



NARRAGANSETT  
BOAT CLUB

## BOG Meeting Agenda

<b>Date:</b>	Wednesday, August 11, 2021
<b>Time:</b>	6:15 PM
<b>Place:</b>	Zoom: <a href="https://zoom.us/j/97477222930?pwd=eWR1ZEFGeDdqMG1wZEtmM1JUUDNIQT09">https://zoom.us/j/97477222930?pwd=eWR1ZEFGeDdqMG1wZEtmM1JUUDNIQT09</a>
<b>Chair:</b>	Jamie Reavis
<b>Secretary</b>	Sherri Nelson
<b>Advance Materials:</b>	Agenda Minutes of Prior BOG Meeting Secretary's Report Finance Committee Charter and Progress on Strategic Plan Captain's Report
<b>Agenda:</b>	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"><li>• July 14, 2021 Meeting – <b>Jamie Reavis</b></li></ul> <p><b>Review of Committee Reports</b></p> <ul style="list-style-type: none"><li>• Secretary's Report – <b>Sherri Nelson</b></li><li>• Treasurer's Report, including Strategic Plan Update and discussion about pricing for youth programs and for Stem to Stern and NBC contribution to Stem to Stern – <b>Joan Martin</b></li><li>• Captain's Report – <b>Eric Watne</b></li><li>• Program Committee Report – <b>Daniela Roop/Joan Martin/Kristi Wharton</b></li><li>• Development Committee – <b>Pat Watson</b></li><li>• Membership Committee Report – <b>Ruth Berenson</b></li><li>• Building and Maintenance Committee – <b>Pete Evans</b></li><li>• Governance Committee – <b>Tiff Hogan</b></li><li>• DEI Committee - <b>Marlene Yang and Susan Burgoyne</b></li></ul> <p><b>Old Business</b></p> <ul style="list-style-type: none"><li>• Sweeps and Sculls Round-up – <b>Kristi Wharton</b></li><li>• Boat House Cameras and Weather Station – <b>Jamie Reavis/Pete Evans</b></li></ul> <p><b>New Business</b></p> <ul style="list-style-type: none"><li>• Waivers – <b>Jamie Reavis</b><ul style="list-style-type: none"><li>○ Are we getting them?</li><li>○ What to do about exception requests?</li></ul></li></ul>

- Navigation Issues – **Jamie Reavis**
- Open discussion for Members to voice concerns, ask questions – **Jamie Reavis**

**Remarks for the Good of the Club**

**Executive Session**

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<b>Next Meeting:</b>	<b>Date:</b> August 8, 2021	
	<b>Time:</b> 6:15 PM	
	<b>Place:</b> ZOOM	



**Narragansett Boat Club  
Board of Governors meeting  
July 14, 2021 6:15 pm  
Virtual via zoom**

**Board of Governors members present:** Ruth Berenson, Pete Evans, Alan Harlam, Tiffany Hogan, Virginia Hopkins, Joan Martin, Duuluu Naranbat, Sherri Nelson, Jamie Reavis, Eric Watne, Kristi Wharton

**Board of Governors members absent:** Q Kellogg, Pat Watson

**NBC members present:** Sasha Cuerda, Francesca Dow, McKenzie Gibson, John Ryan, Kim Worrell

The meeting was called to order at 6:20 pm by Jamie Reavis.

**Approval of Minutes**

- Pete requested a revision to the minutes from the June 9, 2021 BOG meeting. Sherri will review the section in question with Joan and a revised version will be presented at next month's BOG meeting.

**Review of Committee Reports**

**Secretary's Report - Sherri Nelson, Deb Chute\***

- We have 199 total members as of July 9<sup>th</sup>, up five from last month. This includes five new members voted in tonight. We are down 31 from 230 at this time last year.
- Members voted in tonight:  
Regular: Kate Sparrow  
U23: Andrew Lefebvre, May Mark, Jaydn Ramos, Ellia Sweeney
- Wendell Brown (72 + member) removed from membership as he has passed away.

**Treasurer's Report (including Strategic Plan Update) - Joan Martin**

- Joan submitted her report shortly before the meeting tonight. She noted that most of the accomplishments on the Finance Committee since the Strategic Plan have been setting up information systems. There have been some issues recently with Mind/Body, which they are looking into. Jamie suggested that BOG members review the documents prior to our August meeting and he will add this to the agenda for that meeting.

