



NARRAGANSETT
BOAT CLUB

Board of Governors Meeting Agenda – JOR Copy

Date:	Wednesday, April 15, 2020
Time:	6:15 PM
Place:	Virtual, via Zoom https://us04web.zoom.us/j/352464397?pwd=NjJrTitGR2pjbmRvS0hYZC9VeHJ5Zz09
Chair:	Jamie Reavis
Secretary	Sherri Nelson
Advance Materials:	Agenda Minutes of March 12, 2020 Meeting Secretary's Report Treasurer's Report - to be delivered DOR Report Draft Plan to Re-Open
Agenda:	<p>Approval of Minutes</p> <ul style="list-style-type: none">• March 12, 2020 BOG Meeting – Jamie Reavis <p>Review of Committee Reports</p> <ul style="list-style-type: none">• Treasurer's Report – Joan Martin• DOR Report – Daniela Roop• Building Committee – Pete Evans• Others? <p>NBC 1.66</p> <ul style="list-style-type: none">• Updates – Jamie Reavis <p>Old Business</p> <ul style="list-style-type: none">• Any? <p>New Business</p> <ul style="list-style-type: none">• Plan to RE-Open – Eric Watne• Membership Committee Proposals- Ruth Berenson<ul style="list-style-type: none">○ Outreach Program○ Note/Holiday Cards

Executive Session

- Any?

Remarks for the Good of the Club

Next Meeting:

Date: May 13, 2020

Time: 6:15 PM

Place: TBD

**Narragansett Boat Club
Board of Governors meeting
March 11, 2020 6:15 pm
JCC, Providence, RI**

Board of Governors members present: Ruth Berenson, Carol Browning, Alden Bumstead, Pete Evans, Michael Hamilton, Alan Harlam, Virginia Hopkins, Sherri Nelson, Jamie Reavis, Pat Watson, Kristi Wharton

BOG members absent: Dan Gorrorian, Eric Watne

NBC members present: Rob English, Rick Gaitskill, Jonathan Haisman, John Kennedy, Misha Kiselev, Brendan Martin, Daniella Roop, Pam Vogel

The meeting was called to order at 6:15 pm by Jamie Reavis.

Approval of Minutes

- Minutes from 2-12-20 BOG meeting were approved.

Question and Answers re Youth Rowing Program (Jamie Reavis, Kristi Wharton, Daniela Roop)

- Jamie noted that Kristi has engaged with parents and several youth rowers, answering any questions, and the transition should be smooth. Any payment refunds or transfers will be worked out with the Treasurer. We do have a scholarship fund, and any individuals who would like to inquire about the availability of funds are encouraged to go to the website. It is a confidential process, and the funds are available for youth and adult rowers.

- In response to questions, the following clarifications were made:

High school students sign up generally for the recreational or competitive program, and then complete a form to state preference for sweeps or sculling. Middle school program does not have that choice: they start in the barge and then proceed to beginner eights, zephyrs, coxed quads.

Re the high performance (HP) program, NBC coaches make recommendations for rowers to move into the HP group, establish training programs, and coach this group of advanced rowers. The other option for junior rowers is for the parent to designate one or more approved adult NBC members to row with their child. Those kids will sign up for the program and then row with their choice of pre-approved adult(s); the designated adults must sign off as well.

Children can row with their own parents as “guest” rowers if they aren’t signed up for a program. The adult guest limit is six rows per season. For a child, it would be higher as the intent is not to keep kids from rowing with their parents; therefore, we did not specify a number of rows, but instead rely on members to be reasonable about this as your child may be using boats that members would normally want to use. If your child is in enrolled in a youth program, then there would likely be little reason to limit.

