

NBYC Board Meeting Minutes for August 20, 2019

Present: Tim Broderick, Sam Bidwell; Link Bonforte; Marci Crawford; Jack Fleming; Sarah Kerner; Arnie Litteken; Bill McHale; Jim Smithwick and Guest: Jeff Noyes

The meeting began at 1457Hours / 2:57PM

Review of NBYC Website Update by Jeff Noyes

Tim turned the meeting over to Jeff Noyes who has been doing an excellent job leading a dual committee consisting of both the PR and Media folks.

Jeff informed the Board that he has been involved with the website for eight (8) weeks along with the Committee that he refers to as the Media Group or Web Group. They were engaged by the PR Committee to update the website and make it a more useful and appealing to the audience that includes the Club Membership and the outside world. To appeal to more to people interested in joining a yacht club and are considering or have moved to the New Bern area, they are working to change primarily the main page and some other pages. The Web Group is also looking for improved performance of the website for the Club as a whole.

When Jeff and the group first got involved the vendor that will be involved on the project had already been decided and the redesign is on a limited budget. Plans are to keep using the current development tool for building pages because of the short learning curve and the limited budget. The tool is free, it is fairly simplistic in the way it is used, and some of the team members are familiar with it. None of the team had formal training on the tool. They will use the new supplier for training assistance to become familiar with the functionality of the tool. They will reorganize the website for the new audience. There have been three (3) long design sessions and one (1) lengthy, online talk class. There is a working design in Excel for vendor development of a shell for NBYC to work within.

Most people on the Board of Directors will have some role in supplying the content that will go into the website. Some within this group have already contributed to the website without knowing it. Some flyers that have been created and circulated have become part of the website.

Training priorities have been identified and sent to the Vendor. The Vendor is working on the shell and the Team will populate it.

The ongoing web hosting source has become untenable for our use. Hosting is expected to be much better with the new vendor. Migration to the new site is expected to be in December. There will be more information next month.

There was discussion about the cost of the current web hosting and the possibility of any refund. The current hosting is paid annually in advance and it has been paid through March. A refund is unlikely. The cost for the new vendor web hosting will be paid monthly.

Jeff finds it frustrating and time consuming to use the current web hosting. All calls start from scratch. Bill McHale interjected that it is not known when the site is up or down.

Link commented that the topic is complex and he thanked Jeff for the work he has done.

Jeff recognized June Dowd for the work she has done in the past.

Sam inquired about using the site more for data storage with links in emails to it verses large file attachments in the emails. Jeff said currently it is not possible to link to a specific document in the current system; but a link could open a page where the document is stored. Jeff said he needs to learn more.

The current site is built on an application [Weebly] that does not have as many features as WordPress; but it is much less involved to use.

Jeff departed at 1522Hours / 3:22PM

Tim Broderick, Commodore's Report: Opening Remarks

Tim said there was talk last month about building a reserve. He wanted to address this topic at the end after other topics have been presented.

Bill McHale, Vice Commodore's Report: Steering Committee, Special Meeting and Clubhouse Rental Program

Attachments: Special Steering Committee Report: NBYC Rental Study (8/20/2019) and History of NBYC Rental Revenue (8/20/2019)

Bill passed out the handouts and used them to update the Board on the Special Steering Committee Report: NBYC Rental Study (8/20/2019) and History of NBYC Rental Revenue (8/20/2019). The handouts are reports and they are extremely thorough and well presented. There is no point in duplicating in the Minutes that which is in the reports.

There was some discussion on if a Board vote was needed for some minor expenses that were discussed. The general consensus was that it is was not needed. Tim suggested that Bill pull the program together with other real specifics and include them in a recommendation for Board consideration and approval.

Bill reported that the light on the pole in the parking area needs to be replaced and would require the rental of a bucket truck.

Jack Fleming, Rear Commodore's Report: Cruises and Cruise Calendar Update

There was a small boat Cruise Planning Meeting last Thursday that was advertised and only four (4) Members attended. Jack's conclusion was that there are not a lot of people interested in getting on the water.

The Cruise Schedule was revised with a couple of dates added: A Poker Run and a Raft Up

Eight (8) have signed up for a "follow on cruise" to Morehead City after the Front Porch Music Festival in Oriental.

Second Annual Small Boat Flotilla is scheduled for Saturday, November 16, at the clubhouse.

Tom Hartman is still trying to learn what the City has planned for the Christmas Flotilla.

