



Narragansett Boat Club
Board of Governors Meeting
May 10, 2023 7:00 pm
Hybrid

Board of Governors members present in person: Andrea Arena, Susan Burgoyne, Meaghan Delaney, Matt Eriksen, Pete Evans, Jonathan Haisman, Michael Hamilton, Q Kellogg, John Mulligan, Chanika Phornphutkul, John Ryan, Eric Watne, Bradley Werntz, Kristi Wharton

Other members present via Zoom: Wes Kerns, Marlene Yang

Meeting called to order at 7:02 pm by Kristi Wharton, President

Approval of March & April minutes (Kristi Wharton):

- No comments on March minutes. Motion to approve by Pete Evans, second by Kristi Wharton. All in favor.
- April minutes need minor edits (name spellings). Motion to approve by Pete Evans, second by John Ryan. All in favor.

Secretary's Report (Q Kellogg):

See attached Secretary's Report.

- One member proposed. Motion to approve by Pete, second by Eric. All in favor.
- Discussion of members who have not yet signed waivers (are now exempted from the logbook) and those who have not yet paid dues.

Captain's Report (Eric Watne):

- The Rowing Committee didn't meet this month; nothing big on the agenda.
- Two boats (Explorers) that are currently named Seekonk1 and Seekonk2. Usual process is for the committee to solicit suggestions and the committee votes. Names stay on the list. A member suggested we name one of these boats for Xeno Mueller, who has a long history with the club and will be in town to attend his Brown reunion so could be present for the christening (explaining why, while he is on the list, he is being put ahead of others). Suggested the other boat be named for Brigid Kennedy, who is also on the list. Both learned to row at NBC and have a long history with the club.
- Eric moves to name the two Explorers Xeno Mueller and Brigid Kennedy. Pete seconds. All in favor.
- John Mulligan (Communication Committee) suggests the possibility of writing thumbnails about people for whom boats are named.

Safety Committee Report (Jonathan Haisman):

See attached Safety Committee Report.

- Delayed distribution of Emergency Action Plan in order to include completed map. Need a place to put safety info on the website.
- Radio base station discussion. Chris Fay has installed base station in boat bay. Can now receive transmissions from Brown to Pawtucket. All coaches will now carry radios. FCC requires that you have a license to have a base station. Application is in process.
- Our current channel is 69, but we are picking up lots of fishing boat discussion. We have a range of channel possibilities and should switch to a different channel with less chatter. One way to check that is to run a radio check on a channel and seeing if anyone answers.

Adult Rowing Programs (Eric Watne):

- Programs are going well. Next week we start a new session and registrations are looking good.

Youth Rowing Programs (John Ryan):

- Lots of enthusiasm. Bridge session is online, as is summer session.
- Getting coaches lined up for bridge session and summer session. Gregg Seiz is starting June 15. He'll be coaching youth and will also be able to coach other groups. He'll also be coordinating STEM to Stern.
- Discussion of pending offer to C. Starr.

Governance Committee Report (Chanika Phornphutkul):

See attached Governance Committee report.

- Committee has two additional members: Anne Fleet and Eva Goodman.
- Have met and started work on Articles I and II.
- Plan is to go through the entire constitution. Will get the concepts in and leave the lawyer language to the experts.

Membership Committee Report (Susan Burgoyne):

- Planning new member breakfast on Saturday, June 17 after the morning row.
- Have put together a Sunshine Subcommittee. Charlie Whiten will make cards with some of our sunrise photos to send to anyone we hear is injured or ill. Creating a flyer to publicize to the membership this new subcommittee so can help keep them informed.
- Will be publicizing the committee (members, what its doing) via John's communication committee.
- Hoping to build more of a mentorship program to show new members the ropes.
- Deb Chute will include Susan on new member e-mails. Deb will be stepping away from her responsibilities soon and wants to pass the membership work on to others. Need to find out all the tasks she does with respect to membership.

Communications Committee Report (John Mulligan):

See attached Communications Committee report.

- Thanks to Meaghan who recently sent out a newsletter. People will be sending John things that are suitable for a regular newsletter.

- Creating a charter for this new committee: There's lots of overlap with other committees. Questions were raised in looking at other committee charters. Do we want to have a standing committee or temporary to accomplish certain tasks (e.g., launch newsletter, sort out different media tools for communication).
 - This is a critical function for the club because we do so much communication. Important to have a functional website.
 - Take this to the Governance Committee.

Treasurer's Report (Pete Evans):

See attached Treasurer's report.

- Revenues remain strong and are comparable to last year. First quarter is expensive (insurance). Program revenues are similar to last year. We'll have to see how the coaching works out. Great to be getting new hires who will be able to take some of the pressure off volunteers.
- We now have a timekeeping element in ADP so people report hours online. Good feedback so far. Saves admin time every pay period. If you work Sunday, you automatically get paid time and a half (state law), so Pete has alerted employees to this. How should we handle weekend regattas? Perhaps tell coaches they get paid for X hours on Saturday and Y hours on Sunday. Some organizations are exempt from this rule, but we are not. CRI stipulates how many hours you are paid for a regatta.

Facilities Report (Pete Evans):

See attached Facilities report.