Discussion re Coronavirus situation (Jamie Reavis): *

- A group has been meeting: Jamie Reavis, Carol Browning, Amy Abbot, and Rick Richards. As of today, we’re okay to keep running our programs, but things are happening quickly, e.g. college closures, sports cancellations. We sent out a note last week re handwashing, not coming to the boathouse while sick, etc. Both Kristi Wharton and Rick Gaitskill contributed scientific commentary re the spread of the illness and the exponential rise in cases seen in other countries and therefore the reasoning underlying shutting down programs and large gatherings in the US in order to not have the same trajectory here. Carol Browning contributed public health expertise re conditions for quarantine, self-monitoring, etc. Pete Evans noted that the water will soon be on in the club, hopefully tomorrow. In the meantime, we can continue to use Purell and clean ergs as we have been doing. Daniela purchased a solution for oar handles to be dipped in; it needs to be diluted in water. After much discussion, it was agreed that we would be following CDC and other guidelines, and make adjustments as necessary. Jamie noted that another update would go out in the next day or so.

Review of Committee Reports:

Notes from Secretary’s report (information submitted by Deb Chute, Membership Coordinator):

- Regular members remained the same from last month to this month.

- Members who pay after the January 31st deadline need to fill out a new application, but they do not need to be voted in again. Finance Committee will consider a late fee (for future years) for late rejoiners.
- 2 new members were voted in:
 - Jennifer McEnaney (Regular)
 - Konstantin Hamilton (U27)

Treasurer's Report (Joan Martin; Jamie made comments in her absence):

- No treasurer's report this month as this is Joan's busiest time of year.
- Jamie noted that Joan has suggested reconsidering the discount on membership for the first year because these individuals often aren't reupping; i.e. they get a discount on membership the first year and then get a discount on classes, and they are for the most part not rejoining the next year.
- **Motion: Eliminate 50% discount for first time members. Approved.**

Captain's Report (Eric Watne)

- Not present; no report

DOR Report (Daniela Roop)

- Enrollment is down in spring youth program, in part because of uncertainty due to virus. People are wondering what the refund status would be. This will be determined as we go along.
- One barge in the water as of today; second one next week.
- Current plan: On the water March 23rd.
- DOR will be flexible re signing up juniors, given this is a time of transition. (Some kids are concerned re losing a spot, but this will not happen.)

Development Committee (Michael Hamilton and Pat Watson)

- They would like to provide letters of recognition for donations. Alden may have access to those names through the website.

Membership Committee (Ruth Berenson)

- Discussion of opening season breakfast (perhaps with juniors).
- Developing mentorship program: pairing people up with like interests.

Governance (Alan Harlam)

- Governance is working on two main projects this year:
 1. **Rewrite the Constitution:** Alan and Jamie will notify the membership that this is happening. The Constitution governs how we as a club operate, the relationship between the membership and the BOG, how we elect people to the BOG, etc. It is an important document and changes aren't made lightly; there is a process for amendments that involves advance notice to the membership, with opportunity for membership input along the way. However, the Constitution in its current format, is very outdated for what we do, so it needs changes in terms of legal compliance and good governance. There's a small team on the Governance Committee that's working on this (Eric Goetz and Davy Cutts), and they are also consulting with a lawyer. They are reviewing the Constitutions of other clubs, coming up with a list of questions, working with Strategic Plan in mind. Jamie noted that this is a lot of work and thanked Alan for leading this effort.
 2. **Reorganize and clarify the Policies and Procedures to make the document more accessible and internally consistent:** The P & P is the charge of the Captain and the Rowing Committee. The Rowing and Governance committees will work together on this, with input from Membership Committee. They are not planning to change policies.

- **Universal Waiver (Release of Liability)**

John Kennedy has spearheaded this. This waiver would replace the different waivers we have had. It would be signed by anyone who is involved with club activities, which would include regatta participants. Parents would sign for juniors. For 18 year-olds who are still in the youth program, we would want both the individual and their parent to sign. Waivers must be completed in order for the rower to row. This has always been the case with regattas. It's done electronically with the regatta entry. Several people have looked at it, including

lawyers. It includes photo and video approval. In response to a question re opting out for photos / videos, it was agreed that it would be hard to give people the option to opt out up front but if we did get requests to remove photos or videos, we could do that after the fact.