Marci made a strong suggestion on behalf of the Membership Committee that there be a meeting in advance of the Christmas Flotilla, i.e. end of October, inviting everyone that would like to have a boat in the Flotilla or anyone that would like to be a guest on a Flotilla participant. Think about Members with boats, especially Members with larger boats, inviting members without boats and new members. A theme could be talked about; but it would not be mandatory.

Karl Lichty, Past Commodore's Report: Not Available

Jim Smithwick, Secretary's Report: Approval of Last Month's Board Meeting Minutes

Jim Smithwick emailed Board members, in advance of the meeting, a copy of the Minutes from last month for the Board's Final Review and Approval. Link Bonforte made a motion to approve the July 2019 Board Meeting Minutes, as submitted. Sarah Kerner seconded the motion. There was no further discussion. The motion passed with no opposition.

Note: Approved Minutes can be viewed at <http://www.newbernyachtclub.com/index.html>, MORE (dropdown), Member Only, Meeting Minutes / Reports

Sam Bidwell, Treasure's Report: Absent, Approval of Financial Report

See Attached: NBYC OPERATING AND CASH FLOW STATEMENT (August) 2019

Cash on hand is \$25,851

With membership up from last month, there has been some small improvement to income. Discussions are underway on additional ways to address our income shortfall to budget.

Expenses for the month were normal with the exception of paying for the reinforcement of the floor joists. Our year end cash on hand balance is projected to be around \$18,000.

Marci Crawford made a motion to approve the August 2019 Financial Report as submitted. Link Bonforte seconded the motion. There was no further discussion. The motion passed with no opposition.

Link Bonforte, Director's Report: PR Committee Support for New Revenue Streams

There were three (3) areas that the PR Committee talked about for revenue generation: Clubhouse Rentals; Memberships, supporting Marci and the Membership Committee, and Social Committee Fundraisers, supporting Sarah and the Social Committee.

Other general things are being put on the back burner until the fall.

The only other revenue generation things that the Committee could do would be in the area of Slip Rentals, including 1) putting up a banner at the docks or sign at the front near the road, 2) announce slip rentals at the General Meetings.

In discussions that followed, it was pointed out that slip rentals are available only to Members and advertising should be as such. It was agreed that work toward adding a sign could proceed.

Marci Crawford, Director's Report: Membership Committee Recommendations, Application Updates and Member Concerns

Membership Committee Recommendations

Marci said the Membership Committee talked about how to speed up the Membership process in order to get Memberships and dues faster; but, dropped the idea recognizing what is required in the process.

The Committee talked about when Members should be invoiced for dues. But after discussions they recommend no change to the current process.

The Committee talked about the function of the Membership Committee and at some point, may suggest that the Board discuss and update the function, if needed.

The Committee discussed if the Committee Chair should be on the Board. The Committee thought "Yes", at a time when it is desired to increase Club Membership.

The Committee discussed handing out brochures with the PR Committee.

There was talk about the concept Lee Ann proposed about contacting people with waterfront property. The Committee felt most of these people had docks and kept their boats at their property. The Committee was more interested in people with boats without waterfront property. Link interjected that interest in people with waterfront property for identifying potential Members, not Slip Rentals.

Both the existing and proposed Membership Policy and Procedures were sent out so proposed changes can be identified.

Attachments:

- AMENDED POLICY AND PROCEDURES MANUAL, APPROVED: NBYC BOD 26 DEC 2011
- Membership Policy and Procedures

A Mission Statement was added Membership Policy and Procedures

Bill interjected there was a proposed change related to the events potential new Members could attend.

Bill also suggested that we may want to allow potential new Members, after they have paid an initiation fee, the option to rent a slip. Sam interjected that it needed to be month-to-month based on availability.

Application Updates

The Committee recommends that the Membership Policy and Procedures be part of the Membership Application.

Member Concerns

At a lady's luncheon(s) there was talk of some of their concerns:

- After the June Meeting it was felt there was too much business presented in the General Meeting. Marci suggested: Less detail in the meeting would be better. The detail could be in a SeaWord Extra or posted on the website. Cruise Reports are not needed.
- The Club is run too much like a business. It is a club, a volunteer club. Marci thought that was coming from talk about the new website being developed without knowing the objectives.
- There was opposition to the Data Project that Lee Ann chaired. Marci thought they were opposed to providing the information and there are other ways to get volunteers. It was also discussed that just because one has experience in an area does not mean they want to be involved again.

In discussing the above concerns there was much surmising as to what was really being said as a concern. Link suggested that Marci get more detail about the concerns and ask those with a concern what they suggest being done differently.

Sarah Kerner, Director's Report: Social Events and Fund Raising Concert

The Picnic Meeting is next week. Forty-five (45) people are signed up. It is the Heritage Theme so bring a desert or dish from your home town.