**Captain's Report - Eric Watne\***

Additions to Eric's report:

- The Rowing Committee is looking into purchasing a small trailer that can carry up to nine singles and / or doubles, and can be towed by a passenger car. This will take the strain off the larger trailer at larger regattas, and allow us to minimize roof topping to

smaller regattas. When not attached to a car, it can be easily maneuvered by hand. Cost: \$7-\$9K range. They are currently looking at various models.

- Visiting rowers: Eric is looking for volunteers to host visiting rowers who are interested in rowing from NBC; some only once or twice, others are here for several weeks. Volunteers don't need to be solely responsible, just take them out in a solo or team boat. He will match abilities as best he can; most visitors are capable scullers.

#### **Programs Committee – Daniela Roop / Joan Martin / Kristi Wharton**

- Kristi reported that there have been great showings by the youth competing at summer national championships this week. Many boats have advanced to semi-finals, finals. Kim Worrell has been posting on social media. The rest of programs are doing really well, including Stem to Stern, which started this week. Lincoln is lending us their labs and fitness center. The PR person at Lincoln will help with PR. Great partnership is developing among Stem to Stern kids, Lincoln kids, Brown crew, and NBC as a club. Ellia Sweeney is the new program coordinator and is posting.
- Eric reported that there are 11 classes this session, with class numbers in the mid-80s. Coaching is the constraint; he's always looking for more coaches.

#### **Membership Committee – Ruth Berenson**

- The committee is planning to schedule another gathering on a Saturday morning, with possible workshops on navigation and boat maintenance.

#### **Building and Facilities - Pete Evans**

- Weather station should be up shortly.
- Security cameras: We need an upgraded network that can handle wireless. Re audio on the cameras: we need to demonstrate that the audio is permanently disabled, or replace them with cameras that don't have microphones. Jamie will follow up.

#### **Governance Committee - Alan Harlam, Tiff Hogan**

- Tiff brought BOG concerns re the proposed constitution changes back to Governance Committee. The committee had some concern re timeline changing but continues to welcome input. They feel an obligation to keep membership apprised of the progress, so they are drafting a short memo to say where things are and the short delay. Several people have agreed to assist with the continuing process.

#### **DEI Committee – Marlene Yang, Susan Burgoyne (report by Kristi Wharton)**

- HOCA has a Gold Cup award, which has a goal of increasing diversity in rowing. They have allocated \$100K, and made awards last year of \$12-\$16k. Marlene Yang is working on putting together a grant, with a request of \$10-\$15k, to help support Stem to Stern. There was some discussion of what information they are looking for, and how it might be difficult to provide some of the data because of the way it is tracked. However, it was felt that this would be a useful endeavor and the BOG is in favor of submitting the

application. If we did receive a grant, the BOG would then review the conditions of the grant and have a formal vote on acceptance.

### **Old Business**

- **Sweeps and Sculls – Kristi Wharton**

Approximately 100 entries. July 25<sup>th</sup> is the deadline for regular entries; July 28th for late entries. People are excited about coming. Kristi is navigating the City bureaucracy in terms of regatta planning and management. There will be a road closure. She will put out another call to membership for additional volunteers.

### **New Business**

- **Brown women rowing without regard to the rules of the river – Jamie Reavis**

This concern was expressed to him in an email by the parent of a youth rower. This has been an ongoing dilemma. There was discussion, with the main concern being safety. Kristi volunteered to make contact with the Director of Athletics at Brown re our concerns. It was noted that the relationship with the men's team has improved in general. It was also noted that sometimes it's NBC rowers who are going north on the racecourse. Eric noted that we need to be vigilant and remind members that this is not allowed unless we've specifically closed the course.

- **Open discussion for members to voice concerns, ask questions – Jamie Reavis**

None raised today.

### **Remarks for the Good of the Club**

- Jamie noted that before our next meeting, we will have had our first regatta since 2019, which is very exciting. And we can be very proud as an organization that we have launched Stem to Stern. We said we would do something regarding diversity and we've done it. He gave "major kudos" to all who have contributed to this effort.

The meeting was adjourned at 7:31 pm.

