

<b>Secretary's Report</b>			
<b>Membership as of May 6, 2023</b>			
<b>(Prepared by Membership Coordinator)</b>			
<b>Membership Category</b>	<b>5/8/2022</b>	<b>4/8/2023</b>	<b>5/6/2023</b>
	<b>(Last Year)</b>	<b>(Last Meeting )</b>	<b>(CURRENT YTD)</b>
Regular	<b>120</b>	<b>116</b>	<b>117</b>
Spouse	<b>12</b>	<b>11</b>	<b>11</b>
72+	<b>23</b>	<b>23</b>	<b>23</b>
U23	<b>5</b>	<b>9</b>	<b>9</b>
Life	<b>10</b>	<b>10</b>	<b>10</b>
NonResident	<b>8</b>	<b>4</b>	<b>4</b>
Clubhouse	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total Members</b>	<b>179</b>	<b>173</b>	<b>174</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>
Regular	Ross	Jordan	Took classes in 2020 - 2022. Eager to be a part of NBC. Loves the coaches and the camaraderie

**Notes:**

**150 of 174 paid/Life members have signed their 2023 Member waivers.**

**Remaining 23 Scofflaws were given to midnight Sunday 5/7/2023 to comply, or lose access to Logbook until waiver is signed.**

**2 are LIFE members who have not been at the club since at least pre-covid (longer in one case).**

## Treasurer Report

Attached are Revenue and Expense Pie Charts.

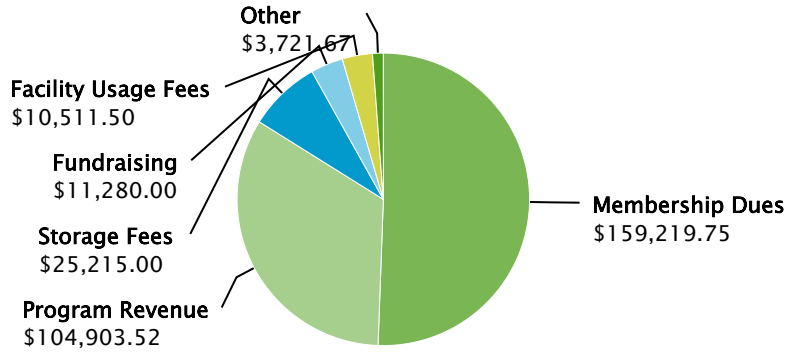
Things to note:

- April is not yet fully reconciled. April CCards have yet to be added to expenses
- All insurances have been paid so are front loaded into the first period.
- Separate savings account exists for STS funds. Cash balance reported below does not include STS assets
- We have simplified use of existing accounts pending transfers to updated chart of accounts
- Adopted ADP online time keeping/reporting. Most employees are using it
- 39 prior members have not paid dues for 2023

Cash     \$157k  
T Direct   \$260K

Total     \$417K

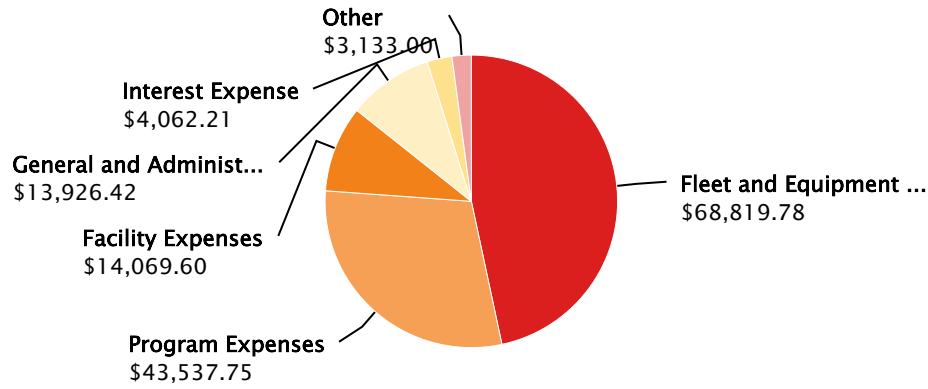
The Narragansett Boat Club  
Revenue By Category



