



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

Date:	Wednesday, Oct 18, 2023						
Time:	7:00 PM						
Place:	NBC						
Chair:	Kristi Wharton						
Secretary	Q Kellogg						
Advance Materials:	Agenda Minutes Sept BOG Meeting Secretary's Report Treasurer's Report Safety Committee Report Youth Rowing Program Report STEM to Stern Report Governance Committee Report						
Agenda:	<p>Announcements</p> <ul style="list-style-type: none">• Sweeps & Sculls – July 27, 2024 <p>Approval of Minutes – Kristi Wharton</p> <ul style="list-style-type: none">• Sept 13, 2023 <p>Committee Reports</p> <ul style="list-style-type: none">• Secretary's report – Q Kellogg• Treasurer's report – Michael Hamilton• Captain's report – Eric Watne• Safety Committee – Jonathan Haisman• Adult Rowing Program – Eric Watne• Youth Rowing Program – Catherine Starr• STEM to Stern – Gregg Seiz• Governance Committee – Chanika Phornphutkul• Membership Committee – Susan Burgoyne• Communications Committee – John Mulligan <p>Old Business</p> <ul style="list-style-type: none">• Update on NBC website rebuild• Committee Rosters and Charters <p>New Business</p> <ul style="list-style-type: none">• Constitution/Bylaws rewrite – Chanika Phornphutkul, Eric Goetz & Rick Richards• December meeting• Scholarship Fund <p>Remarks for the Good of the Club</p>						
Next Meeting:	<table border="1"><tr><td>Date:</td><td>Nov 15, 2023</td></tr><tr><td>Time:</td><td>7:00 PM</td></tr><tr><td>Place:</td><td>NBC/TBD</td></tr></table>	Date:	Nov 15, 2023	Time:	7:00 PM	Place:	NBC/TBD
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Narragansett Boat Club
Board of Governors Meeting
September 13, 2023 7:00 pm
Hybrid

Provisional

Board of Governors members present in person: Jonathan Haisman, Michael Hamilton, Q Kellogg, Kristi Wharton

Board of Governors members present via Zoom: Susan Burgoyne, Meaghan Delaney, Matthew Eriksen, Chanika Phornphutkul, John Ryan, Bradley Wertz

Board of Governors members absent: Andrea Arena, John Mulligan, Eric Watne

Other members present in person: Daniela Roop, Catherine Starr

Other members present via Zoom: Konstantin Hamilton, one unidentified

Meeting called to order at 7:07 pm.

Approval of July minutes (Kristi Wharton):

- Suggested change: Correct identification of Jeremy Cargilo, Takeoff Design
- Motion to approve with suggested change by John Ryan, second by Bradley. All in favor.

Announcements (Kristi Wharton):

- The Fall Party will be on Sept 23. There will be boat namings, though not sure yet which boats.

Secretary's Report (Q Kellogg):

See attached Secretary's report.

- Three new members proposed. Motion to approve by John Ryan, second by Meaghan. All in favor.
- Why so many fewer as compared to last year at this time? What are the reasons some have not renewed? Are new members coming from classes? Or people moving into the area? Q agrees to ask Deb Chute for any information she can provide. Will report back at the next meeting.
 - Susan mentioned she has met with Deb about taking over some of her duties. They are leaving it as is for the moment, but are also looking at a transition period in the future.

Treasurer's Report (Michael Hamilton):

See attached Treasurer's report.

- The switchover from Pete to Michael has been challenging as bank procedures are slow and there are several accounts to deal with. They feel they have most of it worked out now. They're working to consolidate funds and make banking procedures easier. Joan Martin, as past treasurer, is the acting administrator/agent on a government treasury account that Narragansett Boat Club is the sole owner of.
- Michael proposes that the BoG:

- Authorize Joan to redeem all money possible and transfer to interest-bearing NBC accounts. To this end, approve the establishment of two accounts with BankRI – interest-bearing and checking account under Narragansett Boat Club heading. Q moves, John seconds. All in favor.
- Formally recognize Joan Martin’s kind offer to re-engage with the club and act in her capacity as account agent on NBC Treasury Account and formally draft a resolution for her to redeem all available funds from Treasury account and transfer funds to new account in BankRI once it’s established. John moves, Matt seconds. All in favor.
- Michael is very appreciative of the time Joan has taken to talk with him and get him oriented.
- Matt would like to acknowledge all the hard work that Michael has done. He has laid a great foundation to move us forward.
- Michael is creating a guide describing how to be NBC Treasurer to make transitions smoother.

