



NARRAGANSETT
BOAT CLUB

Executive Committee Meeting Agenda

Date:	Wednesday, October 16, 2019
Time:	6:00 PM
Place:	315 Cole Avenue, Providence
Chair:	Jamie Reavis
Secretary	Rob English, Secretary
Advance Materials:	Agenda Minutes of Prior BOG Meeting Secretary's Report Proposed addition to Policy and Procedures re Off-Site Equipment use Proposed Non-Resident Membership
Agenda:	<p>Approval of Minutes</p> <ul style="list-style-type: none">• September 11, 2019 EC Meeting – Jamie Reavis <p>Review of Committee Reports</p> <ul style="list-style-type: none">• Secretary's Report; vote on new members – Rob English• Treasurer's Report – Joan Martin• Captain's report – Eric Watne• DOR Report – John Ryan• Others? <p>Row Providence</p> <ul style="list-style-type: none">• Any update? – Dan Gorriaran, John Ryan <p>Deck Repair/Deck Covers/Storage</p> <ul style="list-style-type: none">• Any update? – Jon Ryan, Kit Wise <p>NBC 1.66</p> <ul style="list-style-type: none">• Updates – Kit Wise <p>Review and Comments on Committee Assignments from Strategic Plan</p> <ul style="list-style-type: none">• Building and Maintenance – Kit Wise• Planning – Dan Gorriaran

Old Business

- Addition of Committee Information to Website – has Alden been given the info she needs (rosters, charters, etc.)?
- Global Waiver

New Business

- DOR Succession - **Jamie Reavis**
- HP Youth Rowing Program - **Jamie Reavis**
- 2020 Nominations – **Jamie Reavis, John Kennedy**
- 2020 Sweeps Program Committee – **Jamie Reavis**
- Policy and Procedures update re offsite equipment use – **Joan Martin and Eric Watne**
- Non-Resident Membership – **Joan Martin**

Executive Session

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Remarks for the Good of the Club

Next Meeting:

Date:

Time:

Place:

Matthew Eriksen
Wes Kerns
Tyler Gillette

Regular
Regular
U27

+ Annika Eriksen – Junior
+ Ben Kerns & Nora Kerns – Junior

We had 302 members as of 8/21/19.

Whereas the Treasurer has been maintaining the membership list in Excel, she explained the categories and addition of Juniors and that the term provisional is new members paid but not yet voted in, etc. Rob motioned to accept all member applicants as paid. Kristi seconded. During discussion it was noted that a recent new member had a boat stored at NBC and had been rowing as Peter Wilhelm's guest for unstated amount of time. The Captain learned of the boat when he noticed it while moving boats for hurricane preparedness and advised Peter to ask him to submit a membership application. Discussion ensued regarding storing a boat without permission of the Captain. Discussion continued to include the potential of damage to a Club or member's boat from an improperly secured boat. Kristi suggested that we should have numbered racks with names on each rack along with contact information to facilitate fast contact. The on-going problem of using what appear to be open racks for boats would then be avoided by numbering, labels, along with contact information. John Ryan advised that having numbered racks would facilitate class use to avoid mistakes of grabbing a private boat.

Open discussion: Rob asked if NBC requires proof of insurance (certificate of insurance) from members for each private boat stored at NBC. Much discussion followed regarding minimum coverage requirements, etc. John Kennedy then explained the legal liabilities to clarify where the line of liability lies in various events. Eric Watne advised that this is a Rowing Committee issue and they will undertake this topic. Jamie closed the discussion. Voting for new members was unanimous yes.

