



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

Date:	Wednesday, July 12, 2023						
Time:	7:00 PM						
Place:	NBC						
Chair:	Kristi Wharton						
Secretary	Meaghan Delaney for Q Kellogg						
Advance Materials:	Agenda Secretary's report Governance Committee Report Safety Committee Report Proposal for Communications & Marketing						
Agenda:	<p>Approval of Minutes – Kristi Wharton</p> <ul style="list-style-type: none">• June 14, 2023 <p>Committee Reports</p> <ul style="list-style-type: none">• Secretary's report – Meaghan Delaney• Treasurer/Finance Working group• Captain's report – Eric Watne – no report this month• Safety Committee – see report• Adult Rowing Program – Eric Watne – no report this month• Youth Rowing Program – John Ryan – no report this month• Governance Committee – see report• Membership Committee – Susan Burgoyne – no report this month• Communications Committee – John Mulligan – no report this month <p>Old Business</p> <ul style="list-style-type: none">• Committee Charters• 185th Organizing Committee• Communications/Marketing <p>New Business</p> <ul style="list-style-type: none">• Facilities <p>Remarks for the Good of the Club</p>						
Next Meeting:	<table border="1"><tr><td>Date:</td><td>Sept 13, 2023</td></tr><tr><td>Time:</td><td>7:00 PM</td></tr><tr><td>Place:</td><td>NBC</td></tr></table>	Date:	Sept 13, 2023	Time:	7:00 PM	Place:	NBC
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Secretary's Report

Membership as of July 9, 2023

(Prepared by Membership Coordinator)

<i>Membership Category</i>	7/12/2023	6/11/2023	7/9/2023
	(Last Year)	(Last Meeting)	(CURRENT YTD)
Regular	130	118	127
Spouse	12	11	11
72+	23	23	23
U23	19	13	16
Life	10	10	10
NonResident	8	4	4
Clubhouse	0	0	0
Total Members	202	179	191
Applicant Members to Vote on (included in numbers above)			
Type	Last_Name	First_Name	Comments
Pending - Regular	McGuigan	Niamh	Currently enrolled in sculling class with Rick Richards, & did 4 sessions last summer, including intermediate sculling.
Pending - U23	Sarnowski	Lily	Junior Program 2020-2022 with Daniela Roop and Joan Brush; Competed for Bayview 018-2019; competed fr NBC 2020-2022 in 1x, 2x and 4x's. Now rows at George Washington University. Coaches NBC Summer Camps



Narragansett Boat Club
Board of Governors Meeting
June 14, 2023 7:00 pm
Hybrid

PROVISIONAL

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

Board of Governors members absent: Andrea Arena, Chanika Phornphutkul, Kristi Wharton

Other members present in person: Bob Hannon

Other members present via Zoom: Wes Kerns, Jim Lunig

Meeting called to order at 7:03 pm by Matt Eriksen, Vice President

Approval of May Minutes (Matt Eriksen):

No comments on May minutes. All in favor. No abstentions.

Announcements (Matt Eriksen):

- New hires: Gregg Seiz begins this coming Thursday, Catherine Starr begins part-time in July. Gregg will be coaching both youth and adults, and will be taking care of various maintenance tasks.
- Member directory is now part of the log book. You can opt out if you don't want your contact info shared with other members.
- Sweeps & Sculls Regatta is July 8. Will be using HereNow timing system for this regatta. The cost is approximately \$1500, and is based on the number of entrants. The permits for the regatta have been acquired. Coxswains meeting will be held the night before, on Zoom.
- Youth nationals results: 5 boats competing
 - Women's single: Maeve Keohane placed 13th and Minty Gaitskell placed 24th of 30 boats.
 - Women's double: Lindsey Williams and Maude Smith-Montross placed 13th of 29 boats.
 - Men's double: Ben Kerns and Cassin Edgar-Smith placed 16th of 30 boats.
 - Women's Quad U17: Bailey Scott, Gianna Viglotti, Elsa Panagos & Estelle Pivorunas placed 2nd of 25 boats.
- One of the boats was damaged at Youth Nationals, which brings up the question of who is responsible for the insurance deductible and arranging repair. We impose this on all members but we don't impose this on anyone in Programs (e.g., classes). Was this trip part of Programs? Discussion was around whether to impose the deductible and arranging for repair on Program members. Eric's recommendation: if you are at a regatta you should assume some responsibility for the equipment. Various comments: Club should support the youth who are racing; Coaches have some responsibility for the boats on the water; Rowers need to be aware of the fragility and expense of equipment (have some "skin in the game"); Is this inconsistent with other