%	Category	(\$)Amount
50.57%	Membership Dues	159,219.75
33.32%	Program Revenue	104,903.52
8.01%	Storage Fees	25,215.00
3.58%	Fundraising	11,280.00
3.34%	Facility Usage Fees	10,511.50
1.18%	Other	3,721.67

Tuesday, May 09, 2023 11:29:55 AM GMT-04:00 - Accrual Basis

The Narragansett Boat Club  
Expenditure By Category



%	Category	(\$)Amount
46.64%	Fleet and Equipment Expenses	68,819.78
29.51%	Program Expenses	43,537.75
9.54%	Facility Expenses	14,069.60
9.44%	General and Administrative Expenses	13,926.42
2.75%	Interest Expense	4,062.21
2.12%	Other	3,133.00

Tuesday, May 09, 2023 11:31:39 AM GMT-04:00 - Accrual Basis

#### Safety Committee Report May 2023

- Finishing off EAP, delayed distribution as it is probably worth waiting on inclusion of a map with safe exit zones marked. Expected completion end of May.
- Continued work on incorporation of new P&P to an integrated and simple seasonal rowing plan that also takes into account US Rowing guidelines.
- Radio base station installed by Chris Fay, now has range to Pawtucket Pier. How are we with the license ? (Pete)
- Chris Fay will train coaches on radio use.
- Planned meeting with Brown in June and will discuss use of radios.

Governance Committee Report  
May 2023

I am happy to share with you that Anne Fleet and Eva Goodman have agreed to join the committee.

We met on 4/27/23. Attendees include Matt Eriksen, Rick Richards and Eva Goodman. Anne and Eric Goetz were unable to attend.

We started working on the constitution/bylaws. We revised article 1 and 2. We plan to work on 2-3 articles at a time for the next several months.

Chanika Phornphutkul

## The Narragansett Boat Club Communications Committee Charter

The Communications Committee is a standing committee of The Narragansett Boat Club (“NBC”), reporting to the Board of Governors (“BOG”) directly and through its Executive Committee. **Question: should we be a permanent standing committee, as distinct from some kind of special-purpose panel that dissolves when its work is done?**

### Committee Purpose and Responsibilities

The purpose of the Communications Committee is to maintain **?** the channels – such as the club website and electronic mailing lists – that we use to talk to each other and to the world beyond the club.

To that end, the Communications Committee will:

A. Publish a newsletter to appear monthly during racing season and as needed in the off-season.

**Should charter be so specific about publication dates?**

B. **Pending. (Might be a one-shot deal that needn’t be enshrined in Charter.)** Survey membership to determine the value to the club of our various media -- including the newsletter, the message channels (such as Google groups, Constant Contact), and the various pages of the NBC website.

C. **Pending. (One-shot deal?)** Upon completion of survey, meet with representatives of other NBC committees and officers that share jurisdiction over club’s communications. **Threshold question: Which committees and officers have a chunk of comms turf?** Goals of said meeting: define areas of overlapping responsibility; decide who should do what; present options to BOG.

Examples of possible agenda items for said meeting:

1. Let’s say our membership survey finds that very few club members use a particular medium. What should we do? Figure out how to make better use of it? Combine it with another channel? Shut it down?

2. NBC Charter says Membership Committee's duties include "member education and development" and "communications to membership." Perhaps other club committees have related duties. Should we do an inventory of the club's communications duties?

3. Inventory (cont'd): Some of our media "talk" to the outside world. Others are strictly internal. Who's in charge of access to these various channels?

4. The club generates a ton of information via emails and other channels. A lot of it is essential to safe rowing and smooth operations. Should we have a way of putting key information in a place (places?) where every member can find it?

### **Chain of Command**

As appropriate, the Communications Committee will coordinate its work with the Director of Rowing, other committees of jurisdiction, and the BOG.

### **Authority of the Committee**

The Committee has such authority as set forth in the Constitution of the NBC, and can act within those guidelines, or as charged by the BOG. Otherwise, the Committee is authorized only to make recommendations to the BOG for action by the BOG. Unless empowered by the Constitution or by specific action of the BOG, the Committee does not and is not to act on behalf of the NBC or the BOG.