On September 7th, Susan Broderick and Sarah Kerner will host the Lunar Landing Soiree! It celebrates the 50th Anniversary of the Lunar Landing in 1969. Sarah sent out a SeaWord Extra on it. Attendees can wear 1960 garb or come as a Martian, an astronaut, etc.

The September 14th See You in September event has been cancelled.

In October, per the request to get some fundraisers going, there will be a TGIF. The thought was to have one (1) and go from there with a dinner on a Friday once per month.

Lisa Noyes helped secure Alisa Mike for a Concert on October 19th at the Clubhouse and billed as a fundraiser. No details have been worked out on the food. Hopes are to sell 85 tickets. If tickets are \$25 the income would be \$2,125. If tickets are bumped to \$30 the income would be \$2,550. That is without food or expenses.

Arnie Litteken, Director's Report: By-Laws regarding Board Nomination Announcements

Arnie pointed out that by definition the By Laws are standing rules governing the regulation of a corporation's or society's internal affairs.

In review of the By-Laws Arnie found a sentence that reads, "The Board of Directors and the Officers.....". By definition the Board of Directors includes the Officers and six (6) Directors. That is the first change he wants to make in 2019.

Glenda Decker, Director's Report: Not Available

Gary Todd, Director's Report: Not Available

New Business:

Tim brought up the issue that George Rodriguez died after the Rodriguez Membership was changed from a Family to a Single Membership with Debbie as the sole Member. Since George was not a Club Member when he died, should he be included on the wall plaque of Deceased Members? The general consensus was that he should be included. Bill McHale will take the leadership role in adding the names of recently deceased Members to the plaque.

Old Business: Review and Determine Action for Funding Financial Reserve

The following values were discussed and agreed upon as reasonable assumptions and where input into the Financial Model that Sam Bidwell developed and introduced to the Board at the last Board Meeting:

Cash on Hand	\$40k
Years to Cash on Hand	8
Projected Membership	70
Slips Rented	2.00
Club House Rental Rate	\$300
Club House Rentals	6
Reduce Discretionary Spending	25%

Sam Bidwell was comfortable with the above and achievable based on the dues that were discussed.

For clarity, all unspent cash at the end of each year goes to Reserves.

At one time there were fundraiser activities; but the need went away when the Membership got to 80. The fundraiser topic was discussed along with the need for it.

The general consensus was that the current Dues rate of \$375 is reasonable with a nominal annual increase to be discussed and voted upon in October or November.

Link Bonforte made a motion to approve the above set of numbers that went into the Financial Model with a nominal annual increase in Membership Dues as the basis for the 2020 Budget that will be developed in the October / November 2019 time frame. Bill McHale seconded the motion. There was no further discussion. The motion passed with no opposition.

Adjournment

Arnie Litteken made a motion to adjourn. Link Bonforte seconded the motion. There was no further discussion. The motion passed with no opposition.

The meeting adjourned at 1718 Hours / 5:18PM.

Respectfully submitted,

Jim Smithwick

Secretary

Attachments

- Attachments: Special Steering Committee Report: NBYC Rental Study (8/20/2019) and History of NBYC Rental Revenue (8/20/2019)
- NBYC OPERATING AND CASH FLOW STATEMENT (August) 2019
- AMENDED POLICY AND PROCEDURES MANUAL, APPROVED: NBYC BOD 26 DEC 2011
- New Bern Yacht Club MEMBERSHIP APPLICATION
- Membership Policy and Procedures