policies. What is the liability for youth rowers? Need to keep in mind that some of the kids' families may not be able to afford the deductible. This is possibly a cost of the youth program as there is a different level of wear and tear. What equipment should they be able to take? How can we reduce the risk of damage? We don't have dedicated equipment for youth rowing.

- This leads to a broader discussion about use of resources. Issues with boats disappearing to regattas.
- No decision made today, but we need a policy.
- In this case the boat was a private boat on loan for this regatta. It is not clear how the damage occurred. Nobody witnessed, it was just noticed while the boat was on the trailer. In this case, it is between the owner of the boat and the rowers & coaches.
- Rental of the NBC boathouse
 - Dave Loftus handles the admin part of this (rental agreement).
 - Who is responsible for unlocking and locking the building? Who's responsible for cleaning? What committee does this fall under?
 - We need some structure so we can monetize the building better. Right now, Brown pays \$450 to use the boathouse for regattas, and they provide security.
 - We charge \$150 or \$200 for barge rental with coach.
 - CRI has a price structure we can look at.
 - **Facilities report (Pete Evans)** is brought up here because there was a question of North Deck repair estimate, which Pete should have by tomorrow from Marshall (only contractor willing to work over water). This will include a lot of other work: replace exterior siding, windows, etc. using materials that will require less maintenance. The Atlantic Marine estimate will consider a 10 year look ahead.

Secretary's Report (Q Kellogg):

See attached Secretary's report.

Pete moves to accept three new members; Michael seconds. All in favor; no abstentions.

Treasurer/Finance Report (Pete Evans):

See attached Treasurer's Report.

We will be pulling money out of T-Bills once the term is up and put it in the bank, where there are higher interest rates.

Aside: Question: Is boat depreciation included in Program expense? Ans: When program fees are calculated it's included in some way but not when Program expense is tallied.

Captain's Report (Eric Watne):

- The Rowing Committee did not meet this month.
- We have a huge backlog of unchristened boats. We will christen a few of them this coming Friday. Discussion about how to christen these boats in a timely way.
- Keyless entry system: Have talked to 3 or 4 companies. One visited the boathouse. This company charges about \$9500 (including tax, which we wouldn't have to pay). Includes keyless entry to gate and front door and could have access through phone, a key fob, or a sticker you can stick on, for example, your phone. Would solve the problem of the many keys floating around in the hands of people who are no longer members. Better control of access. Can program it so doors

are opened for classes and then locked again after; can deactivate people who are no longer members or who haven't paid their dues. Fobs are associated with an identity. \$2000 for key fobs is included in the estimate. We will need to bring power to the gate, which is an added expense. This system would also allow us to let delivery people in remotely. Discussion of rule where you would have to log in after you enter.

- Eric moves to hire this company, Michael seconds. All in favor. No abstentions.

Safety Committee Report (Jonathan Haisman):

See attached Safety Committee report.

- Emergency Action Plan (EAP) is on hold so it can include a map. Will have a two part map that includes the harbor and all exit points. There are problems with Google Maps and GPS points, so this map is important.
- Committee will meet next week. Looking to add a flip test to sculler ratings.
- Coach training status:
 - How is it documented/tracked?
 - Training includes CPR, SafeSport, launch driving.
 - Discussion of posting this information publicly.
 - John Ryan says the registrar (Liz B.) has agreed to be the repository for that kind of information.
 - We are growing and need to develop a protocol for coach training and responsibilities.
 - C Starr will be working with youth coaches and wants to develop coach training, which should be helpful to the greater effort to codify this.

