

Bainbridge Island Rowing
Board of Directors Meeting Minutes
02/22/2023, 7:15 PM



Location: Videoconference

Board Members

Present: Jennifer Ames-Karreman, Jill Bamburg, Andrew Block, Laura Bottger, Celia Clark, Julia Czesla, Melanie Edenholm, Sue Entress, Mirén First, Brandon Fleet, John Foy, Kris Kutchera, Tim Verharen, Sam Williams.

Absent: Hannah Cutler, Marc Stewart, Beth Wheeler

Quorum: Yes (14/17)

Others Present: Bruce Beall, Lindsay Browning (in part), Jeff Krueger (for construction update)

Proceedings

Meeting was called to order at 7:16 PM PST by President Kris Kutchera

Agenda

- **MOTION** by Sam Williams to approve February 22 agenda. Seconded by Jennifer Ames-Karreman, all approve.

Minutes

- **MOTION** by Jill Bamburg to approve January 25, 2023 Board Meeting Minutes. Seconded by Sue Entress, all approve.

Month in Review—February 2023 Kris Kutchera

- Spring Season has started for juniors and adult sessions begin this week. With construction in progress, erging is taking place in the boat bays and at the Masonic Center.
- Beth Wheeler, Lindsay Browning (in her volunteer role) and others are wrapping up planning for junior spring regatta travel. They are recruiting chaperones and other parent volunteers, and ensuring prerequisites are complete in time for the first regattas. Plans for adult spring regattas are in the works.
- Redge Campbell and Bruce Beall are training 11 player coaches to expand our coaching bench. Addie Taylor is providing cox training for both juniors and adults.

- Brandon Fleet, Marc Stewart, Bruce Beall and Sam Williams are refining the equipment damage reporting and repair process. Bruce is advertising for someone to be at the boathouse regularly to make repairs.
- Construction of the upper level is underway with framing nearly complete, and plumbing and electrical rough-in in progress. We are at a critical point of finalizing the scope of the project. There are a multitude of change orders, some increasing and some decreasing cost. John Foy and Kris Kutchera are working with our owners representative, Jeff Krueger, Clark Construction, Cutler Anderson Architects, subcontractors, and the BIR Design Team to make tradeoffs to meet our needs and stay within budget. The Executive Committee will be utilized to make decisions deemed challenging.
- Beth Wheeler, Lindsay Browning and Jennifer Ames-Karreman have prepared a Donor Recognition & Venue Rental budget proposal for Board review.
- BIR Business Director, Lindsay Browning is hard at work defining the venue rentals framework and talking with community partners and other interested parties. Check out the [BIR Venue Rentals webpage](#) for more information. Please spread the word to your friends and acquaintances that the rowing center great room and conference room are available for reservations starting in August.
- Jennifer Ames-Karreman and Kris Kutchera are working with Lindsay Browning to finalize her job description and 2023 goals for Board approval.
- We received \$7,000 from One Call for All to support the rowing center construction.
- Jennifer Ames-Karreman and Lindsay Browning are garnering resources for the 2023 Dream Big plan.
- John Foy, Kris Kutchera, Jennifer Ames-Karreman and Tammy Galbraith prepared and sent year-end tax letters to our donors.
- Treasurer Melanie Edholm and Kurt Frost are developing detailed financial reports to track member headcount, payroll expenses, repair and maintenance expenses, and construction costs vs. the budget. These reports will be closely monitored by the Board and adjustments will be made throughout the year based on actual revenue and expenses.
- The Board is finalizing the 2023 Board Slate, which will be presented for approval at the Annual Meeting of Members on March 1.

Executive Session

- **MOTION** by Jill Bamburg to adjourn to Executive Session. Seconded by Jennifer Ames-Karreman, all approve. Meeting adjourned to Executive Session at 7:35 PM.

Regular meeting resumes at 8:36 PM.

Financials Update – Melanie Edholm

Closely watching payroll numbers. Adult headcounts are picking up, both for dues and fees paid. Working with Brandon to track and allocate Repair & Maintenance spending. Additional detail is being provided in reports each month for Board review.

(Jeff Krueger joins meeting.)

Construction Update— John Foy & Jeff Krueger

The project is moving along. As is common, challenges arise as the details get worked out. The framing is almost done. Its completion was delayed due to a discrepancy in the plans that required adjustments to the showers. A mistake in the initial HVAC design should not cause delays and will end up saving us money. Kitchen improvements needed to support events are being evaluated by the BIR Design Team.

Overall, communication is good between BIR, Clark, & Cutler Anderson. The schedule is slightly delayed because of the framing issue—maybe a week. Still within our needs and tolerances. May be able to generate income prior to the final completion date.

(Jeff Krueger departs meeting.)

(Lindsay Browning joins meeting.)

Furniture, Fixtures & Equipment (FFE) & Donor Recognition items – Jennifer Ames-Karreman & Lindsay Browning

The presentation detailing the furniture, fixtures, and equipment (FFE) for the upper level and the donor recognition items was not available at the meeting. Lindsay will share the link so that Board members can review the details, comment, and ask questions before they move forward with purchases.

The donor recognition items account for less than one percent of the total project budget. Special designs have been created by talented BIR Design Team members. This includes the all donor recognition installation that will hang in the stairwell, the History Wall, the Coaches Door, and the conference room display of coxswain artifacts.

The FFE includes items that BIR would need for its own purposes, such as stacking chairs/carts and tech purchases, and items that we need only because of the venue rentals. Some of the budget numbers may cause sticker shock, but these are investments that should create value and benefit BIR. The final details are still being worked out to stay on budget.

Development & Venue Rentals— Jennifer Ames-Karreman & Lindsay Browning

Closing thoughts: Continue promoting the venue rental to friends. For anyone who is interested, Lindsay has been offering tours regularly on Wednesday afternoons at 3:45 or 4 PM.

MOTION by Laura Bottger to adjourn regular meeting. Seconded by Julia Czesla, all approve. Meeting adjourned at 9:03 PM PST.

Minutes submitted by Assistant Secretary, Laura Bottger