### **Next meeting:**

Wednesday, August 11, 6:15 pm

Location: zoom

\*indicates that a report was submitted as part of tonight's meeting materials

Respectfully submitted,

Sherri Nelson  
Secretary

## Secretary's report - Membership as of 8/5/2021

<b>Membership Category</b>	<b>8/4/2021</b>	<b>7/9/2021</b>	<b>8/8/2020</b>
Regular	138	135	141
Spouse	9	9	12
72+	20	20	23
U27 (inactive 2021)	0	0	47
U23 (Inactive 2020)	24	21	0
Life	10	10	10
NonResident	3	3	4
Clubhouse	0	0	2
Summer College (Inactive 2021)	0	0	6
<b>Total Members</b>	<b>204</b>	<b>198</b>	<b>239</b>
<b>Applicant Members to Vote on (included in numbers above)</b>			
<b>Type</b>	<b>Last_Name</b>	<b>First_Name</b>	<b>Comments</b>
U23	Medici	Helena	May -June 2019- Learn to row, Kim. June-July 2019- Adult intermediate, Andrew. Summer 2020 youth summer program. Summer 2021 youth summer program. Rowing for Sacred Heart in the fall. Became a member so can row at leisure w/friends who are also members.
Regular	Byington	Kathy	competed for PBC for 5 years & New Haven for 3 years, primarily sweep, either side. Rowed 1x for last 3 years.
Regular	Higgins	Daithi	Started as a guest of Robin Gross.
Regular	Sullivan	Charles, III	Taking LTR Classes w/Gayle

\*Note: there was a typo in last months report. Should have shown 135 Regular members, not 136. Has been corrected here

# Charter: NBC Finance Committee

## 1. Composition of the Finance Committee

The Board of Governors (BOG) shall appoint a Finance Committee that consists of no fewer than four (4) members, inclusive of the Treasurer and at least one other member of the Board of Governors. The committee may include other members whose experience in accounting, finance, or business may assist the finance committee and the BOG in the performance of their financial oversight responsibilities.

- The Treasurer shall chair the finance committee.
- The finance committee reports to the BOG.
- The finance committee shall meet no fewer than six times per year, at the call of the Treasurer or the President, and shall maintain minutes of all meetings, which shall be regularly approved by the finance committee and made available for distribution to the BOG.
- A majority of the finance committee members, present and voting, shall constitute a quorum.

## 2. Role of the Treasurer

### Requirements

- Financial knowledge of the organization.
- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
- Understanding, or willingness to quickly develop understanding, of financial accounting for nonprofit organizations.

### Responsibilities

- Serve as chair of the finance committee.
- Manage, with the finance committee, the BOG's review of, and action related to, the BOG's financial responsibilities.
- Ensure that appropriate financial reports are made available to the BOG as determined by the Constitution.
- Prepare the annual budget and presents the budget to the BOG for approval.
- Work with the finance committee to develop fiscal policies for recommendation to the BOG to ensure the financial integrity and sustainability of the organization.
- Work with the finance committee to develop long-term financial strategies.
- Keep currently informed of legal, regulatory, and sector developments relating to the BOG's financial responsibilities.
- Supervise and oversee bookkeeping and accounting staff.

## 3. Role of the Finance Committee

The role of the finance committee is to assist the BOG in fulfilling its financial oversight responsibilities for the organization, as outlined below.

### Budgeting and Financial Planning

- Develop and recommend to the BOG for approval fiscal policies and policy modifications that ensure the financial integrity and sustainability of the organization.
- Develop and recommend to the BOG for approval the annual operating, capital expenditure, debt reduction, and restricted gift spending budgets.
- Monitor and report on adherence to the budgets.
- Monitor financial record keeping.
- Develop funding strategies to achieve long-range financial and capital plans.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.

The finance committee should set long-term financial goals. These goals might include, for example, the creation of a working capital or cash reserve fund and the creation of a fund for maintaining or replacing equipment. If the organization has a strategic plan, the finance committee will work to determine the financial implications of the plan and will plot them into a multi-year organizational budget that will financially support the implementation of the strategies.

## **Reporting**

- Create financial statements and reports.
- Present the financial reports to the BOG as required by the Constitution.

The finance committee will provide contextual reports that clearly communicate the organization's financial and cash position, its adherence to the budget, its allocation of resources toward the accomplishment of its mission, and its support of any donor-imposed restrictions on contributions.