Adult Rowing Committee (Eric Watne):

- We're in the last week of the second session. Classes are popular and we're adding five classes. Emma Powers has left (was our boatman). Van is taking over that role.

Youth Rowing Committee (John Ryan):

- Nationals results listed above.

Governance Committee:

See attached Governance Committee Report. No discussion since Chair is absent.

Membership Committee (Susan Burgoyne):

- Committee will meet tomorrow night.
- Planning a new member breakfast for July.
- Still working on mentor program.
- Sunshine Committee is launched to communicate with members who are out of commission.

Communications Committee (John Mulligan): No report.

Facilities Committee (Pete Evans): See attached Facilities report. Already discussed.

Regatta Committee: Matt covered most of upcoming Sweeps & Sculls. Volunteers are needed.

Old Business:

- Committee charters: Committee chairs will work on this.
- 185th Organizing Committee – use this anniversary to help with fundraising.

New Business:

- Who will be here for the July 12th meeting? Should we meet? No decision, but put it on your calendars for now. Usually don't meet in August.

Remarks for the Good of the Club:

- Pete suggests that we need a Coach Pay committee. We need to be more formal about it. Could be ad hoc. Will be Pete, Matt, Eric, maybe Kristi.
- Chloe Estelle (Bradley's wife) has sent Kristi a proposal re: website work, digital communication, etc. So it will be making its way back to the BoG.

Adjourned at 8:30 pm.

Respectfully submitted,
Q Kellogg, Secretary

July 11, 2023

Governance committee met on June 22 to continue working on Bylaws document. Members include Eric, Rick, Matt, Eva and Chanika. Anne couldn't join but sent in her thoughts for us to review.

Part of the document was sent to the president for review and suggestions. We plan to meet again July 19. Hoping to finish this work soon.

Best,
Chanika

Safety Committee Report

1. In accordance with US Rowing and several other clubs in the US, the Safety Committee recommends that NBC add the following wording to the C sculling test:

“Single scullers should be able to flip a shell and re-enter. Those not able to re-enter may perform a “straddle and paddle” for approximately 50 meters. Those not able to re-enter or self rescue must carry a PFD when rowing a single”.

2. AED checked and functioning.

3. First aid kits checked and re-stocked. Launch first aid kits were in good shape.

4. New, more visible sign added to first aid cupboard.

5. In light of the recent incident with Dick Green we suggest the following:

- Rescue parties should be 2 people to a launch.
- Do not use the 9HP launch as it is too slow.
- Rescue parties need to ask for consent when offering assistance if victim is conscious.
- Captain and Safety Committee head to talk to Dick about the burden on the club and risks of refusing assistance.

Jonathan Haisman

July 7, 2023

From CE Wertz – Assessment of NBC needs re: communication and marketing

It looks like it's quite a big build out required to reformat and migrate the site but worth it to make the enhancements we've discussed. *(Has the brand work that was done a few years ago resurfaced by chance? Would be great to capitalize on that!)*

Please see below a suggested role description, compensation structure, and marketing budget.

Marketing and Communications Director—

Responsible for marketing technology stack curation, development and ongoing management.

Website, social media club-owned accounts and all organic/paid advertisement, automation, and integrations ownership.

Consolidate and gate keep marketing budget spending and planning.

Maintain security access to platform user permissions.

Manage club initiative campaigns across all channels, public relations, partnership activations, and promotions.

Coordinate internal stakeholder involvement around content planning, development, and distribution.

Weekly marketing updates on project(s) status with board President.

Quarterly updates for board meetings.

Annual updates for club members.

Compensation Structure—

Part-Time employee

(The above listed responsibilities would require a recommended minimum 12+ hours of work per month.)