Motion to approve the waiver: passed.

- **Policy on Review and Approval of Form 990**

Good governance is for the Board to review the 990 form, which is the organization's annual Return of Organization Exempt from Income Tax. It will be available upon request to the Treasurer. The Form 990 itself asks for three other documents in order to file the Form 990 without an exception:

Document retention policy: It establishes protocols for retention for various documents, but importantly, it also commits the BOG to not destroying documents if we were to receive notice of audits or lawsuits. Documents are the mandate of the Secretary and Treasurer; they have document control. These do not need to be paper copies. We are establishing an electronic library of documents. We have not had a document retention policy in the past, so this is to establish one going forward.

Whistleblower Policy: A very important BOG obligation, and club obligation. It is designed to create the right culture: If you see something you think is wrong, you should say something about it. Path for reporting should be clear, and also that there is no retaliation for whistle blowing.

(Conflicts of Interest Policy: This will be ready for next month's BOG meeting.)

Motion to approve the three documents that have been completed: approved.

Alan thanked John Kennedy, who did a huge amount of work. The group applauded.

Facilities (Pete Evans):

- The committee reviewed projects that need to be done: windows on the water side of the house, decks, railings, painting, interior work. The total is approximately \$43,000. Depending on funds available, Pete might look into other things, such as converting old water heaters so that we would have hot water on demand, removing the hearth on the fireplace. He has talked with Joan Martin and we have the funds in the budget to go ahead. (No motion necessary.)

NBC 1.66 Updates (Jamie Reavis)

- We have CRMC approval. Jamie is talking to Army Corps of Engineers and it finally seems to be on the way. The delay is due to the fact that there have been several teams handling our case and with each new team the process for approval started over.

Old Business:

2020 Sweeps Program Committee (Carol Browning, Daniela Roop)

- 20 people showed interest and were given priority: 11 men, 9 women. As of yesterday, 6 people had registered and paid. \$375 for 12-week session. Separate class for beginner eight two days a week was created because there were a lot of people interested in sweeps who have not been in a sweeps boat before. Hopefully this group will then be a feeder to the competitive sweeps program.

Remarks for the Good of the Club

- Rob English: 1) Recognize Michael Hamilton and Jonathan Haisman for all their work on rack installation. 2) He (Rob) has picked up the enclosed trailer. Club paid for trailer; he donated all other associated costs. It will be lined with hooks for backpacks. Can be taken to regattas as secure storage area, and a place to change. A big thank you to Rob, with applause.

Meeting adjourned at: 7:50

Next meeting:

Wednesday, April 8, 2020, 6:15 pm**

Location: TBD

*Addendum: This meeting was held on March 11th. On Friday, March 13th, Jamie circulated an announcement that the boat club would be closed.

**As of this writing, BOG meeting is scheduled as a zoom meeting for April 15th.

Respectfully submitted,

Sherri Nelson
Secretary



DIRECTOR OF ROWING REPORT

April 15, 2020

- We had set-up a 6 week, 2 day a week learn to row session for Paul Cuffee middle schooler and high schoolers combined. This helped them with transportation and allowed us to allocate one barge to them (possibly both barges depending on enrolment numbers). Paul Cuffee wants to meet in the summer to set up similar program for the Fall. Thank you to Rick Richards for keeping that relationship going. We are also researching life jackets that are less cumbersome. Paul Cuffee insists on their students wearing them unless parents sign a release.
- USRowing equipment (Freedom Rows adaptive rowing) was due to be returned just as we closed the boathouse. We will reschedule pick up of equipment as soon as NBC and Great Bay reopen.
- All programming has been suspended. Refunds were given when asked for. MindBody credits were given when asked for. Many have not asked for either a refund or a credit, and will be considered income toward operating costs. Sign-ups were very low since most were aware that the season would either be delayed or cancelled. (See numbers below)
- Maura has set up Zoom exercise classes for Adults and Youth. We decided to offer all classes for free for NBC members and their children. Some non-members have joined and paid a class fee.
- Masters Sweep program had only just opened registration when we closed so numbers are not representative of what the program would have been. The program was set up to have a Head Coach (Maura) and three assistant coaches each coaching one day a week. Only 9 people had signed up by the time closing of the boathouse was announced.
- Tony Palms, coach and referee, will be leaving RI this June and moving to Oklahoma and no longer be coaching and refereeing for us. He started coaching the women's masters sweep in the Spring of 2008 and has been coaching at NBC ever since – 12 years now.

