



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

Date:	Wednesday, Sept 13, 2023						
Time:	7:00 PM						
Place:	NBC						
Chair:	Kristi Wharton						
Secretary	Q Kellogg						
Advance Materials:	Agenda Minutes July BOG Meeting Secretary's report Treasurer's report Safety Committee Report Governance Committee Report NBC Org Chart Committee Charters						
Agenda:	<p>Announcements</p> <ul style="list-style-type: none">Fall Party & Boat naming – Sept 23rd – 5pm boat naming, 6pm party <p>Approval of Minutes – Kristi Wharton</p> <ul style="list-style-type: none">July 12, 2023 <p>Committee Reports</p> <ul style="list-style-type: none">Secretary's report – Q KelloggTreasurer's report – Michael HamiltonCaptain's report – Eric WatneSafety Committee – Jonathan HaismanAdult Rowing Program – Eric WatneYouth Rowing Program – Catherine StarrSTEM to Stern – Gregg SeizGovernance Committee – Chanika PhornphutkulMembership Committee – Susan Burgoyne – ? report this monthCommunications Committee – no report this month <p>Old Business</p> <ul style="list-style-type: none">Update on NBC website rebuildCoach background check frequency, insurance coverage (US Rowing or Club)Committee Rosters and Charters <p>New Business</p> <p>Remarks for the Good of the Club</p>						
Next Meeting:	<table border="1"><tr><td>Date:</td><td>Oct 11, 2023</td></tr><tr><td>Time:</td><td>7:00 PM</td></tr><tr><td>Place:</td><td>NBC</td></tr></table>	Date:	Oct 11, 2023	Time:	7:00 PM	Place:	NBC
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Narragansett Boat Club
Board of Governors Meeting
July 12, 2023 7:00 pm
Hybrid

PROVISIONAL

Board of Governors members present in person: Meaghan Delaney, Bradley Werntz, 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 Werntz

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 Werntz.

- 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 (Dan Gorriaran's employee) 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.

Secretary's Report

Membership as of September 11, 2023

(Prepared by Membership Coordinator)

Membership Category	(9/10/2022) (Last Year)	8/5/2023 (Last Meeting)	9/11/2023 (Current)
Regular	138	118	123
Spouse	13	11	11
72+	24	23	23
U23	19	16	16
Life	10	10	10
NonResident	8	4	4
Clubhouse	0	0	0
Total Members	212	182	187
Applicant Members to Vote on (included in numbers above)			
Type	Last_Name	First_Name	Comments
Regular	Carlsen	Lindsey	Rowed as Undergrad (not at Brown). Coached for NBC this summer.
Regular	Gaddes	Caleb	Currently enrolled in intermediate sculling. Progressed from Barge to intermediate all at NBC.
Pending - Regular	Lynch	Diane	Has taken Barge (Jill Hubbard), and several Sculling classes (Rick Richards) at NBC.

Note: 2 paid members were accidentally removed from the database, and have been re-added, acctg for the difference in total membership.

NBC Treasurer Report

Dear BOG,

Attached is an update on the Treasurer transition from Pete Evans to Michael Hamilton. I would like to thank Pete for his extra efforts along the way, as we have had to deal with some unforeseen issues with a new Webster Bank security protocol. The new E-Treasury system was very disruptive to our online banking capabilities. It forced us to implement some time-consuming work arounds that were not initially anticipated.

Fortunately, the worst seems to be behind us, and the handoff of duties should wrap up soon. When you see Pete next, please reach out to him to acknowledge his very generous support during this transition process.

