



Narragansett Boat Club
Board of Governors Meeting
July 12, 2023 7:00 pm
Hybrid

Board of Governors members present in person: Meaghan Delaney, Bradley Wertz, Kristi Wharton

Board of Governors members present via Zoom: Susan Burgoyne, Michael Hamilton, John Mulligan, John Ryan, Eric Watne

Board of Governors members absent: Andrea Arena, Matt Eriksen, Q Kellogg, Chanika Phornphutkul

Other members present in person: Chloe-Estelle Wertz

Other members present via Zoom: Jonathan Haisman, Daniela Roop, Kim Worrell

Approval of June minutes (Kristi Wharton):

- No comments. Motion to approve by Meaghan, second by John Ryan. All in favor.

Secretary's Report (Meaghan Delaney, for Q Kellogg):

See attached Secretary's report.

- Two new members proposed. Motion to approve by Michael, second by Bradley. All in favor.

Old Business (out of agenda order): Communications/Marketing:

See attached memo from CE Wertz.

- Chloe-Estelle (CE) discussing proposal for website update and other Comm/Marketing items
 - Website needs to be more accessible, useful and up-to-date
 - Jeremy Cargilo (Takeoff Design) created the current website and there have not been many updates since. Access lies with Jeremy and Alden Bumstead, who no longer has the time to work on updates.
- CE's background:
 - Career as media producer (TV, Radio, digital)
 - Most recent role was marketing lead for professional consulting company (athletics) managing digital and public relations.
- Vision for NBC website:
 - Bring in social feeds
 - Membership portal center
 - Communications central
 - Aim to put what you need where you need it with constant refreshing instead of piece meal work flow we currently have.
 - Proposal
 - Migrate the current website to a new platform. Current website was built on a custom management platform that requires a developer to be able to make customized edits other than text updates. New platform would modernize and provide easier access and functionality.

- CE can pull from the existing site map and will need access to brand work that has been done in the past for consistency. Would work with Jeremy in a mentor capacity.
 - The new platform would be run in parallel with the current website. The new site would be in a test environment so can review and approve text, capabilities, etc.
 - Social media, MindBody, ConstantContact to flow through the website.
 - Reduce costs where possible, decide whether an upgrade is worth it, or know that we don't have to update until specified events occur.
 - CE would curate text stack.
 - Estimated costs flexible, with stacking needs as add-ons.
 - Migration will take 12+ hours
 - Marketing
- Vote to ask CE to begin work (she has completed exploratory work). Motion to approve by Michael, second by Eric. All in favor.

Treasurer/Finance Working Group (Michael Hamilton):

See attached Treasurer's report.

- Matt is working with Michael and is away this week.
- Will meet with Pete this week to go over objectives of the working group. Pete is committed to making sure the transition is smooth.
 - Developing a handbook to guide any person coming into the position. Outlines the job, banking and accounting firm details, payroll, MindBody component, Quickbooks, and all log-in credentials associated with those accounts, monthly/quarterly/annual duties.
 - Michael to act as outline catalyst, with Pete adding the details.
 - They will be meeting with the accounting firm next week; meet with the bookkeeper to see how they can support that work.
- Should Michael assist in collecting the mail and bringing to Pete to go through incoming bills. Pete is providing notes on what he has put in place to ensure timely payment.
 - Kristi notes that the PO is on Thayer St. and she collects mail once/week (less often in early spring). She leaves financial items for Pete, including paper auto-payment info. The cleaners leave an invoice at the boathouse treasurer mailbox, but Pete has been asking them to submit electronically. There is now a work-around established – Michael checks the BH mailbox, Kristi texts Michael that she has left mail.
- They are working towards obtaining signature authority with the President, VP and acting-Treasurer to give them the ability to access Quickbooks, banking and online payment. This would ensure there is no disruption if one person is away.
- In Pete's last report he highlighted the need for an employment management plan:
 - Need a consistent pay scale
 - Kristi, Eric, Matt and Michael to discuss the pay scale.
 - All coaches and other employees to receive specified training and reviews (annual/biannual).
- There is an Organization Chart being developed by Governance with Matt.
- Question was raised: have we thought about looking at how other clubs that fit the profile that we are aspiring to? Could present to the board best practices and experiences.

- Kristi: This has been done informally through personal connections and conversations (e.g., San Diego Rowing Club, Cambridge Boat Club).
- Eric: When figuring rack fees and membership dues, Eric contacted approx. 10 clubs. He spoke at length with CBC about coach pay and onboarding.
- Question: Has Catherine Starr started yet? Ans: Kristi is contacting about official start date.

