



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

Date:	Wednesday, June 14, 2023						
Time:	7:00 PM						
Place:	NBC						
Chair:	Matt Eriksen						
Secretary	Q Kellogg						
Advance Materials:	Agenda Secretary's report Treasurer's Report Facilities Report Governance Committee Report Safety Committee Report Regatta Committee						
Agenda:	<p>Approval of Minutes – Matt Eriksen</p> <ul style="list-style-type: none">• May 10, 2023 <p>Announcements – Matt Eriksen</p> <p>Committee Reports</p> <ul style="list-style-type: none">• Secretary's report – Q Kellogg• Treasurer/Finance Committee – Pete Evans• Captain's report – Eric Watne – no report this month• Safety Committee – Jonathan Haisman• Adult Rowing Program – Eric Watne – no report this month• Youth Rowing Program – John Ryan – no report this month• Governance Committee – Chanika Phornphutkul• Membership Committee – Susan Burgoyne – no report this month• Communications Committee – John Mulligan – no report this month• Facilities Report – Pete Evans• Regatta Committee – Kristi Wharton <p>Old Business</p> <ul style="list-style-type: none">• Committee Charters• 185th Organizing Committee <p>New Business</p> <ul style="list-style-type: none">• Boathouse rental• July/August BOG meetings <p>Remarks for the Good of the Club</p>						
Next Meeting:	<table border="1"><tr><td>Date:</td><td>July 12, 2023</td></tr><tr><td>Time:</td><td>7:00 PM</td></tr><tr><td>Place:</td><td>NBC</td></tr></table>	Date:	July 12, 2023	Time:	7:00 PM	Place:	NBC
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Secretary's Report			
Membership as of June 11, 2023			
(Prepared by Membership Coordinator)			
Membership Category	6/5/2022	5/6/2023	6/11/2023
	(Last Year)	(Last Meeting)	(CURRENT YTD)
Regular	127	117	118
Spouse	12	11	11
72+	23	23	23
U23	15	9	13
Life	10	10	10
NonResident	8	4	4
Clubhouse	1	0	0
Total Members	196	174	179
Applicant Members to Vote on (included in numbers above)			
Type	Last_Name	First_Name	Comments
U23	Deaibes	Elias	Has been rowing for 8 years and is a LW rower on Temple men's crew. Rowed for riverside in 2019 where I placed 5th in the hw pair at Canadian Henley; Vesper in 2021 & placed 4th in the lw double at us rowing nationals; Undine in 2022. Looking to continue rowing career in the single in the following months.
U23	Leary	Emma	Now rows at Cornell University. Coached at NBC last summer and rowed for NBC for 6 years and St. Mary Academy - Bayview for 4 years. Competent in both sweeping and sculling. Passed certification test in 2019.
U23	Hatcher	Simon	Junior at Brown on Team. On 2022 US Rowing U23 team where competed in 2x. Rowed at NBC last summer as guest rower for weveral (4) weeks. Rowing at NBC this summer until Brown starts up again.

Notes:

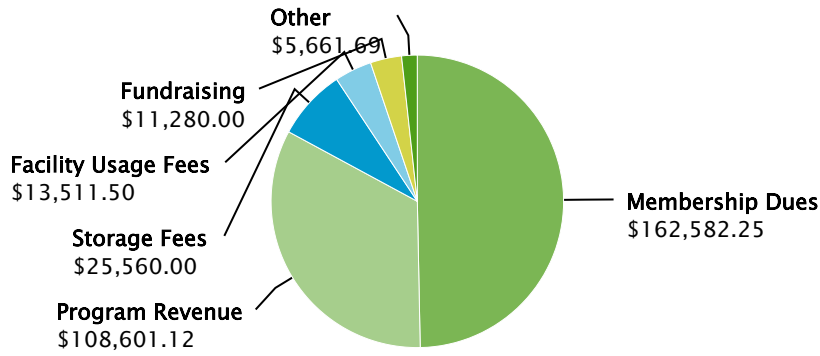
All but 12 Paid/Life members have signed their waivers. Those 12 have had their access to the logbook removed. 2 are life members who have not rowed/been at the club since pre 2019. Many of the others are U23 rowers that have not yet returned from college. Recent experience is that the first time anyone tries to log in, we get an email and they quickly sign the waiver.

