



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

| | | |
|---------------------------|---|-------------------------------|
| Date: | Wednesday, Dec 13, 2023 | |
| Time: | 6:00 PM | |
| Place: | Walter Hall Conference Room & Zoom | |
| Chair: | Kristi Wharton | |
| Secretary | Q Kellogg | |
| Advance Materials: | Draft Minutes – Nov 15, 2023 Secretary's Report Treasurer's Report Rowing Committee Report Adult Rowing Program Report Youth Rowing program Report (tentative) Safety Committee Report Communications Committee Report Draft Committee Charters – Membership Committee | |
| Agenda: | Announcements <ul style="list-style-type: none">• Ricky Brightman's passing• "Thank you coaches" gathering• Nominations Committee• Status of STEM to Stern & USRowing Approval of Minutes – Kristi Wharton <ul style="list-style-type: none">• Nov 15, 2023 Secretary's report – Q Kellogg Treasurer's report – Michael Hamilton Rowing Committee report – Eric Watne Adult Rowing Program report – Eric Watne Youth Rowing Program report – Kristi Wharton for Catherine Starr Safety Committee report – Jonathan Haisman Membership Committee – Susan Burgoyne <ul style="list-style-type: none">• Committee Charter Communications Committee report – John Mulligan Old Business <ul style="list-style-type: none">• Update on integration of website, membership portal, locking system & other tech adventures – Dan Gorriarán Remarks for the Good of the Club | |
| Next Meeting: | Date: | Jan 17, 2024 – Annual Meeting |
| | Time: | TBD |
| | Place: | TBD |



Narragansett Boat Club
Board of Governors Meeting
November 15, 2023 7:00 pm
Hybrid

PROVISIONAL

Board of Governors members present in person: Meaghan Delaney, Matthew Eriksen, Jonathan Haisman, Michael Hamilton, Q Kellogg, John Mulligan, Chanika Phornphutkul, John Ryan, Eric Watne, Kristi Wharton

Board of Governors members present via Zoom: Susan Burgoyne, Bradley Werntz

Board of Governors members absent: Andrea Arena

Other members present in person: Eva Goodman

Other members present via Zoom: Daniela Roop

Meeting called to order at 7:00 pm

Announcements (Kristi Wharton):

- Discussion of sending in reports to Secretary for distribution to the BoG before the meeting. Agreed to ask for them by COB Friday before the Wednesday meeting. Meeting materials would be sent to the BoG late Sunday or early Monday.
- The Minneapolis Rowing Club got in touch to ask about our governance process. They have contacted about 30 clubs. We will share our information, and Kristi has asked them to share with us what they learn from this process.
- The Strategic Plan ends next month (December). Kristi will be putting together a Strategic Plan Committee to start the planning process.
- Kristi has asked Anne Fleet and Ira Garber to co-chair the Nominating Committee, and they have agreed.
- Work continues on the website re-design. Jeremy (Takeoff Design), along with Dan, are working to migrate the website over to WordPress and the financial aspect of club activities is being made functional on the website. After this is completed it will be handed off to CE Werntz for work on the overall design.

Approval of October minutes (Kristi Wharton):

- Suggested change in wording to clarify that the vote was to approve to re-invest \$100K in the Treasury Direct account in a 3-month Treasury bill (move, not remove).
- All in favor with suggested change.

Secretary's Report (Q Kellogg):

See attached Secretary's report.

- Two new members are proposed. All in favor.

Treasurer's Report (Michael Hamilton):

See attached Treasurer's report.

- Discussion about paying down the loan from Webster Bank. We can pay down 10% annually without penalty. We have cash reserves to do so for 2023. We can pay off another 10% in 2024. Every 5 years we have the opportunity to pay the loan off without penalty. Next opportunity will be on Feb 8, 2025. We need to decide by 30 days before Feb 8, 2025 how much to pay off.
- Vote to exercise our right to pay off 10% now. All in favor.
- Dan and Michael are working on the budget for next year.
- Source of Financial Assistance Fund money (% of dues or % of program income). No one is sure, and this needs to be clarified. It is suggested that some money could come from regatta revenue. Right now, the ratio of income from membership dues vs. program income is about 40% vs. 60%.
- Building Fund: We should set aside \$50K to \$75K for work on the boathouse. Need to be thinking 5 years ahead.