Rowing Committee (Eric Watne):

- Reporting boat damage: we are trying something new for a bit, for accessibility.
 - There is a clipboard hanging on the cabinet door in the boat bay. Write damage reports on the form on this clipboard. Van will look at this every day, notify Eric and Dan, and Dan will remove the boat from the logbook.
- Jonathan begins discussion regarding rowers who have graduated HS having rowed at NBC (NBC junior program, Lincoln, Bay View) and would like to row at NBC for the summer. Suggested a one-time \$200 fee for a fixed term (e.g., 2 months).
 - Bradley has spent summers at other clubs (West Side, Potomac) and the model exists. He either rowed with a member and paid a non-member fee or coached a summer program.
 - Daniela supports this if it's done fairly with respect to who qualifies. We currently have rowers who are here for 6 weeks and they are paying U23 rates (1/2 membership).
 - Does this include the group that graduated in May that are here over the summer? Currently we have a group in the summer youth program to continue rowing.
 - How many are here over the summer (mid-June through mid-Aug)?
 - Kim notes that not all youth can attend the summer youth program due to work. Additionally, those who have just graduated in May/June might be classified as a special group.
 - It is suggested that this be sent to the Membership Committee, keeping in mind we'd like to keep programs and memberships affordable. Eric will propose to the membership committee.
 - While discussing these younger rowers, Eric asks that if members see a new rower committing a navigation faux pas, please address the issue at the moment of the incident and correct the rower in a professional manner, rather than simply referring it to Eric.

Safety Committee (Jonathan Haisman):

See attached Safety Committee report.

- Jonathan has circulated a communication about summer heat and water quality.
- An incident report was typed up and submitted to Jonathan today.
- The Safety Committee is finishing up the Emergency Action Plan.
 - Michael raises the necessity of having a radio call policy.

Program Committee (Daniela Roop):

See attached Program Committee report.

- Youth Program:
 - Results from Sweeps & Sculls

- Number of juniors who won events was impressive, with John Ryan seconding this.
 - Summer programs are going well, however the “Learn to Row” session numbers are not where we would like them to be.
 - We’ve put out ads on social media, we have not raised prices but numbers are still not there. CE idea: social posts were boosted on IG/FB, ad was in “Hey Rhody”. To get social ads further, create an audience without direct connection (friends of friends). Daniela says that Liz Bessel has created the post and CE will connect with her.
 - Question: how much do summer programs feed the youth program?
 - Daniela says that summer programs do feed into the fall, but we also have youth starting barge in Sept.
 - John suggests this be brought to C. Starr’s attention immediately.
 - Michael suggests NBC host a beach learn-to-row in zephyrs.
 - Kristi notes that the usual registrants in STEM to Stern are not registered. Apparently not due to transportation issues. Gregg to follow up on this.
- New employee, Gregg, is a wonderful addition to the club; he is responsive to all ad hoc projects. There should be a list established for project planning (daily, weekly, monthly).
- Adult Programs
 - Question if there is a drop off in enrollment.
 - Open Houses are well attended.
 - There has not been additional advertising for these programs.
 - John Ryan suggests that the messaging about the swim test could be confusing with respect to upcoming Open House. Daniela and Gregg will be around; Liz also likely to attend to meet the 25+ registrants.
 - Speculation that inflation and discretionary spending may not encompass learn-to-row, and people are choosing to travel more.

Governance Committee (Kristi Wharton, for Chanika):

See attached Governance Committee report.

- The committee has made a lot of progress. The constitution and by-laws will be presented to the board after final details are ironed out.

Membership Committee (Susan Burgoyne):

- New member breakfast and new member row with a group outside of class was originally planned for July 29, but have decided to have this event around the second week of August.
- Sunshine notes are being sent out.
- We are looking to develop a mentor program for new members.

Communications Committee (John Mulligan):

- Working on the July newsletter and/or a Sweeps & Sculls write-up.

Old Business (Kristi Wharton):

- Discussion of the 185th anniversary to be delayed.

New Business (Kristi Wharton):

- Discussion on who will take over the Facilities Committee.
 - Nominations discussed. Does this person need to be on the board?

- Scope of the role discussed.
- Two items of immediate concern:
 - Atlantic Marine came but never filed a findings report; so someone needs to follow up for status of the pilings.
 - Re-siding the building – four companies came to assess. Only one verbalized they would complete the work but did not confirm. We may be back to square one for bids.
- Kristi circulated a very nice note from a parent of a youth rower about the impact that the NBC Youth Program had on his daughter.

Next meeting: Wednesday, September 13, 2023 @ 7 pm.

Respectfully submitted,
Q Kellogg, Secretary, with lots of assistance from Meaghan Delaney.