the website.

Issue - we potentially could update the website. It would take a lot of focus on determining what content to carry forward and how to organize it

Resolution - Winter project, use existing analytics or create a google survey to poll the members to see which part of the website they use the most.

Report of Committees

No committees present.

Report of Fleets

No Fleets present.

Unfinished Business

No unfinished business discussion scheduled.

Introduction of Prospective Members

Regular Members

- Karen Russell
 - Her kids took classes several years ago and she lives in the neighborhood. She is interested in joining the club and taking classes herself. She also has a canoe that she would like to moor at the club.
- Linda Starr
 - Linda is interested in mooring a laser at the club on the dock laser racks. She is a sailor and is also interested in classes for her son.
- Ben Lively

- Ben lives in the neighborhood and has taken some sailing classes with WSC before. He is interested in getting his 2 kids out on the water and getting them into lessons.

Youth Members

- Oliver Zagura
- Charlotte Bambuck Vasquez
- Wolfgang Otake

Membership Resignations

- Bruce Edwards
- Andrew Osenar

Brad, moved to approve all membership requests and resignations; unanimous approval.

General Business

Club Manager Report - Drew Ehlers

Goals for 2023:

- Membership Opportunities for People without their own boat. Potential Crew Membership Category.
 - Non Voting
 - Increased Membership within the physical moorage limitations of the club
 - Replace Feva Fleet with Quest Fleet which is more usable for Learn to Sail ?

The Board briefly discussed the possibility of lifting the boat ownership requirement or adding a crew membership to the bylaws. This would require further discussion and a bylaw amendment by membership vote.

- Improve on WSC Social Events and further the hospitality goals of the club.
 - Fleet Events and Regattas
 - Spring and Fall Sailing Opportunities
 - Winter Chalk Talks (+ other seasons)
 - Monday / Wednesday / Friday

Drew to make a physical map of moorage.

Drew will check the market for RS Feva's.

Program Director's Report - Matt Berger

Operations

- Power and Sail Fleet Maintenance and Dewinterization
- WSC Websites (Club & Programming)
- Spring Programming
- Summer Registration
- OYSF Fundraisers and Development

Upcoming Program Events

- Spring Programming; 2/28-5/21
- NWISA Gold Fleet High School Champs; 5/6
- WSC Development Regatta/End of Season Party; 5/21
- Memorial Day Regatta @ EYC; 5/27-5/28

Completed

- Winter clinic and chalk talk conclusion
- Spring programming launch and billing
- Summer registration launch
- Summer staffing/certification in the works
- Whaler de-winterization
- OYSF grants, tax receipts, QuickBooks transfer, board recruitment

To Do

- Summer registration and scheduling of custom events
- Schedule Level 2 coach certification training
- Coach trainings/curriculum/classroom prep/fleet prep
- Summer staffing finalization (numbers looking good)
- OYSF film fest & raffle

Discussion

- Spring teams nearly full and cruising

- Summer registration on track and off to a great start; 90K (1/3 of the way there) in first week
- Whaler #3 motor replacement and bright work in process
- Considering selling RS Feva fleet (using FJs, 420s and Optis for youth teams because those are the fleets you can sail at regattas) and purchasing four, triple-handed RS Quests, or something comparable, to use for adult sailing, custom events and private lessons. 4 Quests = approx 48K; 6 Fevas worth approx 24K. Can cover difference with sale of other fleet assets, fundraising, fleet reserves and possibly additional fee for loaner member usage. 420s are less than ideal for adult sailing and a Quest fleet could also be used for a “crew” membership to cover expenses.

Member of the Month

Kristina Knight for member of the month for movie night and working on the trophy case.

Adjournment

1:30 pm

Kathy Sandifer

Mike Van Kirk

John Olsson

Dave Shanley

Brad Grenham 4.6.23