Captain's Report (Eric Watne):

See attached Captain's report.

- Non-Captain item: Clarification of the policy to prorate membership dues for first time members in order to make the accounting easier. Pay full rate if they join in March, then 10% off for each subsequent month, starting on the first of the month.
- We've sold the Wise to a member.
- The cost of boat repairs has skyrocketed. The Rowing Committee proposes that we double the deductible for A rated boats. *Vote to approve this change: All in favor.* This should be announced in the newsletter. It will also be updated in Policies and Procedures.
- The Rowing Committee proposes additional requirements to qualify for B rating as outlined in the Captain's report (i.e., demonstrate the ability to secure a motor launch, secure hulls to outdoor racks, and perform a self-rescue from a flipped 1X; either re-entry or straddle and paddle). All in favor.
- We will purchase 10 used ergs from Dartmouth for \$250 each.
- Keyless entry system has been installed and will be put into practice in 2024. We have some members who haven't paid their outstanding balance. Michael will send out a reminder that members will lose club privileges if they have a longstanding balance. Easier to remove privileges with the keyless system.

Governance Committee (Chanika Phornphutkul):

- Review of proposed Bylaws. Eva is present to help answer questions.
 - Chanika reviewed the comments the Committee received.
 - Chanika went over some items that needed discussion by the BoG.
 - Kristi went through her comments, followed by some discussion. Chanika will take these back to the Committee.
 - Discussion of when to hold the vote to approve the proposed Bylaws.

New Business

- Two new awards are being proposed by John Ryan. These should be discussed in Executive Session.

Meeting shifted to Executive Session at 8:52 pm.

Next meeting: Wednesday, December 13 @ 6 pm.

Respectfully submitted,
Q Kellogg, Secretary

| Secretary's Report | | | |
|---|--------------------|---------------------|------------------|
| Membership as of December 7, 2023 | | | |
| (Prepared by Membership Coordinator) | | | |
| Membership Category | 12/11/2022 | 11/12/2023 | 12/7/2023 |
| | (Last Year) | (Last Month) | (Current) |
| Regular | 139 | 126 | 126 |
| Spouse | 14 | 12 | 12 |
| 72+ | 24 | 23 | 23 |
| U23 | 20 | 16 | 16 |
| Life | 10 | 10 | 10 |
| NonResident | 8 | 4 | 5 |
| Clubhouse | 0 | 0 | 0 |
| Total Members | 215 | 191 | 192 |
| Applicant Members to Vote on (included in numbers above) | | | |
| | NONE | | |

NOTE: One Non-Resident member had renewed earlier in the year, but was not captured in the membership list. That has been corrected and accounts for the increase in members.

Narraganset Boat Club
Treasurer Report 12/11/2023

Dear Board of Governors,

The following summary represents the activities in the Treasurer's office since our last BOG meeting November 15th 2023.

- **10% paydown of NBC Loan:**
 - The Board approved on November 15th the 10%, penalty free, pay down totaling \$21,949.45. This was paid to Webster Bank on 12/1/2023.
- **Funding percentage for Scholarship program:**
 - I would ask that the BOG vote to affirm a contribution of 1% of the revenue total from Program Revenue and Membership dues to be contributed to the Scholarship fund.
 - 2023 Membership dues of \$145,893
 - 2023 Program Revenue: \$365,607
 - 2023 Contribution: \$5,115
- **Financial Report**
 - November Financial Management report is attached to the email containing this report.
 - Please review the red notations to get a feel for how the proportions of variable and fixed costs compare to total revenue.
 - We have a Miscellaneous Receivable of \$28,053 featured on November's report. This is a carry-over from last year that has been resolved. I have asked Sarah to remove it for December's report.
- **Budget for 2024**
 - We will need to discuss the following points before a representative budget can be provided.
 - What is the Membership Dues increase (see section below)
 - What are the Additional Fee increases – oar & boat storage, offsite usage fees, etc.
 - Program Price Increases: Youth and Master rowing instruction.
 - Define the proper Reserve Amounts (see section below)
 - The budget will be produced Thursday evening or Friday AM for distribution and review by the Board. A follow-up zoom meeting can ensue after the BOG has a chance to digest the information.
 - I will be back from out of town, December 26th and available for questions.