Treasurer Report
June 2023

Attached revenue and Expense Pie Charts

- Revenue continues to exceed expenses with good program returns. Path will change somewhat with the addition of the new full time coaching but anticipate positive cash flow to continue.
- Nearly all coaches are engaged with online reporting
- Need for a formal pay rate plan perhaps including a more formal evaluation process.
- Results of estimates generated by the activity of the facilities committee should be reviewed by a dormant finance committee.

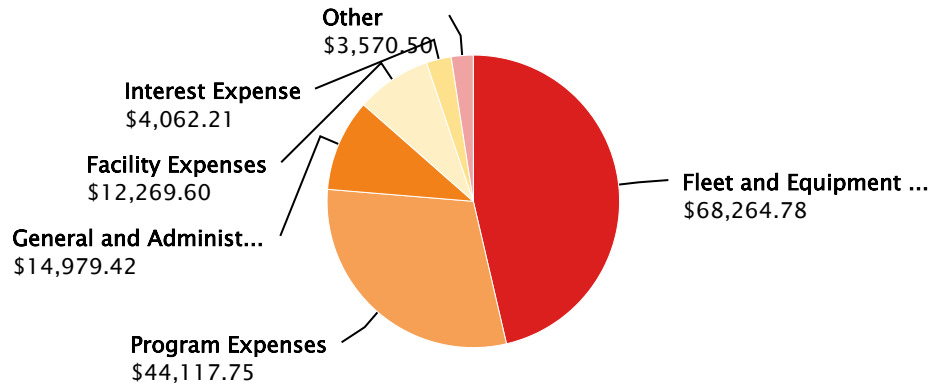
The Narragansett Boat Club Revenue By Category



%	Category	(\$) Amount
49.69%	Membership Dues	162,582.25
33.19%	Program Revenue	108,601.12
7.81%	Storage Fees	25,560.00
4.13%	Facility Usage Fees	13,511.50
3.45%	Fundraising	11,280.00
1.73%	Other	5,661.69

Wednesday, Jun 07, 2023 10:43:26 AM GMT-04:00 - Accrual Basis

The Narragansett Boat Club
Expenditure By Category



%	Category	(\$)Amount
46.36%	Fleet and Equipment Expenses	68,264.78
29.96%	Program Expenses	44,117.75
10.17%	General and Administrative Expenses	14,979.42
8.33%	Facility Expenses	12,269.60
2.76%	Interest Expense	4,062.21
2.42%	Other	3,570.50

Wednesday, Jun 07, 2023 10:44:38 AM GMT-04:00 - Accrual Basis

Safety Committee Report
June 2023

- EAP still delayed, waiting on map completion. Based on how useful the current map has been I think it's worth waiting for. Should be completed any day.
- Concern from members over the perceived lack of competence, experience, and training of some coaches. A coach was seen by Pete Evans backing a launch towards a flipped rower/shell. This is a potential safety issue. I have asked programs and registrar for an update on coaches training status/qualifications and whether this information is kept on file (per US Rowing safety audit) The fact that I have not had any response is of great concern and I'm seeking guidance from the BOG on what to do about this ?
- Ad hoc reports from members indicate that being aware of the water temperature is helping scullers make appropriate decisions on where and when to row.
- Next safety meeting in June to discuss the need for adding a flip test to sculler ratings test.

Jonathan Haisman
Safety Committee

Governance Committee Report

June 2023

Governance committee met on May 31 to continue our work on the constitution. Anne Fleet, Eva, Eric and myself joined the call. We worked on articles 3 and part of 4. We decided to meet a little more frequently (q3 weeks) so we can get through the work sooner.

Best,
Chanika

Facilities Report
June 2023

Atlantic Marine Construction has inspected the structure under the boathouse and will offer a 10 year plan as well as a budget for a potential lift of the building

Marshall construction has measured the exterior and will be proposing a plan to re-side the exterior and replace the windows. It will include options for removal of the chimney.

New PC's to be delivered next week allowing the transfer of the dock cam system.

Pete



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

PROVISIONAL

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