## **Internal Controls and Accountability Policies**

- Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
- Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff and membership. The committee will also determine and update bank account signatories as well as overseeing that all legal and governmental filing deadlines are met.

## **Compliance, and Protection of the Organization**

- Monitor compliance with conflicts of interest and other code of conduct policies.
- Ensure compliance with reporting and other legal requirements.
- Work with accountant to prepare and review 990.
- Present the 990 to the BOG for approval.
- Assume responsibility, approval, and management of
  - Compensation packages for all positions
  - Long-term contracts
  - Loans or lines of credit
  - Capital purchases
  - Disposition of donated stock
  - Insurance requirements and reviews
  - Record retention
  - Gift acceptance

The finance committee is charged with ensuring compliance and/or developing other policies that further serve to protect the organization and manage its exposure to risk.

## **Investment**

The finance committee should manage cash to optimize earned revenue. If an organization has excess operating cash, the finance committee may consider drafting guidelines for putting the excess cash in low-risk, short-term vehicles. These should be designed to maximize earned revenue from existing cash without interfering with operating cash flow needs.

## **Charter Review**

The finance committee will review this charter annually and recommend any proposed changes to the BOG for review.

Charter approved:



## **Strategic Plan Committee Purpose:**

**Finance Committee** – The Finance Committee should be chaired by the Treasurer and will be responsible for current financial planning and long-range financial development for the Club (e.g., fund-raising, pursuing grant opportunities and exploring financing options).

## **Strategic Plan Committee Areas of Responsibility:**

### **• Immediate Work – Sole Responsibility**

- o Review charitable fund raising and development strategies
- o Define who is responsible for charitable outreach, messaging, event planning
- o Fully review how the Club connects with its membership on a fundraising basis
- o Explore ways to address socio-economic issues by developing a clearly defined scholarship program
- o Determine the cost of hiring a part-time bookkeeper and consider allocating the funds to do so in the 2019 budget

### **• Immediate Work – Lead Committee**

- o Include routine maintenance in annual operating budget, with any surpluses carried forward. Non-routine refurbishments should be scheduled on a five-year plan and funded in both the operating budget and at time of purchase (working with the Rowing Committee and its Fleet Maintenance Sub-Committee)
- o Establish a five-year maintenance budget to eliminate deferred maintenance and bring the fleet back to top condition (working with the Rowing Committee and its Fleet Maintenance Sub-Committee)
- o Develop annual and five-year budgets for repairs and maintenance (working with the Rowing Committee and its Fleet Maintenance Sub-Committee)

### **• Immediate Work – Provide Assistance**

- o Increase community participation in youth programs (working with Planning, Rowing and Building and Maintenance Committees)
- o Consider various new directions for future rowing programs (e. g., veterans rowing, adaptive rowing, exercise classes, recent college graduate programs, high school and collegiate programs) and develop strategic feasibility studies for the BOG (working with the Planning, Rowing, Building and Maintenance and Membership Committees)
- o Review functions of the DOR, Boatman, Registrar, and coaching staff in order to meet the needs of expanded and diversified club use (working with the Rowing, Governance and Planning Committees)

o **Prioritize completion of Phase 2 of Plan 1.66 (working with the Planning and Building and Maintenance Committees)**

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o Fund and maintain an in-house inventory of parts (working with the Rowing Committee and its Fleet Maintenance Sub-Committee)

o **Include funding for insurance and maintenance in all purchases (working with the Rowing Committee)**

o Plan to match additional seat purchases with additional oars (working with the Rowing Committee)

o **Create depreciation schedule and fund depreciation to establish regular boat purchasing funds (working with the Rowing Committee)**

o Consider all possible uses before selling any shells - older shells may be useful to fill as many seats as possible for classes and membership to help increase revenue – and consider whether their value to club growth will exceed the value of any proceeds that would be realized from selling. (working with Planning and Rowing Committees)

o Explore options for community programs with Providence Public School Students as agreed with City leadership upon the completion of Plan 1.66 (working with the Planning, Rowing and Membership Committees)

o **Evaluate software applications currently used across all Club operations to determine the value provided and eliminate duplications (working with Planning, Governance, Membership and Rowing Committees)**

o **Research third party applications that are superior to RegattaCentral or develop an in-house system to handle all program registrations and class scheduling that will integrate to membership, accounting, and development systems while minimizing overlap (working with the Planning and Rowing Committees)**

o Promote more diversity in the youth rowing program by reaching out to local high schools, middle schools and community centers. This should be carefully crafted to ensure there is adequate space (storage for boats & equipment, lockers, and dock space) in the program to accommodate program growth. (working with the Membership and Rowing Committees, but likely spearheaded by the DOR)