### **Actions of the Committee**

A majority of the committee members, present and voting at a properly-called meeting, constitutes a quorum. Actions or decisions of the Committee are made by a majority vote of the members constituting that quorum.

### **Committee Composition**



The Committee will be chaired by a member of the BOG (the “Chair”), who shall be appointed by the President of the BOG for a one-year term. The Committee shall consist of five ? members. The Chair shall nominate Committee members to be approved by the President. Representation on the Committee will be broadly reflective of NBC constituencies. All committee members must be members of NBC in good standing who have belonged to the club for at least a year. Committee terms will be limited, generally, to three years. Committee rotation will balance the need for continuity against the need for innovation. Committee members are encouraged to attend each meeting and are not to miss more than five meetings in a year or three meetings in a row.

### **Committee Meetings**

The Communications Committee will meet at the call of the Chair, at a time and place of the Chair’s choosing. Minutes of all meetings are to be maintained and distributed in a timely manner to all committee members and made available ? to the BOG.

### **Modifications to the Charter**

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

APPROVED by the Board of Governors on \_\_\_\_\_, 20\_\_.

Facilities:

- Atlantic Marine Construction scheduled to review and report on the structure
- Camera system working on benchtop through Youtube. I will support the NBC installation with a donated workstation coming out of service in two weeks.
- Collecting quotes for boathouse work.



Narragansett Boat Club  
Board of Governors Meeting  
March 8, 2023 6:15 pm  
Hybrid

**PROVISIONAL**

Board of Governors members present in person: Andrea Arena, Susan Burgoyne, Matt Eriksen, Pete Evans, Jonathan Haisman, Q Kellogg, John Ryan, Eric Watne, Kristi Wharton

Present via Zoom: Michael Hamilton, Bradley Werntz

Board of Governors members absent: Meaghan Delaney, John Mulligan, Chanika Phornphutkul

Other members present in person: Kiana Anderson

Other members present via zoom: Anne Fleet, Chris Rogers, Pam Vogel

Meeting called to order at 6:22 pm by Kristi Wharton, President.

**Approval of February Minutes (Kristi Wharton):**

No suggested changes.

Kristi moves, John seconds, all in favor.

**Secretary's Report (Q Kellogg):**

See attached Secretary's Report.

- There is one proposed member: Payton de la Cruz. Q moves to approve, Kristi seconds, all in favor.

**Captain's report (Eric Watne):**

See attached Captain's Report.

- Included are some amendments/revisions to Policies & Procedures sculler ratings.
- New: rating criteria for bows and coxswains.
- Eric says changes are minor.
- Eric moves to adopt changes to P & P, Pete seconds, no vote taken.
- Discussion re: cold water single sculler requirements
  - Comments include:
    - Suggestion of inflatable PFD in 40 to 50 degree water for cold-water single sculling, or coast guard throw raft. Maybe do it by date. Put current water temp on reservation form. Risks are not fully appreciated.
    - Shouldn't single scull in less than 80 degrees combined.
    - Make this be in effect whenever we have the four-oar rule, which is based on combined temp.
    - You might not be safe even with all the safety gear.
    - There are only a few people who would want to or should row a single in March.
- Vote: modify language that if you're rowing single in cold water conditions [when the four oar rule is in effect] it's required that you pass the flip test during Cold Water months, permission of the Captain, and have some form of Coast Guard approved floatation device with you. Proposed by Eric, second by Kristi, one against, all others in favor, Passes.

- There will be an Open House for RISD rowing program this Saturday. They're trying to recruit more students.

#### **Adult Rowing Programs (Eric Watne):**

- Indoor Adult programs end this Saturday. Partnership with CrossFit gym has been successful; discussion with them about extending this. Possible: members can buy book of tix, punch card system. We'd like to leave our ergs (10 or 11) there; they have another 7 or 8; allow members to go over to use our ergs and other equipment.
- Propose the club pay \$300/month with unlimited use of the facility without paying a per use fee (i.e., no classes). Punch card would be for taking classes. How many months? It could be indefinite. Now we pay \$2500/month to use the space for classes and unlimited use when it's open. But when winter classes end, then we shift to the \$300/month deal. No need to vote on this. Pete will take care of it. We'll send out an e-mail to let membership know about this.

