

Bainbridge Island Rowing  
Board of Directors Meeting Minutes  
01/26/22, 7:00 PM



Location: Videoconference

**Board Members**

**Present:** Jennifer Ames-Karreman, Jill Bamburg, Celia Clark, Julia Czesla, Melanie Edenhalm, Sue Entress, Brandon Fleet, John Foy, Kurt Frost, Kris Kutchera, Tim Verharen, Luke Watson, Beth Wheeler

**Absent:** None

**Quorum: Yes (14/14)**

**Others Present:** Bruce Beall, Andrew Block, Laura Bottger, Lindsay Browning, Wendy Dymoke, Mirén First

**Proceedings**

Meeting was called to order at 7:01 PM PST by President, Kris Kutchera

**Welcome and Introductions**

**Agenda**

- **MOTION** by Jill Bamburg to approve January 26, 2022 Agenda. Seconded by Celia Clark, all approve.

**Minutes**

- **MOTION** by Jill Bamburg to approve the December 8, 2021 Board Meeting Minutes. Seconded by Jennifer Ames-Karreman, all approve.

**Month in Review**

- Spring Season is upon us, with juniors starting next week and adults at the end of February.
- Regattas, thankfully, are back in the plan! The Parent Leadership Team is planning for junior spring regattas and we will be resurrecting a Regatta Committee to support adults.
- Adult programs have been refined this year based on input from members and coaches. Many thanks to Celia Clark for organizing this effort!

- The Omicron variant has affected some of our members. Coaches are continuing to enforce our COVID policies and if a member is infected or exposed, we're following CDC guidance for isolation and return to rowing.
- In preparation for spring, coaches and volunteers have been repairing and cleaning ergs, boats, and other equipment.
- Kurt Frost is obtaining loans from our members to complete the rowing center. We owe a huge debt of gratitude to Kurt and these generous members!
- Jennifer Ames-Karreman and the Development Committee have been working on a proposal for a Public Campaign and will ask for your input tonight.
- Construction is underway on the east-side deck and west-side stairs with anticipated completion by the end of February. Thanks to Rob Smallwood for leading this effort!
- In preparation for the final phase of construction, we've worked with Beth Wheeler and Karen Mattock to develop a timeline for design and contracting. Beth is leading the design and John and I are leading the contracting, both of which we will discuss tonight.
- Jill Bamburg and the SafeSport Task Force have drafted BIR-specific policies, and they will ask for your approval tonight.
- In preparation for the Annual Meeting of Members on March 9, we'll ask for final input to the 2022 Directors Slate and Amendments to the Bylaws.
- There's a lot going on – between the Spring Season, SafeSport, Annual Meeting, construction, and fundraising, we could not possibly be busier! It's incredible that this work is largely being done by volunteers. Thank you to all of you on the Board and everyone else who is supporting us to make our dream possible!

### **Financials**

- Budget for 2022 has not changed materially since the August and November iterations. Headcounts are consistent with prior years; based on projected expenses, dues and fees will increase 6% over 2020. A cushion at the end of the year is indicated, but the budget is only a guide and should be revisited if headcounts change as the year progresses.
- **MOTION** by Kurt Frost to approve the 2022 Annual Budget. Seconded by Julia Czesla, all approve.

Grant Dull departed due to illness.

### **2022 Directors Slate & Bylaws Amendments**

- Discussion of one additional board slot available. With 2022 Slate, the conclusion was that the board was sufficiently large and reflected the membership with a mix of Junior Parents and Adult Rowers. Will remove additional open slot for 2022.
- Junior Rower Representative selection is still in process; will be completed early next week and included in the slate of officers for member vote at March Annual Membership Meeting.

- The Board-recommended slate for 2-year terms starting in 2022: Jennifer Ames-Karreman (returning Board member, Junior Parent), Sue Entress (returning Board member, Junior Parent, Adult Rower), Jill Bamburg (returning Board member, Adult Rower), Julia Czesla (returning Board member, Adult Rower), John Foy (returning Board member, Adult Rower), Andrew Block (new Board member, Junior Parent), Laura Bottger (new Board member, Adult Rower), Lindsay Browning (new Board member, Junior Parent), Mirén First (new Board member, Junior Parent)
- **MOTION** by Kris Kutchera to approve the proposed 2022 BIR Directors Slate for member vote at the Annual Meeting with the selected Junior Representative added. Seconded by Melanie Edenholm, all approve.
- Over this past fall, there have been significant efforts to update the Bylaws to reflect actual board practices and intentions. With previous feedback from board members, the focus of discussion was on three topics:
  - Examining the benefits/drawbacks of adding Development Chair, Safety Officer and Past President as explicit Officers. Conclusion was that, by retaining the existing designation of officers, greater flexibility is maintained. Needs may change once the rowing center is complete and an Executive Director is hired.
  - Formalization of the Executive Committee as a Standing Committee of the Officers, focussed on distilling more complex issues for board action and addressing time-sensitive and confidential issues. Membership will be determined by the Board for long-term flexibility. Executive Committee will also be charged with serving to steward the strategic direction of BIR.
  - BIR's Diversity Statement was simplified further and finalized, again to maximize longevity.
- **MOTION** by Kris Kutchera to approve the proposed Bylaws Amendments, pending final grammatical and formatting edits, for member vote at the Annual Meeting. Seconded by Jill Bamburg, all approve.

