BOARD OF DIRECTORS MEETING

October 7, 2017

9:30 a.m.

**ATTENDEES**

***Board and Officers:***

**Commodore: Bill Green**

**Vice Commodore: Mark Hallquist**

**Past Commodore: Eddy Parker**

**Directors: Gay Whitney, Arch Altman, Mark Brennesholtz, Bill Jarvis**

**Secretary: Jan Green for Sandy Drechsler**

**Treasurer: Stephanie Davies**

***Masters:* Mike Foster, Dry Storage**

***Members*: Susan McCrocklin, Drew McCrocklin, Doug Longhini, Paul Mills**

Commodore, Bill Green called the meeting to order. A quorum of Directors was present.

Prior to the meeting the Board was emailed a copy of the minutes from the September 2017 BOD meeting. Bill Jarvis made a **“Motion to approve the September 9, 2017 BOD Meeting**

**Minutes.”** Gay Whitney seconded the motion. The motion passed.

**Financial – Third Quarter Update:** (Eddy Parker, Drew McCrocklin, Stephanie Davies)

* On budget. Membership slightly down. Ship’s store accounting corrected. Capital projects were not in budget. Arch asked about membership number to keep club floating. 195 members used for last year’s budget; 185 this year. Shortfall affects capital projects. There are few variances. The club is in good standing.

**Commodore’s Reports – Bill Green**

**Communications & Outreach Committee**

**Email & Social Media Subcommittee (Bill Green)**

* Our BSC Facebook group includes 146 members. This is set up as a “closed” group, meaning that only members of the group can make or read posts. Jody Fortuna and Bill Green are currently set up as administrators.

**Epitaph Subcommittee**

* Submissions for the October *Epitaph* are due on October 23rd.

**Website Subcommittee (Jeremy LeRay & Lee Toderick)**

* In September, the Website Subcommittee held a training session for those interested in learning how to use the new website. Five members attended. The subcommittee recommends that we have monthly training sessions. The member database is now sorted by last name (Members | Current Member Information | Club Membership Directory). This also rolls into the drop-downs used when selecting a member name to go into a form when admins are filling in slip requests or updating other member information.
* There was increased BSC web cam interest when it appeared NC would be in the strike path of recent hurricanes. Several members requested help authenticating for the first time. Bill Green approved a second web cam that will be mounted around BSC to show construction progress. We will work with those involved with installing the additional camera and determine the best way to present both camera feeds to club members via the website.
* Lee and Jeremy continue to meet in person every couple of weeks or so to discuss necessary website tasks and actually work on many of them while we are together. We have a few tasks that will need to be handled by our programmer, and we are working to figure out the best way to move forward on some of the improvements mentioned by our club stakeholders.

**Miscellaneous Reports**

**Stored Boats (Joni Floyd)**

* Absent any notification by dockmasters, no action has been initiated this month. With the pending shuffling of boats on A Dock to accommodate construction, I recommend that we have a moratorium on this issue.

**Vice Commodore’s Reports – Mark Hallquist**

**Docks:**

Wet Slips

Dry Slips

Dinghy Racks

**House:**

**Grounds & Shelter:**

Landscape

**Docks (Bill Drechsler – Master):**

Initial assignment

     Reassignments

     Surrendered slips

**Current slip status:**

     Slips assigned

     Slips available

**Waiting for slips:**

     Initial assignment

Reassignments

Others

**NOTE:** The reconstruction of the outer half of A Dock will begin about Nov.1, 2017.

Preliminary work will start in late October to remove the electrical boxes, wiring, and the main distribution panel. The entire length of A Dock will be without power and water during November and December.

**Dry Storage (Mike Foster – Master):** Total # powerboats in DS=

Sailboats in DS =

Approved DS Powerboats =

**Rear Commodore’s Reports – Bill Green**

**Social Committee**

* The “Brinner” (Breakfast Foods at Dinner) Social was great fun from beginning to end.  The hostesses started with a game during the social hour and segued into elegant brunch casseroles and breakfast favorites. This is a theme we will use again. On October 28th, we look forward to our Halloween Social hosted by a coven of "good witches".

**Sailing Committee**

**Race Subcommittee (Bill Jarvis)**

* The Blackbeard Cup Regatta was cancelled. At the end of regular registration, just 6 days before the event, only 8 boats had signed up and had ordered just 10 meals. At the request of some SJ21 sailors, an impromptu one-day event took place on the Saturday. Six boats participated in what was one of the best race days of the year. The event was run by a minimal race committee consisting of only four people. A big thank you to Bill and Jan Green and Jackie Moniak.

**Cruising Subcommittee (Andy Johnson)**

* The October Cruise will be in three segments; leaving on Friday, leaving on Saturday, and leaving on Sunday. Joe and Kathy Gormley are the leaders of the Friday segment, Andy and Sally Johnson are the leaders of the Saturday segment, and the Sunday segment has no leader. Members leaving on Sunday should give Joe or Andy a call to let them know they are coming and to get the most recent updates on where to link up. The segment organization of the cruise is designed to accommodate the varied situations of participating cruisers. This flexibility should help more of cruisers fit this event into their work and personal schedules.