Narraganset Boat Club
Treasurer Report 12/11/2023

Reserve Funding:

At the last board meeting the Treasurer discussed reserving capital for Facilities Maintenance & Improvements. As you may have noticed, in the October 18, 2023 financials, Joan Martin had set up Unrestricted Reserve buckets for:

- Debt Reduction
- Facilities Maintenance & Improvements
- Fleet and Equipment Purchases
- Reserve for Operations

We discussed this approach with our accountant Steve Dawson. We felt we could feature shorter term reserves (depleted within 1 year) within our budget. In dealing with longer term liabilities like boathouse renovations, we felt booking a unrestricted reserve made sense. As featured in the November 2023 Financial Management Report, a \$50,000 reserve for Maintenance & Improvements was added back into the report.

The BOG can designate whatever kind of unrestricted reserve they would like to book each year. Previously, \$77,800 was booked as of the October 18 2023 report. All reserves were removed in the November 15th Financial Management report. In the December 11th report \$50,000 was added back.

I ask the BOG to direct a policy at to the reserves they would like to recognize and allocate unrestricted capital to each year.

Dues Pricing for 2024:

In a BOG email string on November 20, 2023 the Board touched on what kind of member dues increase would be appropriate for 2024. The importance of at least covering inflationary cost increases with a nominal increase in dues was discussed.

Presently dues are \$875 per year for a regular membership. CPI as of October 31st is 3.2%. Adjusting current dues by 3.2% yields increases dues by \$28 to \$903.

Thank you for your time and confidence.

Best,
Michael Hamilton
Treasurer

Management Report

The Narragansett Boat Club

For the period ended November 30, 2023



Prepared on

December 11, 2023

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Statement of Activity

January - November, 2023

| | Total |
|--|-------------------|
| REVENUE | |
| Contribution Income | |
| Donations in Kind | 2,619.75 |
| Scholarship Fund | 1,016.39 |
| STEM to Stern Fund | 439.47 |
| Total Contribution Income | 4,075.61 |
| Facility Usage Fees | 43,043.24 |
| Fundraising | 12,080.00 |
| Membership Dues | 145,893.12 |
| Discounts | -1,732.78 |
| Total Membership Dues | 144,160.34 |
| Oars, Boat and other storage fees | 27,337.92 |
| Program Revenue | 67,369.52 |
| Adult Programs | 32,542.15 |
| Discounts | -115.00 |
| Off-Water Programs | 4,462.50 |
| Private Coaching | 2,772.70 |
| STEM to Stern | 2,253.35 |
| Youth Programs | 256,321.29 |
| Total Program Revenue | 365,606.51 |
| Regatta Entry Fees | 19,731.15 |
| Total Revenue | 616,034.77 |
| COST OF GOODS SOLD | |
| Program Expenses | |
| Advertising | 1,401.26 |
| Barge and Launch Maintenance Expenses | 613.43 |
| Gas | 3,877.42 |
| Total Barge and Launch Maintenance Expenses | 4,490.85 |
| Contract Labor | 1,220.00 |
| Offsite Facility Rental | 5,815.00 |
| Payroll Costs | |
| Background Checks - Youth Program | 240.00 |
| Coach's Dues Discounts Given (deleted) | 3,737.50 |
| Salaries and Wages | |
| Administrative | 26,200.00 |
| Adult Program Wages | 41,856.97 |
| Instructional Program | 23,258.99 |
| Youth Program Wages | 72,372.73 |
| Total Salaries and Wages | 163,688.69 |
| Taxes - Employer | |