- Struggling to get contractors out to give us a quote for maintenance work. Brian from Atlantic Marine will be coming on Tuesday morning to look at the understructure of the boathouse. Will also be asking for quotes for more substantial work to better understand our options. We have continued subsidence of the boathouse and need to explore what kind of lift (e.g., 6 inches vs. one story) might be best for us.
- We have a functional camera on YouTube. Figuring out how to build this station and not pay a big monthly bill. There is free software and to allow us to host on our own YouTube channel. We're about two weeks away from getting it to the boathouse.
- Kristi: this is our 185th anniversary year. Decided no party during rowing season, rather something at the end of the season as big celebration. Think about organizing the party and also use this anniversary to fund raise for the boathouse refurb.

Old Business:

- Discussion of ways to facilitate donations. Development is a subcommittee of the Finance Committee (Treasurer). Everyone else donates with a CC, and we should be able to do this.
 - When donation is made and it hits QuickBooks, need to know what it's for.
 - Kristi has met with Chloe Estelle (CE) (Bradley's wife) about integrating all our functions in one website. Our website is out of date with respect to current technology. One goal is to make certain tasks simpler (e.g., letters should go immediately to donors, program issues, etc.). Make things more automated where possible. She needs to look at all of our technology solutions. CE's background is in running digital marketing for startups. She has both technical and media design skills.

- Do this one piece at a time – website and donations are the top priority. Pete thinks he can get the CC capability functional on the current website as short-term solution.
- Does anyone want to help with this assessment? Meaghan and Michael will help out.
- Outward facing (website, donations) vs. inward facing (logbook). First priority is outward facing.
- SafeSport Policies and Procedures:
 - We can use the examples distributed at the last meeting to develop our own document. We are now members of US Rowing.

Remarks for the Good of the Club:

- Discussion of naming the wakeless launch.
- Discussion of supporting the social membership of an valued member of the community who doesn't row and is not currently a member.
- Hats off to the organizers of the May 6 Regatta, especially Scott Whitney and Laura Rand. HereNow says that typically they come for every regatta, but that is expensive. We were not trained on the registration part of things. Training for that will be done later. Plan is to rent the iPads from them (they have the app and cellular capability), with 24/7 tech support. They charge per entry, plus flat fee for iPads. Once we assess things, maybe we will want to buy iPads for other uses as well.

Adjourned at 8:25 pm.

Respectfully submitted,
Q Kellogg
Secretary

Secretary's Report			
Membership as of May 6, 2023			
(Prepared by Membership Coordinator)			
Membership Category	5/8/2022	4/8/2023	5/6/2023
	(Last Year)	(Last Meeting)	(CURRENT YTD)
Regular	120	116	117
Spouse	12	11	11
72+	23	23	23
U23	5	9	9
Life	10	10	10
NonResident	8	4	4
Clubhouse	1	0	0
Total Members	179	173	174
Applicant Members to Vote on (included in numbers above)			
Type	Last_Name	First_Name	Comments
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).

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__.

Treasurer Report

Attached are Revenue and Expense Pie Charts.

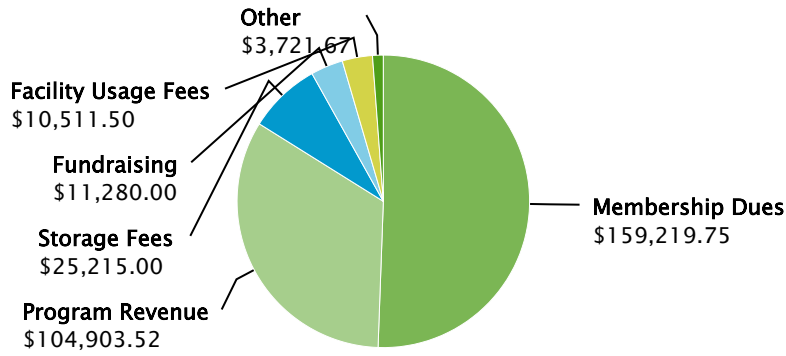
Things to note:

- 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

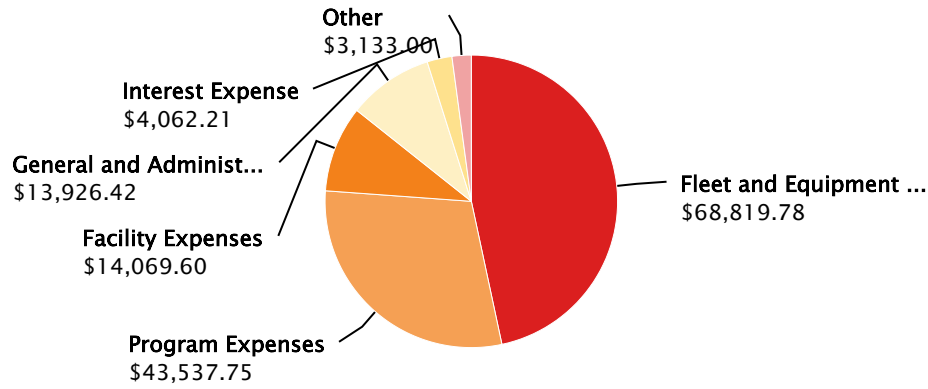
The Narragansett Boat Club Revenue By Category



%	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

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.