I have twelve focus points that I am seeking to better understand and/or gain full working control over:

- **Webster Online Banking**: As a result of Sterling Bank Systems acquisition of Webster Bank, an improved security upgrade and redesign of the bank's online banking system, E Treasury, was recently made. The result led to several issues with NBC's E-Treasury access. We experienced complete lock outs on our online access. The site had partial functionality. Pete had difficulty setting up access for me, due to the upgraded security measures.
 - Middle of last week was the first time I had desktop bill pay capabilities.
 - E-treasury's QuickBooks Online link did not work as indicated by the bank.
 - Our Accountant, Sarah Piscitelli, has been locked out of the Webster site for weeks now.
 - Multiple attempts to correct these issues were made both with the online help agents and through a number of branch bank visits.
 - Fortunately, by the end of last week we were able to link a less complicated Webster Bank access portal to our online QuickBooks account. We now have the basis for an integrated accounting system with our Webster Online banking system. This will greatly cut down on the workload placed on the treasurer position, as well as, on our accountant, Sarah.
 - We have completed all documentation needed to grant signing and access authority to the three NBC officers: President, Vice President and Treasurer.
 - At this time, NBC is current on all its vendor accounts and payment obligations.
- **Webster Bank Credit cards**: Access to the CC statements was dropped when Webster upgraded the online security. I will have to fill out, by snail mail, documents for Elan Financial to grant me access to the card statements. Unfortunately, the dual factor security doesn't allow me to use Pete's Login credentials. We are managing a manual transfer of statements to Sarah to book expenses each month.

NBC Treasurer Report

- **NBC's Treasury account:** I need to find out the status of the T-bill that was purchased by Pete, in a government treasury account controlled by Joan Martin. I believe the bill that was held has matured and should not have been repurchased. Proceeds should be held in an interest-bearing account at the Treasury site. I also believe there may other interest-bearing accounts that are part of the Treasury account that Joan Martin has ownership over. The use of these accounts needs to be terminated and the funds returned to NBC's Webster MM account, currently earning 3.5% or better. Once we have an accounting of these funds and control over their direction, the BOG can determine the best use or investment strategy for them.
- **QuickBooks Online:** I have full login credentials to our account. We have finally, as of last Friday, linked NBC's online banking activity to NBC's online QuickBooks account. This is an area of great happiness for me, Sarah, and any future treasurer who comes down the line.

A special shout out to Dan Gorriaran for his invaluable help setting up and streamlining this process. This is a huge step forward!

- **ADP Payroll:** I have full access. Again, Pete has been very helpful providing continued support here, during the time I was working to unravel the problems with Webster's Online banking system.

We were able to identify a problem with ADP's state unemployment tax reporting. NBC was receiving delinquency notices from the state for significant penalties associated with missed reporting obligations. This resulted in five quarters of interest and penalty charges that the State said NBC owed. I was eventually able to find an ADP representative who finally acknowledge that it was their oversight. ADP is now working to address the penalty charges with the State of RI.

- **Mind Body:** I need to gain access to the MB account. I would like to understand the cost structure associated with processing renewal memberships and new memberships. What is NBC paying in processing fees? What are the services available to our boat club?
- **Paypal:** I believe the Paypal account is now dormant. It was setup under Joan Martin's ownership and cannot be transferred to anyone else. I need to verify what the balance is in this account to ensure all funds have been transferred to NBC's books.
- **Treasurer Email Access:** Fortunately, last week I was able to gain access to the Treasurer email account. Pete and I plan to talk about the protocols for dealing with the large number of DocuSign emails received as well as a few notices the account receives.
- **New and Renewal Membership Processing:** I need to understand the steps associated with onboarding new members, as well as membership renewals. We need to evaluate the costs associated with the DocuSign fee structure and how they apply to the new and renewing members, as well as all program candidates.

Pete tells me that we may have reached a threshold in our DocuSign contract that triggers significant costs associated with processing more documents. Many of the renewing program participants fill out two or three applications each year, thereby repeating unnecessary processing fees on documents we already have from their first application.

- **One Drive Access:** I will need to gain access to the OneDrive account that has important NBC documentation stored on it. I would like to review the NBC Loan Document covenants to understand and report to the board when the next balloon payment is due and what kind

NBC Treasurer Report

of interest rate adjustments may be scheduled in the future.