#### **Youth Rowing Program (John Ryan):**

- Working on getting coaches; Stem to Stern is up and running. Caleb Tansey might be available to coach. We start competing in a few weeks.
- Kristi brings up the Rowing Strong Rowing Together Program for young parents.
  - Charter School Noelle academy (men and women, age 14 to 18). They have approx. 160 kids in the school; 80+ are pregnant or parents now. They're interested in doing this. They know of 6 to 8 people who might "fit the bill." They provide transportation and Tu and Th they provide childcare for parents until 6:30 pm. Maybe double youth sessions on Tu and Th to accommodate this. Students at Nowell are native speakers of 8 different languages, but most speak Spanish. This program is also at Riverfront Recapture, Holyoke, etc. and they will all come together to race in August. Could start later, e.g., April. If we send 4 kids to the regatta, we get \$2500 back. Coaching commitment would be two days/week through spring, then possibly more flexible in summer.
  - There are two ex-Brown rowers who are also interested in coaching.
  - How well does this integrate with what we do? It might cost us about \$4000 to \$4500, so if we get the \$2500 back, it's not a big commitment financially from the club. We're interested in promoting rowing community wide. Interesting demographic. School is in downtown PVD.
  - Not sure how we can best fit this in while we're still getting up and running. Have to get past barge commitments, get to warmer weather, etc. Maybe start them on an erg, maybe CrossFit? Rowing is great for life skills, discipline, teamwork, etc.
  - Reception is favorable but we have details to work out.

#### **Treasurer's Report (Pete Evans):**

See attached Treasurer's Report.

- We're doing pretty well with people paying dues.
- Working with Joan to get Treasury Direct account transferred. Money still needs to be re-invested. Need to figure out long term savings plan.

#### **Buildings & Facilities (Pete Evans):**

See attached Report.

- Getting IP camera up and running, should be up in April. Internet is currently down, but Pete will get Verizon to fix it.

- There's a broken cross-brace below boathouse. Atlantic Marine is giving us a discounted rate to do an assessment. Maybe raise boathouse by 8 inches. Might have bids by April meeting.
- Working on key fob with Eric.

**Membership Committee (Susan Burgoyne):**

See attached Membership Committee report.

- Will start monthly meeting on Thursday evenings
- App TeamSnap – possible thing for the club to use. Has all club activities on the app and can contact members through the app. Program Committee has used a couple of different apps. They've used TeamSnap. They've asked different boat clubs about their experience. It could help the membership know when different things are happening. We should engage the Communication Committee on this. May help us put the different pieces all in one place.

**Safety Committee (Jonathan Haisman):**

- Committee members: Jonathan H., Francesca Beaudoin, Bjorn Sandstede
- Working to finish off emergency action plan (EAP).
- Had a meeting with Brown Men's team to come up with guidelines for happy medium regarding navigation.
- Check AED is working, First Aid is now above where the computer used to be. Francesca will help review the first aid kits and restock.

**Other business (Kristi Wharton):**

- Communication Committee: John Mulligan is putting together a newsletter about the awards party and January challenge. Pulling together people who are overseeing different social media to coordinate.
- Governance Committee: Chanika talked with Kristi on process and past challenges. Kristi sent her docs and the comments so she understands where things got stuck. Encouraged to bring things to the BoG for feedback. Goal is to amend documents to reflect what we do in practice.
- Regattas
  - Kristi & Scott Whitney met with Brian Reynolds (HereNow) to discuss NBC changing to HereNow for timing at future regattas. Sounds pretty easy. Decide whether to buy our own iPads and use their software or rent theirs. Charged by regatta participant. We need to try this out before Sweeps & Sculls. Do we do this with Mayors Cup? Or just do this within the club? We don't know the cost yet. They'll have a rep come and go through it with us. They have 24-7 technical help.
- Reminder about retreat on April 1. We need to talk about long-term planning. Physical structure, finances, programs and various relationships with other entities. We're getting more requests to have programs for groups (J & W, RISD, MB). Do some brainstorming ahead of time. Start with a Google Doc that we can all add to and build agenda from there. Location: Scott Whitney's loft.