| | Total |
|---|-------------------|
| Administrative | 2,004.30 |
| Adult Programs | 2,993.17 |
| Instructional Program | 1,779.31 |
| Youth Program | 4,945.66 |
| Total Taxes - Employer | 11,722.44 |
| Workers' Compensation | 2,648.76 |
| Total Payroll Costs | 182,037.39 |
| Program Supplies | 2,602.41 |
| Regatta Expenses | 27,117.36 |
| Travel | 5,523.46 |
| Total Program Expenses | 230,207.73 |
| Total Cost of Goods Sold | 230,207.73 |
| GROSS PROFIT | 385,827.04 |
| EXPENDITURES | |
| Facility Expenses | |
| Cleaning Service | 3,200.00 |
| Insurance | 14,134.30 |
| Offsite Facility Rental | 1,500.00 |
| Portable Toilet Rental | 2,935.00 |
| Real Estate Taxes | 17,910.54 |
| Repairs and Maintenance | 11,035.04 |
| Security | 30.00 |
| Supplies | 489.84 |
| Utilities | 9,213.41 |
| Total Facility Expenses | 60,448.13 |
| Fleet and Equipment Expenses | 900.00 |
| Payroll Taxes | 838.89 |
| Property Taxes | 4,211.87 |
| Registrations | 218.00 |
| Repairs and Maintenance | 23,448.39 |
| Rowing Equipment Insurance | 17,460.06 |
| Supplies | 8,640.25 |
| Wages | 10,965.28 |
| Total Fleet and Equipment Expenses | 66,682.74 |
| General and Administrative Expenses | |
| Bank and Credit Card Fees | 14,326.35 |
| Dues and Subscriptions | 7,381.33 |
| Insurance | 552.37 |
| Meals and Entertainment | 2,576.56 |
| Office Expenses | 298.51 |
| Payroll Service Fees | 3,723.61 |
| Professional Fees | 8,500.00 |
| Software and Website Expenses | 6,052.70 |

29.5% of Operating Rev →

37% of Op Rev →

*Contribution Margin 63% of Rev. ↗
A.K.A - Gross Profit Margin.*

| | Total |
|--|---------------------|
| Total General and Administrative Expenses | 43,411.43 |
| Scholarships Given | 3,570.50 |
| Total Expenditures | 174,112.80 |
| NET OPERATING REVENUE | 211,714.24 |
| <i>34% Operating Profit Margin →</i> | |
| OTHER REVENUE | |
| Gain(Loss) on Disposal of Assets | 14,700.00 |
| Interest Income | 8,500.28 |
| Total Other Revenue | 23,200.28 |
| OTHER EXPENDITURES | |
| Amortization Expense | 495.00 |
| Depreciation Expense | 117,425.00 |
| Interest Expense | 9,610.30 |
| Total Other Expenditures | 127,530.30 |
| NET OTHER REVENUE | -104,330.02 |
| NET REVENUE | \$107,384.22 |
| <i>Net Revenue Margin 17.4%</i> | |

Statement of Financial Position

As of November 30, 2023

| | Total |
|--------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Bank RI Checking 9591 | 24,940.10 |
| Bank RI Savings 3694 | 125,680.44 |
| Loan Restricted Funds 6091 (Webster) | 20,000.00 |
| Schwab Investment | 973.97 |
| Stem to Stern Business Savings 1730 | 50,442.62 |
| Webster Money Market 6451 | 110,697.97 |
| Webster Operating Account 5959 | 116,187.76 |
| Total Bank Accounts | 448,922.86 |
| Accounts Receivable | |
| Accounts Receivable | 1,528.37 |
| Total Accounts Receivable | 1,528.37 |
| Other Current Assets | |
| Credit Card Receivables | 120.74 |
| Installment Contracts Receivable | 1,412.82 |
| Inventory | 2,783.00 |
| Miscellaneous Receivables | 28,053.34 |
| Prepaid Expenses | 6,633.08 |
| Total Other Current Assets | 39,002.98 |
| Total Current Assets | 489,454.21 |
| Fixed Assets | |
| Accumulated Depreciation | -1,158,870.00 |
| Buildings and Improvements | 708,052.80 |
| Docks | 357,484.85 |
| Furniture and Equipment | 1,221,450.21 |
| Land | 517.50 |
| Total Fixed Assets | 1,128,635.36 |
| Other Assets | |
| Deposits on Fixed Assets | 25,550.00 |
| Investments | |
| Treasury Direct | |
| I-Series Bonds | 20,000.00 |
| T-Bills | 147,655.88 |
| Total Treasury Direct | 167,655.88 |
| Total Investments | 167,655.88 |
| Loan Closing Costs | 11,128.00 |
| Accumulated Amortization | -2,999.00 |
| Total Loan Closing Costs | 8,129.00 |