Spring 2020:
Session 1 classes + Competitive Youth + Masters Sweeps Breakdown

Estimated signups:

Program	# Signups	# Refund/Credits
Master's Sweeps	9	3
Competitive Youth	25	12
Instructional Classes	30	12
Rec/Middle School	13	4

Virtual Classes run by Maura:

	MEMBER	NON-MEMBER	
Youth	5	5	\$1,200.00
Adult	16 (regulars)	1	\$240.00

Losses due to shutdown:

Class Type:	Youth Rowing	Master's Sweeps	Spring Instructional Class	Total:
Refund:	12	1	4	\$10,724.75
Credit:	4	2	7	\$4,586.50

Total estimated revenue retained from programs:

Instructional Classes	\$4,260.00
Competitive Youth	\$9,331.50
Middle School/Rec	\$3,948.00
Master's Sweeps	\$2,250.00
Total (unresolved):	\$19,789.50
Total (including virtual)	\$21,229.50

Respectfully submitted,

Daniela Roop
Interim Director of Rowing

Rowing Committee – April 2020 BOG Meeting – Re-entry plan for opening NBC

Hope springs eternal;

There is going to be a time when life starts to ramp back down toward normal. Parks and beaches will re-open. Businesses will re-open. People may even stand closer than 6' from each other. It's a reasonable assumption that while these will occur, they will not occur overnight – rather it will be a slow roll to normal. And probably a new normal. The virus may still be present through summer, fall and beyond and there will still be a necessity to take precautions to prevent its spread. To that end it is anticipated that NBC will also return to normal gradually. It therefore makes sense that the first activities allowed will be those that maintain social distancing – limiting physical contact both directly (physical touch or proximity) or indirectly (contact with physical objects such as doorknobs, hose bibs, ergs, boats, etc.) To that end the resumption of activities is anticipated to occur in the following order: members rowing in 1Xs, members rowing in team boats, resumption of NBC rowing programs and finally (or concurrently) resumption of indoor classes. While not currently anticipated it's possible that some of these will occur simultaneously. While new information may require modifications to this plan it is at present anticipated each will occur and be subject to conditions as noted below:

ROWING IN 1Xs & 2Xs

When resumed: At discretion of BOG – we will continue to monitor however most likely when Governor re-opens public parks?

NBC Imposed Conditions:

1. Regular members with A or B rating
2. Must be able to re-enter a flipped shell (Captains discretion) unless accompanied by launch (see #10 below)
3. Must use private oars
 - a. Club oars may be temporarily assigned to satisfy this requirement
4. Only 4 members allowed on site (docks/boat bay) at once
5. 2X rowing allowed if pair is already living together
6. Sign-ups will be available for AM launching every 10-15 minutes. Once on water group rowing is acceptable. In other words, you are not restricted from rowing only with folks in your launch group, however the 4-oar rule will remain in effect in May due to folks lack of familiarity with on-water rowing.
 - a. Anticipate a limit on outstanding sign-ups (3 or 4?) to prevent folks from dominating popular launch times.
 - b. Sign-ups will be from 5AM to 7:30AM
 - c. After 7:45AM club access will be first-come first-served, however no more than 4 people can be in boat bay and/or dock at once. If you are 5th or later, you can wait inside the fence in gravel area near library maintaining appropriate distance from other members.
 - d. Masks are encouraged but not required.
7. Appropriate boat washing/disinfecting materials will be available
8. Private boats currently not stored at NBC (i.e. those without a private rack in 2020) will be accommodated for a nominal fee. This may require moving team

boats to slings, storing in back of boathouse like winter storage, etc. Folks with access to private 1Xs who meet the criteria for rowing as noted herein are encouraged to bring them to NBC. Once the club is open to team boat rowing these private boats must be removed unless they can be accommodated year-around in which case normal yearly fees will apply (minus any short-term fee previously paid)