Treasurer's Report – Joan Martin

Joan advised that she revised the chart of accounts to eliminate accounts which are no longer needed in order to consolidate financial results information along functional lines. She said that additional detail needed by anyone that does not appear in the consolidated expense line items is available upon request. In response to Dan's question about any timing differences between revenue and expenses, Joan stated expenses are current with the exception of any vendor invoices not yet received and that income includes late August receipts for fall rowing programs that are not technically recognizable as income until the programs begin in September. She stated that she did not adjust those unearned revenues out in order to keep statements comparable to the previous years where similar receipts were also included in income. The largest direct program cost that will be expensed against program income is payroll which has been running approximately \$10k+/- per bi-weekly pay-period. The largest year-to-year comparison difference is that we are now recording insurances to prepaid insurance when the annual premiums are paid at the beginning of the year and expensing monthly whereas we had recorded the entire premium to expense at the beginning of the year in the past. This is only a one-time timing difference which will normalize in the comparatives by end-of-year. YTD program receipts are up approximately 50% with related direct expenses up approximately 25%.

Joan advised that the accounting firm who has prepared our Form 990 for the past 30+ years notified her they are withdrawing. We will be looking to retain the services of a firm with more specialized non-profit knowledge that will meet NBC's current and anticipated future needs. She was going to recommend looking for another firm next year because discussions

over the past few years indicated we may have outgrown the existing firm; so this just moves the decision forward a year. Our payroll preparation had been done by the same accounting firm. It was not a full-service payroll service and was more expensive and time consuming for us than most payroll services are. She already contracted with ADP for payroll preparation effect September 1st.

Michael Hamilton asked about the amount of funds held in non-interest-bearing accounts at \$141k at August 31st. Joan said that it was largely due to late August receipts and that she had already transferred some of it to our money market account which is currently paying 2% interest.

Joan mentioned that the Scholarship Committee fund balance is down to approximately \$900 which should be addressed because it is insufficient to meet demand. John Ryan advised that there he has approximately \$2k in an envelope he then handed to Joan which was raised during a RowProvidence ergathon and regatta candy sales. He has a detailed accounting which he will send to Joan. Rob mentioned that based on his previous non-profit experience, there must be a register with all monies that are handed to the treasurer. Jamie asked if John Duke working on scholarship funding. John has talked to Michael and Development and that will be under New Business. Joan continued – she would like to allocate an amount to be determined from dues in future operating budgets for the scholarship fund. We can't sustain the program solely on donations. Michael advised that approach is great for development as we can tell potential donors that the entire membership participates in funding the Scholarship fund.

Dan provided some information for clarity, the **scholarship fund** collects and manages the money and NBC/**RowProvidence** rowers are the beneficiary.

Captain's Report – Eric Watne - No report

Director of Rowing's Report – John Ryan

John reported that HOCR registrations and acceptances are all in and we have a massive number of seats to fill. John estimates that NBC has over 90 seats including: Three men's 8s; Three 4's; 16 women sweep seats and on it goes.

-John asked for hats off to Eric and everyone that has been doing the Saturday Hots which has been very successful.

-John wants to bring Row Prov. into HOTS. We have a number of guests from East Bay that will join HOTS this week. They are anxious to participate, and Deb Sullivan will start this weekend's HOTS.

Scholastic program is strong: Between middle school and HS he has 86 kids of which 21 are middle schoolers. Wheeler has participated large and in "full force". Joan advised we are due \$3600 from Wheeler. Factoring in BayView and the 86, it is working well with cooperation from Lisa Evans, from our membership and coaches. It gets chaotic. Well over 100 kids/day on the dock. John set up a staggered start by ½ hour for each group: Middle Schoolers starting @

3:30, BayView starting at 4PM and RowProvidence starting at 4:30 and that has helped flow of traffic a lot. We've hit our cap on kids and John has had to turn away some kids. Coaches don't want to over-fill and water down the training and we need to be mindful of safety and numbers. Maura is working hard and doing a great job. She called a meeting with parents from Row Providence along with Kristin San Bento and Daniella Roop. Parents have come forward hard to fill volunteer requests. Support staff for regattas, ride sharing, etc all are being filled by an enthusiastic group of Parents. John wants to move forward immediately on buying an NBC tent for regattas.