Marketing Budget—

~\$700 monthly spend goal *(software subscriptions and reoccurring “always-on” marketing activity)*. I estimate we are currently +/- in this ballpark given the tech stack I'm aware of. Additional spend for individual activations above this \$700* monthly spend goal would be approved on a case-by-case basis. *(*need finance to confirm all current expenses to date.)*

Financial Report July 2023

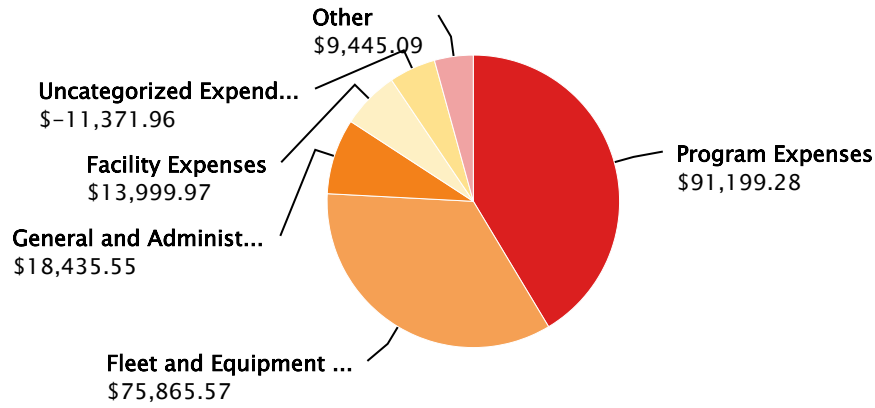
- Snapshots of Revenues and expenses are attached.
- Real estate taxes quarterly beginning in July are scheduled
- Tangible property tax due in July is scheduled
- Discovered that the tangible property tax schedule from which the tax is determined had not been filed since 2018. New schedule to be filed at the end of 2023 could reduce this obligation.

Things for the BOG to complete:

- Employee management Plan including: pay scale, review, training, org chart
- Replacement for OneDrive

Met with Michael Hamilton to organize a plan for completion of the reorganization of the Treasurer role to that which is organized for a broader member fit.

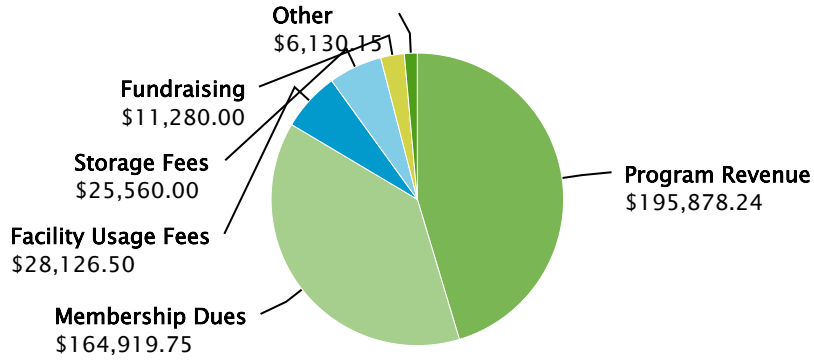
The Narragansett Boat Club
Expenditure By Category



%	Category	(\$) Amount
46.16%	Program Expenses	91,199.28
38.40%	Fleet and Equipment Expenses	75,865.57
9.33%	General and Administrative Expenses	18,435.55
7.09%	Facility Expenses	13,999.97
-5.76%	Uncategorized Expenditure	-11,371.96
4.78%	Other	9,445.09

Wednesday, Jul 12, 2023 01:33:56 PM GMT-04:00 - Accrual Basis

The Narragansett Boat Club
Revenue By Category



%	Category	(\$)Amount
45.35%	Program Revenue	195,878.24
38.19%	Membership Dues	164,919.75
6.51%	Facility Usage Fees	28,126.50
5.92%	Storage Fees	25,560.00
2.61%	Fundraising	11,280.00
1.42%	Other	6,130.15

Wednesday, Jul 12, 2023 01:32:53 PM GMT-04:00 - Accrual Basis

Program Committee Report
Wednesday July 12, 2023

First, we want to welcome Gregg Seiz our new full-time NBC Coach. Gregg has been coaching both masters and youth classes. We are so happy to have him on board.

This week will see the halfway mark of our Summer Youth programs for 2023 as we end week 4.

