



Narragansett Boat Club
Board of Governors Meeting
September 13, 2023 7:00 pm
Hybrid

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, October 18 @ 7 pm.

Respectfully submitted,

Q Kellogg, Secretary

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

Youth Program Notes as of 9-12-2023

- Youth programs are up and running. Started with an evaluation week for high school aged athletes to make sure everyone is in the correct place. Still moving a few kids around (bringing them up from the intermediate program to fill spots and to make sure that kids are appropriately challenged).
- Current staffing is good – I think that we can work on a more cohesive approach to stem to stern and the intermediate/ learn to row program.
 - I think it would be beneficial to run two middle school offerings (M/W; T/Th) and then an intermediate program that goes M/W/F – I'm not sure if the issue was how the program was described but the mass registration in both programs is difficult
 - Will need to set aside numbers for stem to stern and create waitlist going forward
 - We will be losing Lindsey Carlsen in the spring – need to think strategically about how to bring in coaches; retain coaches
 - Will schedule coaches meeting
- Working on outreach for novice program
 - 3 planned open houses
- Meeting with Lincoln Athletic Director Thursday 9:30 to discuss their program
- First regatta this Saturday (barring hurricane Lee!) – CRI Fall Classic

Stem to Stern September Report

- In Week 3 of the 'Stern' portion
- STEM begins November 1st, the Wednesday after the conclusion of the
- LTR/Intermediate session and runs until December 13th
- 14 athletes total on STS roster
 - 9 from East Providence Boys & Girls club
 - 2 from San Miguel
 - 3 unaffiliated
- Both partner orgs have succeeded thus far in regards to transporting their athletes
- We currently do not have an area for STEM activities due to renovations. It is to be
- determined if we will be provided another space in the meantime. We are open to
- suggestions.

Future Plans

- Pre-allocate 18 spots for STS athletes for Spring registration and waitlist regular tuition,
- trying to avoid waitlisting STS athletes if possible
- Begin sending kids from other partner orgs to EPBGC for swim lessons
- Acquire additional partner school if San Miguel athletes continue to be sparse
- Talk of potential membership fundraiser and corporate sponsors among the STS
- committee
- Keep watch for relevant grants
- Keep it positive, keep it inclusive, build friendships, have fun

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

Facilities Report Sept 2023

I continued to pursue the investigation of the structure maintenance needs of the boathouse. The attached report from Atlantic Marine is fairly detailed in its recommendations for current work. While I did have contact with Regan, an additional marine contractor, I was ultimately unable to get them to appear.

I had a follow up conversation with Brian at Atlantic marine and am impressed with his experience and general knowledge beyond the report.

It would be my recommendation that the club contract Atlantic Marine to complete all of the work detailed in the report. The budget would be in the range of \$55,000. Please let me know if any questions come from the meeting.

In addition, I've notice a couple of maintenance items that need attention. One is pressing. The bolts that secure the dock extensions, particularly the south dock extensions, need to be replaced. The originals were either not the correct size or were not stainless. I left a small inventory of the correct parts in the boathouse last year. I hope someone can still find them.

Pete



Atlantic Marine Construction

73 Margin St. Westerly RI 02891
Phone (401) 348-8154
Fax (401) 348-8153

July 7, 2023

Narragansett Boat Club
2 River Road
Providence RI
Foundation Inspection

Inspection date 5/16/23





View looking south.

