

# Bainbridge Island Rowing Board of Directors Meeting Minutes 1/8/2020, 7:00 PM



Location: Clark Construction, LLC

## **Board Members**

**Present:** Jennifer Ames-Karreman, Rob Bloom, Celia Clark, Meloni Courtway, Tim Dore, Sue Entress, Kurt Frost, John Foy, Rob Hershberg, Kris Kutchera, Owen Livengood, Sommer Vincent

**Absent:** none

**Quorum present: Yes (12/12)**

**Others present:** Bruce Beall, Amy Burton, Julia Czesla, Anthony Oddo

## **Proceedings**

Meeting was called to order at 7:11 PM by President, Sue Entress.

Welcome guests!

## **Agenda**

- Agenda was reviewed. **MOTION** by Tim Dore to approve the agenda. Seconded by Meloni Courtway, all approved.

## **Minutes & Meeting Schedule**

- Kris Kutchera reviewed the minutes and upcoming meeting schedule.
- **MOTION** by Meloni Courtway to approve the December 4, 2019 Board Meeting Minutes as corrected. Seconded by Jennifer Ames-Karreman, all approved.
- **January 15**, 7-7:30 PM – Board conference call to approve the 2020 Slate of Directors.
- **February 5**, 7 PM - next Board meeting at Marge Williams Center.
- **February 26**, 7-9 PM - Annual Meeting of Members at the Senior Center.  
**ACTION:** Send meeting notice and 2020 Slate of Directors to all BIR members by January 26. **Kris Kutchera**
- **March 25** - Board meeting schedule will move back to the 4<sup>th</sup> Wednesday of the month. The MWC conference room is unavailable but have identified an alternate location at Clark Construction, 355 Erikson Ave NE. **ACTION:** Send out calendar invitations for 2020 Board meetings. **Kris Kutchera**

## Juniors

- Owen Livengood provided an overview from the juniors.
- Everyone is excited about spring season.
- Coaching changes were well received.

## Juniors Program Liaison

- Rob Bloom provided an update on the junior rowing program.
- Junior Orientation meeting is scheduled for January 29 at Woodward. Rob will set up slides, etc.
- There is capacity for up to 120 junior rowers in the program.

## Director of Rowing

- Bruce Beall provided an update on the rowing programs.
- Varsity Spring Season is scheduled to start February 4 with training on land.
- Port Orchard Fathoms O' Fun Festival, June 27, will be a nice Kitsap outreach opportunity.
- Reaching out to donors and potential donors to tour the rowing center.
- Junior lightweight rules are changing this year.
- **ACTION:** Identify storage locations for the 5 single shells owned by BIR. **Bruce Beall**
- **ACTION:** Review plans for rowing center layout with the Safety Committee. **Bruce Beall**
- Tracy Sublett and Rob Hershberg are defining key rowing center rules, processes, and procedures prior to February 8. Some procedures and processes will be refined over time.
  - **ACTION:** Review rules, processes and procedures with Safety Committee. **Rob Hershberg.**
  - **ACTION:** Set expectations regarding rules, process and procedures with rowers before starting to operate out of the new rowing center. **Bruce Beall and Owen Livengood.**

<Owen Livengood departed>

## Development

- Jennifer Ames-Karreman provided an update on the Rowing Center Capital Campaign.
- The group discussed whether to engage in the public phase of our capital campaign for the rowing center at this time.
  - Typically, 50-70% of funds are raised before moving to a public capital campaign. We have already raised 63%, \$2.1M during the quiet phase. We have \$1.25 remaining to raise.

- Discussed options for celebrating the opening of the rowing center
  - Decided on a soft opening for BIR members when current phase of the rowing center is complete in early February. The date of the grand opening and start of the public campaign (potentially February 29) would be announced at the same time.
  - **ACTION:** Finalize the campaign plan for discussion and approval in the February 5 Board meeting. **Jennifer Ames-Karreman**
- Hard hat tours of the rowing center will be offered on Fridays at 3 PM. Contact Jennifer and Tim if you are interested.
- Need someone to help with public relations marketing and communications.
- Next Development Committee meeting: Tuesday 1/14 3:30 PM at Marge Williams Center. Email Jennifer if you are interested in attending.
- Next Steps in rowing center construction - \$1.25M total
  - Repay bridge loans – \$286K
  - Phase 2b1 – Multipurpose Room - \$230K
  - Phase 2b2 – Complete Rowing Center - \$760K
- Scholarships – funds received for Bryson Allen Scholarship Fund.
- Received \$17K for 2020 scholarships – already met budget thanks to One Call for All.
- BIR development office at Marge Williams Center will close January 25 to save money. A shared conference room next door is available for small meetings. Kris Kutchera has access to schedule the room and will be transferring access to Tracy Sublett.

<Amy Burton departed>

### Financial Report

- Kurt Frost provided an update on BIR financials and reviewed the draft 2020 budget for approval.
- 2019 was a strong year.
- 2020 budget draft
  - Assumed relatively flat headcount.
  - 5.5% increase in dues and rowing fees.
  - Rolled in wage increases, increased administrative assistant hours, added head of masters rowing position (3 hours/week), eliminated rack rentals, added building utilities and increased repairs and maintenance.
  - Modify approach to repairs and maintenance to manage costs more effectively: Kurt's approval is now required for any expenditures over \$200. We have a big decision to make on the Morgan Seeley.
  - **MOTION** by Kris Kutchera to approve the 2020 budget with minor modifications. Seconded by Celia Clark, all approved.

## Communications

- Meloni Courtway provided an update from the Communications Committee.
- BIR migration to gmail has occurred. Reach out to Meloni with any questions.
- Working on a plan for photo storage.
- Meloni urged board members to increase communication with each other so everyone is on the same page.
- Tracy Sublett will be serving as a focal point for communications. **ACTION:** Email Tracy ([admin@bainbridgerowing.org](mailto:admin@bainbridgerowing.org)) with information you want to communicate (examples below). **All Board Members**
  - Events and key dates to add to the BIR Google Calendar
  - Website updates
  - Updates on purchases
- **ACTION:** Send list of bainbridgerowing.org emails to Board. **Meloni Courtway**
- **ACTION:** Follow BIR on Instagram. **All Board members.**

## Board Succession Planning

- Kris Kutchera provided an update on the process to nominate the 2020 slate of Board directors for the February Annual Meeting of Members.
- Sue Entress, Jennifer Ames-Karreman and Bruce Beall are talking with prospective Board members.
- Rob Bloom and Sommer Vincent are working on an application process for the junior program liaison and will include Owen Livengood and Bruce Beall.
- We have up to 4 open positions (at least 1 must be filled with Junior Parent). Rob Bloom and Sommer Vincent are working to identify junior parent candidates.

## Rowing Center

- Tim Dore provided an update on the rowing center construction project.
- Tim is making decisions as needed on lots of loose ends.
- The address of the Rowing Center is 301 Shannon Drive SE
- **ACTION:** Extend temporary certificate of occupancy by February 10. **Sue Entress**
- **ACTION:** Arrange for general liability insurance to start and builders risk insurance to end when we receive the certificate of occupancy for the rowing center. **Kris Kutchera**
- **ACTION:** Decide on kitchen layout with a group including Rob Bloom and Meloni Courtway. **Jennifer Ames-Karreman**

**Next Meeting: Wednesday, February 5, 7PM at MWC.**

**Board Reports will be due February 2.**

Meeting adjourned without executive session at 9:52 PM.

Minutes submitted by Secretary, Kris Kutchera