- **Property Taxes**: I am working with Pete and Sarah to understand NBC's tax position and payment schedule on the property tax payments.
- **Website Redesign**: The treasurer will be participating with the website redesign project to ensure NBC has the capability to process new and renewing members and program candidates within the portal architecture. Our goal will be to have Application Processing, Payment Processing, Donation Processing etc. handled through the NBC website.
- **Finally**, I will be documenting the various activities that make up the Treasurer position. Ultimately, we will assemble a notebook that will contain a summary of the steps needed to administer the position of Treasurer. The goal will be to have a board position that any qualified candidate will be successful in. The President and Vice President will have equal powers to administer the treasurer position, should the need arise.

Our accounting firm will also be empowered and equipped to provide the BOG accurate financial reports on a regular basis or as their needs dictate.

Thank you for your support. If you have any questions or thoughts, which I am sure you will, please don't hesitate to reach out to me at any time. If I don't know the answer, I have a great support network that will be able to figure it out.

Best regards,

Michael Hamilton
NBC Treasurer

Safety Committee Report

September 2023

Very positive feedback from first aid/CPR course at Brown, 11 attendees from NBC. We will plan on running one of these per year.

Currently proposing a flip test to move from D to C rating in a single, rowing com have some questions.

Laminated copies of EAP distributed to coaches via Catherine.

We will have a meeting in sept/oct date TBC.

Jonathan Haisman

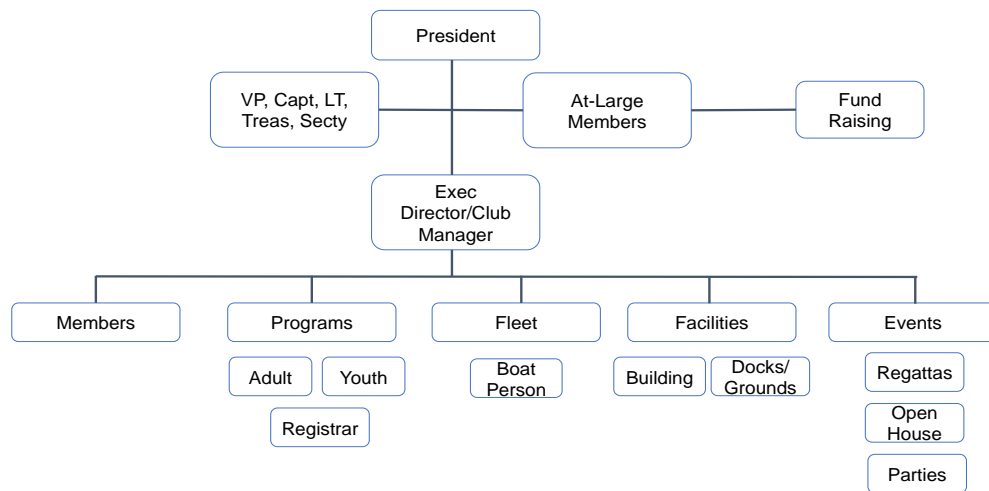
Governance Committee Report

September 2023

The Governance committee met on July 20 to finish up the ByLaws. The document was sent to the president for review and feedback. We will incorporate the feedback and do a final review in the next month or so. Rick Richards has some specific comments that we will need to address before we share the document with membership.