### **Construction Planning**

- Planning for construction of the Upper Level continues, with input from Karen Mattock and other members. John Foy and Kris Kutchera are stewarding the contracting process. In addition to Clark Construction, the contractor of Phase II,, two additional island-based contractors with BIR connections have expressed interest in bidding on Phase III for a total of three. John and Kris recommend considering these additional contractors to ensure an open and transparent process. It was confirmed that, given the volunteer effort required to evaluate estimates and capabilities, expanding the potential pool beyond three would be cumbersome. An abbreviated proposal process, rather than a fixed-bid contract is proposed.
- **MOTION** by Kris Kutchera to approve requesting abbreviated proposals for completing the SPLRC from multiple construction firms and authorizing John Foy and Kris Kutchera to oversee the process. Seconded by Jennifer Ames-Karreman, all approve with Kurt Frost abstaining.

- Upper Level planning has been underway with a Working Group meeting in December and early January to assess how BIR needs have changed since the original programming was completed. Four key areas identified for review and are noted in the program included in the Consolidated Report:
  - Combine two offices into one flexible space
  - Add gender-neutral ADA restroom
  - Add storage for BIR-owned tables & chairs, to ensure the Great Room can be entirely empty to maximize event flexibility
  - Confirm the kitchen will be outfitted for catering purposes, not as a commercial kitchen
- Completing the planning phase quickly is a critical first step to beginning construction, thus a smaller Design Committee drawn from the Working Group is proposed. The Design Committee will fine-tune the program approved by the board, and work with the architect on layouts; the architect will present for final approval by the full board. Funding for the architectural work is also needed with a limit of \$48K.
- **MOTION** by Beth Wheeler to approve forming a Design Committee to work with the architect to develop the layout for the Upper Level SPLRC with final approval by the Board. Seconded by Sue Entress, all approve.
- **MOTION** by Beth Wheeler to approve funding for initial design work on the Upper Level SPLRC up to \$48K. Seconded by Jill Bamburg, all approve.
- **MOTION** by Beth Wheeler to approve program as written. Seconded by Celia Clark, all approve.

### SafeSport

- New SafeSport training requirements for members have been established by US Rowing as of 1/1/22, which in turn are the result of changes instituted by the US Olympic and US Paralympic Committees to protect athletes.
- These new training requirements will require all BIR adult members (age 18 and over) to be certified in SafeSport.
- Prevention is the primary goal of the training and certification process. To that end, Jill Bamburg has been working with Grant Dull, Tim Verharen, Bruce Beall and Chelsea Vesseness to develop a BIR-specific SafeSport Policy. Additionally, the group has drafted a BIR Incident Report and Preamble, a proposed BIR SafeSport Coordinator Job Description, and a Revised BIR Junior Travel Policy. Discussion was in support of the policy and the group's efforts.
- **MOTION** by Jill Bamburg to approve the proposed BIR SafeSport Policy. Seconded by Tim Verharen, all approved.
- BIR SafeSport Incident Report and Preamble, BIR SafeSport Coordinator Job Description and Revised BIR Junior Travel Policy were tabled until the next Board meeting due to time constraints.

## Development

- Introduction of Wendy Dymoke, former BIR Development Chair and development professional. Wendy will be directing the BIR Public Campaign, which will commence this April and conclude July, 2022.
- Campaign will be focussed on the greater community, and engage with members, member families, alum rowers & families to assist; along with community partners.
- PR/Marketing/Communications will be crafted by Sue Entress; Administrative duties are to be determined; Events Lead for Open House(s) is needed. Budget of \$5K for banners, signage, and ancillary materials requested.
- **MOTION** by Jennifer Ames-Karreman to approve timing for the Public Campaign of April through July 2022 and \$5K budget. Seconded by Jill Bamburg, all approve.

**MOTION** by Jill Bamburg to adjourn to Executive Session. Seconded by Jennifer Ames-Karreman, all approve.

Adjourned to Executive Session at 9:05 pm

Minutes submitted by Secretary, Beth Wheeler

**Next Board Meeting: Wednesday, February 23, 2022 at 7:15-9:15 pm (Virtual - Zoom)**

**Board Reports Due: Friday, February 18th, 2022 at 5:00 pm (*Promptness please! Start of Mid-Winter Break...*)**