**Remarks for the Good of the Club:** none

Meeting adjourned at 7:48 pm. [Pete moves to adjourn, Kristi seconds.]

Respectfully submitted,  
Q Kellogg, Secretary



Narragansett Boat Club  
Board of Governors Meeting  
April 12, 2023 6:15 pm  
Hybrid

PROVISIONAL

Board of Governors members present in person: Meaghan Delaney, Matt Eriksen, Jonathan Haisman, Q Kellogg, John Mulligan, Chanika Phornphutkul, Eric Watne, Kristi Wharton

Board of Governors members present via Zoom: Andrea Arena, John Ryan, Bradley Werntz

Board of Governors members absent: Susan Burgoyne, Pete Evans, Michael Hamilton

Other members present in person: Daniela Roop, Charlie Whitin

Other members present via Zoom: Virginia Hopkins

Meeting called to order at 6:32 pm by Kristi Wharton, President.

**Approval of March Minutes (Kristi Wharton):**

- Suggested changes from Eric W. and Jonathan H., both of whom had not had a chance to review before the meeting. Approval will wait until next meeting.
- Discussion of next meeting time and place. Next meeting will be at the boathouse at 7 pm.
- Discussion regarding improving distribution of agenda and meeting materials. Suggestion of google calendar invite to be sent to BoG with Zoom link and reminder re: meeting materials. Difficult to vote on things you haven't had a chance to read and digest.

**Secretary's Report (Q Kellogg):**

See attached Secretary's Report.

- There are four people proposed for membership (listed in the report). Q moves to accept, Meaghan seconds. All in favor.
- We still have about 50 people who haven't signed their waivers. There is some question about whether these people are in the logbook (they should not be). Q will ask Deb Chute about this.

**Captain's Report (Eric Watne):**

See attached Captain's Report.

- Discussion of hand-held radios.
  - Some members have been trying the system out to see how well it works. These include Chanika, Joan Martin, Dawn Nardone, Kyna Leski, Chris Faye, Eric Peterson. Joan Martin has created a "cheat sheet" for them to use. They are currently using channel 69. Discussion of channels: do we need a separate one for coaches? Figure out these details later.
  - It's been decided to provide all coaches with a radio. Chris Faye has installed a base at the boathouse. This initiative was kicked into action by a few recent incidents of youth in the water. All was handled appropriately, but it would have been advantageous for coaches to have a radio with them to contact other coaches for additional coverage.

- Review of Committee Charters. Doesn't need to be voted on; changes are the purview of the Committee chairs. For the Rowing Committee charter, Eric is amending to add that among the committee's responsibilities is the determination of sculler rating criteria and the rating of individual members. The Safety Committee is a sub-committee of the Rowing Committee. Jonathan feels that the charter of the Rowing Committee covers the Safety Committee.
  - As an aside Kristi is asking that John Mulligan put something together with his newly formed Communication Committee. He is finding overlap with other jurisdictions. They are almost ready to send out a newsletter. John's regatta reports have been sent out via Constant Contact (CC), but Deb C. no longer has access because she gave her credentials to Liz Bessell. Meaghan reports that we have a limited number of logins for CC and we don't have a handle on who has them right now. Daniela will give hers to Meaghan so she can distribute the newsletter.

#### **Safety Committee Report (Jonathan Haisman):**

See attached Safety Committee report.