**Daysailing Subcommittee**

No activity to report.

**Junior Sailing (Arch Altman)**

Nothing to report.

**Past Commodore’s Reports – Eddy Parker**

Please see attached the analysis of our year to date P&L.  The only thing of note is the ships store.  We discovered some incorrrect entries, and while discussing the fix the store team discussed some additional items:

* Some items in the inventory are very old
* Inventory balance is too high
* License plates and burgees will no longer be accounted for under the store (should we just write off this cost?)

The goal is to get rid of the old items either through discounting or as race trophies (joke).  They will try to keep the inventory balance no more than one year's sales going forward.

I have also attached a preliminary budget for your review.  **I will need any proposed changes no later than 10/21 so I can include those in the budget to be reviewed at the November board meeting.**

* Additional $500 for garden, this is in the grounds budget line
* $2,000 for ETYSA
* Additional money for kitchen/clubhouse supplies
* Money to build cubbies/buffet tables in place of the 4 top tables next to the kitchen, will come out of capital expenditure
* There is $40K budgeted for capital expenditures, but no requests for anything specific at this time.  Drew recommended we wait till the current dock build was complete before scheduling the next piece, probably in 2019.  Unspent dollars will be returned to the general fund.
* Budget assumes 185 members
* Budget assumes 65 dinghies under the new price structure
* Budget was build off of full year 2016 and adjusted for 2017 run rates if there was a variance

**Membership Committee Update – October 01, 2017**

**Membership Activity:**

|  |  |  |
| --- | --- | --- |
|  | **Active** | **Intermediate** |
| **12/31/2016** | **200** | 1 |
| **Active Lost** | 26 |  |
| **Gained** | 14 | 1 |
| **Current Active** | **188** |  |
| **In Process** | 3 |  |
| **Potential** | **191** | 2 |
|  |  |  |
| **Contacts** | 25 | 1 |

**Membership Marketing Committee:**

* Meet & Greet Social planning underway with Sandy Drechsler & Madeleine Knie organizing the event
* Meet & Greet Social promotion in full swing with over 60 various outlets contacted promoting our event on November 5th including Retail Vendors, Communities,Marina’s, Facebook, MeetUp, Craigs List, New Bern Now, Realtors, etc.
* October Membership Month announced by the commodore reminding BSC members of their role in recruiting new members
* Workday Team Leaders asked to again remind their team members the Meet & Greet Social to prospective members with one week remaining for RSVP

**Membership Onboarding Committee:**

* Updating the membership application
* Revising interview process to include 2 members at interview session
* Updating the new member onboarding process – delineating responsibilities & communication
* Recruiting 4th member for the Membership Committee (J. Hallquist, J. Green, S Drechsler, Open)
* Developing new member onboarding packet including BSC Member Manual

No update on the strategic planning committee.  Any excess funds to be used for dock replacement over the next 10 years.

**Bill Jarvis**

* Power boats at the club. To be used for safety, race support, etc. Some owners are not supporting club activities. Boats are needed immediately for race support. Policy needs enforcing. Ed Doughty has not allowed use of his boat. Doug Longhini fixed boat and it has been used. Bill Harwell not local. The Commodore outlined the history. Suggested boats not used should be moved to trees. BSC should support all racing in area – NYRA, etc. Vice Commodore, Dry Storage, Bill Jarvis and Gay Whitney to meet to discuss. Purchase of boat suggested but considered too problematic. Communicate with boat owners must commit to providing assistance to specific events. If not, privileges will be withdrawn, ie boats will be relocated. Commodore will draft communication to members affected.

**Old Business before the Board:**

* **A Dock Outer End Rebuild:**
* Update – week after workday electrician on site, power off, electrics to be removed. First week in November Cahoon will be on site for demolition and rebuilding. Should be complete by end of year. First half boats will be moved by workday.
* Slip re-pricing – 35’ slips being replaced by new, nicer, 40’ slips. Move to 35’ slip and keep pricing same (only 2 available). Raise price for 40’ slip. Offer 35’ available and others will be on waiting list. Approx 12 boats are being affected. Difference in price is $10/month. In case of push-back, if no slip available, grandfather 35’ rate for 40’ slip until a 35’ slip is available. At that time, member can choose to stay at 40’ rate. Hopefully, members will see value in new slips. Future slip increases are likely and regular “cost of living” increases were suggested for budget and planning purposes. Suggest for 2018.
* **Org Chart Review**
* Commodore handed out copies to the Board and discussed changes. Rear Commodore new position. Same number of directors so one less director position and one more officer. Enter Rear Commodore (work with mature committees) and move up ladder to Vice Commodore (infrastructure committees) and then Commodore (Communications and Outreach). Junior Sailing added to Sailing Committee (Rear Commodore). Past Commodore after one year as Commodore. (Budget/Finance, Long range Planning and Membership). All positions except Past Commodore are elected each year. Suggested that after the election, names be added to the Org Chart.
* Arrears discussed. Process in place for contacting members with past due accounts.