Fall session starts on Monday and has 58 sign ups now; John expects more. NBR acceptance of the cancellation of the event due to the hurricane has been very good with many registrants waiving refunds. The rental 8 we have from WinTech has been very good. We needed a mid-weight 8 and it is at a very reasonable rate. We have a huge Achilles heel in our launch fleet. Dan stated that CRI Boston used John Boats and they displace less and the silting-in of the river is a big problem as we cannot run on the race course at low tide with motorboats. John said that engines are the immediate need as they are very much needing to be replaced. Dan asked that we look at electric motors. John said they are \$10k so it's cost prohibitive right now. Michael advised that he has had a good amount of experience with John Boats and they are much more stable than the V-hull boats. They throw a larger wake which could be an issue. John said that we need at least one boat, but the engines are need right now and that NBC has spent over \$11,000.00 in repairs on engines this year. Jamie asked to put this to the finance committee and put it in the budget. Further discussion about Stillwater wakeless launches. Problems are parking and size and the smallest is 24' long. We cannot put in moorings. WinTech has offered to loan us a demo wakeless at any time. Further discussion about the need for center console driver position boats for balance and operator comfort.

Joan asked how many rowers were turned away due to capacity limits. John advised 6 from Hendricken and he gave Wheeler the total number of kids he could put in and that is what they sent. They would have taken more if available. Michael suggested rental boats and asking Wheeler if they would help us and underwrite a portion of the costs of boats.

NBC 1.66 – Jamie reported that the City of Providence will only be asking us for a \$2500 contribution to meet the CRMC requirement for public access. Kit's received notice that CRMC has advertised a hearing for objections to our plan. Should be prior to the end of the year and is expected to be low key.

Membership Committee Report – Ruth Berenson / no report

New Business

Nominating Committee needs to become engaged on seating nominations for 2020 BOG.

Rob English advised that he cannot continue as Secretary as a result of capacity problems with demands of his work and other 501(c)(3) organizations. Joan has been doing a lot of the heavy lifting of Secretary in maintaining and recording membership list etc. Joan mentioned that she sees other organizations that have a Board Secretary, and a separate Membership Secretary. She suggested we might consider finding someone to fill a combined Membership Secretary/Registrar position if we don't have a volunteer to do the Secretary job as it is currently defined.

Kristi asked about the status of having MindBody do auto reply and automate certain functions. Joan has already set that up with our new member application system. Joan and Rob need to work with John Kennedy to determine if the Secretary position and member relations duties are a one, two, or three-person position. John Kennedy is running nominating as the Governance Chair and he will manage this going forward. Further discussion on nominating will have a slate available by December for posting. There is a suggestion that we ask many of the same BOG to continue because there was a significant turnover last year. Members should continue to be encouraged to volunteer for committees as there's more work to be done than BOG can accomplish and committee work to gain institutional history and methods will open larger pool for future BOG. Members respond well to calls for help as well like the hurricane preparation for example.

Carol Browning – Safety issues with dock in the morning. She's pointing out that with a lot of new members and our new coaches, are all certified to operate launches? John stated two new coaches both have certifications for watercraft operation. New coxes in the AM need to fully understand safety in the darkness. Junior eights will always have a launch. Brown continues to cause concerns by powering through our classes. John works to caution all about Brown. Carol raised a question about our responsibility to our rowers with EEE. The more attention brought to this topic will help to keep people vigilant.

John wanted to follow up on the points made by Eric at the previous executive session regarding the state of our fleet he agrees that the age of our singles and doubles coupled with our reliance on a single manufacturer and this is a good time for us to consider standardizing the fleet. We can sell off the Van Dusens now at good value. Dan feels once Ted Van Dusen retires getting parts may be an issue. John would like to work with Eric and the rowing committee to develop an RFP to all manufacturers for proposals. People aren't taking all Van Dusen singles evenly and miles rowed records reflect that some boats are not being used as much as others. We should have a program style boat that would be new and of consistent quality. Lease programs are well worth investigating. We could roll over the fleet every 4-5 years with better performance and less cost. There is still value in the Van Dusens that we own now, but that value will likely fall dramatically when Ted Van Dusen closes up shop. Discussion about selling off the fleet to various options including to interested members. John mentioned he's going through wheels like mad right now and they are expensive. Dan advised that if we were to lease 40 boats and we turned them in 4-5 years, which would be better than the \$50k to \$70k we spend each year buying boats. We would significantly shrink the A level boats with this approach but this is a rowing committee issue along with treasurer and planning.

