

Bainbridge Island Rowing Board of Directors Meeting Minutes 5/27/2020, 7:00 PM



Location: Video Conference

Board Members

Present: Jennifer Ames-Karreman, Jill Bamburg, Rob Bloom, Celia Clark, Meloni Courtway, Tim Dore, Sue Entress, John Foy, Kurt Frost, Rob Hershberg, Kris Kutchera, Kayla Musser, Anthony Oddo, Sommer Vincent, Faith Watson

Absent: Julia Czesla

Quorum present: Yes (15/16)

Others present: Bruce Beall

Proceedings

Meeting was called to order at 7:03 PM by President, Sue Entress.

Agenda

- Agenda was reviewed. **MOTION** by Jennifer Ames-Karreman to approve the agenda. Seconded by Kris Kutchera, all approved.

Minutes

- **MOTION** by Tim Dore to approve the amended April 22, 2020 Board Meeting Minutes. Seconded by Sommer Vincent, all approved.

Juniors

- Kayla Musser provided an update from the juniors.
- New captains announced for varsity boys and girls.
- Juniors are looking forward to staying fit in the off-season.

Director of Rowing

- Bruce Beall provided an update on the rowing programs.
- Working on logistics of singles rowing, and then transitioning to fours and eights when allowed. Current agreement for privately-owned boats requires 20 days advance notice for moving boats out.

Juniors Program Liaison

- Faith Watson provided an update on the junior rowing program.
- BIR juniors won several US Rowing Virtual Junior Regionals!
- Some interest in small group workouts with erging, running and single boats later.

- Considering ideas for senior recognition and an on-water event, depending on state of reopening.

Masters Program Liaison

- Celia Clark provided an update on the masters rowing program.
- Redistributed ergs to masters. Will coordinate with Aimee Fulwell and follow new protocol for cleaning/disinfecting between users.

Development

- Rob Bloom led a discussion on ideas for this year's Dream Big event.
- Group agreed on a virtual format, ideally incorporating small house parties before November election.
- Consider entertainment, competitions, party bags, locally catered dinners, desert dash and more.
- This is the 20th Anniversary of BIR, a nice time to showcase our internal talent.

Rowing Center Construction

- Tim Dore provided an update on the rowing center construction.
- Clark Construction has resumed work. Glass work completion scheduled for week of June 4. Then, program access control system and rekey building.
- For now, no storage of items upstairs.
- Alan Krause is overseeing work on the Quinault, which will begin once Clark is finished.
- Tracy Sublett will work with John to distribute items juniors may have left in the boathouse prior to shut down.
- **ACTION:** See Tim's report for items that need to be put away. **Bruce Beall**
- **ACTION:** Schedule meeting to define access control system programming and procedures. **Rob Hershberg**

COVID-19 Overview

- Sue Entress provided an overview of the state of the organization amid the COVID-19 pandemic.
- Receiving guidance for reopening rowing from Washington State, USRowing and other clubs.
- Determining what programs we can offer as we progress through the phases of reopening, evaluating financial viability.
- Planning to start with small group rowing, 5 rowers plus a coach.
- Adhering to our new COVID-19 procedures will be critical. Supervisors will be assigned to ensure people are following protocol.
- Developing a jotform phone app to track people coming to the boathouse.

COVID-19 Safety Plan

- Kris Kutchera presented the COVID-19 Safety Plan for use during Phase 2 of reopening for maintenance and set up activities in the boathouse. The plan will be revised before rowing activities begin.
- Key elements of the plan: handwashing, cleaning and disinfecting, social distancing, masks, visitor/member log, health questionnaire, weekly training, rules attestation, waiver, action plan if someone is sick or exposed to COVID-19.
- **ACTION:** Contract for 3rd party cleaning service. **Rob Hershberg**
- **ACTION:** Consider a COVID compliance officer and/or monitor who is not performing work to oversee COVID safety. **John Foy**
- **MOTION** by Jill Bamburg to approve the BIR COVID-19 Safety Plan Phase 2 as modified. Seconded by Jennifer Ames-Karreman. All approved.

COVID-19 Decisions

- John Foy and Kris Kutchera led the discussion to decide on two COVID-19 issues.
- **Liability:** Rowing club liability insurance does not cover COVID-19. Many organizations are using special COVID-19 waivers along with strict COVID-19 safety protocols.
MOTION by Kris Kutchera to proceed with reopening BIR with appropriate safety protocols and waiver in place despite not being covered by insurance for COVID-19. Seconded by Jill Bamburg. All approved.
- **High-Risk Individuals:** According to the Washington State Safe Start program, high-risk individuals are to stay home until Phase 4. At a minimum, encourage high-risk individuals to stay home for now. Discussed various scenarios for BIR policy based on state and USRowing guidance:
 - **MOTION** by Anthony Oddo: In line with WA construction guidance, place no special restrictions on high-risk individuals working in the boathouse. Seconded by Sommer Vincent, all approved.
 - **MOTION** by Anthony Oddo: In line with WA gym guidance for high-risk individuals, prohibit indoor training for everyone to simplify the policy. Seconded by Celia Clark, all approved.
 - **MOTION** by Rob Hershberg: In line with USRowing guidance, place no restrictions on high-risk individuals rowing. Seconded by Tim Dore, all approved.
 - **MOTION** by Tim Dore: In line with USRowing and WA gym guidance, place no special restrictions on high-risk individuals coaching.

Planning for Resuming Rowing

- John Foy is working with Jill Bamburg, Anthony Oddo and Kathy Maher to define plans for reopening rowing. Stay tuned for more information.

Financials

- Kurt Frost provided the cash forecast.
- Masters rowing fees and refunds will depend startup date, which is currently unknown. Requesting that masters postpone fee payment, however they can make a straight donation if desired.
ACTION: Provide COVID-19 update to masters, coordinating with Kurt Frost, Sue Entress and Nicolai Otte. **Celia Clark**
- Applied for an SBA PPP loan, which would allow rehiring of the furloughed coaching staff.
- Cash Forecast:
 - Using the three forgiveness scenarios from the PPP Analysis, made an estimate of the cash balance at the end of 2020.
 - Assumptions:
 - Full repayment in 2020 of any unforgiven loan (have two years to repay, so this is a conservative assumption).
 - Full refund of remaining Junior and Master amounts due (conservative assumption).
 - June sessions would be a maximum of 5 participants and sessions in July thru October would be a maximum of 10 participants.
 - Sessions would run Monday, Wednesday, Friday and Saturday.
 - On Monday, Wednesday & Friday there would be a Morning session, a mid-Morning session, an Afternoon session and an Evening session. On Saturday, there would be a Morning session and a mid-Morning session.
 - A ratio of 1 coach to 5 participants – so 5 participant sessions would have one coach while 10 participant sessions would have 2 coaches.
 - Sculling fees would be \$25 per participant per session which is \$125 per June session and \$250 per July thru October sessions.
 - Recommendation:
 - Members commit to a session with the same participants.
 - Sessions only be offered if participation is at the planned level (5 for June and 10 for July, August, September & October).
 - Bottom line: With or without Sculling programs, BIR will be financially solvent thru 2020. If no Sculling programs are offered, BIR will need to tightly control its costs, particularly labor.

Meeting adjourned without executive session at 9:25 PM.

Next Meeting: Wednesday, June 24, Video conference
Board Reports will be due May 21.

Minutes submitted by Secretary, Kris Kutchera