| | Total |
|---|-----------------------|
| Total Other Assets | 201,334.88 |
| TOTAL ASSETS | \$1,819,424.45 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 5,662.09 |
| Total Accounts Payable | 5,662.09 |
| Credit Cards | |
| Webster Credit Card (4269) - 10 | 11,631.70 |
| Total Credit Cards | 11,631.70 |
| Total Current Liabilities | 17,293.79 |
| Long-Term Liabilities | |
| Webster Bank Mortgage | 219,494.51 |
| Total Long-Term Liabilities | 219,494.51 |
| Total Liabilities | 236,788.30 |
| Equity | |
| Temporarily Restricted Net Assets | |
| Scholarship Fund | 11,484.29 |
| STEM to Stern Fund | 56,653.75 |
| Total Temporarily Restricted Net Assets | 68,138.04 |
| Unrestricted Net Assets (Board designated) | |
| Reserve for Facility Maintenance & Improvements | 50,000.00 |
| Total Unrestricted Net Assets (Board designated) | 50,000.00 |
| Unrestricted Net Assets (Operating) | 1,357,113.89 |
| Net Revenue | 107,384.22 |
| Total Equity | 1,582,636.15 |
| TOTAL LIABILITIES AND EQUITY | \$1,819,424.45 |

NBC ROWING COMMITTEE – 2023 YEAR-END REPORT

The following activities were undertaken/initiated and/or completed by the Rowing Committee in 2023;

Repairs

- Emma Powers transitioned the Boatman role to Richard 'Van' Vanvoris when she departed after graduating from RISD. Van has been a great resource repairing boats quickly.
- Refurbished Zephyrs at Clark – We took 6 Zephyrs to Dave Clark – he only refurbished 5 of them, but between this and last years work at RowAmerica this valuable Zephyr fleet has been upgraded.
- Watne, Sandstede, Prichett and Gayle Simmons repaired/refurbished at Resolute.

Naming:

- The following boats were named / some christened and others on the 'to-do' list: Xeno Mueller, Tiff Hogan, Wes Kerns, Joan Martin, Dave Rand, Anders Weiss, Kristi Wharton, Dan Gorriaran, Jamie Reavis, Kim Worrell, Brigid Kennedy. Most recently three 2X's were named Pete Evans, Kit Wise and Q Kellogg.

Purchases – Following boats were acquired:

- Hudson 4X's (two new quads; Gorriaran and Wharton)
- Hudson 2X's (six new doubles, Rand, Kerns, Martin, Kellogg, Evans & Wise)
- Wintech Explorer 2X – donation in memory of Barb Link
 - Following non rowing equipment was purchased:
 - New large boat Trailer from Westfield Rowing in New Brunswick, NJ
 - 10 C2 row ergs purchased from Dartmouth
 - C2 bike erg purchased from private party

Sales – following hulls were sold/disposed of

- Gorriaran 8
- VD singles – NBC sold 5 VD singles
- VD doubles – NBC sold 2 VD doubles.

Safety

- New Committee headed by Jonathan formed to address NBC safety protocol
- Marine Radio Installation – hand held radios purchased for on-water coaching
- CPR/First Aid training class held for Instructors and members
- Swimming requirement instituted to achieve consistency with USRowing policies
- Cold water modifications to P&P adopted
- Self-Rescue demonstrations/practice – several sessions held

P&P

- Boat ratings modified
- Member ratings reviewed

- Elevated 8 members to A rating
- Quad and Bow rating protocols modified
- B test protocol modified

Sincerely;

Rowing Committee, Eric Watne; Chair, John Ryan; Lieutenant, Jonathan Haisman; Safety Committee Chair, Amy Abbot, Lisa Evans, Dick Green, Joan Brush, Tracy Glover, Robin Gross, Carol Browning & Scott Whitney

NBC ADULT ROWING PROGRAMS – 2023 YEAR-END REPORT

The following data reflects Adult Rowing Programs in 2023;

Coaches

- At one point in the year the following 16 NBC members have coached an Adult Programs class:
 - Rick Richards, Lisa Evans, Amy Abbot, John Ryan, Richard 'Van' Vanvoris, Jill Hubbard, Eric Watne, Gregg Seitz, Charlie Whitin, Wes Kerns, Scott Whitney, Robin Gross, Jim Devol, John Duke, Misha Kislev, Brigid Kennedy,