Best,

Chanika



EXECUTIVE COMMITTEE

Chair: Kristi Wharton (President)

Members: Matt Eriksen (VP), Michael Hamilton (Treasurer), Eric Watne (Captain), John Ryan (Lieutenant), Q Kellogg (Secretary)

STANDING COMMITTEES

ROWING COMMITTEE

Chair: Eric Watne, Captain

Members: Amy Abbot, Carol Browning, Joan Brush, John Ryan (as Lieutenant), Lisa Evans, Tracy Glover, Dick Greene, Robin Gross, Anne Hird, Scott Whitney

SAFETY Sub-Committee

Chair Jonathan Haisman

Andrea Arena, Francesca Beaudoin

FINANCE COMMITTEE

Chair: Michael Hamilton, Treasurer

Members:

DEVELOPMENT Sub Committee

Pat Watson

SCHOLARSHIP Sub Committee

GOVERNANCE COMMITTEE

Chair: Chanika Phornphutkul

Members: Eric Goetz, Anne Fleet, Rick Richards, Matt Eriksen

MEMBERSHIP COMMITTEE

Chair: Susan Burgoyne

Members: Marlene Yang,

COMMUNICATIONS Sub Committee

Chair: John Mulligan

Meaghan Delaney, Kim Worrell, Alden Bumstead

FACILITIES COMMITTEE

Chair:

Members: Jim Devol, John Duke, Kit Wise

DRAFT
Committee Charters

DRAFT

DRAFT

The Narragansett Boat Club Facilities Committee

The Facilities Committee is a standing committee of The Narragansett Boat Club (NBC) reporting to the Board of Governors (BOG) directly and through its Executive Committee.

Committee Purpose and Responsibilities

The Facilities Committee assists the BOG in fulfilling its responsibilities for the maintenance of and improvements to all physical facilities, but not including actual rowing equipment. As a standing committee of the BOG, the Facilities Committee:

1. Approves and recommends to the BOG for approval policies and policy modifications involving the building, docks and grounds for the NBC as deemed appropriate;
2. Approves and recommends to the BOG for approval maintenance, repairs, improvements and modifications of the building, docks and grounds;
3. Regularly reviews, monitors and evaluates the condition and needs of the buildings, docks and grounds;
4. Ensures that NBC is adequately and appropriately served and supported by its physical facilities;
5. Ensures that the BOG is appropriately and timely apprised of the committee's work;
6. Engages in any other activities necessary to effectively oversee the overall operations of NBC.

Authority of the Committee

The Committee has such authority as is set forth in the Constitution of the NBC or by the BOG. The Committee is authorized 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 is not empowered to act on behalf of the BOG or the NBC.

Committee Meetings

The Committee shall meet regularly, no less frequently than quarterly, on the call of the Chair of the Committee at times and locations established by the Chair, and shall maintain minutes of all meetings, which shall be regularly approved by the Committee and made available for distribution to the BOG.

Sub-Committees

The Chair of the Committee shall appoint members of the Committee to sub-committees which shall address specific areas of the physical plant including but not limited to:

- Building Structure
- Building Interior
- Building Planning
- Exterior Facilities

The sub-committees shall investigate and make recommendations to the Facilities Committee as a whole for the maintenance, repairs, improvements and modifications of their particular areas of interest.

Actions of the Committee

A quorum of the Committee members shall exist at any properly called meeting if a majority of the members of the Committee are present. Actions or decisions of the Committee are made by majority vote of the members present at a properly called meeting at which a quorum is established.

Committee Composition

The Committee shall be chaired by a member of the BOG who shall be appointed by the President of the BOG for a one-year term. The Chair shall nominate committee members to be appointed by the President of the BOG. The Committee shall consist of at least 4 members and no more than 7; at least one other member of the Committee shall be a member of the BOG. In order to maintain stability in the composition of the committee, the Chair and the President should generally strive to avoid a change of more than 2 members of the committee from one year to the next unless a compelling reason exists for a greater degree of transition.

Modifications to this Charter

This charter is to be modified as deemed appropriate by the BOG. The Committee may recommend modifications to the BOG for approval.

Approved by the Board of Governors _____, 20__

**The Narragansett Boat Club
Governance Committee
Charter**

The Governance Committee is a standing committee of the Narragansett Boat Club (“NBC” or “Club”), reporting to the Board of Governors (“BOG”) directly and through its Executive Committee.