Captain’s Report – none.

Safety Committee (Jonathan Haisman):

See attached Safety Committee report.

- CPR training went well. There are two coaches who are still not CPR certified.
- Hurricane Lee – we will need all hands on deck to move boats to safe places. We need to move most valuable boats inside. Boats need to come in off the dock. Need to deal with the launches. Barges need to be bumpered and tied up. People with private boats need to check strapping. Eric can send out emails to inform people and ask for assistance on Thurs 6 pm and Fri 6:30 or 7 am.
- Lights – There have been a few times when there were not enough lights for everyone, including classes. Discussion of bulk ordering lights. Jonathan thinks Eric has ordered enough lights for classes and separate lights for the launches. Members should be using their own lights if possible.

Youth Rowing Program (Catherine Starr):

See attached Youth Program report.

- Catherine is appreciative of all of Daniela’s and John’s hard work. All is going well. Next regatta for the youth program is Riverfront, followed by the Housatonic.
- STEMtoStern: see attached report from Gregg
 - Had to move out of space at Brown (Walter Hall – black mold in the basement). Kristi has managed to secure another space. Now just need to get over hurdle of having middle schoolers in a lab.

Governance Committee (Chanika Phornphutkul):

See attached report.

- Working on final by-laws. Kristi asks Chanika to circulate them to the board to give them a chance to read before they get sent to membership. Thanks to Chanika for all the work on this.

Membership Committee (Susan Burgoyne):

- Sunshine group (committee extension) is working. Notes have gone out.

- In August we had a membership breakfast, welcoming new members and coaches (well attended after HOTS).
- Planning an Open Row for Sunday, October 16 for new members who can get more familiar with navigation or want to get more comfortable rowing outside of class.

Communications (Kristi for John Mulligan):

Kristi would like to thank John M. and Meaghan for the great newsletters. We all really appreciate them!

Old Business (Kristi):

- Update of NBC Website
 - We met last July and agreed to ask Chloe-Estelle to assess our website and propose ways to improve communication and social media. After assessing, she decided we could make our processes more streamlined using our existing website, rather than rebuilding from scratch. We need to move the website to a more user-friendly format that will allow others to update and make changes. Jeremy Cargilo (Takeoff Design) agreed to make this change for us. The plan is for payments etc. to be done through the website.
- Coach background checks and insurance
 - SafeSport best practices requires background check every 2 years, so we should keep it at every 2 years. Re: insurance: We carry our own insurance because it is better than US Rowing insurance.
- Question about our URL: have we renewed our rights? We've recently paid a bill. Registered by whom? Michael will follow up to figure out who we pay, and is it on autopay?
- Committee Charters: Draft charters for several committees were distributed to the board. These were never voted on. Aim to get these approved before the new year.
- Org chart (attached). Executive Director has been added to the chart. Please take a look and give it some thought. Status of rosters needs to be updated. Please send Q info so we can get the org chart updated, and then can update the website.
- Michael asks that we shift our board meetings to the third Wednesday of each month in order to provide board with current financial status, would need third Wed of each month. Kristi moves that we change board meetings to third Wednesday of the month, Michael seconds. All in favor.
- Programs committee was ad hoc, and it can be dissolved anytime. There is now no need for this committee. It's therefore been dissolved.

Facilities Committee (Kristi):

- We need someone to take over as chair of the committee. Kristi has been talking to a few people. We are currently without someone overseeing maintenance of facilities.
- Discussion of recent Atlantic Marine assessment of boathouse maintenance. Michael and Kristi will follow up.

Adjourn at 8:28 pm.

Next meeting: Wednesday, November 15 @ 7 pm.