9. Club 1Xs will be assigned to prevent multiple contact with members – Criteria TBD but ideally to one but possibly to two members to share. If demand necessitates it's possible boats will be rotated. Limiting multiple person use will be a primary goal.
10. C rated scullers or A and B rated scullers that cannot re-enter a flipped shell will be allowed to row with a launch. It is suggested they group in 4's and pick the same launch time. It's possible if there is enough interest, we will designate one launch time per day for launch accompaniment provided there are available drivers. Scullers are responsible for securing a driver. There will be no fuel fee to the members for this, but they will pay the driver \$20 or other amount deemed appropriate. Nothing if they want to take turns? (Joan, please look the other way.) The launch rule will be lifted at the Captains discretion – likely when average water temperatures are at sufficiently high levels.
11. All members must have a whistle on them when on the water to alert others if they are in trouble. The loudest whistle in the world – used by the US Coast Guard – is available on Amazon for about \$7. It will last you the rest of your life and possibly extend it. Get used to this rule as the Rowing Committee adopted it so it will remain in effect during all cold-water rowing periods.
12. Goes without saying (but won't) no rowing if you are displaying any symptoms of the virus, have travelled internationally including Foster/Gloucester or recently used Rob English's bathroom. (Just testing to see if you made it this far)

ROWING IN TEAM BOATS

When resumed: At discretion of BOG

NBC Imposed conditions: It is anticipated that once team boat rowing is approved it will have been determined that the risk of COVID transmission from person to person is minimal, or else there are acceptable precautions to mitigate the risk. Any conditions attendant to team boat rowing will be determined by the BOG at the appropriate time. May be different for masters vs junior/instructional. Also boat cleaning will need to be a focus due to the number of athletes coming in contact with team boats. (Does saltwater kill the Corona Virus?)

INDOOR ERG CLASSES

When resumed: At discretion of BOG however likely when CDC and/or Governor/RIDOH has determined that the risk of transmission as a result of such activity is minimal.

NBC Imposed conditions: Classes may be moved to decks if weather appropriate. Instructor will closely monitor disinfecting of ergs after each use (as opposed to the obligatory wipe down – if any - they previously received pre-COVID-19 pandemic)

Similar to team boat rowing above it is anticipated that once Indoor Erg class/rowing is approved it will have been determined that the risk of COVID transmission from person to person or object to person is minimal, or else there are acceptable precautions to mitigate the risk. Precautions imposed at health clubs will be considered for NBC. Any conditions that are deemed appropriate will be determined by the BOG prior to resuming class activities.

USE OF LOCKER ROOMS & BATHROOMS

My gut tells me that immediately these are off limits – or at least until we have a supply of disinfectant wipes for folks to use on the toilets and sinks before/after using them. I'll let others with a better handle on virus transmission opine here.

GENERAL CLEANING OF CLUB

Since transmission is possible with surface to skin contact it's clear that we must be careful in any public building including NBC. I'm guessing there is going to be a bumper crop of cleaning companies coming out of this pandemic with claimed expertise in disinfecting.

I think initially if rowing is limited to 1X's there will be limited necessity to touch much beyond boats and oars. Can we check out/check in via mobile phone?

Can we have nitrile gloves available for boat cleaning post row? And an outside hand washing station using the feed that Chris Fay installed for water bottle filling? I think if we are thoughtful and careful, we can accommodate this.