Our Summer Coaches have done a wonderful job. They are Gregg, Emma, Lily, Ben and Maude. The first 2-week session was very well attended in both the 8am and the 10am groups. The second 2-week session has a much smaller enrollment possibly linked to the 4th of July. We hope that enrollment will be up again for Session 3 and 4. Most of our summer coaches also volunteered at Sweeps&Sculls.

The Summer Competitive group coached by Joan, Anne, Daniela and Misha has 25 kids enrolled in this first 4-week session and all of them competed at Sweeps&Sculls. Joan put together line-ups allowing most to race twice and some even three times. NBC juniors won 8 gold medals, 2 silvers and 3 bronzes out of 19 entries at our home regatta and had some great competition from Great Bay, Old Lyme/Blood Street Sculls, Bare Hill, Riverside, Hudson River. The competitive group is looking to attend one other regatta this summer but have not decided which one yet.

We are looking to increase enrollment in our next two Youth Summer Camp sessions, so please spread the word that we have openings for anyone age 12 and up who would like to be on the water this summer and get an introduction to the sport of rowing.

The Adult classes are all well enrolled and this session runs until August 4th.
Open House scheduled for this Sat, Aug 15th.

Liz Bessel, NBC registrar, is in the process of collecting and digitally storing all NBC coaches' certifications: SafeSport (mandatory), Boating licenses (mandatory for anyone born after 1986), CPR (mandatory), launch training at NBC (mandatory), Swim Test (mandatory?), Coaching certificates (optional).

Programs Committee is working with Liz on setting up registration for Fall Sessions for both adults and youth.

Sweeps&Sculls, Providence RI, July 8th, 2023

Event #	Event Name	Line-up	Boat	Race time	Lane	Time	Finish
12	Women's Jr 4x	A-Shannon/Nicole/Grace/Iris	Gorriaran	11:15 AM	3	06:17.9	4th
		B-Willow/Nicolette/Constance/Eleanor	English	11:08 AM	2	06:15.9	1st
14	Women's Jr 2x	A-Hannah/Bailey	Berkson	11:43 AM	3	06:10.7	1st
		B-Eliza/Maeve	Roop	11:50 AM	2	05:58.0	1st
		C-Estelle/Elsa	Duke	11:50 AM	5	06:11.8	3rd
		D-Luyao/Selina	Middendorf	11:36 AM	2	06:38.4	3rd
15	Women's Jr Nov 1x	Constance	Leski	11:57 AM	4	07:16.5	2nd
16	Men's Jr 1x	Nigel	Nelson	12:04 PM	2	06:25.7	4th
17	Men's Jr Novice 1x	Oskar	Bruneaux	12:50 PM	2	05:40.0	1st
		George	San Bento	12:50 PM	4	05:53.4	2nd
18	Men's Jr 4x	Cassin/Morgan/Theo/Griffin	Jumavia	1:10 PM	4	04:46.5	1st
20	Women's Jr 1x	Bailey	Glover	1:17 PM	3	06:34.3	2nd
22	Men's Jr 2x	George/Oskar	Evans	1:45 PM	2	05:48.8	1st
23	Women's Jr 4+	A-Shannon/Nicola/Eleanor/Nicolette/Tessa (cox)	Lisa E	2:13 PM	4	06:03.3	1st
		B-Grace/Luyao/Selina/Iris/Willow (cox)	PeterM	2:06 PM	2	06:37.9	4th
24	Mixed Jr 4x	Ben/Charles/Elsa/Maeve	Wharton	2:20 PM	4	05:06.3	1st
29	Men's Open 1x	Ben	Private	3:12 PM	3	08:11.6	3rd
		Cassin	Haisman	3:12 PM	2	08:36.8	4th
37	Mixed 8+	Tessa (cox)/Hannah/Grace/Charlie/Nigel/Shannon/Nicola /Nicolette/Eleanor	Chason	3:54 PM	7	03:31.1	5th

Respectfully,

Programs Committee (John Ryan, Wes Kerns, Anne Fleet, Daniela Roop)