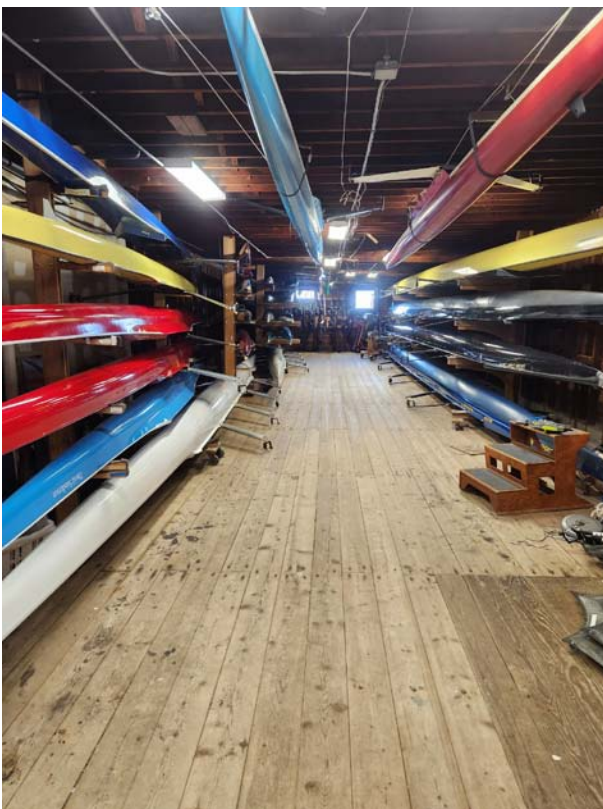
Existing piles water most piles were cut off at the low tide line. 10"x10" horizontal bearing timbers were installed with 10"x10" timber vertical support timbers and angle 3"x10" bracing. All looks to be in good condition. The armor stone from the mean high tide line to the mean low tide line was displaced by erosion.



The concrete support piers located on the northwest side of the building appear to have been replaced with steel helical piles and brackets, the brackets are rusting but are in fair condition.



Three concrete piers that are located at the southwest end of the older section of the structure have been undermined and settled and is no longer supporting the timber carrying beams.

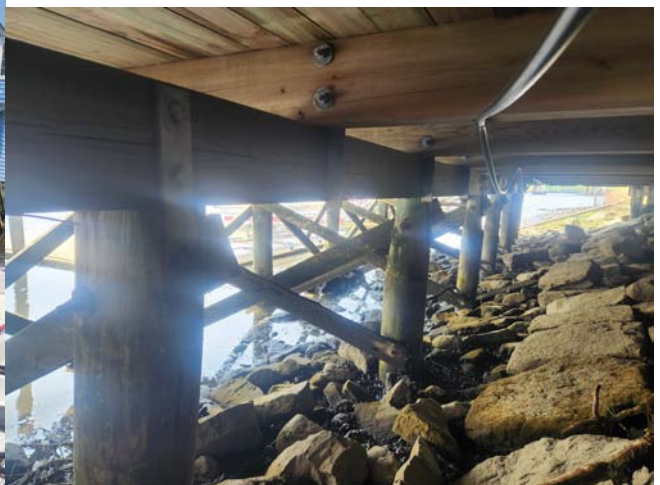


The building floor has also settled to a lower elevation in this area.



View looking north.

Existing piles and support beams and stringers are in good condition. Armor stone is missing at tide line



The X-bracing located on the south end of the building is deteriorated and bolts were severely rusted. (X- Bracing timbers should be replaced) There is an additional center row of pilings and timber support cap on the south side (newer section of the building).



Pile to support beam hardware in (5) locations should be replaced due to corrosion.

Conclusion: The timber structure above the foundation piles and piers are in good condition. The repair work on the older section (North end) consisting of 10”x 10” horizontal timbers, vertical 10”x10” post and 3x10 cross bracing are in good condition. The steel helical piles that have been installed to replace and/or add additional support to the concrete piers on the northwest side of the building are in fair condition. Three of the concrete piers located at the southwest end of the structure are failing. The armor stone protecting the shoreline from scour is failing below the high tide line. The X-bracing located on the newer section of the structure (south end) is in poor condition. Some of the steel hardware that connects the piles to the carrying beams is severely corroded.

Recommendations:

Prepare and paint the rusting helical piles and brackets above the mud line. (\$4,500)

Replace the (3) failing concrete piers with helical piles incased in concrete. (\$18,500)

Reposition and add armor stone from the mean high tide line to the east row of foundation piles. (\$46,000)

Remove and replace the 10 sets of 3”x10” timber x-bracing located at the south end of the structure (\$17,200)

Remove and replace (5) steel ties that are severely corroded. (\$3,000)

Thank you for the opportunity. We look forward to working with you on this project.

Sincerely,

Brian Denecour
Atlantic Marine Construction
Managing Partner