• **Work Over Time – Sole Responsibility**

o No additional tasks

• **Work Over Time – Lead Committee**

- o Plan for, fund (as an immediate goal) and hire a part-time bookkeeper and/or business manager (working with the Governance and Planning Committees)
- o Build improved membership database to provide key information and metrics to BOG, Programs and Development (working with the Planning, Governance, Rowing and Membership Committees)
- o Develop a Club intranet (working with the Planning, Membership and Governance Committees)
- o Transferring Club records to cloud storage with identity and access management levels (working with the Planning and Governance Committees)

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- o Partner with City to develop a program in lieu of taxes to enable long-term strategy of limiting the impact of property taxed on program (working with Finance Committee)
- o Seek grant opportunities to fund growth in programs, youth and adaptive, in particular (working with the Planning Committee)
- **Work Over Time – Provide Assistance**
- o Increase community participation in youth program (working with the Planning, Rowing and Building and Maintenance Committees)
- o Explore ways to develop a more regular adaptive rowing program, building on the success of past short-term programs with blind veterans, etc. (working with the Membership and Rowing Committees)
- o Develop a formal and accessible knowledge and information base (from legal documents to boat maintenance records to information about the boathouse and its systems) so that new leaders are able to quickly, confidently and competently do their jobs (working with the Governance, Planning, Rowing and Building and Maintenance Committees)
- o Consolidate and coordinate all boathouse work related to expansion, buildouts and non-routine maintenance, perhaps through a Building sub-committee (working with Planning and Building and Maintenance Committees)
- o Increase size of locker rooms and erg room within the current building, perhaps by enclosing part of the south deck, moving the office to the southwest corner of the new space, expanding the erg room into the new space, expanding the men's locker room to the current office and expanding the women's locker room into the existing erg room (working with Finance and Planning Committees)
- o Hire support staff for DOR to maintain fleet (working with Planning and

Rowing Committees)

o Work to fill the new space with as many seats as possible in accordance with Plan 1.66 (working with the Rowing Committee)

o Introduce a new logbook system integrated with the membership database to enable easier reporting, tracking and user authorization (working with the Planning and Rowing Committees)

o Consider seeking new partners to establish programs at the university level (working with the Planning Committee)



## August 2021 Captain's Report

**BOAT INVENTORY** – The new Fluid and Wintech 1X's are proving popular and seem to be great choices for club racing singles. Ideally, we were hoping to gravitate to one manufacturer once we'd had some experience with both, so we'll continue to monitor boat use and reviews. We are going to start doing that same transition with the 2X fleet, however we are trying to find boats with easily removed/replaced riggers to maximize our indoor storage. In this vein we're considering Fluid 2X's

In terms of new boats on our wish list, the Rowing Committee is immediately considering the following:

- 2X's – as noted above.
- 4X – We have had several Wintech 4Xs (Hvy MW and Lt midweights) either of which have proved to be potentially great additions to the fleet.

**Boat Repairs** - No major repairs underway. The Moser will be back from Resolute by the time the BOG is meeting. All other NBC boats are in house.

**Equipment purchase - Trailer purchase recommendation** – The Rowing Committee is recommending the purchase of a second trailer that can be pulled by a passenger car and is suitable for 1X's and 2X's. We have found a suitable trailer built by Henry Wright in Ohio and distributed by Wintech.

- It's a modified small boats trailer that can carry 9 singles/doubles or 6 singles/doubles + 2 quads/fours.
- Wintech uses this exact trailer for deliveries
- light enough to be maneuvered by hand when off-hitch
- can be towed by a passenger car or SUV
- Costs just under \$10K
- 2-3 months for delivery approx

This could be a very useful trailer for NBC for smaller/junior events or when masters/junior events run during the same weekend. For big events we may need to take this in addition to the big trailer.



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Respectfully submitted;

*Eric Watne* – NBC Captain