Respectfully submitted,

Q Kellogg, Secretary

Secretary's Report

Membership as of October 15, 2023

(Prepared by Membership Coordinator)

Membership Category	10/10/2022	9/11/2023	10/15/2023
	(Last Year)	(Current)	(Current)
Regular	139	123	124
Spouse	14	11	12
72+	24	23	23
U23	20	16	16
Life	10	10	10
NonResident	8	4	4
Clubhouse	0	0	0
Total Members	215	187	189

Applicant Members to Vote on (included in numbers above)

Type	Last_Name	First_Name	Comments
Regular	Okoro	Angel	Previous member rejoining. Sweep rower- rowed at Riverfront and in lineup for HOCR. Took beginning sculling in Aug 2021
Spouse	Shaw	Dianna	Previous member - primarily sweep. Took 1x lessons w/Amy Abbot and Team Boat vclasses w/Lisa Evans. Rejoined to race at River front and Head of the Ponds

NBC Treasurer's Report

To the BOG,

Thank you all for your patience in this Treasurer's transition. We have made some solid progress. I will outline some of the areas of focus since our last meeting.

Banking:

- NBC now has an additional banking relationship with BankRI. I have worked with Jason Slotta, bank manager in the Eastside Market place branch. He has been a delight to do business with. The branch location and parking is excellent. Customer service is even better.
- Why add another bank?
 - Webster Bank's online banking system has been extremely problematic. The Treasury Direct system is prone to glitches and does not link well with Quickbooks. The bill pay system is poorly designed.
 - BankRI has a very robust online bank system that is easy to use and allows for multiple users with different access credentials.
 - BankRI links well with QuickBooks Online to support our integration plan for financial reporting and accounting management. Ultimately BankRI will become our main working bank. The close branch location makes it very convenient.
 - NBC will continue to maintain its important banking relationship with Webster Bank. Accounts will be streamlined to the extent allowed within the loan requirements. Reserve funds will be stored in the interest bearing, FDIC insured MM account.
 - Autopay provisions now in place will be transferred, in time, to BankRI's online system.

Treasury Direct:

- I have worked with Joan Martin to access NBC's Treasury Direct account and understand the status of the invested funds. Joan has been extremely helpful in providing background and expertise in dealing with these assets.
- We have transferred \$150,000 from the TD account to fund the new relationship with BankRI.
- BankRI's checking account was funded with \$25K with the remaining \$125k going into the linked high yielding savings account, earning 4.5% or better. Minimum required to maximum interest rate return is \$100K.
- The remaining funds
 - Total holdings before transfer of \$150K was: \$250K cash - \$50k Invested T-Bill - \$20K Invested in Series I Savings Bonds.
 - After transfer: \$100K cash - \$50K invested in a 26 week, 5.1% Bill, set to mature 11/02/23 - with 2 reinvestments - \$20K invested in I Saving Bonds at 3.38% maturing 2051 & 2052. (can redeem after 12 mo., but lose 3 mo. int. if sold before 5 yrs.)
- The BOG might want to consider reinvesting the \$100K in available cash into treasury bills using the TD account. The liquidity we have in the two banks should provide ample financial support to the club soon, while earning 4.5% or better in FDIC insured accounts.

NBC Treasurer's Report

- Joan has been very supportive on administering the account activities, as long as she has clear direction from the Treasurer, acting on behalf of the board.

Webster Loan

I have yet to study the loan document with Webster, however I came across this summary Pete put together September 2022.



Treasurer Nbc

Re: NBC Term Loan

To: Treasurer Nbc, Cc: Andrea Arena, Cristin Gibson, Daniela Roop, John Duke, Kiana Anderson, Michael Hamilton, Q Kellogg, Ruth Berenson, Eric Watne, John Ryan & 6 more

September 26, 2022 at 9:43 AM

[Details](#)

All,

I've had a chance to go through the loan note. It details some restrictions on repayment to be considered.

The note rate is tied to both prime and a home mortgage rate index and is adjustable every 5 years. We're in the third year of the first cycle now and the rate is at 4.42%. We can repay up to 10% of the note principal annually without premium. We will have to wait until January 1 to take advantage of the next 10% allowance. Today, the repayment would have a 3% premium. This drops to 2% on February 8, 2023.