NBYC OPERATING AND CASH FLOW STATEMENT
2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Actual	2019 Budget	2019 Plan YTD Actual
Revenue: Members (EOM Memberships)															
Dues	63	63	63	64	64	64	67						23,719	23,000	(719)
Initiation Fees	22,875	-	-	-	281	-	-	563	-	-	-	-	2,500	4,000	1,500
Slip rental	-	500	-	800	276	-	140	-	-	-	-	-	1,216	6,000	4,784
Total Member Revenue (A)	22,875	500	63	800	1,057	64	1,640	563	-	-	-	-	27,435	33,000	5,565
Other Revenue															
Interest Income	1	1	1	1	1	1	-	-	-	-	-	-	6	13	7
Club House Rent Less deposit Returns	-	-	150	400	-	-	(100)	-	-	-	-	-	450	800	350
Miscellaneous Income	-	283	418	290	75	245	419	80	-	-	-	-	1,810	1,000	(810)
Total Other Revenue (B)	1	284	569	691	76	246	319	80	-	-	-	-	2,267	1,813	(454)
TOTAL REVENUE (C=A+B)	22,876	784	569	1,491	1,133	246	1,959	643	-	-	-	-	29,701	34,813	5,112
Expenses: Club House & Grounds Operations:															
Insurance	-	-	-	-	2,395	-	-	-	-	-	-	-	2,395	2,350	(45)
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	2,650	2,650
Maintenance	159	368	469	571	715	2,500	2,969	1,059	-	-	-	-	8,811	5,000	(3,811)
Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
Utilities	362	406	484	427	307	274	260	323	170	-	-	-	3,012	4,600	1,588
Miscellaneous	97	44	610	49	72	68	46	60	-	-	-	-	1,045	800	(245)
Total CH & Grounds Expenses (D)	618	818	1,563	1,047	3,489	2,842	3,274	1,442	170	-	-	-	15,263	16,900	1,637
Expenses: Dock Operations:															
Insurance	-	-	-	-	1,150	-	-	-	-	-	-	-	1,150	1,100	(50)
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	100	100
Total Dock Expenses (E)	-	-	-	-	1,150	-	-	-	-	-	-	-	1,150	2,700	1,550
Other Expenses															
Directors and Officers Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	800	800
Supplies	-	115	8	151	134	76	63	-	-	-	-	-	547	1,400	853
Public Relations	-	64	-	-	-	350	-	-	-	-	-	-	414	1,200	786
Total Other Expenses (F)	-	179	8	151	134	426	63	-	-	-	-	-	961	3,400	2,439
TOTAL EXPENSES (G=D+E+F)	618	997	1,571	1,198	4,773	3,267	3,337	1,442	170	-	-	-	17,374	23,000	5,626
Pass Throughs															
Net Ship Stores Revenue (Expense)	75	14	45	127	43	(132)	16	62	-	-	-	-	251	300	49
Social Events Net: Gain/(Loss)	(428)	66	(126)	(234)	(185)	1,050	(982)	(150)	(296)	-	-	-	(1,284)	(1,000)	284
Pass Throughs: Net Gain/(Loss) (H)	(353)	80	(81)	(106)	(142)	918	(966)	(88)	(296)	-	-	-	(1,033)	(700)	(1,733)
Cash Flow Items															
NET INCOME/(LOSS) (I=C-G+H)	21,905	(133)	(1,082)	187	(3,782)	(2,103)	(2,345)	(887)	(466)	-	-	-	11,294	11,113	(2,248)
Transfers															
Mortgage	(815)	(815)	(815)	(815)	(815)	(815)	(815)	(815)	(815)	-	-	-	-	(9,780)	(2,445)
Financial Reserves															
Impact on Cash Flow: Increase (Dec)	21,090	(948)	(1,897)	(628)	(4,596)	(2,918)	(3,160)	(1,702)	(1,281)	-	-	-	3,959	1,333	(2,626)
Cash - First Citizens Savings	25,473	25,474	25,475	25,476	25,477	25,478	0	0	0	0	0	0	-	-	-
Cash - First Citizens Checking	14,917	13,969	12,070	11,441	6,843	3,925	26,243	24,541	23,260	23,260	23,260	23,260	(1,000)	(1,000)	(284)
Equals Cash End of Month	40,391	39,443	37,545	36,917	32,321	29,403	26,243	24,541	23,260	23,260	23,260	23,260	(1,033)	(700)	(1,733)
Reserves:															
Financial Reserve	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	-	-	-
Next Year's Dues 2020	1,470	1,536	1,410	1,176	991	2,042	1,059	909	613	613	613	613	(7,335)	(9,780)	(2,445)
Social Events	20,470	20,536	20,410	20,176	19,991	21,042	20,059	19,909	19,613	19,613	19,613	19,613	-	-	-
Free Cash	19,921	18,907	17,135	16,741	12,329	8,361	6,184	4,632	3,646	3,646	3,646	3,646	-	-	-



New Bern Yacht Club

PO Box 12114
New Bern, NC
28562-2114

MEMBERSHIP APPLICATION

I hereby apply for membership in the New Bern Yacht Club (NBYC) and submit the following in support of this application:

*APPLICANT'S NAME: _____ SPOUSE/S.O.NAME: _____

*ADDRESS: _____ PHONE: _____

*E-MAIL ADDRESS: _____ CELL PHONE: _____

*E-MAIL ADDRESS: _____ CELL PHONE: _____

*NAME(S) OF ADDITIONAL HOUSEHOLD MEMBERS: _____

DO YOU OWN A BOAT? YES ___ NO ___ POWER ___ SAIL ___ MANUFACTURER _____

*YEAR _____ MODEL _____ LENGTH _____ BEAM _____

*NAME _____

*This information will be published in the NBYC Member Directory.