Committee Purpose and Responsibilities

The purpose of the Governance Committee is to promote transparency and engagement by facilitating a clear understanding by all members of NBC's governance, including the roles and responsibilities of the BOG and its associated committees, ensuring timely access to and availability of financial and other information, and encouraging—through the committee process and other means—broad participation in decision-making and Club operations. In addition, by means of regular review and updates of all policies and procedures, as well as the members' good awareness and understanding thereof, the Governance Committee will promote consistency, predictability and a sense of equity in the application of NBC rules.

To fulfill these purposes, the Governance Committee is responsible for the review and recommendation of updates to NBC's charter documents (such as its Constitution, Bylaws, and Policies and Procedures), as well as for regulatory compliance and oversight of the nominating process. As a standing committee of the BOG, the Governance Committee works closely with all other committees, including Membership, Nominating, Rowing, and Finance, in the following and other activities:

- A. Reviewing and updating NBC's charter documents to ensure consistency and alignment with the Strategic Plan, as adopted;
- B. Developing and implementing fundamental procedures and practices related to transparency, conflicts of interest, treatment of whistleblowers, member participation and representation, and consistency in any restructuring of the governance of the Club;
- C. Maintaining and updating the charters of the standing and *ad hoc* committees;
- D. Monitoring succession plans and term limits within the BOG;
- E. Conducting regular reviews of the Club's policies and procedures to ensure conformity with internal decisions and external factors, including regulations;
- F. Establishing NBC code of conduct;
- G. Promoting a full understanding of the policies and procedures by all members of the Club.

The Governance Committee will coordinate as appropriate with other committees sharing jurisdiction over specific matters, and as described below, will ensure that the BOG is appropriately apprised of the Committee's work.

Authority of the Committee

The Committee has such authority as outlined in the Constitution of NBC or by the BOG. The Committee is authorized 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 is not allowed to act on behalf of the BOG or of NBC.

Actions of the Committee

A quorum of the Committee members shall exist at any duly-called meeting if a majority of the members of the Committee are present. Actions or decisions of the Committee are made by majority vote of the members present at a duly-called meeting at which a quorum is established.

Committee Composition

The Committee will be chaired by a member of the BOG (the “Chair”), who shall be appointed as Chair for a one year term by the President of the BOG. The Committee shall consist of at least six but not more than 10 members, all of whom shall be members in good standing of NBC for at least one year. The Chair shall nominate Committee members to be approved by the President. Committee terms will be limited, generally to three years. Committee rotation will balance the need for continuity against the need for change and innovation.

Committee Meetings

To meet its responsibilities, the Governance Committee will meet at least eight times a year on the call of the Chair, at the places and times established by the Chair. Minutes of all meetings are to be maintained and distributed to all committee members and made available to the BOG in a timely manner so that the BOG is appropriately apprised of the Committee’s activities and actions.

Modifications to the Committee Charter

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

APPROVED by the Board of Governors on _____, 20__.

The Narragansett Boat Club Membership Committee Charter

The Membership Committee is a standing committee of The Narragansett Boat Club (“NBC”), reporting to the Board of Governors (“BOG”) directly and through its Executive Committee.

Committee Purpose and Responsibilities

The purpose of the Membership Committee is to advance membership growth, retention and benefits through networking, volunteerism, recognition and other activities and programs. To that end, the Membership Committee will engage in the following activities, among others, and recommend to the BOG for approval proposals, policies and policy modifications in these and other related areas:

- A. New member welcome, introduction and onboarding;
- B. Member recruitment and retention;
- C. Member engagement, through Members Open Row and other programs;
- D. Member education and development, including on policies and protocols
- E. Communications to membership; and
- F. Periodic surveying of members to assess needs and satisfaction to inform short- and long-term member initiatives
- G. Scholarship opportunities and development

The Membership Committee will coordinate with the ~~Director of Rowing~~ Lieutenant and other committees of jurisdiction as appropriate, and will ensure that BOG is appropriately apprised of the Committee’s work.

