

Bainbridge Island Rowing  
Board of Directors Meeting Minutes  
12/14/22, 7:15 pm



**Location: Videoconference**

**Board Members**

**Present:** Jennifer Ames-Karreman, Jill Bamburg, Laura Bottger, Lindsay Browning, Celia Clark, Hannah Cutler, Julia Czesla, Melanie Edenholtm, Sue Entress, Mirén First, John Foy, Kris Kutchera, Marc Stewart (partial attendance), Tim Verharen, Beth Wheeler

**Absent:** Andrew Block, Brandon Fleet

**Quorum: Yes (15/17)**

**Others Present:** Bruce Beall, Jane Stewart, Sam Williams

**Proceedings**

Meeting was called to order at 7:17 pm by President, Kris Kutchera

**Welcome and Introductions**

**Agenda**

- **MOTION** by Celia Clark to approve the December 14, 2022 Agenda. Seconded by Jill Bamburg, all approve.

**Minutes**

- **MOTION** by Mirén First to approve the December 7, 2022 Minutes. Seconded by Hannah Cutler, all approve.

**Annual Meeting of Members**

- Scheduled for Wednesday, March 1, 2023 at 7:15 pm

**Month in Review - December 2022**

- Winter training season is in progress for junior and adult rowers. Erg workouts will move to the lower level of the boathouse once construction begins.

- Beth Wheeler and Lindsay Browning are continuing planning for junior spring regatta travel. The Junior Travel Code of Conduct has been updated with approval of our SafeSport Coordinator, Judy Friesem.
- Coach Addie is conducting coxswain training for 8 junior coxes and will begin training for adult coxswains starting in January.
- Celia Clark and Coach Redge are working with adult team coordinators and coaches to establish team descriptions, expectations, and the spring and Learn to Row schedule. They are also recruiting volunteer adult rowers to be trained to supplement coach rosters.
- Brandon Fleet, Marc Stewart, and Bruce Beall are leading equipment repair and maintenance efforts including some major repairs to launches.
- John Foy, Jeff Krueger, and Beth Wheeler worked with Clark Construction and Cutler Anderson to bring the construction estimate within our budget and the Board approved signing the contract in our Special Meeting last week. Design work with the HVAC subcontractor has begun.
- The Clark Construction contract specifies a substantial completion date of June 1, 2023. Installation of the HVAC system may take longer but is not expected to affect our ability to occupy or rent the space.
- Lindsay Browning and Jennifer Ames-Karreman are talking with the Senior Center, Rotary and others who are interested in renting our space once completed.
- Sue Entress and Wendy Dymoke developed and mailed our Thanksgiving Gratitude / Year End Appeal cards. Social media posts will continue the momentum.
- Julia Czieszla and James Sheldon submitted a grant to Rotary to partially fund a new launch needed to support our expanding juniors programs.
- Last week, members of the adult team participated in the Bainbridge Parks Foundation work party at Waterfront Park along with the City of Bainbridge Island.
- Kurt Frost has been working on the 2023 budget with input from Kris Kutchera on staffing needs, Brandon Fleet on equipment needs, and Jennifer Ames-Karreman and Lindsay Browning on development goals and rental revenue projections. As laid out in our 2021 Strategic Plan, this budget is designed to help us transition from our post Covid Stabilization Period to our Growth Period. Jill Bamburg will lead us through an update of our Strategic Plan in Q1 of 2023.
- We are actively recruiting Board members for 2023 and currently have a specific need for development expertise and leadership for Dream Big.
- Thank you all for your time and talent as we grow our organization!

### **2023 Budget Preview**

- Kurt Frost noted that the intent of his budget preview is to generate board discussion at this time. Approval will be requested at the January 2023 board meeting.
- Budget reflects three key questions for BIR in 2023:
  - How will additional staff positions and hours improve the member and board member experience?

- What impact on the rowing programs will result from facility rental usage? How can BIR maximize rental income with minimal effect on rowing usage of the boathouse?
- What is the fund raising outlook for BIR, given current trends. With \$1MM in loans, accurate forecasts for repayment will need to be formulated.
- Key assumptions used to develop current preview:
  - Rowing fees increased 7.5%; dues remain flat.
  - Dues for Juniors will be adjusted to align with school calendar.
  - Fundraising has been on the decline since 2016. Repayment may require lengthening out the loan period or otherwise adjusting how BIR repays.
  - With the shift in the end date of construction (and subsequent start of rental income), repayment of member debt has been delayed from 2023 to 2024.
- Payroll increases
  - Staffing increases include:
    - Addition of an Executive Director at part time of 20 hours per week, becoming full time in 2025. Initial focus will be 50% on Event Rentals business; 25% managing organization; 25% fundraising.
    - Addition of dedicated maintenance, registrar, communications, development/event support positions with goal of improving member experience and fund raising efforts.
  - Tangible benefits need to be visible to members to justify increased fees.
  - Coaching hours have typically been under budget due to many volunteers; hours still need to be included in budget projections.
- Retaining members may be viewed as a measure of member satisfaction.
- Discussion of long term fund raising prospects. Dream Big has been very successful. Timing with key donors and of large donations is critical determinant. Development team has also had operational diversions from fund raising focus.

### Construction Update

- John Foy reported the receipt of a contract document from Clark Construction (CCI) last evening. Date of substantial completion is June 1, 2023. Contract comes in under budget, and is “cost-plus with guaranteed maximum.” Laura Bottger has Builders’ Risk insurance ready to go. Contract includes incentive to complete early; liquidated damages for late completion.
- HVAC has long lead items, but would not impact obtaining the TCO, event rentals nor BIR usage.
- Communication of space availability, and condition of space, with potential event rentals is critical, including accurate description of status of HVAC.
- It was determined that board action is not required to reallocate funds from construction budget to furnish and equip the Rowing Center for event rentals. Tabled at this time.
- **MOTION** by John Foy for BIR leadership to enter into agreements with other parties for their rental of space(s) in the Rowing Center for their own events, such events to occur no earlier than August 1, 2023. Seconded by Jennifer Ames-Karreman, all approve.

- CCI has agreed to defer the final payment for their work after DreamBig, if needed.

**Development Update - Jennifer Ames-Karreman**

- Potential interest from Kitsap County non-profits for large events in August. Rental rates are conservative and thus drawing interest.
- Need chair(s) for DreamBig 2023. Julia Czesla suggested possibly Junior parents or a co-chair arrangement – one chair from adult program, one chair from the Junior parents. Goal is to identify chair(s) by February 1.

**MOTION** by Sue Entress to adjourn to Executive Session. Laura Bottger seconded. All approve. Meeting adjourned to Executive Session at 8:34 pm.

Sam Williams and Jane Stewart depart meeting. Marc Stewart joins meeting.

**MOTION** by Kris Kutchera to adjourn meeting. Jennifer Ames-Karreman seconded. All approve. Meeting adjourned at 9:08 pm

Minutes submitted by Secretary, Beth Wheeler