If we leave our savings with Webster at .05%, the recoveries of prepayment premium are:

8 months if payback is today
5 months if payback is February 9

Assuming a yield on our savings of 2% by taking advantage of other institution offerings, the recoveries of prepayment premium are:

14 months if payback today - November 2023
7 months if payback on February 9 - September 2023

My recommendation would be to achieve a 2% or better yield on savings by taking advantage of other bank savings rate opportunities, to pay back 10% of the principal premium free on January 1, and then to pay back the full principal balance on February 9 at a 2% premium.

Pete

- Essentially, we have a Loan that adjust its interest rate every 5 years. We look to be in the 4th year of the 1st cycle, with a rate of 4.42%.
- We can repay up to 10% of the Loan amount annually without, at this point, a 2% fee charged.
- I need to check status of the 10% payoff privilege. I don't know if Pete has taken advantage of this for 2023. I would suggest we pay down the penalty free 10% if we have not already.
- I will have a better report next meeting on a pay down/pay off strategy. The next interest rate adjustment will be a significant increase, given where rates are going.

Financial Statements:

We are working on Financials for the BOG. Given the issues we have had with our banking integration with Quickbooks, Credit Cards being dropped from the online bank system and tying up a bunch of loose ends, the Financials were the last of our priorities.

We are in a pretty good place, Sarah our bookkeeper is communicating well my Treasurer group. We are working to give her everything she needs to properly classify expenses on CC's, online bill pay and deposits received. I may have reports hot of the press tomorrow for our meeting or I may not. We will certainly have accurate reports next meeting.

IRS Form 990 Filing

NBC Treasurer's Report

I have confirmed with Weinberg Ass., our accountants, have extended our filing deadline for this important tax-exempt reporting requirement. I will be working closely with Steve Dawson, our account, and Sarah to make sure they have what they need to file this by November 15th.

Hudson Boat purchases:

Working with the Rowing Committee, NBC has paid a down payment of \$25,550 (half the purchase price) for 2 mid-weight doubles, 1 light-weight double.



INVOICE	
INVOICE NUMBER	INVOICE DATE
SALES PERSON	

PAYMENT TERMS

ITEM No.	DESCRIPTION	PRICE	Line Item Tax	% Tax Rate
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	FUNDS	Total Incl. Tax	
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Please reference the invoice number on your payment.

PAYMENT STATUS		
DATE	DESCRIPTION	Amount

REMAINING BALANCE

SERIAL NUMBERS	
BOAT	SERIAL NUMBER

I look forward to our meeting together, your questions and your thoughts.
Best,
Michael Hamilton, Treasurer.



October 2023 Captain's Report

Acquisitions - As another step in an ongoing execution of our 5-year fleet plan, NBC will be acquiring 3 Hudson 2X's at the HOCR. These are demo hulls that were raced at the Junior Worlds this past summer, and we are getting them for almost 30% off retail in part due to our ongoing relationship with Hudson. One is the U2.12 (115-140 lbs) and two are U2.22 (145-175 lbs.) We have found these sizes to accommodate the large percentage of our membership.

Dispositions – NBC will immediately be looking to sell two Van Dusen 2X's. These will likely be the Evans and the Wise.

Boat Repairs – The Prichett, Berkson and Evans sustained damage recently. Van has been working on the Berkson and should have it back in shape soon. He'll start on the Prichett afterwards. We may have a buyer for the Evans who will take it 'as is.'

We are exploring options for indoor shop space in order to allow Van to perform boat repair work without getting in the way of club operations, as well as to allow work to be undertaken in a climate controlled environment during cold weather months.

In the vein of boat repairs, the Rowing Committee will be considering a recommendation to modify the deductible scale. Given the high cost to repair our new hulls, it might make sense to charge more to members who damage these boats that require offsite repairs.

Boat & Sculler Ratings – The Rowing Committee has been revisiting these and will be implementing them over the course of the remainder of the year.

October ADULT ROWING PROGRAMS report

What will be the last session of on-water rowing in 2023 for Adult Programs is winding down. We had close to 100 registrations for each of 5 five week session this summer. Our fantastic coaching was done by Richard "Van" Vanvoris, Amy Abbot, Lisa Evans, John Ryan, Rick Richards and Jill Hubbard. Based on a survey of participants, these programs are popular and the coaching receives high praise. These programs did not include:

Vision Impaired Rowing – We structured a program in conjunction with the Rhode Island Lions Sight Foundation to provide rowing instruction for visually impaired individuals. The Rhode Island Lions Sight Foundation (RILSF) covered tuition and transportation for participating individuals. This program ran from January and we are now taking a pause – the class met every Saturday and was coached by John Ryan with an occasional sub – most classes were held in the erg room, but folks did get out in the barge a number of times.

