



Narragansett Boat Club  
Board of Governors Meeting  
December 13, 2023 6:00 pm  
Hybrid

Board of Governors members present in person: Matthew Eriksen, Q Kellogg, Bradley Werntz, Kristi Wharton

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

Board of Governors members absent: Andrea Arena, Jonathan Haisman

Other members present in person: Dan Gorriaran

Meeting called to order at 6:02 pm

**Announcements (Kristi Wharton):**

- Kristi shared the sad news of Ricky Brightman's recent passing, and expressed support for her partner, Nancy, from all of us. We will look forward to a service in Ricky's honor next year.
- Yesterday was a coach gathering to thank them, acknowledge their hard work and passion for rowing. Turnout was low due to the Rte 195W bridge closure on Monday.
- The Nominations Committee, chaired by Ira Garber and Anne Fleet, are finishing up their consideration of the slate. They will send this to Q next week in order for it to be posted 30 days ahead of the 1/17/24 annual meeting.
- US Rowing is no longer associated with STEM to Stern, which is a stand-alone non-profit.
  - We will arrange our own relationship with them.
  - US Rowing has developed a program called United We Row, which is online and provides assistance for DEI initiatives. Programs can apply for grants through United We Row.

**Approval of November Minutes (Kristi Wharton):**

No suggested changes. All in favor.

**Secretary's Report (Q Kellogg):**

See attached Secretary's report.

**Treasurer's Report (Michael Hamilton):**

See attached Treasurer's report.

- **Motion** on funding the Scholarship Program: The BoG recommends that 1% of gross revenue from program fees and dues annually go to the Scholarship Fund. All in favor.
- Discussion of 2024 dues. Propose raising from \$875 to \$900 in order to keep up with increased costs. Oar storage and boat storage fees to be kept as they are.

- Discussion of program pricing. Catherine Starr has increased some fees for her program. Recommend a 3.5% increase subject to a discussion with CStarr and Daniela on the youth program pricing.
- Reserves for boathouse expenditures is at \$50K. Recommend that 10% of total revenue be set aside for boathouse maintenance as “reserve”. This can be adjusted, depending on projected need.

#### **Rowing Committee Report (Eric Watne):**

See attached EOY Rowing Committee report.

- **Motion** - Starting in 2024 the club requires from all members 5 hours of community service to the club, as approved by the Captain, who will keep track of hours. Members can opt out for a \$50 donation to the Scholarship Fund. All in favor.
- This will be communicated to members when dues are paid.

#### **Adult Rowing (Eric Watne):**

See attached EOY Adult Rowing report.

**Safety Committee:** see attached EOY report

#### **Membership Committee (Susan Burgoyne):**

- Going over questions generated by the draft charter.
  - Mission: is it our job to care for and engage current members or is it to “grow” the membership?
  - New member welcome intro: Deb Chute still is doing some of this, but wondering if the committee should be taking this on.
  - How else should this committee be interfacing with new and current members?
  - Should we be tracking why people don’t renew memberships?
- Suggested to put together a welcome video that covers basics. Maybe hand this off to media-savvy youth?
- Suggested to confer with Deb Chute and figure out best ways to help her do her job. Who should her job eventually be handed off to?
- Eric has tried to pair new members with a mentor. It would be great to get this committee involved in this and for it to be a more formalized process.
- Marketing is a different activity, but Membership committee can get involved once people have expressed interest.
- Suggested that the Committee makes a proposal about their mission and roles.

#### **Communications Committee (John Mulligan):**

See attached Communications Committee report.

- The New Chief Planner for City of Providence is a cousin of John’s (Joe Mulligan). He’s the father of his family’s stroke in Charles 8+ and visited NBC recently.

- The city will be working on waterfront plans, and Joe has suggested we be involved in this process during stakeholder meetings in the new year. Focus on “Sustainability and Resilience” to plan for impacts of climate change.
- There is an opportunity for us to be ahead of the “wave”. There might be ways to sync our boathouse improvement with city efforts, particularly in the form of grant opportunities.
- Suggested to identify a couple of “point” people to communicate with the City. We are due to revisit our strategic plan. Kristi has been working to find people to be involved in this process. A small group from this committee could serve as liaisons. Bruce Ackman has agreed to be part of facilities planning. He’ll be integral with identifying boathouse/boatyard repairs, restoration, rebuilding projects.
- Kristi will talk with Brown’s sustainability officer to better understand the lay of the land with respect to grant opportunities.

#### Old Business:

- Club IT and new website (Dan Gorriaran)
  - Our IT needs are beyond our volunteer capabilities – we should be paying for IT support.
  - Proposal: Spend \$3600 to upgrade our tech at the boathouse, plus \$48/month for IT support services. This will include the webcam and will keep our new key fob system more secure. Video cameras will be kept separate for the moment. Funding approved.
  - The new website is almost finished and is in the process of being tested.
    - Membership is no longer a “push” but rather a “pull”. We send out email to let people know it’s time to pay their dues, rather than sending them a bill. All the forms and waivers are on the site. Site is tied to logbook, so as people pay their dues they will automatically get logbook rights.
    - New members can pay through the website but we will still be voting in new members, so there will be language on the website that someone is not a full member until they are voted in at the next board meeting.
    - Michael will let people know that the website is almost ready and that people can donate to NBC through the website.
- There was a case of pertussis in one of the youth classes. Catherine has been handling this with DOH but we should be aware of this.
- Thanks to John Ryan for putting up a big sign on the boathouse for the viewing pleasure of those who are stuck on the Henderson Bridge.