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 at least six members with no more than 10. The Chair shall nominate Committee members to be approved by the President. Representation on the Committee will be broadly reflective of NBC constituencies, including but not limited to sculling, sweep rowing, competitive and recreational/fitness rowers, long standing members and—subject to the following--new members. All committee members must be a member of NBC in good standing with a minimum of one full year of membership prior to becoming a member of the committee. 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.

DRAFTING NOTE from John: “committee rotation” might be a matter for either the Nominating or Governance Committee. I am checking for clarification of proper jurisdiction on this point. Let’s leave it in until we know for certain.

Committee Meetings

In order to meet its responsibilities, the Membership Committee will meet at least eight times a year on the call of the Chair at the places and times to be established by the Chair. Minutes of all meetings are to be maintained and distributed to all committee members and made available to the BOG, so that the BOG is appropriately apprised of the Committee’s activities and actions in a timely manner.

Confidentiality Agreement

Members of the Membership Committee must agree to keep strictly confidential any personal or business information of NBC members that they may use or obtain in connection with their Membership Committee responsibilities.

Modifications to the Charter

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

APPROVED by the Board of Governors on _____, 20__.

APPENDIX D

The Narragansett Boat Club Rowing Committee

The Rowing Committee is a standing committee of The Narragansett Boat Club (NBC) reporting to the Board of Governors (BOG) directly and through its Executive Committee.

Committee Purpose and Responsibilities

The Rowing Committee assists the BOG in fulfilling its mission of acquiring and maintaining an appropriate mix of rowing equipment, disposing equipment when appropriate, and ensuring the rules pertaining to the use of that equipment are reasonable, appropriate and enforceable. As a standing committee of the BOG, the Rowing Committee:

1. Approves and recommends to the BOG for approval policies and policy modifications involving the use of on-water rowing equipment, rules and standards for safety of both equipment and members and their guests;
2. Approves and recommends to the BOG for approval the purchase and disposition of rowing equipment.
3. Reviews and evaluates rules around rowing to ensure the safety of members and equipment;
4. Regularly monitors and evaluates the condition of NBC rowing assets;
5. Ensures that NBC has sufficient operational equipment to meet the needs of members and classes;
6. Ensures that the BOG is appropriately and timely apprised of the committee's work;
7. Reviews and determines member sculling ratings and criteria for same;
8. Engages in any other activities necessary to effectively oversee the on-water activities of NBC.

Authority of the Committee

The Committee has such authority as is set forth in the Constitution of the NBC or by the BOG. The Committee is authorized 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 is not empowered to act on behalf of the BOG or the NBC.

Committee Meetings

The Committee shall meet not less than quarterly on the call of the Chair of the Committee at times and locations established by the Chair, and shall maintain minutes of all meetings, which shall be regularly approved by the Committee and made available for distribution to the BOG.

Actions of the Committee

A quorum of the Committee members shall exist at any properly called meeting if a majority of the members of the Committee are present. Actions or decisions of the Committee are made by majority vote of the members present at a properly called meeting at which a quorum is established.

Committee Composition

The Committee shall be chaired by a member of the BOG who shall be appointed by the President of the BOG for a one-year term. The Chair shall nominate committee members to be appointed by the President of the BOG. The Committee shall consist of at least 9 members and no more than 15 members all of whom shall be members in good standing of the NBC. In addition to the Chair, at least one other member of the Committee shall be a member of the BOG. In order to maintain stability in the composition of the committee, the Chair and the President should generally strive to avoid a change of more than 25% of the committee from one year to the next unless a compelling reason exists for a greater degree of transition.

Modifications to this Charter

This charter is to be modified as deemed appropriate by the BOG. The Committee may recommend modifications to the BOG for approval.

Approved by the Board of Governors _____, 20__