Michael on Row Providence

It is important that we inform membership and community about RowProvidence and what it is. How do we integrate RowProvidence? From Development Committee and a fundraising standpoint, we have needs to understand integrate into the existing infrastructure, equipment, and boats. From an NBC operation standpoint we Master's Adults component, NBC component with youth, etc. Michael is asking that we have this defined. Both youth and adult rowing of RP, is that supported exclusively by donations to scholarship and the program. Development needs to message out to various targets for funding and writing the letters and under whose signature? For example, we've trained over 40 students this summer in this new program that needs your support to continue this successful ongoing program. Important that we have a unified central database that respects people's financial contributions and donor outreach. We need a central database to manage and grow the development of these areas. How is RowProvidence reflected on our website? This could be a

great ticket to financial support of our membership, new families, and, community. This is a very exciting time and we need to get it right from the start.

Carol mentioned that the membership doesn't understand RowProvidence. Dan explained that RowProvidence is re-branding of our development program. Michael wants to have us create a tactical team make a recommendation to the Board of what RowProvidence is. Now is the time to do this.

Jamie advised that he wants to have reports and issues being presented in advance of the meeting so we do not consume a lot of time talking about things that are already written. Last minute reports are problematic to organize and are not being read.

Do we meet every other month for BOG and Executive Committee? Yes, EC every other month.

Motion and 2nd to enter Executive session at 7:43PM

Motion and 2nd to exit Executive session at 7:47PM

Remarks for the good of Club:

Carol and Dan: Chris Fay does tons of work all the time and never says a word. He is very humble and the Club has benefited tremendously from his contributions.

Next Meeting will be an Executive Committee on 10/9/19 [NOTE - LIKELY TO BE CHANGED DUE TO YOM KIPPUR] at location and time to be determined.

Next full Board of Governors meeting will be on 11/13/19 at a location and time to be determined.

The following meeting will be an **Executive Committee on 12/11/19** at location and time to be determined.

Motion to adjourn at 7:55 by Dan and seconded by Eric Watne. Motion carried.

Respectfully Submitted

Robert S. English
Secretary

NBC Off-Site Boat Use Policy and Fee Structure

The off-site boat use fee applies to any member removing an NBC boat from the boathouse via ~~any means (trailer, or car top rack or other means,)~~ or transporting a private boat on the NBC trailer for purposes of rowing from any site other than the NBC dock. This fee replaces the NBC trailer fee, ~~which is and the amount of the fee is set annually~~ ~~yearly~~ by the BOG. The off-site fee is currently \$25/seat/day. The first \$25 covers ~~one~~ overnight. Therefore, a boat that is off-site for 3 consecutive days represents a fee of \$50/seat - \$25 for the first two days (one overnight) plus \$25 for an additional day. NBC offers an option to purchase a season's pass currently priced at \$75 ~~which that~~ provides unlimited off-site boat use for the calendar year. In the case of members transporting private boats on the NBC trailer, the per diem part of the fee does not apply – the fee is \$25/seat regardless of the length of time their boat is away from NBC. ~~Please keep in mind that~~ NBC assumes no liability ~~whatsoever~~ for damage to private boats, at any time including while transported on the NBC trailer.

Commented [KJP1]: Not helpful to have amounts in here. You want to policy to remain unchanged over the years, even as the fee schedule changes. You don't want to be compelled to update the P&P because the fees changed.