- We need a policy for training coaches' CPR and First Aid and documenting that. Should be coordinating with the Programs Committee, who should be facilitating the process. Big issue is the same as that with waivers and the swim test: where does the information get stored? We need one database for all NBC requirements.
- Discussion of OneDrive vs. GoogleDrive
  - There has been concern that security on GoogleDrive is not good enough for personal info. No need for personal info to be on GoogleDrive.
  - Kristi has gotten onto OneDrive and copied all docs to which she has access in order to put them on GoogleDrive. GoogleDrive is easier for people to use and should be secure enough for our purposes, which is storing most club documents in one place where the BoG can find them.
  - One goal would be to ask BoG members to put their reports in one folder on the drive before meetings so no one has to actively collect them. Kristi will work on this.
  - Another goal would be to have all waivers in a folder, all swim tests in a folder, all background checks in a folder.
  - Bradley suggests putting a copy of the our entire OneDrive on GoogleDrive, and then move things around from there. Kristi will be in touch with Bradley to figure that out.
- Jonathan needs clarification on whether coaches are allowed to coach without this training. Kristi's view is to just get everyone up to speed. Then it will be part of our standard procedure. We have a lot of new coaches, so let's work to get the training done.

#### **Programs Committee Report (Eric Watne):**

- Classes are full. We have two classes for Learn to Row and a beginning sculling class. Both meet twice a week. All the adult classes are going well.
- We have the Mark Wilson [All American Rowing] camp coming here next weekend. We have an Open House on 4/29.
- A few hiccups with signups that Eric has dealt with. Liz [registrar] has been great.

**Youth Programs Report (Kristi Wharton for John Ryan):**

See attached Youth Programs Committee report.

- Discussion of possible formal training for coaches (e.g., US Rowing certification)
  - Daniela: John and Michael have trained coaches on driving launches. As far as coaching skills, that is hard to assess when you're hiring on short notice. Very difficult to find coaches. Due to quite a few absences, we've had more coaches than we need, and this gives Daniela the opportunity to go out with them and point things out.
  - The US Rowing coach training is valuable. Level 1 is very basic, so you'd have to require at least Level 2. Levels 1 and 2 are online, Level 3 you'd need to be in person (at CRI).
  - The coaches we've hired all have a lot of rowing experience, so they all should know a few drills just from personal experience.
  - Eric: encouraging coaches to go out with Mark Wilson and Jim Dietz when they are here coaching.

**Governance Committee Report (Chanika Phornphutkul):**

See attached Governance Committee report.

- The committee met to review the charter and they agreed on what is written. Their challenge is they don't have six members. Have reached out to a couple of people. In the charter it says six, but not more than ten members. There are currently at least three (Chanika, Eric Goetz, and Matt E.) and they need more people for the work ahead, which includes looking at the Constitution (better to have more eyes). The BoG should be recommending people to Chanika to help her with this. Chanika says there are technically four members of the committee, though one was not able to make the recent meeting.

**Membership Committee Report (Kristi Wharton for Susan Burgoyne):**

See attached Membership Committee report.

**Communications Committee Report (John Mulligan):**

We heard from John earlier.

**Finance Committee (Pete Evans):**

No report.

**Facilities (Pete Evans):**

No report.

**Old Business:**

- Committee Charters: Kristi sent around the charters to all committee chairs. Part of the Membership Committee is communication with members. So Kristi will send John [chair of Communications Committee] the Membership Committee charter so he isn't starting from scratch. Can add anything new.



**New Business:**

- When Pete went to renew NBC's organizational membership with US Rowing he was faced with a number of statements to attest to NBC's compliance with SafeSport policies and procedures.
  - This relates the materials provided for this meeting – examples of other clubs' policy and procedure documents. These are identical in content, so clearly they got it from the same source. These cover a wide range of things, not just SafeSport, e.g., employment policies, etc.
  - Kristi is asking all board members to go through one of the docs (they're essentially the same) to see if there's anything we disagree with. We can then adapt this to apply to us. US Rowing has rejected our membership application for the moment. The MAAPP [Minor Athlete Abuse Prevention Policies] document from US Rowing pertains to important issues, so we need to be proactive.
- The NBC Spring Invitational is May 6. Discussion of who might attend. This is a test run with HereNow timing. Not using RegattaCentral for this because they will charge us for each participant. Just use a spreadsheet for this informal event.

**Remarks for the Good of the Club:**

None.

Meeting adjourned at 7:37 pm.

Respectfully submitted,  
Q Kellogg