RISD Rowing – NBC Member Misha Kislev has spearheaded a program to introduce RISD students to rowing. We've structured several programs for them over the summer – one of which will be concluding the end of this month. Classes have included both Sculling and Sweep (barge) and have generally been fully subscribed. RISD has paid the tuition for these classes.

Indoor Winter Training – We are working on several opportunities for NBC members to engage in some team winter training activities. Options being considered include erg work at NBC as well as erg/strength training at Phillipsdale Crossfit. We'll provide notice with descriptions of each once they are on MindBody.

Respectfully submitted;

Eric Watne – NBC Rowing Committee & NBC Adult Rowing Programs

Safety Committee Report

October 2023

We held a self rescue clinic at Watuppa on 9/30 that was well attended by NBC Members (10-12). Attendees were given instruction on how to re-enter a flipped shell and how to straddle and paddle if attempts to re-enter failed. There was an opportunity for everyone to practice for real in Watuppa pond. Water temperature was approx 65°F.

Safety Committee are recommending to Rowing Committee that the ability to self rescue be added to the requirements to move from D rated sculler to C rated sculler. If scullers are unable to re-enter a flipped shell then the ability to straddle and paddle to shore (50M) is acceptable.

Jonathan Haisman

Youth Program Report
October 2023

- Practices are going well – working on adapting programming for spring to reflect both age based groups (middle school) and skill based groups along with a recreation program for athletes who cannot commit to or do not want the competitive program
- Winter programming is up and priced – offering a new middle school (2-day a week spot) to bridge the programming through the winter – partnering with Crossfit for space and 6 coaching sessions
- Will be offering a short 2 week, 3-day a week program between end of season and Thanksgiving
- 2 Open houses this fall – not significant turn out but those who showed up emailed about joining
- Head of the Riverfront went well with strong showings from the singles and doubles along with a solid start in the sweeping boats.
- Head of the Housatonic cancelled! 75% refund issued
- Head of the Q went well! 10 athletes raced in all categories but u13(men's and women's and u15 men
- Practiced on the Charles Saturday 10/14 thanks to John Cotter
- 18 athletes racing at the Head of the Charles
- Parent group doing a great job – able to get an article in RI News and sending out press releases/ facebook updates about racing
- Next up: Head of the Charles, Head of the Fish
- Season ends October 30th

October STEM to Stern Report

- Brook Yimer, our STS point person, is visiting Thursday 10/19 to observe middle school practice
- Payton and I (Gregg) visited San Miguel Friday 10/13 to recruit new STS athletes for the upcoming winter and spring seasons
- Athletes have completed Hello Insight survey keeping NBC STS eligible for national STS funding
- Currently 10 STS athletes on the middle school team, down from 14 at the start of the season
 - List of athletes that stopped rowing and reasons why
 - Camila – Will be in Brazil for remainder of the season
 - Nevaia – Has never showed up to a practice
 - Lydia – Chose swimming over rowing
 - Nathan – Suffering from a back injury
- We have our STEM location and are currently getting volunteers up to speed so that we may begin STEM sessions on November 1st.

Future Plans

- Allocate >10 spots across relevant winter programs to accommodate current and new STS athletes.
 - If we must make a new session to accommodate these numbers, I (Gregg) will coach it
- Explore potential partnership with Pawtucket Boys and Girls Club
- Keep it positive, keep it fun, row hard

Governance Committee Report

October 2023

The Governance committee met on Wednesday Oct 4. We received feedback from Kristi and we met to finalize the proposed bylaws, which was shared with the BOG early last week. The proposed bylaws and current constitution with my comments re. changes were sent. At this Wednesday BOG meeting, Eric G and Rick R will join the BOG meeting so they can give perspectives of controversies of the previous version of the proposal from 2021 and how we worked together to address the questions.

Chanika Phornphutkul