Adjourned at 7:59 pm

Next meeting: Wednesday, January 17, 2024 @ 6 pm.

Respectfully submitted,  
Q Kellogg, Secretary

<b>Secretary's Report</b>			
<b>Membership as of December 7, 2023</b>			
<b>(Prepared by Membership Coordinator)</b>			
<b>Membership Category</b>	<b>12/11/2022</b>	<b>11/12/2023</b>	<b>12/7/2023</b>
	<b>(Last Year)</b>	<b>(Last Month)</b>	<b>(Current)</b>
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
<b>Total Members</b>	215	191	192
<b>Applicant Members to Vote on (included in numbers above)</b>			
	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 15<sup>th</sup> 2023.

- **10% paydown of NBC Loan:**
  - The Board approved on November 15<sup>th</sup> 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 26<sup>th</sup> 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 15<sup>th</sup> Financial Management report. In the December 11<sup>th</sup> 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 31<sup>st</sup> 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

	<b>Total</b>
<b>REVENUE</b>	
Contribution Income	
Donations in Kind	2,619.75
Scholarship Fund	1,016.39
STEM to Stern Fund	439.47
<b>Total Contribution Income</b>	<b>4,075.61</b>
Facility Usage Fees	43,043.24
Fundraising	12,080.00
Membership Dues	145,893.12
Discounts	-1,732.78
<b>Total Membership Dues</b>	<b>144,160.34</b>
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
<b>Total Program Revenue</b>	<b>365,606.51</b>
Regatta Entry Fees	19,731.15
<b>Total Revenue</b>	<b>616,034.77</b>
<b>COST OF GOODS SOLD</b>	
Program Expenses	
Advertising	1,401.26
Barge and Launch Maintenance Expenses	613.43
Gas	3,877.42
<b>Total Barge and Launch Maintenance Expenses</b>	<b>4,490.85</b>
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
<b>Total Salaries and Wages</b>	<b>163,688.69</b>
Taxes - Employer	

	<b>Total</b>
Administrative	2,004.30
Adult Programs	2,993.17
Instructional Program	1,779.31
Youth Program	4,945.66
<b>Total Taxes - Employer</b>	<b>11,722.44</b>
Workers' Compensation	2,648.76
<b>Total Payroll Costs</b>	<b>182,037.39</b>
Program Supplies	2,602.41
Regatta Expenses	27,117.36
Travel	5,523.46
<b>Total Program Expenses</b>	<b>230,207.73</b>
<b>Total Cost of Goods Sold</b>	<b>230,207.73</b>
<b>GROSS PROFIT</b>	<b>385,827.04</b>
<b>EXPENDITURES</b>	
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
<b>Total Facility Expenses</b>	<b>60,448.13</b>
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
<b>Total Fleet and Equipment Expenses</b>	<b>66,682.74</b>
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
<b>Total General and Administrative Expenses</b>	<b>43,411.43</b>
Scholarships Given	3,570.50
<b>Total Expenditures</b>	<b>174,112.80</b>
<b>NET OPERATING REVENUE</b>	<b>211,714.24</b>
<i>34% Operating Profit Margin →</i>	
<b>OTHER REVENUE</b>	
Gain(Loss) on Disposal of Assets	14,700.00
Interest Income	8,500.28
<b>Total Other Revenue</b>	<b>23,200.28</b>
<b>OTHER EXPENDITURES</b>	
Amortization Expense	495.00
Depreciation Expense	117,425.00
Interest Expense	9,610.30
<b>Total Other Expenditures</b>	<b>127,530.30</b>
<b>NET OTHER REVENUE</b>	<b>-104,330.02</b>
<b>NET REVENUE</b>	<b>\$107,384.22</b>
<i>Net Revenue Margin 17.4%</i>	

# Statement of Financial Position

As of November 30, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
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
<b>Total Bank Accounts</b>	<b>448,922.86</b>
<b>Accounts Receivable</b>	
Accounts Receivable	1,528.37
<b>Total Accounts Receivable</b>	<b>1,528.37</b>
<b>Other Current Assets</b>	
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
<b>Total Other Current Assets</b>	<b>39,002.98</b>
<b>Total Current Assets</b>	<b>489,454.21</b>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<b>1,128,635.36</b>
<b>Other Assets</b>	
Deposits on Fixed Assets	25,550.00
<b>Investments</b>	
Treasury Direct	
I-Series Bonds	20,000.00
T-Bills	147,655.88
<b>Total Treasury Direct</b>	<b>167,655.88</b>
<b>Total Investments</b>	<b>167,655.88</b>
Loan Closing Costs	11,128.00
Accumulated Amortization	-2,999.00
<b>Total Loan Closing Costs</b>	<b>8,129.00</b>

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

## 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