**New Business before the Board:**

* Howard/Swift Wedding December 1st. Have asked permission to be married on C Dock and have a potluck social in the clubhouse afterwards. Ten personal guests have been invited. **Bill Jarvis made a motion that permission is given. Arch Altman seconded the motion. The motion passed without objection.** Gay Whitney to advise Dave Howard.
* Guidance asked according to last minutes regarding freezer outside men’s bathhouse. House Committee has asked whether to replace. Suggest is used and should be replaced. Board agreed to advise House Committee (Joe Gormley) to replace.
* Broken water pipe (hydrants) to be repaired next week.

**Board Focus for October:**

* **Driveway Update, Schedule and Issues** – outside scheduled for October 24 for contractor. Tree has been removed. Mailbox will be relocated. Mayo & Associates will mark driveway. Contractor will begin working inside fence within next couple of weeks. Arch Altman will contact CAMA and Department of Water Quality regarding using fill in low areas used by ETYSA. Seventy-five foot easement required. Mike Foster asked about using fill further away from water in wet dry storage areas.
* **Nominations – Offices, Directors & Committees**

Mark Hallquist thanked the committee. Committee contacted 51 members. Slate to be presented:

Commodore – Mike Foster

VC – Jeff Scroggs & Ed Doughty

Directors - Chesley Sugg, Dan Walker, Arch Altman, Jerry Harwood

Treausurer – Stephanie Davies

Secretary – Sandy Drechsler

* **Schedule** – Date for Closing Nominations – to be closed October 15.
* October 21 date for Election Buddy release.
* Communication to be drafted by Commodore to notify members.
* All candidates bio to be be sent by email (not time for Epitaph).
* Voting ends midnight November 3rd.
* Election Buddy can have reminders scheduled to those who have not voted. Commodore to monitor.
* **2018 Budget**
  + **Update**

- $40,000 capital expenditures (no specific projects)

- Dock payments, electrics will likely carry over to 2018

- Increase lawn cutting to include tree trimming in dry storage

* Input by October 21 by Board. Final budget to be presented at November Board meeting. Present at AGM to members.
* **Fall Workday** – Saturday October 21, 2017
  + **Team Organization Progress –** work projects for 15 people. Team leaders have been established. Need to be identifiable for membership. Members will be invited to join teams by emailing Drew McCrocklin. Members and jobs may need adjusting before or on workday. Email blasts with updates will be sent out. Mark Brennesholtz will work on race marks - this will be added to dinghy disposal/repair project. Gary Peterson has updated projects on website.
  + **BOD Role**
    - New Member Orientation to take place at 10:00.
    - Circulate, thank members for participation.
    - Bill Jarvis to take pictures.
    - Mark Hallquist to track member participation.
    - Start time 8:00 am.
    - Projects for those who cannot attend on workday.
* **Agenda & Prep for Annual General Meeting November 4**
  + Election results announced.
  + Short state of the club address prepared by Commodore and put out in advance. Accomplishments and this year’s projects and future plans.
  + Budget quicksummary with printouts available. This could be included in state of the club.
  + AGM – 4:00 pm Social 5:30

**Adjournment:**

Upon motion by Arch Altman and seconded by Eddy Parker the BOD approved to adjourn the meeting.

Respectfully submitted,

Jan Green

For Sandy Drechsler

Secretary

**Calendar & Schedule Reminders**

October 1 Blackbeard Cup

October 5 FHYC Ensign Fall Race #1

October 6 Cruise – Ocracoke or Lookout

October 7 Board Meeting

October 7 Cruise – Ocracoke or Lookout

October 8 Cruise – Ocracoke or Lookout

October 5 FHYC Ensign Fall Race #2

October 19 FHYC Ensign Fall Race #3

October 21 Fall Workday

October 26 FHYC Ensign Fall Race #4

October 28 NYRA Halloween Regatta

October 28 Social – Halloween

November 2 FHYC Ensign Fall Race #5

November 4 Board Meeting

November 4 Annual General Meeting

November 4 Social

November 5 Meet & Greet / Open House

November 9 FHYC Ensign Fall Race #6

November 16 FHYC Ensign Fall Race #7

November 18 NYRA Fleet 8 Turkey Trot

November 23 Epitaph Deadline

November 23 Thanksgiving with the Marines

Items to be Completed

1. Procedure for Operation of the pump out and member communication (Mills)
2. Preparation of BSC Hurrican Plan (Mills/Drechsler/Davies/Gormley/Brown)
3. Revise Dock Policy Document (Green/Drechsler)
4. Revise Bylaws Document (Green/Drechsler)
5. Revise New Member Handbook (J Hallquist/S Drechsler)
6. Phone number at main gate & forwarding procedure (M Hallquist/Mills)
7. Implementation of Dock Policy Changes (Green)