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Participants in NBC Rowing Programs overseen by the DOR – whether members or not – can participate in up to two off-site regattas without paying the fee. The exempted regattas must occur while the athletes are enrolled in the Program and must be officially sanctioned by the DOR for this purpose. ~~Possible examples~~ ~~Examples~~ are Cromwell Cup and Lowell, which have historically been attended by NBC rowing programs. While not always the case, exempted regattas will generally be attended by the NBC trailer. Exempted regattas will be identified prior to each session and while ~~fees may be exempted for~~ two regattas ~~are allowed~~, depending on the timing of the program it is possible there could be only one or possibly no exempted regattas.

Commented [KJP2]: What if NBC employees, or even volunteers, load and secure the boat? If we do so, I think it potentially shifts the liability to NBC. We took possession of the boat for the purposes of securing it to our trailer. This sounds like an issue in need of a waiver.

The off-site fee can be paid at any time during the year, ~~but however,~~ it ~~applies only to~~ ~~must be paid before a~~ ~~boats is~~ removed from NBC ~~after the fee is paid~~. ~~T and the~~ price of the season's pass will not be reduced if a member has previously purchased a \$25 one-time use. As always, no boats can be removed from the boathouse without ~~the~~ Captain's permission, regardless ~~of~~ whether a fee has been paid, and ~~payment of~~ the fee does not guarantee members their first choice of boat.

Long Term Boat Rentals

Requests to take NBC equipment off-site for longer than 3 consecutive days constitutes a ~~long term~~ ~~renta~~ and permission to take boats ~~off-site~~ for longer than 3 days will be ~~considered~~ on a case-by-case basis. Factors considered in determining if these requests will be approved are: length of time out of the boathouse, demand for equipment by membership during the time the boat will be away, alternatives that may be available in lieu of taking NBC equipment, and potential for damage to equipment while in transit and/or off-site.

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Commented [KJP3]: Whose determination is this? It is "considered" by whom? And how is the considering process commenced?

The price for a long term rental will be set at the same daily rate as the off-site boat use fee, which is presently \$25/day/seat. There is no season's pass for long term rentals except as noted below. Any part of a day ~~that~~ the boat is out of the boathouse will count as a day for purposes of calculating the fee unless the boat is removed after 5PM and/or returned and rigged or otherwise ready to row by membership before 5:30AM on a weekday or 6:30AM on a weekend. If either or both of ~~the~~ ~~ese~~ time constraints are met those ~~one or two~~ days will not count in the Long Term Rental Fee calculation.

If the athlete(s) requesting the boat for a long term rental is/are current members of NBC, are currently enrolled in an NBC rowing program, and have paid for the off-site season's pass, then the first 3 days of

the first long-term rental each calendar year will be free – a second long term rental in the same calendar year will pay the full \$25/seat/day for the duration of the rental period.

While the boat is offsite (including being in transit) ~~members~~ those borrowing the boat are responsible for all NBC equipment, and all rules regarding damage and deductibles remain in full force and effect.

Proposed Non-Resident Discounted Membership

NBC currently has two membership classes: Regular and Clubhouse

- Regular membership offers full club benefits.
 - There are currently 3 discounts allowed for regular memberships: Spouse, 72+, and U27. All are discounted 50% of the regular dues rates.
 - First-time members receive the more favorable of any of the above discounts, if applicable, or a prorated annual discount
- Clubhouse membership is a limited membership allowing access to the boathouse and indoor equipment and use of docks to launch private shells; but does not allow use of club OTW equipment. Clubhouse dues are currently 33% of regular dues.

Proposed changes to be effective 01/01/2020:

- Create a new discounted (50%) regular membership for people who live and work outside a 35-mile radius of the boathouse address or within the MA Route 128 belt which allows use of all Club equipment and participation in Club programs subject to the following limits:
 - OTW rowing in club equipment is limited to:
 - Saturdays
 - Sundays
 - Holidays (Federal and/or RI legal bank holidays)
 - A maximum of 10 weekdays per calendar year
 - Not eligible for first-time member discount
 - Not eligible for program/class discounts
- Adjust the rate of Clubhouse dues to 25% of the regular dues rate to reflect the limited usage.

For reference, the map below shows radii of 35, 40, and 50 miles.