Programs: These programs were created and run in 2023

- Indoor Winter training
 - NBC
 - CrossFit
- RISD Rowing
- Open Houses
- Adult Learn to row; sweep
- Adult Learn to row; scull
- Team boat sculling
- Intermediate sculling
- Advanced sculling
- Co-ed sweeps
- Private instruction
-

Numbers – Following represents class attendance boats were acquired:

- Indoor classes - 8
- On water classes - 50
- Registrations – approximately 420
- Revenue – approximately \$32,500

Safety Committee 2023

Activity

1. Formed a new Committee. Bjorn Sansteade, Francesca Beaudoin, Andrea Arena, Jonathan Haisman. We meet periodically, normally as a “working meeting”, to discuss issues and check safety equipment at the same time.
2. Completed a safety audit in April, per US Rowing safety guidelines. A safety audit should be completed annually.
3. Opened dialogue with Brown University on shared, safe use of the Seekonk.
4. Pushed for training and documentation of NBC coaches qualifications.
5. Organized CPR and First Aid training for coaches and NBC members with Brown Emergency Medicine.
6. Installation of VHF marine radio at NBC (thank you Chris Fay). Training for use of VHF marine radio for coaches.
7. Completed and distributed an Emergency Action Plan. Copy in boathouse, on NBC Google group and laminated copies for coaches.
8. Regularly updated club members on conditions affecting rowing safety such as water temperature, water quality, low light etc.
9. Installation of water temperature monitoring system at NBC dock.
10. Regular encouragement for members to develop a self reliant, informed, and rational “know your limits” approach to recreation on the Seekonk River.
11. Regular training and testing for self rescue techniques, scull re-entry and “straddle and paddle” in regular and cold water conditions. April (Seekonk), September (Watuppa), November (Seekonk)
12. Re-organization of first aid and emergency supplies.
13. Addition of flip test or self rescue requirement to “B test” for single scullers per US Rowing guidelines.
14. Routine checking and re-stocking of emergency supplies and AED.
15. Logging of any incidents on the Seekonk or at NBC on the NBC google drive.
16. Provided EMR cover for NBC Regatta.

2024 Priorities

1. Continue dialogue with Brown and encourage their adoption of VHF radio.
2. Annual safety audit.
3. Continue CPR and First Aid training.
4. Continue self rescue training.
5. Monitor all first aid and safety equipment, replace as necessary.
6. Clarify club guidelines and regulations for “shoulder season” rowing.
7. Produce a map of safe exit locations to for addition to EAP.

Submitted by Jonathan Haisman 6th December 2023

Communications Committee:

1.) Newsletter. In 2023, we launched the newsletter. Contributions from many members have been a great help. Meaghan Delaney's design work has been invaluable. All suggestions welcome for 2024 editions.

2.) New web site. Next year, when the retooling of our web site is further along, it might be helpful for the Communications Committee to get a briefing from the architects.

3.) (Not exactly communications, but ...)Possible Boathouse Planning Item:

Through a family rowing connection, I recently introduced a key member of the mayor's planning team to our club. I'd like to report on his suggestion that we get on the city's radar with our long-term plans for the boathouse . This conversation was informal, very general so this agenda item can be brief.

John Mulligan

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 protocol**
- 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**
- H. **Foster a community that cares for one another through the Sunshine outreach (this is an addition this year)**

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__.

Questions:

- 1) Is it the mission of the membership committee to try and increase membership/growth at NBC or is it our mission to care engage and care for the membership that we already have? If we want to increase membership through community outreach and advertisement, should this be a separate but related committee?
- 2) Under committee purpose and responsibilities, **Item A:** Deb Chute is still doing new member onboarding but has started to copy Susan B (since May 2023) in the welcome emails to new members. Should membership committee take on this job ??

- 3) Under committee purpose and responsibilities, **Item D:** Eric Watne and ? NBC lieutenant has been doing this (at least new member orientation). What role should membership committee be playing?
- 4) Under committee purpose and responsibilities, **Item G:** Membership committee is not presently playing a role in this.
- 5) Should the membership committee be keeping track of membership numbers and finding out why some people do not continue their membership?

New Ideas:

- 1) Perhaps a membership committee representative(s) should attend NBC Open Houses and also attend 1 session of each class (especially beginner classes) as an ambassador. That person could answer talk about membership and answer questions.
- 2) Order swag to give to new members IE: NBC stickers, water bottles, hats, dry bags