FUEL TYPE: GAS ___ DIESEL ___ WHERE DOCKED _____

OTHER YACHT CLUB MEMBERSHIPS:

_____ CURRENT ___ PAST ___

_____ CURRENT ___ PAST ___

MARINE ORGANIZATION MEMBERSHIPS

YEAR JOINED

BOAT US YES ___ NO ___ _____

COAST GUARD AUXILLARY YES ___ NO ___ _____

POWER SQUADRON YES ___ NO ___ _____

OTHER(S) _____ YES ___ NO ___ _____

The Mission of the NBYC is: To provide diverse boating experiences through marine related on-the-water, educational, community and other social activities in a club of boaters with various types and sizes of craft.

Members enjoy boating, fellowship and ON A VOLUNTEER BASIS, provide maintenance of club property, organize activities and social functions and provide refreshments for monthly meetings. To assist in finding an area where you might contribute and thereby feel more a part of the club, please check area(s) that you can help the club with.

___ Club house maintenance; ___ Membership; ___ Public Relations; ___ Media (newsletter, website); ___ Cruise planning; ___ Captain a cruise; ___ Social events; ___ Dock maintenance; ___ Grounds and Gardening; ___ Club directory; ___ Arrange guest speakers; ___ Finances; ___ 50/50 drawing; ___ Club store; ___ Other _____.

Please provide a brief biography including how you have enjoyed boating in the past and your future boating plans.

Your attendance at one NBYC monthly meeting and a social function will be required prior to Board consideration for approval. You will be notified by one of your sponsors or other club member of these up-coming events. Applications will be listed in the order approved.

Thank you for your interest in our club. We look forward to getting to know one another.

The initiation fee is due with the application, when submitted. The fee will be returned if the application is withdrawn or if the applicant does not become a member of NBYC. The applicable dues are paid annually on or before January 1st of each year **and prorated for the member's first year.**

Upon acceptance to membership, a check made payable to the New Bern Yacht Club for the amount of applicable dues shall be submitted no later than the next regular general membership meeting.

I HAVE READ THE MEMBERSHIP POLICY AND PROCEDURE DOCUMENT.

_____ APPLICANT'S SIGNATURE	_____ DATE
_____ APPLICANT'S SIGNATURE	_____ DATE
_____ NBYC SPONSOR'S SIGNATURE	_____ DATE
_____ NBYC SPONSOR'S SIGNATURE	_____ DATE
_____ MEMBERSHIP CHAIRMAN'S SIGNATURE	_____ DATE
_____ APPROVED BY THE BOARD – COMMODORE'S SIGNATURE	_____ DATE

PLEASE RETURN COMPLETED APPLICATION TO SPONSOR

Date application provided _____ Date application & check received _____

Membership Policy and Procedure

NBYC is a welcoming and friendly organization that is pleased to have visitors and guests. Our mission statement: **To provide diverse boating experiences through marine related on-the-water, educational, community and other social activities in a club of boaters with various types and sizes of craft.**

MEMBERSHIP: PROCESS FROM GUEST STATUS TO INDUCTION

GUEST STATUS: The facilities of the club are provided for the enjoyment of members, their families and friends, as guests. This status should not be an alternative to membership and is not to be abused.

APPLICANT STATUS: When a membership application is requested, one will be mailed, emailed or hand delivered with information about the requirements for membership and the application process. When the completed application is returned with a check for the current initiation fee, the person(s) will be considered on applicant status.

The applicants are to have attended at least one regular meeting and one social event/cruise as a guest of a sponsor, either before or after formally applying for membership. The initiation check is submitted with the application. Once these requirements are met the application will be published as a Seaward Extra with a fourteen day comment period allowing any member wishing to comment on the applicant's suitability for membership. Members may discuss this with any member of the membership committee. Following the fourteen day listing period, the membership committee will make a recommendation to the Board of Directors as to suitability for membership. Following the Board's decision, the applicant will be so notified.

WAITING LIST STATUS:

Should the club membership be at maximum level, the approved applicant will be placed on a waiting list in the order of Board approval.

During the time until induction into the club, they may attend functions (**space available**) and meetings (except for the Change of Watch) with their sponsor. They will receive the Seaward publications. Close communication between sponsors and applicants will be required at these times.

Applications that are offered membership status will present themselves for induction within three months of being notified and pay the appropriate dues. Failure to do so may result in the offer being withdrawn and made available to the next party on the waiting list. The first offered membership will remain on the wait list.

Rev: September 2019