

Bainbridge Island Rowing
Board of Directors Meeting Minutes
01/27/21, 7:00 PM



Location: Video Conference

Board Members

Present: Jennifer Ames-Karreman, Jill Bamburg, Celia Clark, Julia Czesla, Tim Dore, Grant Dull, Sue Entress, John Foy, Kurt Frost, Rob Hershberg, Kris Kutchera, Anthony Oddo, Sommer Vincent, Faith Watson, Beth Wheeler

Absent: Kayla Musser

Quorum: Yes (15/16)

Others present: Bruce Beall, Tim Verharen

Proceedings

Meeting was called to order at 7:02 PM PST by President, Kris Kutchera

Agenda

- **MOTION** by Sue Entress to approve January 27, 2021 Agenda. Seconded by Faith Watson, all approved.

Minutes

- **MOTION** by Grant Dull to approve the December 9, 2020 Board Meeting Minutes. Seconded by Celia Clark, all approved.

Financials

- Kurt Frost reviewed the conservative assumptions made for the proposed 2021 budget. Assumes full cost of coaches; does not include potential second PPP loan. Simplified rowing fees from series of fall/winter three-week flights to four billing periods over full season. Budget for operational costs have been broken down by vendor; easy to track as year progresses.
- Punchcard system will still be available for drop-ins to additional sessions but not encouraged.
- **MOTION** by Jennifer Ames-Karreman to approve the 2021 Budget. Seconded by Tim Dore, all approved.

Strategic Plan

- Jill Bamburg outlined the process used to develop the BIR Strategic Plan, dating back to late spring/early summer 2020. Worked with members from all constituencies to draft the Plan; redlined draft and finalized draft forwarded to Board members for review and final approval.
- **MOTION** by Grant Dull to approve the BIR Strategic Plan. Seconded by Faith Watson, all approved.

Ventilation for Workouts in Boathouse

- L&I Industrial Hygienist evaluated the Boathouse spaces for sufficient airflow on Tuesday, January 26, 2021. Following Washington State Covid guidelines for Phase 1, the upper level, except for the SW corner, can be used by 8 people for indoor workouts including erging; lower level can be used by 12 people with ergs oriented toward walls. Allowable occupancy in these spaces will increase as state restrictions are eased.
- Sue Entress noted that members, if masked and maintaining 6' social distance, may be in the Boathouse in greater numbers than described above (ex: Juniors viewing a safety video).
- Additionally, evaluating swabbing floors to minimize dust from concrete. Tim Verharen recommended fogging method for air and surface disinfection. **ACTION:** Consult with Tim Verharen on efficacy and effectiveness of fogging in Boathouse **John Foy**
- Consistency in maintaining safe Covid practices is critical at all times and for the foreseeable future.
- Rob Hershberg voiced concern that access to the Boathouse via key fob should not preclude continued observance of Covid protocols. **ACTION:** Install STOP signs at each entry with Covid protocol. **Kris Kutchera**
- **MOTION** by John Foy, after consultation with experts including Washington State Department of L&I, to approve use of both the upper level and the lower level of the Boathouse for indoor workouts, including erging, subject to applicable Washington State guidelines for Covid safety as implemented by the BIR Covid Safety Committee. Seconded by Sue Entress, all approved.

Juniors Spring Season Update

- Spring Season starts on Monday, February 1 for experienced rowers; March/April for novice rowers if 4s/4x can be used per Washington State and BIR Safety Committee guidance. Anticipate 50-60 rowers total. Girls M, W; Boys T, Th; "floating" on Fridays.
- Plan to have rowers on the water at least 1x per week; foster a welcoming atmosphere in the Boathouse.
- Given the uncertainty of the upcoming spring season due to Covid, coaches are looking at possibly a more rigorous summer program.
- Bruce Beall is participating in ongoing discussions with other regional coaches about Covid health & safety; potential scrimmages and regattas. Very difficult to plan given the shifting public health outlook.
- Currently Regionals are unlikely to occur; Youth Nationals may be structured more like an Open Invitational.

- Would like to have a minimum of three scrimmages in April/May with regional clubs. Washington State may allow regattas in Phase 2. Tim Dore noted the Pac-12 have canceled their season as have other collegiate programs; should BIR be participating in regattas? Crew is categorized as a “moderate risk” sport per Washington state. **ACTION:** Gain Board approval before committing to scrimmages, etc. **Kris Kutchera**
- Grant Dull inquired whether all coaches have a boater education card; Sue Entress confirmed yes, specifically that BIR requires that every launch must have a card-holder aboard. Bruce Beall noted coaches are also required to have SafeSport certification renewed annually. Kris Kutchera added that Board members are required to complete SafeSport training, as are Parent Volunteers. **ACTION:** Establish deadline for Board members to complete SafeSport training. **Kris Kutchera**

Masters Spring Season Update

- Plan is to start rowing in March following continued Washington State Covid guidance; pods of six, rowing only in singles and “bubble doubles”; dues at \$190; season rowing fees split into four billing periods as outlined by Kurt Frost with no annual fee option. Punch card for drop-ins but not encouraged.
- **MOTION** by Celia Clark to approve plan for Masters Spring Season. Seconded by Julia Czesla; all approved.

2021 Slate of Board Directors

- Kurt Frost discussed two proposed new members: Melanie Edholm, Masters rower, has an accounting background; would become Assistant Treasurer. She has accepted the invitation. Brandon Fleet, long-time Masters rower, would be helpful with Operations. **ACTION:** Invite Brandon Fleet to join the Board. **Kurt Frost**
- Sommer Vincent summarized her interview with Luke Watson, the proposed Junior Representative; described him as calm, confident, inquisitive. Bruce Beall supported Luke’s nomination.
- Ongoing need to have a pipeline of Board members.
- **MOTION** by Kris Kutchera to accept Slate of Board Directors. Seconded by John Foy; all approved.

Annual Meeting Plan

- Announcement to Junior members will go out January 28, 2021; Masters will be emailed on February 3, 2021, which will include an incentive of a drawing for a Hitchcock gift card if memberships are paid by February 17, 2021. Per BIR Bylaws, Annual Meeting must be announced to membership by February 3, 2021 (30 days prior to meeting). Need 10% of membership for a quorum. Will also request nominations for volunteer of the year.
- BIR-themed bingo game after business is wrapped up.

Development

- Development Committee has been meeting with fundraising consultant Brittany Kirk, who will attend the February Board Meeting.
- Discussing how the Board can be more engaged in fundraising.
- Jennifer Ames-Karreman discussed overall philanthropic trends during Covid, and initiatives to address the “new normal.”

- Brittany Kirk will be emailing Board Members directly after the February 10, 2021 Development Committee meeting.
- Julia Czielsa noted the referral from Grant Dull to Kitsap Gives; she will register BIR.

MOTION by Sommer Vincent to Adjourn. Seconded by Jennifer Ames-Karreman, all approved.
Meeting Adjourned at 8:45 pm PST

Next Meeting: February 24 - Annual Meeting, Development Plan, Scrimmage Safety

Minutes submitted by Secretary, Beth Wheeler

ADDENDUM

- Kurt Frost confirmed Brandon Fleet has agreed to join the board as a Masters representative; the second PPP loan was approved and funds deposited.
- Faith Watson confirmed Tim Verharen has agreed to join the board as a Junior Parent representative.